



PLAT OF SUBDIVISION GUIDE

Proposed Plats of Subdivision must comply with all regulations listed in [Title 13](#) of the City’s Municipal Code. This supplementary guide is intended to help applicants understand the process for approval and required items to be shown on Tentative and Final Plats of Subdivision. The following information is contained in this guide:

- A. Plat of Subdivision Review Process..... p. 2**
- B. Fees..... p. 5**
- C. Tentative Plat of Subdivision Checklist p. 6**
- D. Final Plat of Subdivision Checklist..... p. 7**
- E. Required Certificates, Seals, and Signatures..... p. 10**
- F. Recommended Parkway Trees..... p. 19**
- STANDARDS FOR ENGINEERING SITE PLANS..... p. 22**

BEFORE APPLYING...

Contact the Community and Economic Development department at 847-391-5306 to schedule a meeting.

Based on the proposal, staff may require a separate Technical Review Board (TRB) meeting to thoroughly discuss the proposal with multiple departments and the applicant to identify required entitlements, process timing, and appropriate regulations that the proposal will need to meet.

After the meeting, staff will provide a summary of the discussion at the TRB meeting in addition to the appropriate application materials.

A. Plat of Subdivision Review Process

Plat of Subdivision Process Types¹

There are two ways to process a Plat of Subdivision request.

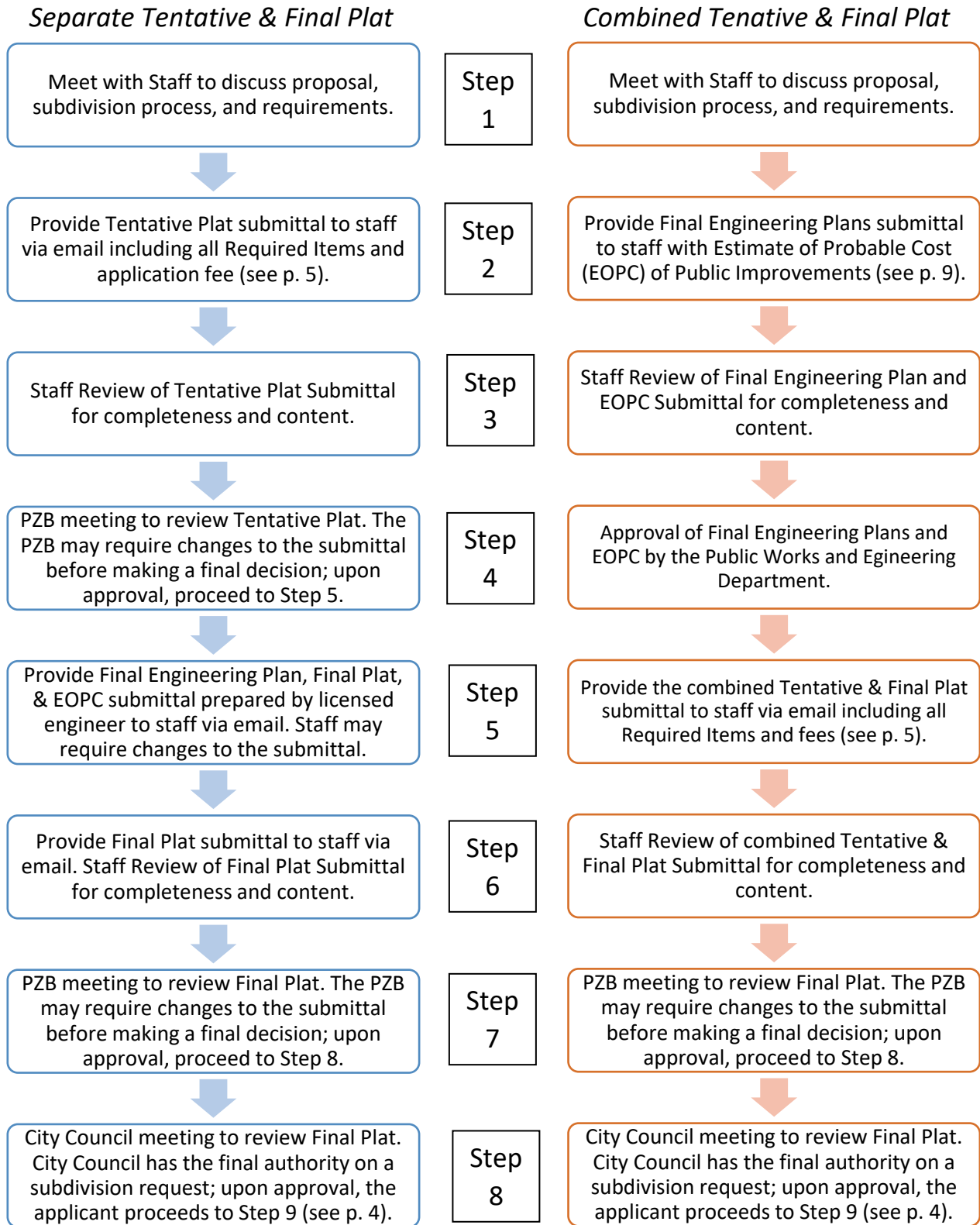
1. Separate Tentative and Final Plat: Request for Tentative Plat approval first prior to preparing and submitting Final Engineering Plans and requesting a Final Plat separately as a second submittal (see p. 3-4 for full process).
 - Is ideal for projects including additional entitlements such as variations, conditional uses, map amendments, text amendments, etc.;
 - Allows applicant to pursue tentative approval of a subdivision(see pg. 6) in first stage without the immediate need for detailed final engineering plans and estimate of probable cost (EOPC) of public improvements (see pg. 9);
 - The applicant has additional time to engage an engineer and generate the required Final Engineering Plans and EOPC documents; and
 - If corrections are needed for the Tentative Plat submittal, the applicant can make them without additional costs of revising final engineering and EOPC documents.
2. Combined Tentative and Final Plat: Preparing and submitting Final Engineering Plans first in order to apply for Tentative Plat and Final Plat approval together on a single submittal (see p. 3-4 for full process).
 - Is ideal for straight subdivision projects without additional entitlements;
 - Allows for shorter processing time but requires applicant to provide detailed Final Engineering plans, estimate of probable cost (EOPC) of public improvements, and Final Plat up front (see pg. 9).
 - PRIOR to the full combined Tentative and Final Plat submittal, the Public Works and Engineering (PWE) department must approve the final engineering and EOPC documents; and
 - If corrections are needed for the combined Tentative and Final Plat submittal, the applicant may incur additional costs revising the Final Plat, Final Engineering, and EOPC documents.

A Note On Application Submittals...

A full submittal includes a completed development application, subdivision plat, and all items selected in the provided Required Submittals document. In addition to the above, EOPC documents and Final Engineering Plans are also required for the Final Plat submittal.

