



Community Development Department
Planning Division
4900 Village Commons
Matteson, IL 60443
(708) 283-4940

PLAN REVIEW SUBMITTAL CHECKLIST

As a means to assist an applicant with the minimum information required on any plan submitted for review and approval by the Village of Matteson, the following plan review submittal checklist has been generated. For any questions regarding this checklist, contact the Planning Division at (708) 283-4940.

Required Number of Copies: A total of **seven (7) full-size copies** of all plans are required to be submitted at the time of application. Additional full-size copies and reduced size (11"x17") of all plans will be required to be submitted prior to distribution of Plan Commission packets. Staff will advise an applicant as to the exact number of plans required.

Complete Application Submittals: All documentation and plans required at the time of application need to be submitted together. Piecemeal submittals cannot be processed and will not be accepted.

I. GENERAL

1. Completed Application
2. Cover Letter Listing Attachments
3. Narrative Statement/Use Description- A description of the existing and proposed use/s of all structures and land. The statement should discuss the general compatibility with existing and proposed uses in the general vicinity and with the comprehensive plan.
4. Disclosure of Interest Form (included with application)
5. Affidavit of Authorization Form (included in application)
6. Application Fees (refer to Planning and Zoning Fee Schedule)
7. Engineering Filing and/or Plan Review Fees (refer to Engineering Plan Review and Inspection Fees Schedule)
8. Plat of Survey. The plat must include a legal description and be certified by a surveyor
9. Legal Description/s of parcel/s. * **NOTE: FOR PUBLICATION PURPOSES, AN ELECTRONIC OR DISK COPY OF THE LEGAL DESCRIPTION MUST BE PROVIDED – THE VILLAGE USES THE MICROSOFT WORD PROGRAM**

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II. SITE PLAN – all site plans need to be prepared by a professional land planner, architect or engineer. All site plans need to include the following:

1. General
 - a. Scale (preferred 1" = 20' or 1" = 30') and North Arrow
 - b. Zoning District of subject property and adjacent property within 100 feet
 - c. Plan date and any revision dates
 - d. Developer and/or Builder Name, Address and Phone Number
 - e. Project name
 - f. Site Data Table, including but not limited to total site acreage; total number of required and proposed standard parking spaces and accessible parking spaces; total square footage of any existing and all proposed buildings; percentage breakdown of land uses, if multiple land uses are proposed; and percentage of open space (non-paved areas only)

2. Structures
 - a. Dimensions of each structure
 - b. Indicate building entrances and exits
 - c. The proposed use of each structure
 - d. If a food service, indicate seating capacity
 - e. Required building setbacks from all lot lines
 - f. Proposed pavement setbacks from all lot lines
 - g. Width dimensions of all landscape separation areas

3. Parking & Traffic Circulation
 - a. Typical dimensions of standard parking spaces and accessible parking spaces (all spaces shall be marked with durable paint in stripes a minimum of 4 inches wide – the paint shall be of a color which contrasts with the color of the parking lot pavement)
 - b. Typical dimensions of drive aisles and any proposed loading areas
 - c. Direction of traffic flow patterns with arrows
 - d. Location of accessible parking space ramps
 - e. Location of curbing throughout the site
 - f. Indicate curbed parking lot islands and typical dimensions
 - g. Typical widths of all driveway ingress/egress
 - h. Typical dimensions of any proposed loading spaces and/or docks
 - i. Width of any proposed drive-thru lanes, if any
 - j. Locations of all light poles for parking lot lighting

4. Pedestrian Circulation
 - a. Proposed pedestrian walkways and provide typical dimensions (a minimum five (5) foot wide sidewalk is required along the perimeter of any building immediately adjacent to parking spaces or drive aisles)
 - b. Sidewalks for pedestrian access throughout the site and parking lot
 - c. Sidewalk connection from public sidewalk into site (a minimum of five (5) feet wide)
 - d. Indicate required five (5) foot wide public sidewalk across property frontage (located one (1) foot off property line)

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5. Other
 - a. Indicate all lot line dimensions
 - b. Indicate and label all existing and proposed utility or drainage easements
 - c. Location of all existing and proposed fire hydrants
 - d. Location of all proposed freestanding sign/s, and setback dimensions from all lot lines, driveways, drive aisles, etc.
 - e. Location and size of all required trash enclosure/s
 - f. Elevation plans for trash enclosure/s, including construction materials and colors

