

New Policy Effective 8/1/2025

SITE PLAN & FOUNDATION SURVEY REQUIREMENTS

SITE PLAN - See Example pg. 3

Site Plans must be prepared and sealed by a Licensed Land Surveyor or Professional Engineer. The following information must be included on the Site Plan:

1. Site Information

- A. Site address
- B. Lot number and subdivision
- C. Area of lot in square feet

2. Existing Site Conditions

- A. Top of foundation of closest corners of adjacent buildings
- B. Existing lot information:
 - *Geometrics, including distance and bearing
 - *Easements (Utility and Drainage)
- C. *Existing utility information
- D. *Existing overland flood routes
- E. *Location of adjacent existing detention / retention ponds (If applicable)
 - Location of normal and highwater elevations

***This information can typically be found on the approved Subdivision Final Engineering Plans.**

3. Proposed Site Design Information

- A. Benchmark or Elevation Reference Point
- B. Building Information
 - Proposed building, including number of stories and dimensions
 - Type of structure proposed using one of the following designations:
 - Slab on Grade
 - Standard basement foundation
 - Look-out basement foundation
 - Walk-out basement foundation
 - Front, corner side, side and rear building setback dimensions to property lines
- C. Driveway location, dimensions and slope
 - The recommended location of the driveway is on the high side of the lot - see the approved Subdivision Final Engineering Plans.
 - The recommended slope of the driveway is 8% maximum.

- D. Location of sidewalk
- E. Top of Foundation (T/F) elevations
 - Corner elevations
 - Step elevations and lowest elevation for look-out and walk-out basement foundations
 - Retaining walls greater than 1' in height
- F. Contours at 1' elevations and spot elevations
 - The recommended minimum slope of all lawns and drainage swales is 2% minimum.
- G. Finished grade: The soil at the foundation wall must be 6" down from the top of the foundation and slope away from the building a minimum of 6" in the first 10'. (At a point 10' out from the foundation wall, the soil must be 12" down from the top of the foundation wall.)
- H. Building Services Information
 - Approximate location of the water, sanitary and stormwater services
- I. Other Information, as deemed necessary

FOUNDATION SURVEY - See Example pg. 4

Foundations Surveys must be prepared and sealed by a Licensed Land Surveyor or Professional Engineer and must be approved prior to framing / vertical construction. The following information must be included on the Foundation Survey.

- 1. Site Information
 - A. Site address
 - B. Lot number and subdivision
- 2. Existing Site Conditions
 - A. Easements (Utility and Drainage)
- 3. As-Built Site Information
 - A. Building Information
 - Finished foundation
 - Type of structure proposed using one of the following designations:
 - Slab on Grade
 - Standard basement foundation
 - Look-out basement foundation
 - Walk-out basement foundation
 - Front, corner side, side and rear building setback dimensions to property lines
 - B. Top of foundation (T/F) elevations
 - Corner elevations
 - Step elevations and lowest elevation for look-out and walk-out basement foundations

1B

1C

SITE PLAN

LOT XX IN JOE SMITH FIRST EDITION, A SUBDIVISION OF THE EAST HALF OF THE NORTHWEST FRACTIONAL QUARTER OF SECTION 5, TOWNSHIP 39 NORTH, RANGE 4 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 1, 2024 IN PLAT CABINET 9, AT SLIDE NO. 75-A, AS DOCUMENT NO. XXXXXXXX IN DEKALB COUNTY, ILLINOIS HEREBY RELEASING AND WAIVING ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF ILLINOIS.

COMMONLY KNOWN AS: 123 MAIN STREET, SYCAMORE, ILLINOIS.