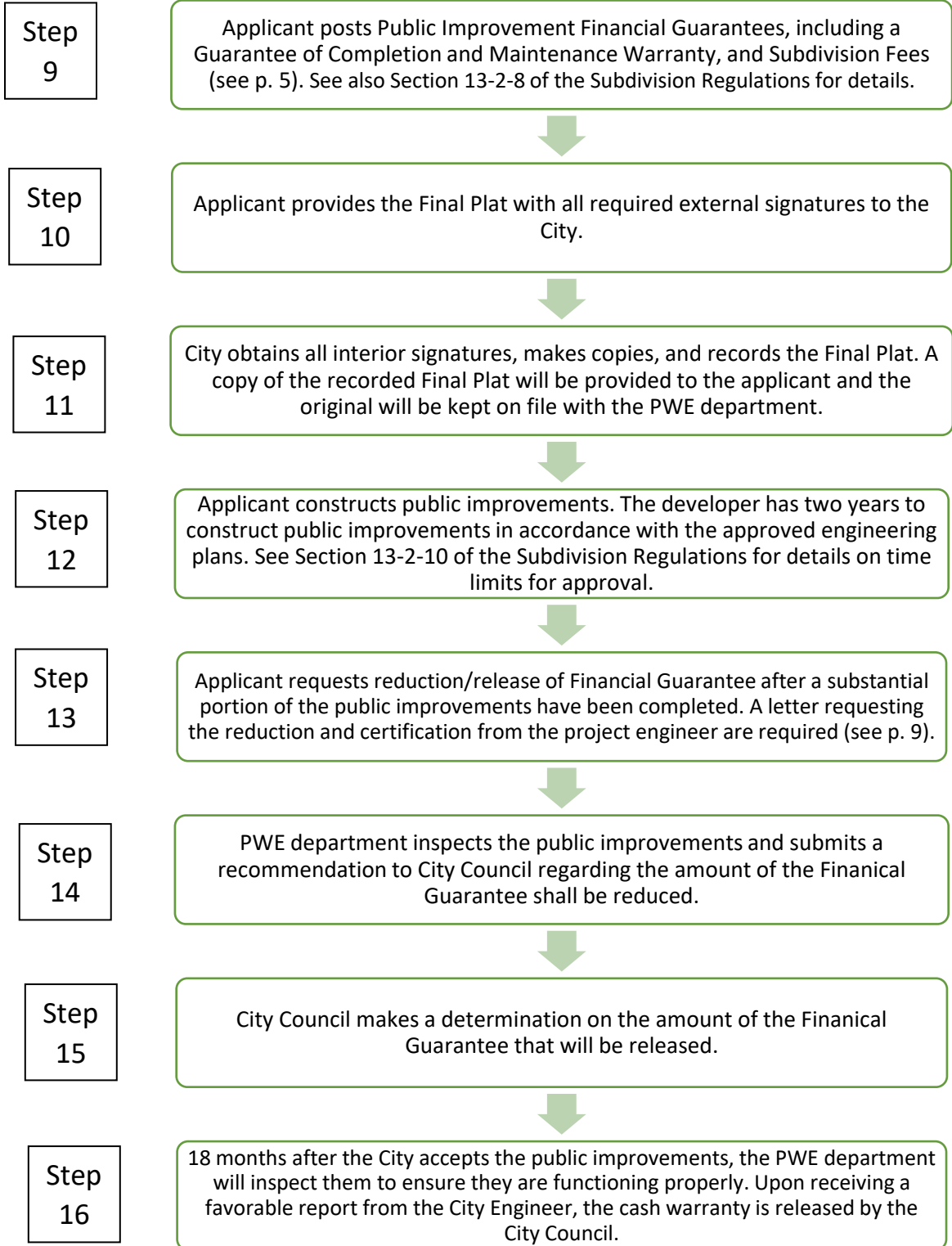
¹ Depending on the proposal type, staff may require a separate Tentative and Final Plat.

Plat of Subdivision Process Steps



Plat of Subdivision Process Steps (Continued)

After City Council approval of the Final Plat, the following steps are required for all requests:



B. Plat of Subdivision Fees

The following fees apply to all subdivision requests. The application fee is a one-time, non-refundable fee that shall be provided as a physical check made payable to the City of Des Plaines with the completed subdivision application submittal. Staff cannot process the application until the application fee has been submitted. See [Section 13-1-3](#) of the Subdivision Regulations for additional information.

For Tentative and Final Plat Applications*:	
<i>Lot Acreage</i>	<i>Fee</i>
1 acre or less:	\$250.00 plus \$3.00 per lot
More than 1 acre but less than 5 acres:	\$300.00 plus \$3.00 per lot
More than 5 acres but less than 10 acres:	\$350.00 plus \$3.00 per lot
More than 10 acres but less than 20 acres:	\$500.00 plus \$3.00 per lot
More than 20 acres:	\$600.00 plus \$3.00 per lot

**All application fees shall be provided as a physical check made payable to the City of Des Plaines.*

These additional fees shall be paid upon final approval of the final plat by the City Council. See Sections [13-1-3](#) and [13-2-8](#) of the Subdivision Regulations for additional information.

Additional Fees:		
<i>Name</i>	<i>Fee</i>	<i>Form of Payment</i>
Engineering Subdivision Reviewing Fee:	2% of estimated value of improvements	Physical check or cash
Engineering Inspection Fee:	3% of estimated value of improvements	Physical check or cash
Acreage Fee for each subdivision:	<ul style="list-style-type: none"> • \$55.00 per acre for water • \$110 per acre for sewer 	Physical check or cash
Financial Guarantee	125% of the approved EOPC	Letter of credit, subdivision bond, or cash
Maintenance Warranty	10% of the Financial Guarantee	Letter of credit, subdivision bond, or cash

**Additional fees shall be provided in the form indicated and made payable to the City of Des Plaines.*

C. Tentative Plat Submittal

All Tentative Plat submittals are subject to the regulations in [Section 13-2-2](#) of the Subdivision Regulations, which requires all of the following to be lettered upon the Tentative Plat:

- Name of subdivision:** The name of the proposed subdivision shall be shown in the following manner:
 - Separate tentative plat request: “Tentative Plat of [subdivision name] Subdivision”
 - Combined tentative and final plat request: “Tentative and Final Plat of [subdivision name] Subdivision”
- Name of owner, sponsor, or trustee:** The name(s) and full mailing address(es) of the owner(s), sponsor(s), or trustees shall be shown.
- Scale:** The drawn scale of the Plat shall be reasonable to clearly show the boundaries of the property to be subdivided, section and half-section lines, existing permanent buildings, watercourses, and other pertinent existing features. Ensure that a north arrow is included on the Plat.
- Municipal Boundaries:** All corporate boundary lines within or adjacent to the proposed subdivision shall be designated.
- Streets:** Streets within and around the proposed subdivision shall be shown accordingly:
 - Names and widths of roads and streets (and alleys if applicable) bounding the proposed subdivision, including intersecting streets in the property(ies) immediately adjacent, for the full boundaries of the proposed subdivision; and
 - Building lines and dimensions of lots and blocks
- Utility Easements²:** Tentative approval of utility easements by all privately owned utility companies shall be indicated via written correspondence. *These can be lettered directly on the Plat OR can be provided as separate “will-serve” letters for each utility company. **
- Utility Poles, Cables, and Structures³:** All existing and proposed utility poles, cables, and structures to include sanitary, combined, and storm sewers, water and gas mains, and other underground lines and cables shall be shown. Also show the size of sewer and water mains.
- Dedication of Land:** Statement of dedication of lands for public use, if applicable.