III. BUILDING ELEVATIONS PLAN – all building elevation plans need to be prepared by a professional architect.

1. General
 - a. Scale and North Arrow
 - b. Plan date and any revision dates
 - c. Developer and/or Builder name, address and phone number
 - d. Project name
2. Show all building elevations of all four sides of the building or buildings, including:
 - a. Overall building height dimensions including to top of roof and top of parapet, if any
 - b. Location and height dimensions of any roof top mechanical equipment and proposed method of screening (i.e. raised parapet, individual screens, etc.)
 - c. All building mounted lighting, including details of the types of fixtures proposed
 - d. Proposed canopies, awnings, etc., including material and color
 - e. Exterior wall and roof materials of each elevation
 - f. Colors proposed on each elevation
3. Provide a materials and colors sample board

IV. LANDSCAPE PLAN – all landscape plans need to be prepared by a professional landscape architect. All landscape plans need to include the following:

1. General
 - a. Scale (preferred 1" = 20' or 1"= 30') and north arrow
 - b. Drawing date and any revision dates
 - c. Developer and/or Builder name, address and phone number
 - d. Project name
2. Locations of structures, pavement, trash storage areas, existing and proposed utility equipment, and transformers, free-standing signs, light poles, fire hydrants, etc.
3. Location of all stormwater management areas (detention/retention pond/s - denoting normal and high water levels)
4. A plant list including:
 - a. Quantity and number of plants for each species of tree, shrub, perennial and annual flowers, ornamental grasses, groundcover, etc.

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- b. Common and botanical scientific names of all proposed plant material
 - c. Tree form (i.e. rounded, pyramidal, etc.)
 - d. Installed sizes or heights of plant material at time of planting
 - e. Whether plants are to be container-grown, balled and burlapped, or bare root
 - f. Quantity and types of all other materials used (i.e. type and depth of mulch)
 - (i) All trees and shrubs shall be mulched with a minimum of three (3) inch depth of shredded bark, wood chips or other all organic mulch
 - (ii) All flower, ornamental grasses and groundcover shall be mulched with a minimum of two (2) inch depth shredded bark or other all organic mulch
 - g. Any other relevant information
- 5. Location, size and common/botanical names of existing vegetation that is to remain
 - 6. Symbols representing proposed plant material drawn to scale showing 2/3 of full mature size and labeled as to quantity and type
 - 7. Standard planting notes and planting details
 - 8. Any other relevant information

V. **SIGNAGE PLANS** – all signage plans need to be prepared by a professional sign contractor, architect, etc. All signage plans need to include the following:

- 1. General
 - a. Scale
 - b. Drawing date and any revision dates
 - c. Developer and/or Builder name, address and phone number
 - d. Project name
- 2. Details, including height, width, length size, etc., for all proposed freestanding and wall-mounted signs. The base of a freestanding development sign needs to incorporate materials and colors to match the principal building. Monument style signs are strongly encouraged.
- 3. Location of all proposed wall signs, with dimensions indicating the length of the building façade and the distance between the sign and the outer edges of the building façade.
- 4. Location of all proposed freestanding signs, including development sign, directional signs, etc., with dimensions indicating the setback from lot lines, driveways, etc.
- 5. Landscape treatment needs to be provided around the base of all freestanding development signs. The plant material must provide attractive year-round visual appeal.

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VI. PHOTOMETRIC/LIGHTING PLAN – all photometric/lighting plans need to be prepared by a lighting professional. All lighting plans need to include the following:

1. Show lighting levels in foot-candles (FC) measured throughout the site and extended to all property lines of subject property
2. Indicate average-to-minimum uniformity ratio
3. Show locations of all exterior lighting, including pole-mounted, wall-mounted, signage, etc.
4. Indicate overall mounting height (pole and base) of all proposed light fixtures
5. Indicate wattage of all light sources
6. Provide elevation drawings and/or cut-sheets of all proposed light fixtures on/with plan

VII. ENGINEERING PLANS – all preliminary and final engineering plans need to be prepared by a licensed engineer.

Preliminary Engineering Plan - At minimum, a preliminary engineering plan needs to be submitted for review and approval by the Village Engineer as part of the planning review process, prior to the project being placed on a Plan Commission agenda.

Final Engineering Plan - Review and approval of the final engineering plan needs to be completed prior to the issuance of a building permit. An applicant can elect to submit a final engineering plan in lieu of a preliminary engineering plan as part of the planning review process depending on the complexity of the proposal. If an applicant elects to submit a final engineering plan as part of the planning review process, then the final engineering plan will need to be approved by the Village Engineer prior to being placed on a Plan Commission agenda.

