



**23680 W. CUBA ROAD, DEER PARK, IL 60010-2490  
LAKE & COOK COUNTIES**

**Deer Park Permit:**

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**Deer Park Web-site:** [www.villageofdeerpark.com](http://www.villageofdeerpark.com)

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**Village of Deer Park  
Site Development Plan  
Requirement Checklist**

The following guidelines are provided for individual builders for submittal of site plans for individual sites in the Village of Deer Park. These guidelines are provided to help facilitate the review process, and to ensure that the proposed homes blend as much as possible with the existing topography.

Each individual site plan needs to follow the criteria listed below and contain the required information and may be approved by the Village Engineer prior to issuance of a building permit.

Address:

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Any of the following items marked with an "X" indicates a deficiency or an error on the submitted plans and must be added or corrected on the resubmitted.

- 1. A title block that includes the project name, location, date of preparation and latest revision date. If multiple sheets are used each sheet must indicate its sequential number and the total number of sheets.

- 2. The name, address and telephone number of the owner and/or developer of the subject property.
- 3. The plan must be drawn at a scale of not less than one inch equals 30 feet. North arrow and adjacent street names must be shown (work within State or County Right-of-way requires separate permit from same). Three copies of the plans shall be submitted
- 4. All site plans must be signed and sealed by a licensed Professional Engineer in the State of Illinois.
- 5. The complete legal description of the property including the County Assessor's parcel identification number (PIN).
- 6. A clear and easy to follow Location Map.
- 7. An engineering legend identifying all line and symbols used on the drawing.
- 8. The existing and proposed contours shall be graphically displayed at one-foot (1') intervals and shall be on **NAVD 88** datum. The source benchmark must be noted, and a site benchmark established.
- 9. The design engineer must certify the existing condition topography, including information provided by another engineer, surveyor, or the owner. If necessary for this certification, the design engineer should field verify the topography, including information provided from the Village.
- 10. Identify elevation of all proposed final grades at the building perimeter and elsewhere on the site to sufficiently show the pattern of all surface drainage of stormwater on the entire site. Side yard grading will be such as to not adversely affect the adjacent parcels or to raise any overflow routes.
- 11. A minimum 1.5% slope will be provided in all areas of the yard
- 12. The plan must show proposed type of foundation (e.g. slab, crawl or basement) and the building top of foundation elevation and first floor elevation; elevations of all entries; and elevations of proposed finished ground grade at all significant points around the proposed building
- 13. All retaining walls must be shown and include a typical cross section detail indicating the type of material to be used. Any wall in excess of four feet in height must be certified by a licensed structural engineer or architect.
- 14. The plans must show spot elevations at lot corners and at 25 foot intervals along the property lines or along the perimeter of the area to be regraded or landscaped.
- 15. The plan must include information on adjacent properties showing contours, drainage courses, structure locations, and foundation elevations within a minimum 50 feet of the subject property.
- 16. Adjacent water levels of lakes, ponds, streams, and other bodies of water are to be graphically displayed on the site grading plan.
- 17. The plan is to identify (if applicable) the limits of the Regulatory Floodplain and/or Floodway as defined in the Lake County Watershed Development

Ordinance or certification that the property lies outside the Regulatory Floodplain.