Note that combined Tentative and Final Plat submittals require all items for both the tentative plat (above) and final plat (p. 7) to be provided. See Sections [13-2-2](#), [13-2-4](#), and [13-2-5](#) of the Subdivision Regulations for additional details on the necessary items and supporting documents.

² This requirement can be waived by the PZB, conditioned upon the applicant obtaining approval through the Final Plat process. Note that this requirement cannot be waived for combined Tentative and Final Plat requests.

³ This requirement may be waived by the PZB with the recommendation of the city engineer.

D. Final Plat of Subdivision or Consolidation

The Final Plat shall be prepared as described in [Section 13-2-5](#) of the Subdivision Regulations (below), and accompanied with the supporting documents in [Section 13-2-4](#) (see p. 9). For any subdivision or consolidation request, the Final Plat shall be in strict accordance with the approved tentative plat and include all required items required in [Section 13-2-2](#).

Final Plat Requirements

The final plat shall meet these requirements:

- Name of subdivision:** The name of the proposed subdivision shall be shown as follows:
 - Separate final plat request: “Final Plat of [subdivision name] Subdivision”
 - Combined tentative and final plat request: “Tentative and Final Plat of [subdivision name] Subdivision”
- Scale:** The drawn scale of the Plat shall be reasonable to clearly show the boundaries of the property to be subdivided, section and half-section lines, existing permanent buildings, watercourses, and other pertinent existing features.
- Date:** The date of preparation and a proper north sign shall be shown.
- Survey:** A correct survey of the property proposed to be platted, shall be shown.
- Legal Description:** A legal description of the property shall be given which includes references to the section, township and range pursuant to [Section 13-2-5.D](#).
- Street Names:** All streets shall be named in conformity with the street naming plan of the City or with adjoining streets. In the case of diverging streets, the name shall be repeated.
- Lot Lines:** All lot lines shall be shown with lots and blocks numbered or lettered. Building lines and easements shall also be shown and determined by measurement.
- Dimensions:** All necessary dimensions both linear and angular shall be shown. Linear dimensions shall be shown in feet and decimals of a foot, and all deflection angles, radii, arcs and central angles of all corners along the property line of each street shall also be shown.
- Monuments:** The description and location of all survey monuments erected in the subdivision shall be shown in compliance with [Section 13-2-5.H](#).
- Street Connections:** Provision shall be made for direct connections with the existing streets in adjoining subdivisions.
- Dedication Of Lands For Public Use:** The plat shall have lettered upon it a statement of dedication properly conveying all lands dedicated for such public uses as streets, public schools, parks or any other public use, and there shall be attached to the plat a certificate of title certifying the ownership of all such lands to be so dedicated by the plat.
- Certificates, Seals and Signatures:** All proper certificates, seals and signatures as required by law shall be shown. See p. 10 of this guide for a list of all appropriate items.

- Right-Of-Way Widths:** Proposed rights-of-way in compliance with [Section 13-2-5.L](#).
- Alleys:** Where alleys are provided, they shall be not less than 16' wide.
- Easements:** Where no alleys are platted, easements not less than 5' wide shall be provided across the rear of all lots for any or all public utilities in compliance with [Section 13-2-5.N](#).
- Setback Lines:** Setback lines shall be shown to be compliant with the zoning code relating to setbacks, open space, and yards for the particular zoning district within which the subdivision is to be located. Refer to the following sections in [Title 12](#) based on the zoning district of the subject property(ies):
 - Residential: [Section 12-7-2.J](#)
 - Commercial: [Section 12-7-3.L](#)
 - Manufacturing: [Section 12-7-4.H](#)
 - Institutional: [Section 12-7-5.A.6](#)
 - Mobile Home Park: [Section 12-7-5.D](#)
- Block Sizes:** Block sizes, in conformance with [Section 13-2-5.P](#), shall be shown.
- Streets Along Railroads:** Streets platted along railroad rights of way shall be so laid out that the nearest street line of the street shall be not less than 125' from the nearest line of the railroad right of way. The intervening area shall be dedicated for park purposes wherever practicable.
- Lot Depths:** Lot depths, in conformance with [Section 13-2-5.R](#), shall be shown.
- Lot Areas:** The minimum lot area in subdivisions lying within the city limits shall be not less than those specified by the zoning code for the district in which the subdivision is located. Refer to the [Title 12](#) sections above and [Section 13-2-5.S](#) for all requirements.
- Zoning Variations:** The planning and zoning board shall not approve a plat not in conformity with the zoning code. In the event a variation as to zoning requirements has been granted by the planning and zoning board on the property covered by the plat, a statement lettered to this effect shall appear on the face of the plat containing the date of expiration and other pertinent information as outlined in [Section 13-2-6](#) of the Subdivision Regulations.
- Large Lots:** Owners wishing to subdivide into tracts larger than normal lots shall plat the same of such shape and dimensions that the future streets may be laid out along the lot lines.
- Lot Frontages:** All lots shall front upon a dedicated, public street. In the case of a residential planned unit development that is exclusively developed as a townhouse development, buildings may be allowed to front on either a public street or alley, a private street or alley, or private courtyard.
- Utilities:** All utility lines, including, but not limited to, electric, telephone and gas shall be placed underground in all subdivisions⁴.

⁴ The requirement for underground utilities in subdivisions of less than 5 lots may be waived by the city council upon a recommendation of the planning and zoning board.

Required Supporting Documents

After the PZB has approved the tentative plat, the applicant shall submit to the PZB a final plat as described in [Section 13-2-5](#) of this chapter, together with the following supporting documents:

- Engineering plans and profiles approved by the Director of the PWE department in accordance with the standards for subdivision engineering plans on file in the office of the PWE department.
 - Refer to the Standards for Engineering Site Plans (p. 22) for the required information for engineering plans.
 - The following statement, signed by a professional engineer properly registered in Illinois and the owner, or the owner's duly authorized agent, shall be included on the grading plan:

To the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, that if drainage will be changed, reasonable provision has been made for collection and diversion of such surface waters into public areas, or drains approved for use by the Director of Public Works and Engineering, and that such surface waters are planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to adjoining properties because of the construction of this subdivision.

- A statement signed by the Director of Public Works and Engineering approving an estimate of the cost of the public improvements including cost of engineering and inspection.
- The required financial guarantees securing completion of public improvements pursuant to [Section 13-2-8](#) of this Code.
- Any transfer of subdivision ownership by a developer to another developer for completion of the subdivision shall be in compliance with [Section 13-2-4.D](#).

Final Plat Recording Requirements

After City Council approval of the Final Plat, but before any execution or recording of the Final Plat, the following must be completed by the applicant:

- Filing of a duly completed and executed performance completion bond or irrevocable letter of credit and a 10% maintenance warranty with the Director of Community and Economic Development pursuant to [Section 13-2-8](#) of the Subdivision Regulations.
- All cash warranties, bonds, letters of credit or other fees shall be posted or paid prior to the recording of the Final Plat of Subdivision, with the exception of the portion of the maintenance warranty.
- Filing of a mylar of the Final Plat with all appropriate external signatures obtained and completion of certificates, seals, and signatures necessary to be filled out by the applicant.