Plans shall be prepared on 24" x36" full-sized working sheets for the preliminary and pre-final and final design stages. To provide consistency in the submittals of plans, the sheets should typically be assembled in the recommended sequence as follows:

1. **Cover Sheet:** location map, vicinity map, scale, North arrow, Engineer's title block, project title block, USGS benchmark, Professional Engineer seal and signature, insurance and indemnifications, revisions dates, previous detention permit number(s), owner, professional design firm number, contacts, Village of Matteson zoning for property, project number, drainage certificates, applicable permits, project's gross area and sheet index.
2. **General Notes:** applicable project notes, Village of Matteson Engineering notes, MWRD notes, storm sewer, sanitary sewer and water main notes, abbreviations, drawing legend for existing and proposed work and roadway typical sections.
3. **Summary of Quantities:** earth excavation, embankment, pavement improvements, underground improvements, trench backfill, erosion control and lighting improvements.
4. **Topographical Survey:** map scaled at 1"=50" or less, wetlands, lakes, ponds, normal water elevation, on or near site buildings, existing spot elevations, elevations

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on site and within 100' of site, lowest floor and lowest point for each building within 100' of improvement, elevation along property lines and at property corners, finished floor, top of foundation, existing contour lines corresponding with spot elevations, structures, utilities, location of water mains, hydrants, valve boxes, vaults, "B" boxes and services, stubs, etc., legend, North arrow, professional land surveyor's seal and signature, USGS benchmark, drainage and utility easements.

5. **Demolition Plan:** water service abandonment, sanitary service abandonment, silt fence and soil erosion plan, building structures to be demolished, site clearing and grubbing proposed, soil remediation proposed, existing well to be abandoned, existing septic to be abandoned and other utilities to be abandoned.
6. **Geometric Plan:** lot dimensions, building or structure dimensions, parking area dimensions, turning radii, alignments, ties, benchmarks vertical curve data, horizontal curb datum and control points. Show schematics for reference tie locations which will include: the applicable centerline station, applicable control tie(s) and the complete description of the features used to determine the other facilities.
7. **Grading Plan:** storm water submittal requirements, general topographic information, location of wetlands, lakes, ponds with normal water level noted. Top of floor elevation, corner spot elevation of all existing building or adjacent to site. Existing spot elevations on site and within 100' of site, identification of lowest floor and lowest point of entry for each building, existing and proposed top of foundation, finish floor and building corner elevations, existing and proposed contour lines corresponding with existing and proposed spot elevations, sidewalk pitches. Location, size rim and invert elevations of existing and proposed storm sewers, manholes, culverts and ditches and other major and minor storm water systems. Proposed spot elevations for curbs, islands, sidewalks and structures.
8. **Storm Water Pollution Prevention Plan:** obtain National Pollutant Discharge Elimination System (NPDES) Permit Coverage from the appropriate authorities. Provide a comprehensive plan for the development, implementation and maintenance of sediment and erosion control measures at the proposed construction site. The SWPPP shall:
 - Define the characteristics of the site and the type of construction which is proposed.
 - Describe the site plan for the facility to be constructed.
 - Describe the practices that will be implemented to control erosion and the release of pollutants in the storm water.
 - Describe the final stabilization/termination design to minimize erosion and prevent storm water impacts after construction is complete.
 - Identify the person(s) responsible for implementing and maintaining the SWPPP during construction.
 - Description of storm water management controls and various Best Management Practices (BMPs) necessary to reduce erosion, sediment, and pollutants in storm water discharge.
 - BMP Design Criteria (soil type, vegetation and land cover conditions, contributory drainage area, sizing and effectiveness calculations, etc.)

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9. **Utility Plan:** potable water system, location and size (s) of existing water mains, hydrants, valve boxes, vaults, "B" boxes and services. Water main extensions, horizontal and vertical separation, utility crossing information, hydrants spacing (300'), valve locations, location and size of fire line, location and size of domestic service(s), separate valves for fire and domestic service(s), delineate trench backfill areas. Location, size, rim and invert elevations of existing sanitary or combined sewers, manholes, services and stubs. Manhole maximum spacing (400'), locations of water main quality pipe identified. Location, slope, size and inverts of proposed sanitary service(s). Location of existing utility poles, electrical wires, pipelines, communication lines, etc.
10. **Provide MWRD Sanitary Sewer Routing Map for improvement:** Where applicable, provide routing map of proposed improvement sanitary sewer relative to the existing MWRD sanitary alignment.
11. **Plan/Profile Sheets**
12. **Construction Detail Sheets:** include all relevant IDOT Highway and IEPA Standards for the construction of the project. In addition, provide project specific details as required, which may not be standardized or illustrated in the IDOT Highway and IEPA design standards.

Last updated: September 21, 2010