- 18. The site plan is to identify (if applicable) the Base Flood Elevations from the currently effective Flood Insurance Study.
- 19. The site plan is to identify (if applicable) the limits of all wetlands, Waters of the United States or Isolated Water of Lake County on the subject property, along with the limits of the required buffer areas.
- 20. Show storm service(s) on site plan. Include location and invert of existing stubs. Show proposed alignment, invert, material, and slope. Discharge locations shall have a positive discharge and not directly impact adjacent properties.
- 21. The site plan is to include the finished grade of driveway at several locations with location size and inverts of driveway culvert(s).
- 22. The site plan must show well locations and all wells within 75 feet of the property line.
- 23. The site plan shall identify erosion control measures. Silt fence will be maintained on the entire perimeter of the lot. Prior to beginning any excavation for foundations, silt fence will be installed.
- 24. Construction driveways with three-inch crushed limestone are required. The minimum depth is six-inches.
- 25. Identify on the site plan the exact tree locations and tree diameters, 6" caliper or greater are to be identified on the plan.
- 26. Plans must show protected tree areas to be surrounded with wood snow fencing to protect the tree root systems from vehicle compaction and damage from underground utility work. This snow fencing is to be installed prior to construction
- 27. The plan must include provisions and a time schedule for restoring grass and lawns as well as any required erosion control measures. A minimum of six inches of topsoil, seeding and mulch shall be provided in any right-of-way
- 28. The plan must show total lot area and total planned impervious surface of house, drives, patios, decks and any other impervious surfaces
- 29. The plan shall note the number of proposed bedrooms.
- 30. The plan shall graphically display all front, side and rear yard lines and easements on the property.
- 31. The plan shall include locations of all existing and proposed buildings or structures on the property. All proposed structures shall be tied to the property lines.
- 32. The plan shall include location of all existing and proposed streets, roadways, driveways, easements and rights-of-way.
- 33. A note on the plans shall require the Contractor to notify JULIE (800-892-0123) for all utility locations prior to excavation.

## Septic Plan

The drawings shall have been prepared, certified and approved by a Professional Engineer, registered in the State of Illinois, or a qualified designer familiar with the design of septic systems. The septic system must be designed in accordance with the Deer Park Code of Ordinance Chapter 51: Private Sewage Disposal Systems. All components of the septic system including the following information are to be displayed on the septic plan.

- 1. Invert of house at foundation. The pipe must be laid a minimum 2% slope in the direction of the indicated drainage.
- 2. Invert all pipes through the tank system and entering the disposal system.
- 3. Inverts of header line and seepage tile at each box
- 4. Invert of curtain drain at both ends.
- 5. Trench, curtain drain, and lift station details.
- 6. Length and sizes of pipe material type
- 7. Location, extent and depth of any required fill.
- 8. Type of fill to be imported.
- 9. Description of fill process.
- 10. The attached notes are to be added to the septic plan.
- 11. Approval of the septic plan from the Lake County Health Department.

## Occupancy Permit

1. Prior to certificate of occupancy, an as-built will be required. The as-constructed topographic survey must include the following information:
  - a. Verification of the elevations submitted with the building permit application (proposed vs. existing).
  - b. A certificate on the plan signed by a Registered Land Surveyor or Professional Engineer that the submitted topographic survey was prepared under his direction. Include date the as-built survey was performed.
  - c. The installation of all septic system components must be approved by the Lake County Health Department and submitted on the approved inspection form from the Lake County Health Department.

- d. The seepage area must be graded and seeded or sodded and protected, if necessary, from erosion during the germination period.
- e. Submittal of a record drawing showing location of house, grading, septic components, and well.

**Additional Comments**

- Yes       No      Wetland Impacts
- Yes       No      Lake County Watershed Development Permit Required

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Adherence to the above criteria will greatly facilitate the review process. Plans conforming to the above will be reviewed within 15 days of submittal to the Village Engineer's office. Any questions regarding the above criteria, please contact the Village Engineer, Lee Fell at 847-823-0500.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Signature, Village Engineer

cc: Village Administrator  
 Village Building Department  
 Site Engineer  
 Owner

## Village of Deer Park Notes

1. Construction activities, driving vehicles, storage or materials, burning shall not be done in the septic field areas, including the expansion areas.
2. Any type of anticipated future activity including, but not limited to, decks, swimming pools, walkways, and sewers is prohibited in any septic area including the expansion area.
3. All required inspections must be coordinated with the Lake County Health Department.
4. The installer and/or supplier of the septic aeration unit shall provide the homeowner with the required warranty information and owner's manual for the aeration unit. It is the homeowner's responsibility to read this material and use the system as it was intended and in a responsible manner. The installer and/or supplier shall service the unit according to the warranty terms of the particular unit. After the initial warranty period, it is the installer or approved service organizations responsibility to offer a continuous maintenance contract to the homeowner. It is the homeowner's responsibility to purchase said maintenance contract from an approved service company for the particular unit to insure the continued satisfactory operation of the aeration unit.