



Village of Northbrook

FINAL ENGINEERING PLAN SUBMITTAL WORKSHEET

Following approval of a tentative subdivision plat or concept development plan, an application may be filed for final engineering plan approval. Generally, the final engineering plans for a proposed subdivision must be reviewed and approved by the Village Engineer prior to submitting an application for final plat and or final planned development approval. If you wish to submit final engineering approval materials in conjunction with final plat and final planned development approval materials, first contact the Director of Development & Planning Services. **Please submit the following materials to the Village Engineer:**

REQUIRED MATERIALS FOR SUBMISSION

Response Letter

Please provide a cover letter responding to the last set of review comments that Village staff had on the tentative plat of subdivision and/or concept plan for the project.

Final Engineering Plans

The final engineering plans for required public and private improvements associated with the proposed Subdivision or Development shall include all plans, cross sections, details, calculations, general notes, pertinent studies (traffic, sanitary, stormwater management, etc.) and other supporting documentation as specified in the Village's Standards and Specifications for Public and Private Improvements. The following plan sheets or a combination of the following sheets must be included with a final engineering plan application.

- Title & General Notes Sheet
- Final Grading and Soil Erosion/Sedimentation Control Plan
- Stormwater Calculations
- Final Utility Plan
- Final Tree Removal and Demolition Plan
- Final Landscape Plan
- Final Lighting Plan
- Detail Sheets
- Any other plan sheets required as part of Tentative Plat approval.

Copy of Approved Tentative Plat

Applications for final engineering plan approval shall be accompanied by a copy of the approved tentative Subdivision plat for the property.

Other Information

All applicable county, state and federal permits. The Village Engineer may require such additional information as necessary and reasonable to review applications for final engineering plan approval in order to protect the public health, safety and general welfare.

Number of Copies

Please provide six (6) hard copies and one (1) electronic copy of all documents. All submitted plan sheets must be folded. See attached instructions for submitting electronic files of documents.

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Code
- Subdivision & Development Code
- Standards and Specifications Manual
- Tree Protection and Tree Preservation Ordinance
- Existing Conditions
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Zoning & Subdivision Relief Applications

- Department of Development & Planning Services
 - Fire
 - Police
 - Public Works and Engineering
 - Village Attorney
-



Village of Northbrook

FINAL ENGINEERING APPLICATION FORM

If submitting final engineering plans for approval **prior to** submitting a final plat and/or final plan application, please submit this Final Engineering Application form.

If submitting final engineering plans for approval **in conjunction** with a final plat or final plan application, please submit the separate **Formal Application – Zoning & Subdivision Relief form**. **Do not submit this form.**

Applicant Information

Legal Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Consultants (as applicable)

Attorney

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Civil Engineer

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Primary Contact Person

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Architect//Landscape Architect/Planner

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Other

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: _____

Property Index Numbers: _____

Filing Fees for Only Final Engineering

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted. A copy of the fee schedule is attached to the application form.

\$ 0.00 Amount of Non-Refundable Fee
\$ 5,000.00 Amount of Escrow
\$ 5,000.00 Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as staff & Village attorney time and public notice expenses. If these expenses exceed the initial escrow deposit, the applicant is responsible for reimbursing the Village for the additional fees. If the expenses are less than the escrow deposit, the applicant will be issued a refund by the Village

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Northbrook that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
3. I (We), in accordance with the requirements of the Annual Fee Ordinance, the Northbrook Zoning Code and the Northbrook Subdivision & Development Code, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Signature of Applicant: _____ **Date** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date** _____

Print Name & Title: _____ **Property Address:** _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Instructions for Submitting Electronic Files

When submitting a zoning or subdivision relief application with the Village, in addition to submitting the **required number of hard copies (refer to flow chart on page 8)**, you must also submit **one electronic copy** of your application submittal.

When submitting your electronic application materials, we ask that you follow the instructions below.



1. The electronic copy of your submittal should be submitted on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) or on a CD disk.
2. **Each electronic file must be submitted as a PDF file cannot be larger than 20 MB.**
3. The files should contain descriptive filenames; for example, landscape plans should be labeled "Landscape Plans – 1-21-16" rather than some internal file naming system such as "LAN 345662-Z". As included in the example of a filename, the filename should also contain the most recent revision date of the file "Landscape Plans – 1-21-16"
4. The files should be organized in the order that is consistent with the order of the hard copy documents you also submit. You should number each file and separate the number from the rest of the file name by a dash (-). For example:

1–Application Form
2–Special Permit Worksheet
3–Site Plan – 1-21-16
4–Landscape Plan – 1-24-16

If you discover as your putting your files together, you noticed that you forgot to insert a file that is located between two other files, you may want to do as follows, rather than renumber all of the subsequent files:

1–Application Form
2–Special Permit Worksheet
2A–Plat of Survey – 11-24-15
3–Site Plan – 1-21-16
4–Landscape Plan – 1-24-16

5. If a subset of plan sheets, such as landscape plans, consists of more than one sheet, the sheets should be combined together and submitted as one electronic file. Each individual sheet should not be submitted as a separate file. If combining all of the plan sheets into one electronic file results in a file larger than 20 MB, then separating the electronic file into two files would be appropriate.

Please share the above electronic submittal requirements to everyone on your design team.