E. Required Certificates, Seals, and Signatures

The exact language of the following certificates, seals, and signatures shall be added to the Final Plat and included with the Final Plat submittal. Ensure that all bracketed text is addressed in each certificate, seal, and signature based on the specific application being submitted.

OWNER

_____, _____ [and _____],
[state if husband and wife], owner[s] of the property shown and described hereon, hereby adopt[s] this plat of [pick proper one: subdivision or vacation or consolidation]; [omit if plat of vacation] establish[es] the minimum building restriction lines, dedicate[s] the roads, streets, alleys, walks, and other areas indicated thereon to the public use; and establish[es] any other easements shown thereon.

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____ [and _____], personally known to me to be the same person[s] whose name[s] is [are] subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he [she] [they] signed and delivered said instrument as his [her] [their] free and voluntary act for the uses and purposes therein set forth.

Given under my hand and official seal this _____ day of _____, 20__.

Notary Public

My Commission Expires:

CONSENT OF MORTGAGEE

_____, which is the holder of a mortgage dated as of _____, 20___, and recorded in the Office of the Cook County Recorder, Illinois on _____, 20___ as Document No. _____ encumbering the property described on this Plat of Subdivision, hereby consents to the recording of this Plat of Subdivision and agrees that its lien shall be subject to the provisions of this Plat of Subdivision.

IN WITNESS WHEREOF, the undersigned has caused this Consent to be executed on _____, 20__.

ATTEST: _____, a _____

By: _____

By: _____

Its: _____

Its: _____

STATE OF ILLINOIS)

) SS.

COUNTY OF _____)

The foregoing instrument was acknowledged before me on _____, 20___, by _____, the _____, and _____, the _____ Secretary, of _____, a _____, which individuals are known to me to be the identical persons who signed the foregoing instrument as such officers of the corporation for and on behalf of said corporation, and that they executed the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the corporation, for the uses and purposes therein mentioned.

Given under my hand and official seal this ____ day of _____, 20__.

Signature of Notary

SEAL

My Commission expires: _____

SURVEYOR

I, [name of surveyor], hereby certify that I have prepared the plat shown hereon and that it is correct; the [pick proper one: iron pipe or concrete monuments] [pick proper one: have been or will be] placed in the ground as indicated hereon, in accordance with the Subdivision Regulations of the Des Plaines City Code; that the property is [pick proper one: within the corporate limits of the City of Des Plaines or within 1 1/2 miles of the corporate limits of the City of Des Plaines], which has adopted an official comprehensive plan; that the property [pick proper one: is or is not] within a Special Flood Hazard Area, as identified by the Federal Emergency Management Agency on the most recent Flood Insurance Rate Map Panel ____ of ____, Community Panel No. _____.

Surveyor

DRAINAGE CERTIFICATE

To the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, if such surface water drainage will be changed, reasonable provision has been made for collection and diversion of such surface waters into public areas, or drains, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of this subdivision.

OWNER

REGISTERED PROFESSIONAL
ENGINEER

Name: _____

Name: _____

Date: _____

Firm: _____

Date: _____

(SEAL)

Additional Notes:

- IDOT or Cook County will be required to sign plat if subdivision has access onto public right of way controlled by one of those respective entities. See p. 13 for title blocks for each of these entities.
- Cook County Clerk does not sign plats. Clerk’s office uses a stamp to certify that there are no delinquent taxes on the property.
- All other requirements of [Section 13-2-5](#) of the City’s Subdivision Regulations must be complied with.

ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT)

This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant to paragraph 2 of "An act to revise the law in relation to plats," as amended. A plan that meets the requirements contained in the department's "Policy on Permits for Access Driveways to State highways" will be required by the department.

Approved by: _____, on this ____ day of _____, 20____.

COOK COUNTY

This plat has been approved by Cook County with respect to roadway access provided that a permit is submitted to the County for any proposed work within the public right-of-way of roadways under County jurisdiction.

Approved by: _____, on this ____ day of _____, 20____.

UTILITY CERTIFICATES

An easement for serving this subdivision and other property with electric, natural gas, and communication service is hereby reserved for and granted to (add all that apply):

Commonwealth Edison Company

Approved by: _____, on this ____ day of _____, 20____.

AT&T, Illinois Bell Telephone Co (Ameritech)

Approved by: _____, on this ____ day of _____, 20____.

Northern Illinois Gas Company (NICOR)

Approved by: _____, on this ____ day of _____, 20____.

Comcast

Approved by: _____, on this ____ day of _____, 20____.

Astound

Approved by: _____, on this ____ day of _____, 20____.

MAYOR

Approved by the Mayor and the City Council of the City of Des Plaines, Illinois on this _____ day of _____, 20__.

Mayor

ATTEST:

City Clerk

PLANNING AND ZONING BOARD

(use only where Planning and Zoning Board is involved)

Approved by the Planning and Zoning Board of the City of Des Plaines, Illinois on this _____ day of _____, 20__.

Chairman

DIRECTOR OF FINANCE

I certify that there are no delinquent or current unpaid special assessments on the property shown on this plat.

Date: _____

Director of Finance

CITY DIRECTOR OF PUBLIC WORKS AND ENGINEERING CERTIFICATE

Approved by the Director of Public Works and Engineering of the City of Des Plaines, Cook County, Illinois, this _____ day of _____, 20__.

BY: _____

DIRECTOR OF PUBLIC WORKS & ENGINEERING

EASEMENT FOR PUBLIC UTILITIES

A permanent and perpetual easement is hereby granted to the City of Des Plaines, Cook County, Illinois ("**City**"), its successors and assigns, to survey, construct, reconstruct, use, operate, maintain, test, inspect, repair, replace, alter, remove or abandon in place water, sanitary sewer and storm sewer mains together with related attachments, equipment and appurtenances thereto, in, upon, under, along and across the areas designated "Easement for Public Utilities" on this subdivision plat. The owners of the property subdivided on this plat or any part thereof hereby reserve the right to use the areas designated "Easement for Public Utilities" and the adjacent property in any manner that will not prevent or interfere with the exercise by the City of the rights hereby granted; provided, however, that the owners shall not in any manner disturb, damage, destroy, injure, obstruct or permit to be obstructed the "Easement for Public Utilities" at any time whatsoever without the express prior written consent of the City. After the installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

EASEMENT FOR STORM WATER DRAINAGE

A permanent and perpetual easement is hereby granted to the City of Des Plaines, Cook County, Illinois ("**City**"), its successors and assigns, and to, and for the use and benefit of, the owners of all of the lots in this subdivision, for the sole purpose of storm water drainage, in, upon, under, along and across the areas designated "Easement for Storm Water Drainage" on this subdivision plat. No change shall be made in the finished grade of the land within any "Easement for Storm Water Drainage," and no construction of any kind whatsoever shall be erected or permitted to exist within any "Easement for Storm Water Drainage" that might materially reduce the storm water drainage capacity thereof. Trees, shrubs, fences, and normal landscape planting shall be permitted within any "Easement for Storm Water Drainage" only with the prior written approval of the Director of Public Works of the City of Des Plaines. Each owner of a lot with any "Easement for Storm Water Drainage" located on it shall maintain a grass cover on the surface of that portion of such lot located within the "Easement for Storm Water Drainage," and shall keep such grass and landscaping in a first-class and trimmed condition. The owners of lots on which any "Easement for Storm Water Drainage" is located shall not in any manner damage, destroy, injure, obstruct, or permit to be obstructed the "Easement for Storm Water Drainage" at any time whatsoever without the express prior written consent of the Director of Public Works of the City of Des Plaines.