BENCHMARKS:

Source Benchmark: NGS Benchmark: P10: MF0471
Elevation= 877.52 (NAVD 88)

Site Benchmark (Site TBM):

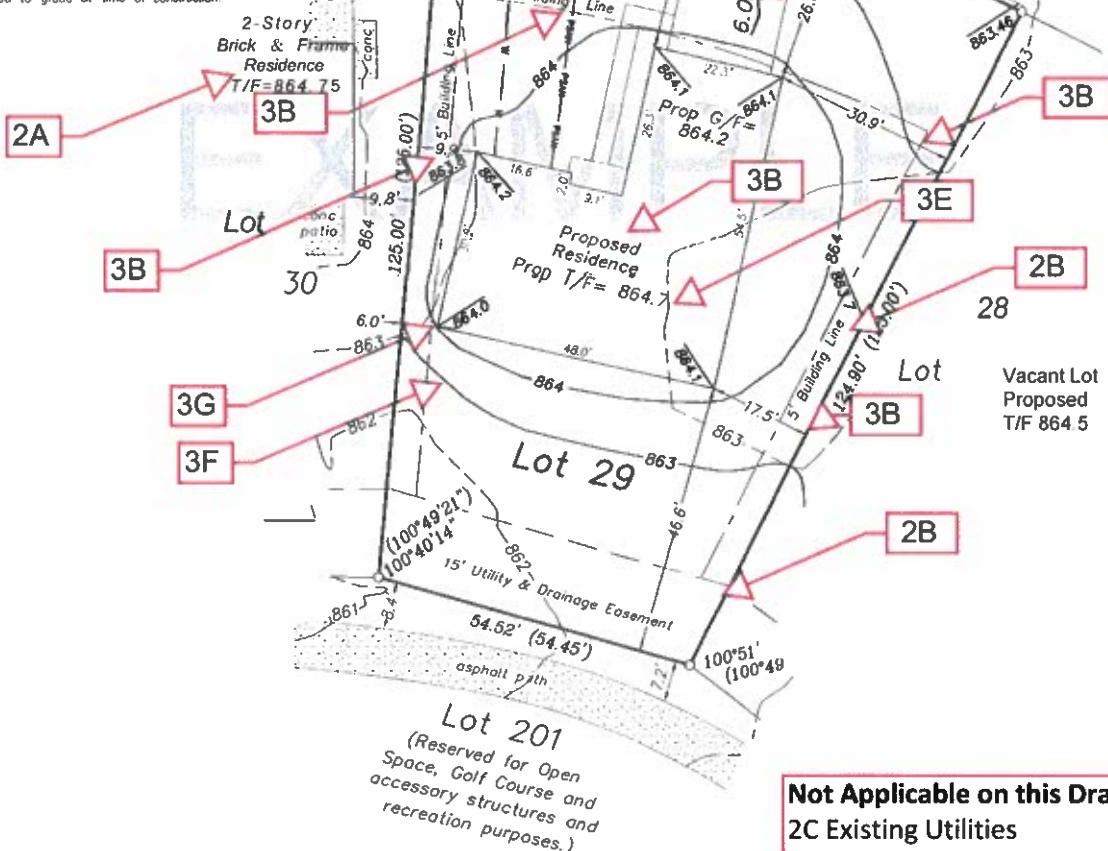
Set MAG nail near the edge of pavement at the Western property line extended (as noted)
Elevation= 861.34 (NAVD 88)

Legend

- = b-box
- = existing contour line
- = proposed contour line
- 725.28 = existing grade
- 725.28 = proposed grade (per plan)

SURVEYORS NOTE

* B-box is below grade and shall be adjusted to grade at time of construction.



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Scale: 1" = 20'
@=Found 1/2" Dia Iron Rod
N = North E = East
S = South W = West
(XX.XX) = Record Distance
XX.XX = Measured Distance
P.U.D.E = Public Utility & Drainage Easement
B.L. = Building Line

Preparer's Information

Rev. Date Rev. Design Doc.

