

## **VILLAGE OF MINOOKA**

### **SITE PLAN REVIEW PROCESS**

The Village of Minooka strives to be a business friendly environment, while maintaining a visually pleasing community. Consistency in the application of our site plan review process and building codes is a priority. The following is the process used to expedite the review of your project. Any questions should be addressed to the Village Planner or Village Administrator.

A concept plan submission is required. It will allow village staff to identify potential changes and improvements prior to the preparation of the site plan. Following concept plan approval, Site Plans/Landscape Plans are submitted for review by staff. All plans and supporting documents are submitted to the Village Planner, who will distribute them for review.

Final Site Plans/Landscape Plans are then reviewed by the Village President, the Board of Trustees and Planning & Zoning Commissioners during workshop sessions. Workshop sessions are generally held on the second and fourth Thursdays of the month, though this schedule is subject to change.

To be reviewed at a workshop session, a complete set of all required drawings and supporting documents must be submitted four weeks prior to the date of the workshop. See Attachment A, B and C for submittal requirements. A Professional Fee Agreement (attached) and the appropriate fee must also be submitted at this time.

Staff will meet with the applicant to review the submittal based on attachments A, B& C and determine whether all the required materials have been submitted. If not, the applicant will be informed of the additional materials that will be required.

The Landscape Consultant and Village Planner will provide preliminary review comments on the landscape plans, zoning compliance, building façade and signage requirements within 10 calendar days of complete submittal. Upon the applicant's prompt response to the review comments, and plan revision if required, final staff approval of these non-engineering aspects of the site plan will be provided no later than 10 days prior to the date of the workshop. To expedite the review process, revisions may be submitted to the Village Planner via electronic files provided the files contain the entire image of the site plan or landscape plan.

Engineering review of the Site Plan and Final Engineering Plans will be conducted concurrently and the preliminary review comments will be provided no later than 10 days prior to the date of the workshop. If the preliminary review indicates that the site plan is viable, a letter indicating site plan approval will be issued.

Following staff approval of the site plan, 25 copies of “11 X 17” plan sets must be provided for distribution to village officials no later than seven days prior to the workshop session.

The village staff will make every effort to have site plans available for review at the next workshop session within the four week timetable described above. However, incomplete submittals, failure to respond to review comments in a timely manner, and plans that require significant revisions may result in a delay in the process.

Though not subject to review at a workshop session (except for the façade), building plan reviews may be conducted concurrently with the site plan review process. Building plans should be submitted directly to the Building Department. The Building Officer will meet with the applicant to review the submittal and determine whether all of the required materials and documents have been submitted. If not, the applicant will be informed of additional materials and documents that will be required. See Attachment D for submittal requirements.

## **ATTACHMENT A**

### **VILLAGE OF MINOOKA**

#### **GENERAL SITE PLAN SUBMITTAL REQUIREMENTS**

10 Full-Sized Sets of Complete Plans Shall Be Submitted to the Village Planner

##### **INFORMATION**

- Development Name and Name, Address and Phone Number of Owner and Consultant
- Date with all Revision Dates and Sheet Numbers
- Gross Area and Buildable Area of Site
- Location of Wetlands, Floodplains, Floodways and Open Water
- Number of Required Parking Spaces Including Handicapped
- Number of Provided Parking Spaces Including Handicapped

##### **DRAWINGS**

- Layout of Proposed Buildings
- Property and Street Right of Way Lines
- Parking Areas Marked With Stalls
- Detention or Retention Areas
- Sidewalks, Pedestrian Ways and Bike Paths
- Landscaped Area Location
- Driveways, Points of Ingress and Egress, Including Left-Turn Lanes
- Location, Design and Size of Proposed Signage
- Dimensions of Buildings, Parking Spaces/Aisles and Street Widths
- Building Elevations of all Four Sides Showing Height and Other Dimensions,
- Materials and Colors
- Location of Utility Easements and Underground Utilities
- Floor and Seating Plan for Restaurants

## ATTACHMENT B

### Village of Minooka Engineering Submittal Requirements

#### **Concept Plan Submittal**

- ❑ Conceptual Site Plan with location map
- ❑ Existing Topography
- ❑ ALTA Survey
- ❑ Aerial Photo
- ❑ Copy of NWI Maps and any other wetland information
- ❑ Copy of FEMA Maps

#### **Site Plan Submittal**

- ❑ Preliminary Site Plan with suspect wetlands and FIRM lines shown
- ❑ Preliminary Grading Plan
- ❑ Preliminary Utility Layout
- ❑ Preliminary Cost Estimate
- ❑ Turning Templates (B-40 and largest expected delivery vehicle)
- ❑ Existing topography with overland flow routes (including a minimum of 100' in all directions)
- ❑ IEPA Water and Sewer Permits (unsigned) – *recommended but not required*
- ❑ Notice of Intent (NOI) – *recommended but not required*
- ❑ Preliminary Stormwater Management Report – use Will County Stormwater Management Committee Technical Guidance Manual
  - ❑ Preliminary Detention Calculations
  - ❑ Pond Volume Provided Calculations
  - ❑ Preliminary analysis of Depressional Storage
  - ❑ Preliminary Compensatory Storage Calculations
  - ❑ Floodplain Submittal - if unstudied zone A is shown within 100' of site
- ❑ Preliminary Landscape Plan
- ❑ Additional Preliminary Engineering Calculations
  - ❑ Preliminary PE Calculations

#### **Final Engineering Submittal**

- ❑ Final Engineering Drawings
  - ❑ Existing conditions
  - ❑ Geometrics & Paving
  - ❑ Grading
  - ❑ Site Plan
  - ❑ Utilities
  - ❑ Erosion Control
  - ❑ Construction Specifications and Details

- ❑ Final Cost Estimate
- ❑ Plat of Easement
- ❑ Stormwater Pollution Prevention Plan
- ❑ NOI
- ❑ Field Tile Survey
- ❑ Photometrics Plan
- ❑ Final Stormwater Management Report
  - ❑ Off-site tributary areas
  - ❑ Floodplain and floodway analysis
  - ❑ Detention Calculations
  - ❑ Pond Drawdown Time Calculation
  - ❑ Release rate calculations
  - ❑ Tc calculations
  - ❑ Orifice calculations
  - ❑ Overflow Weir calculations
  - ❑ Depressional Storage Analysis
  - ❑ Runoff Calculations
  - ❑ Compensatory Storage Calculations
  - ❑ Storm sewer Calculations (10-year HGL and EGL)
  - ❑ Overland Drainage Calculations
- ❑ IEPA Water and Sewer Permits (signed by Engineer and Developer)
- ❑ Additional Final Engineering Calculations:
  - ❑ Final PE Calculations
  - ❑ Manhole Sizing
- ❑ Turning Templates (B-40 and largest expected delivery vehicle) if changed
- ❑ Identification of on-site wetlands and floodplain/floodway
- ❑ Tree Survey
- ❑ Traffic Study
- ❑ Archaeological Survey
- ❑ Endangered Species Consultation Action Report (IDNR)
- ❑ Final Landscape Plan
- ❑ Copies of Additional Permits
  - ❑ IDNR
  - ❑ US Army Corps of Engineer
  - ❑ Will, South Cook Soil Conservation District (if applicable)