EASEMENT FOR STORM SEWER

A permanent and perpetual easement is hereby granted to the City of Des Plaines, Cook County, Illinois ("**City**"), its successors and assigns, to survey, construct, reconstruct, use, operate, maintain, test, inspect, repair, replace, alter, remove or abandon in place storm sewer mains together with related attachments, equipment and appurtenances thereto, in, upon, under, along and across the areas designated "Easement for Storm Sewer" on this subdivision plat. The owners of the property subdivided on this plat or any part thereof hereby reserve the right to use the areas designated "Easement for Storm Sewer" and the adjacent property in any manner that will not prevent or interfere with the exercise by the City of the rights hereby granted; provided, however, that the owners shall not in any manner disturb, damage, destroy, injure, obstruct or permit to be obstructed the "Easement for Storm Sewer" at any time whatsoever without the express prior written consent of the City.

RESTRICTIVE COVENANTS AND EASEMENT FOR STORM WATER DETENTION AREA

The Restrictive Covenants and Easement for Storm Water Detention Area title block is required on the Final Plat in the following instances:

- The application includes a residential subdivision greater than three acres in size; OR
- The application includes a non-residential subdivision greater than five acres in size.

There are two separate templates for this title block provided on p. 17 and 18 of this guide depending on the management of the property: (i) **Home Owner Association (HOA)** and (ii) **Non-Home Owner Association (No HOA)**.

- Properties that are managed by a HOA shall provide the **RESTRICTIVE COVENANTS AND EASEMENT FOR STORM WATER DETENTION AREA (HOA)** (p. 17) to the Final Plat verbatim and ensure the name of the HOA is added in item 1 of the title block **[Insert Legal Name]**.
- Properties that are not managed by a HOA shall provide the **RESTRICTIVE COVENANTS AND EASEMENT FOR STORM WATER DETENTION AREA (No HOA)** (p. 18) to the Final Plat verbatim and ensure the lot numbers of all included properties are added in item 1 of the title block **[Insert Lot Numbers]**.

**RESTRICTIVE COVENANTS AND EASEMENT
FOR STORM WATER DETENTION AREA (HOA)**

1. The area of the property designated on this plat as “**Storm Water Detention Area**” shall be continuously maintained in a first rate manner by [**INSERT LEGAL NAME**] Homeowners’ Association (the “**Association**”) and an easement on, under and above the Storm Water Detention Area is hereby granted to, and for the use and benefit of, all of the lots in this subdivision and the Homeowners’ Association for the sole purpose of storm water detention and drainage.
2. No change shall be made in the finished grade of the land within the Storm Water Detention Area, nor shall any construction of any kind whatsoever be erected or permitted to exist within the Storm Water Detention Area that might materially impede storm water drainage therein or materially reduce the storm water detention capacity thereof. Trees, shrubs, fences and normal landscape planting shall be permitted within the Storm Water Detention Area only with the prior written approval of the Director of Public Works and Engineering of the City of Des Plaines, Cook County, Illinois (the “**City**”). The Association shall maintain a grass cover on the surface of the Storm Water Detention Area and shall keep such grass in a neat and trimmed condition.
3. In the event the City determines, in its sole and absolute discretion, that prior maintenance of the Storm Water Detention Area is not performed at any time, the City, after ten (10) days prior written notice to the Association, may, but shall not be obligated to, enter upon the Storm Water Detention Area for the purpose of performing maintenance work on and to the Storm Water Detention Area.
4. In the event that the City shall cause to be performed any work pursuant to these paragraphs, the City shall have the right to charge the Association an amount sufficient to defray the entire cost of such work or action, including administrative costs, either before or after such cost is incurred. If the amount so charged is not paid by the Association within thirty (30) days following a demand in writing by the City for such payment, such charge, together with interest and costs of collection, shall become a lien upon the Storm Water Detention Area and all lots in this subdivision and the City shall have the right to collect such charge, with interest and costs, and to enforce such lien as in foreclosure proceedings as permitted by law.
5. Nothing in these paragraphs shall be construed to constitute a dedication of any portion of the Storm Water Detention Area to, or an acceptance thereof by, the City.
6. The City shall be under no obligation to exercise the rights granted in these paragraphs except as it shall determine to be in its best interest. No failure to exercise at any time any right herein granted to the City shall be construed as a waiver of that or any other rights.
7. These covenants shall run with the land in the subdivision shown on this plat, and shall be binding upon and inure to the benefit of the owners of all lots of record therein, their respective successors, assigns and grantees and all parties claiming by, through and under them. Enforcement of these covenants may be sought by the owners of any lots of record in this subdivision, any person with an interest in any of said lots of record, or the City of Des Plaines by any proceeding at law or in equity against any person or persons violating or attempting to violate any covenant, either to restrain violation, to compel affirmative action, or to recover damages, and against the land to enforce any lien created by these covenants.

RESTRICTIVE COVENANTS AND EASEMENT
FOR STORM WATER DETENTION AREA (NO HOA)