Project Number

Foundation Location

Permit No. XXXXX

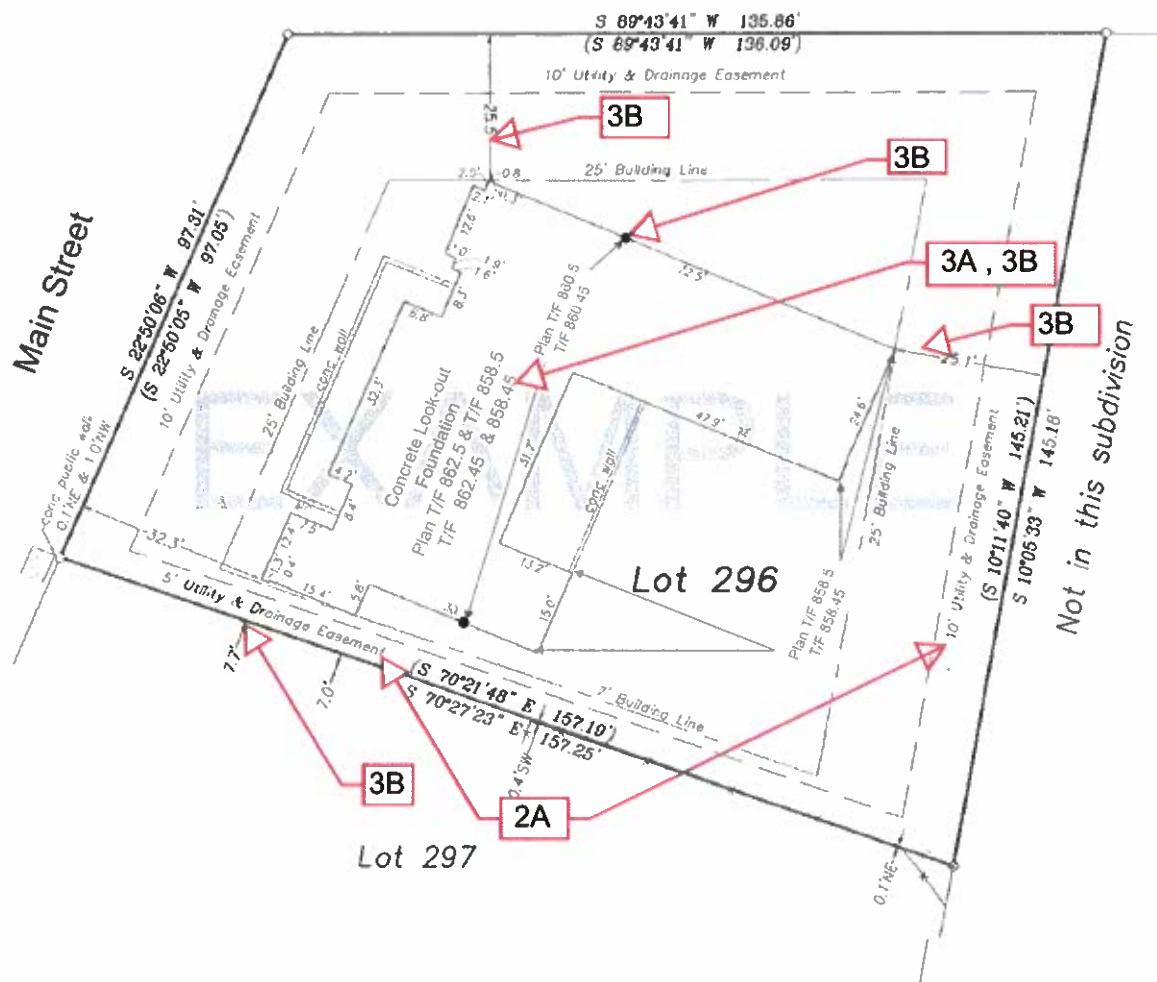
LOT 296 IN Sycamore Heights Unit One, a subdivision of part of the southeast 1/4 of Section 21 and the southwest 1/4 of Section 22, Township 41 North, Range 5 East of the Third Principal Meridian. According to the Plat thereof recorded January 1, 2025 in Plat Cabinet No. 9 at slide No. 155-D, as document No. XXXXXXXX, in DeKalb County, Ill./Nois.

COMMONLY KNOWN AS: 123 Main Street Sycamore, Illinois Property

CONTAINS: 17,344.4 SQUARE FEET, MORE OR LESS.

Sycamore Street

(66' Right of Way)



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Scale: 1" = 20'
 O = Found 3/4" Dia. Iron Pipe
 @ = Found 1/2" Dia. Iron Pipe
 (XX.XX) = Record Distance
 XX.XX = Measured Distance
 N = North E = East
 S = South W = West
 X X X = Fence
 [] = Concrete/Asphalt

Preparer's Information

Client:		
Book #	Drawn By	Rev. ECP Plot
Reference:		
Field Work Completed		
Rev. Date	Rev. Descri. by	
Project Number:		