1. The area of the property designated on this plat as “***Storm Water Detention Area***” shall be continuously maintained in a first rate manner by owners of Lots [***INSERT LOT NUMBERS***] (the “***Detention Area Lots***”) and an easement on, under and above the Storm Water Detention Area is hereby granted to, and for the use and benefit of, all of the lots in this subdivision for the sole purpose of storm water detention and drainage.
2. No change shall be made in the finished grade of the land within the Storm Water Detention Area, nor shall any construction of any kind whatsoever be erected or permitted to exist within the Storm Water Detention Area that might materially impede storm water drainage therein or materially reduce the storm water detention capacity thereof. Trees, shrubs, fences and normal landscape planting shall be permitted within the Storm Water Detention Area only with the prior written approval of the Director of Public Works and Engineering of the City of Des Plaines, Cook County, Illinois (the “***City***”). Each owner of a Detention Area Lot shall maintain a grass cover on the surface of that portion of his lot located within the Storm Water Detention Area and shall keep such grass in a neat and trimmed condition.
3. In the event the City determines, in its sole and absolute discretion, that prior maintenance of the Storm Water Detention Area is not performed at any time, the City, after ten (10) days prior written notice to the owners of the Detention Area Lots, may, but shall not be obligated to, enter upon any or all of the Detention Area Lots for the purpose of performing maintenance work on and to the Storm Water Detention Area.
4. In the event that the City shall cause to be performed any work pursuant to these paragraphs, the City shall have the right to charge the owners of the Detention Area Lots an amount sufficient to defray the entire cost of such work or action, including administrative costs, either before or after such cost is incurred. If the amount so charged is not paid by the owners of the Detention Area Lots within thirty (30) days following a demand in writing by the City for such payment, such charge, together with interest and costs of collection, shall become a lien upon the Detention Area Lots and the City shall have the right to collect such charge, with interest and costs, and to enforce such lien as in foreclosure proceedings as permitted by law.
5. Nothing in these paragraphs shall be construed to constitute a dedication of any portion of the Storm Water Detention Area or of the Detention Area Lots to, or an acceptance thereof by, the City.
6. The City shall be under no obligation to exercise the rights granted in these paragraphs except as it shall determine to be in its best interest. No failure to exercise at any time any right herein granted to the City shall be construed as a waiver of that or any other rights.
7. These covenants shall run with the land in the subdivision shown on this plat, and shall be binding upon and inure to the benefit of the owners of all lots of record therein, their respective successors, assigns and grantees and all parties claiming by, through and under them. Enforcement of these covenants may be sought by the owners of any lots of record in this subdivision, any person with an interest in any of said lots of record, or the City of Des Plaines by any proceeding at law or in equity against any person or persons violating or attempting to violate any covenant, either to restrain violation, to compel affirmative action, or to recover damages, and against the land to enforce any lien created by these covenants.

F. Recommended Parkway Trees

Parkway trees must be planted with a minimum 2.5" caliper.

Tree Species Planted Under Overhead Wires	
Name	Description
Spring Snow Crabapple (<i>Malus</i>)	This is a dense, upright ovate tree, which reaches a height of 25 feet. It has abundant flowers in the spring, but is fruitless. Leaves change to yellow in the fall.
Thornless Cockspur Hawthorne (<i>Crataegus crus-galli</i> var. <i>inermis</i>)	Small, with a mature height of 20 feet. It has good, glossy foliage that turns yellow-orange in the fall.
Washington Hawthorne (<i>Crataegus phaenopyrum</i>)	Small, with a mature height of 25 feet. Has a rounded shape with white flowers in the spring and reddish color in the fall. As the name implies, this tree has thorns.
Winter King Hawthorne (<i>Crataegus viridis</i>)	Wide, spreading, vase-shaped form, grows to a mature height of 25 to 30 feet. White flowers bloom in the spring with glossy leaves, which turn bronze, red, and gold in the fall. Like the Washington Hawthorne, it has thorns.
Ivory Silk Lilac (<i>Syringa reticulata</i>)	Grows to a height of 20 to 25 feet. It has reddish brown, cherry-like bark, which becomes gray and scaly with age. Creamy white flowers bloom late in the spring, but it has no notable fall color.
Newport Plum (<i>Prunus cerasifera</i> 'Newport')	The Newport Plum is an ornamental shade tree that has white to pink blossoms in spring and purple leaves in summer. It is a fast-growing and reliable tree that can reach up to 30 feet tall and 25 feet wide. It is widely planted throughout much of the United States for its stunning seasonal interest and attractive round form.
Starlight Crabapple (<i>Malus x 'Jeflite'</i>)	A very winter hardy flowering crabapple with glossy, dark green foliage and showy, snow white spring blooms. Produces small but vibrant, candy apple red crabapples in the fall that will persist after the leaves have dropped. Foliage has excellent resistance to apple scab. A moderately sized, upright branching tree with a pyramidal-shaped crown. Deciduous.
American Redbud (<i>Cercis canadensis</i>)	Rosy pink flowers appear in April. Reddish-purple leaves change to dark green, then to yellow. Forms a spreading, graceful crown.

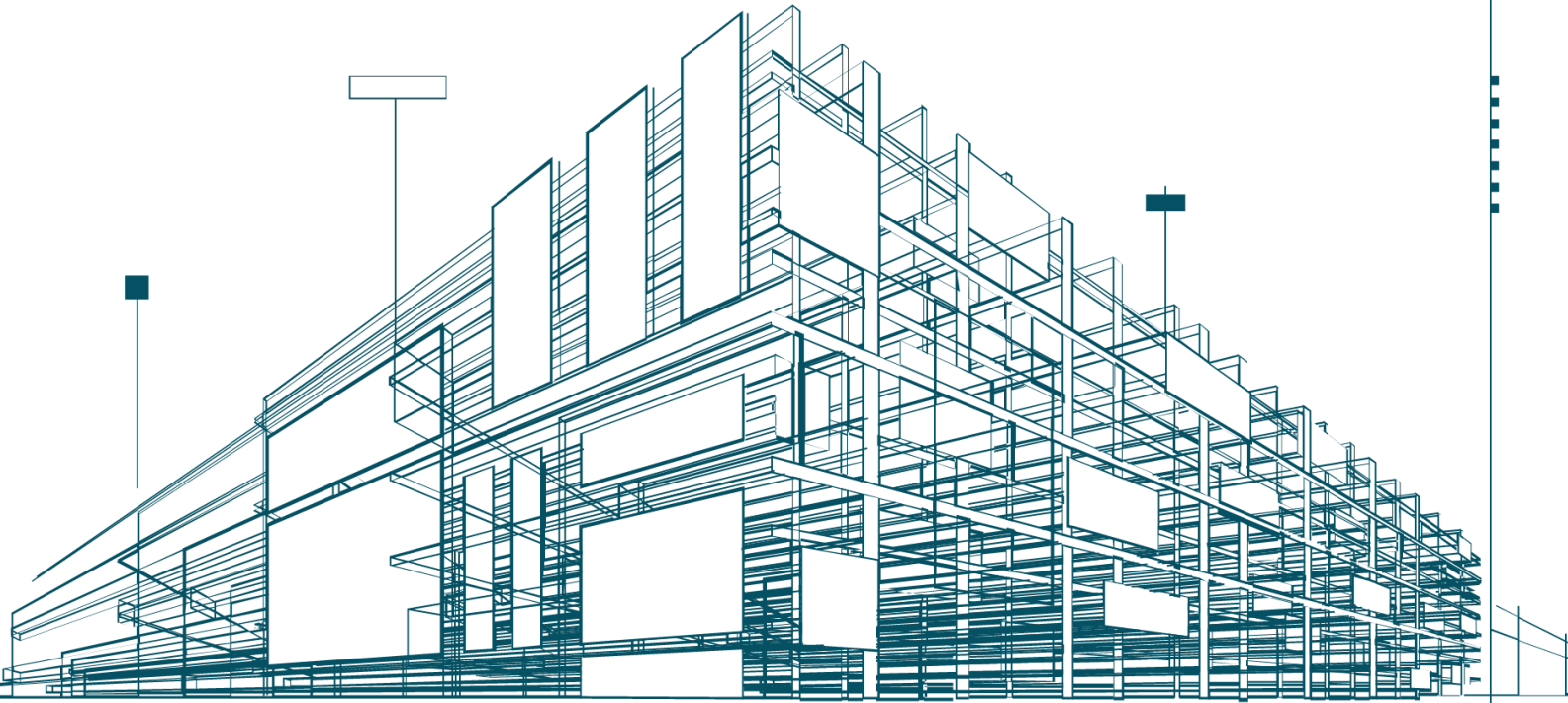
Recommended Parkway Trees (continued)

Tree Species Planted without Overhead Wires	
Name	Description
Skyline Honeylocust <i>(Gleditsia triacanthos inermis)</i>	Grows to a height of 50 feet. Has a round and spreading crown completely free of thorns. Leaves turn yellow in the fall and because of the small size, are largely unseen on the ground. Provides shade and withstands city conditions. Blends well with contemporary architecture.
Greenspire Linden <i>(Tilia cordata)</i>	Grows quickly to a height of 50 feet. Dense, tight pyramidal shape with compact foliage for excellent shade. Tolerates city conditions. Small yellow and white flowers, usually fragrant, appear in early summer. Foliage turns yellow in the fall.
Red Oak <i>(Quercus rubra)</i>	Grows to a height of 70 feet. Open and wide spreading. Known for its tendency to turn deep red in the fall.
Frontier Elm <i>(Ulmus x. 'Frontier')</i>	Has a high tolerance to Dutch elm disease (DED), elm yellows, and moderate resistance to elm leaf beetle. This hardy, tolerant tree is a good choice for residential landscapes and along city streets.
Triumph Elm <i>(Ulmus 'Morton Glossy')</i>	Strong, upright branching with oval habit. Fast growth rate, up to 3' per year. Disease and pest resistant to Dutch elm disease, elm yellows and elm leaf beetle. An excellent shade tree for home and commercial landscapes. Large, lustrous, dark green foliage turns yellow in fall.
American Hornbeam <i>(Carpinus caroliniana)</i>	A native forest understory tree in the Chicago area, making it useful for shady landscapes and naturalized or woodland gardens. New leaves emerge reddish-purple, changing to dark green, then turn yellow to orange-red in the fall, offering a kaleidoscope of color throughout the year.
Kentucky Coffee <i>(Gymnocladus dioicus)</i>	Horizontal, ascending branching, slow to moderate growth rate. Tolerant to a wide range of soil types. Male only.
White Oak <i>(Quercus alba)</i>	A majestic, deciduous tree identified by rounded-lobed leaves, red or pale green clusters of flowers (catkins), and small brown acorns. White oak trees are typically slow-growing large trees with a wide, spreading rounded crown.

Continued on next page...

Recommended Parkway Trees (continued)

Tree Species Planted without Overhead Wires (cont.)	
Name	Description
Chinkapin Oak (<i>Quercus muehlenbergii</i>)	Native to the Chicago region, its glossy, coarsely-toothed leaves are yellow-green and small compared to most oaks. Young trees retain a pyramidal to oval habit with a pale gray, scaly ridged central trunk. As trees age, the crown becomes more rounded.
Zelkova Green Vase (<i>Zelkova serrata</i> 'Green Vase')	Zelkova Green Vase is closely related to the elm but is resistant to Dutch elm disease (DED). It tolerates urban conditions well and can be used as a street tree. This tree has interesting bark, clean serrated foliage, and good fall color.
Zelkova Musashino (<i>Zelkova serrata</i> 'Musashino')	Musashino Zelkova is a deciduous tree with a narrowly upright and columnar growth habit. Its relatively fine texture sets it apart from other landscape plants with less refined foliage. Interesting peeling bark and reliable fall color, low maintenance and trouble-free, an excellent choice for street plantings.
Swamp White Oak (<i>Quercus bicolor</i>)	Rounded crown shape reaches 50'. Excellent for planting in city conditions. Good fall color and leaves change orange to gold mid-autumn. Species is native to Chicago region.
Exclamation London Planetree (<i>Platanus x acerifolia</i>)	Strong limbs also help make the London Planetree a good choice where site conditions allow for its large size. The unique bark and interesting branching give it amazing visual appeal—whether summer or winter. The London Planetree grows to a height of 75–100' and a spread of around 80' at maturity.
Shawnee Brave Bald Cypress (<i>Taxodium distichum</i>)	Will thrive in either wet or dry areas. This cultivar has improved mite resistance and upright branching. Orange-bronze fall color. Fast grower.
Redmond American Linden (<i>Tilia americana x. euchlora</i> 'Redmond')	Fast growing when young. Becomes a moderately pyramidal tree with large, light green glossy leaves. Very uniform shape. Branches show a reddish color in the winter. A valuable street tree. Has the largest leaves of the Linden.



STANDARDS FOR ENGINEERING SITE PLANS



City of Des Plaines
Public Works and Engineering Department
Revised January 2023

Index

Composition and Order of Plans

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*Note: All requirements subject to change without notice. These requirements are not all inclusive.

The following Standards for Engineering Site Plans prepared by the City of Des Plaines Public Works and Engineering Department apply to all civil engineering site plans prepared for the purpose of a site Development Permit. This document is intended to supplement City Codes and Ordinances and not supersede same. Other development requirements include, but are not limited to, the Building Code and amendments, Title 14 of the City Code, the Subdivision Ordinance, the Metropolitan Water Reclamation District Watershed Management Ordinance, and other regulatory agency requirements.

Permits may be required from other agencies having jurisdiction within the City of Des Plaines including, but not limited to, the Metropolitan Water Reclamation District, Illinois Environmental Protection Agency, Illinois Department of Transportation, Illinois Department of Natural Resources and the Cook County Highway Department.

Please visit our website at desplaines.org.



Cover

- Project Address and P.I.N. Number
- Location Map
- Index of Sheets
- Design Engineer's Name, Address, and Telephone Number
- Property Owners' Name, Address, and Telephone Number
- City Benchmarks Used
- Revision Block
- Legend
- Professional Engineer's Seal, Signature, and Date
- Drainage Statement

Requirements for Site Development

- If the site is in a floodplain or floodway, the Title 14 of the City Code shall be followed. An elevation certificate will need to be submitted to the city before occupancy.
- Permit plans shall include a Grading Plan, Utility Plan, Standard Details, and Erosion Control Plan. Drawing sheet size is to be a standard of 24" x 36".
- All permit submissions (plan revisions, spot surveys, as-builts, other agencies permit applications, etc.) will be sent to permits@desplaines.org.
- A permit plan, foundation spot survey (after foundation is built and before walls are erected), and as-built survey will be required for all developments.
- A spot survey must be submitted before any framework can begin on the building. This spot survey should show the top of the foundation grade and offsets off the setback, easement, and building lines. After the spot survey approval, all storm sewer work must be completed prior to any stick work begins.
- MWRD WMO ordinance is followed for all sanitary and storm water installation, work in a combined sewer area, and all development in the flood plain.
- If the site is greater than 1 acre, a NPDES SWPPP will be required.
- IEPA Permit required for all public water main installation. A separate maintenance agreement will be required for any water main on private property.
- \$20,000 bond required for work in City Right of Way.
- Public sidewalk or escrow for public sidewalk will be determined by the Public Works and Engineering Department. ADA warning device where appropriate.
- The top of the lowest floor must be 2' foot above the 100-year flood elevation in a floodplain area or the top of the foundation must be 18" higher than the centerline of the highest adjacent roadway in a non-floodplain area.
- Plans received for permit approval by the City of Des Plaines Public Works and Engineering Department must be signed and sealed by a Licensed Illinois Professional Engineer.
- All top of window wells shall not be more than 4" below the top of the foundation or if there is a brick ledge, the window wells should extend to the bottom of it.
- Plans must use City of Des Plaines Standard Details and Site Plans Standards found on the City of Des Plaines website.
- Submit Photometrics for parking lot lighting.
- All applicable intergovernmental agency permits- (MWRD WMO, CCHD, IEPA, IDOT, IDNR, NPDES, etc.) must be submitted for review and approval to the Public Works and Engineering Department.

Requirements for Site Development, cont'd

- If you are constructing public improvements, inspections are required to be done by personnel from the City of Des Plaines Public Works and Engineering Department. It is the Developer's responsibility to contact the Public Works and Engineering Department at 847-391-5390, two (2) working days in advance of any construction of public improvements to arrange for required inspection(s).
- B-6-12 curb and gutter and at least one 48" Type A catch basin with storm sewer connected to City storm sewer is required for all parking lots.
- All sewers within 10' of a building foundation shall be televised and the video media will be submitted to the Public Works and Engineering Department for their review and approval.
- Electronic as-built drawings of the public improvements constructed, sealed by a licensed professional engineer, or registered land surveyor of the State of Illinois, will be required prior to acceptance of the public improvements. This should mirror the approved permit plans.
- Contractors are only authorized to construct improvements as shown on the plan as approved by the Director of Public Works and Engineering. Requests for design changes must be made by the Developer's Engineer to the Director of Public Works and Engineering and may require additional plans or calculations for approval. Any Public improvements constructed contrary to the Director of Public Works and Engineering's approved plans will be removed at the Developer's expense.
- Please be advised that a Final Waiver of Lien must be presented to the City of Des Plaines Public Works and Engineering Department before any release of surety for the public improvements for subdivisions (City Code Title 13-2-8F.).

Grading Plan

- All City Benchmarks are USGS NAVD 88. Show City Benchmark used; all elevations to be USGS NAVD 88.
- Drainage statement must be signed by the Owner and Professional Engineer responsible for the design.
- Entire site to be shown on one sheet at largest scale possible.
- Use engineering scale of 1" = 20', 30', 40', or 50' only.
- Indicate North Arrow and Scale.
- Show lot lines, lot numbers, City furnished addresses, right-of-way lines (row), easements, streets, and street names.
- Show existing tops of foundation adjacent to project and existing contours at 1' vertical contours and spot elevations within the project.
- Show proposed top of foundation elevation, the elevation at each lot corner and side yard, direction of proposed swale (located in 5.0' side yard setback) to City ROW if existing ground pitch is 1% or steeper, or to project storm sewer (built and constructed by developer). Project must accept all-natural tributary drainage.
- Swale longitudinal slopes to be 1% minimum; transverse slopes to be 4:1 maximum; Emergency Overflow swales to carry 100-year Flow.
- Show 100-year Base Flood Evaluation where floodplain is involved. Show Floodway Boundary where applicable.
- Maximum design depth of ponding allowed at a drainage structure is 18" for grass swales, 12" for paved areas; design depth of ponding on a public street shall not exceed the proposed street centerline crown elevation.
- Indicate Emergency Overflow and Direction. Overflow must go to detention basin either thru 100-year design storm pipe (show inlet capacity calculations) or overland.
- New driveways that are built on the side of an existing house are to drain away from the house at a 2% slope (2" in 8'). The opposite side of the drive will have a rolled edge or if the existing grade allows an inverted crown. The driveway will then drain to the street or a part of it in the backyard of the property that is constructing the driveway.
- All driveway aprons to be Portland Cement Concrete (PCC) with minimum 2% slope and maximum 5% slope and depressed curb at the street.
- Show all radii and dimension parking lot stalls, aisles, and widths.
- Show pavement cross section.

Utility Plan

General

- All trench backfill in public Right of Way will be flowable fill.
- Show all existing storm and sanitary sewers, manholes, water mains, and valve vaults, including sizes, rims, and inverts.
- All public utilities to follow the “Standard Specifications for Water and Sewer Main Construction in Illinois.”
- All traffic control standards will follow the Standard Specifications for Road and Bridge Construction-IDOT.

Storm Sewer

- Minimum size 10” Reinforced Concrete Pipe or approved equivalent (8” PVC for rear yard catch basin)
- Reinforced Concrete Pipe with C-361 joints only.
- Drainage Structure to be 48” Type A CB (24” Type C CB permitted at terminal end of sewer in grassy area) per 10,000 SF of pavement.
- All sump pump discharges shall be connected to storm sewer.

Sanitary Sewer

- 8” minimum ductile iron pipe (DIP) CL 52 (or approved equivalent) with AWWA – C-104 cement mortar lining and C-111 Joints; or SDR 26 PVC pipe.
- 48” diameter manhole minimum, refer to City Standard Design.
- 150 feet maximum distance spacing between manholes.
- Any public sewer construction shall not commence until the approved MWRD permit is on file in the Public Works and Engineering Department.
- 6” PVC SDR 26 pipe @ 1% slope w/cleanout for residential services.
- Existing residential sanitary services shall be removed to the City sanitary sewer main.

Water Main

- 8” minimum ductile iron pipe (DIP) CL 52 with cement mortar lining with polyethylene encasement (or approved equivalent)
- Hydrant spacing = 150’ radius must cover 2/3 of proposed lot.
- All water service/water main extensions to be pressure tested and chlorinated per IEPA permit and City Standards.

Utility Plan, cont'd

Water Main, cont'd

- Show single family residential water services, 1½" minimum diameter, and Type K copper (or approved equivalent).
- Water shut off (buffalo-box) for residential water service to be in parkway only.
- Any public water main shall be polybagged and its construction shall not commence until the approved IEPA permit is on file in the Public Works and Engineering Department.
- Remove existing water services at the city water main and replace the corresponding section of public water main.

Drainage Statement

The following statement, signed by a Professional Engineer properly registered in Illinois shall be included on the Grading Plan.

“To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this project or any part thereof, or, that if drainage will be changed, reasonable provision has been made for collection and diversion of such surface waters into public areas, or drains approved for use by the Director of Public Works and Engineering, and that such surface waters are planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to adjoining properties because of the construction of this project.”

SEAL

Registered Professional Engineer

Owner

Address

Digital Plan Requirements

The City of Des Plaines Public Works and Engineering Department has the following requirements for digital plan sets. All submissions will be sent to permits@desplaines.org.

All digital drawings must be submitted in PDF and AutoCAD DWG format or Microstation DGN format using NAD83 state plane coordinates and NAVD 88 Datum.

Below is a list of all submissions that need to be in this format:

- All New Single Family Residences
- All New Commercial Buildings
- All Commercial Additions
- All Residential Additions in the floodplain
- All Residential Additions that expand the footprint by 50% or more.
- All Residential Garages in the floodplain