
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

SITE PLAN

LOT XX IN JOE SMITH FIRST EDITION, A SUBDIVISION OF THE EAST HALF OF THE NORTHWEST 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.

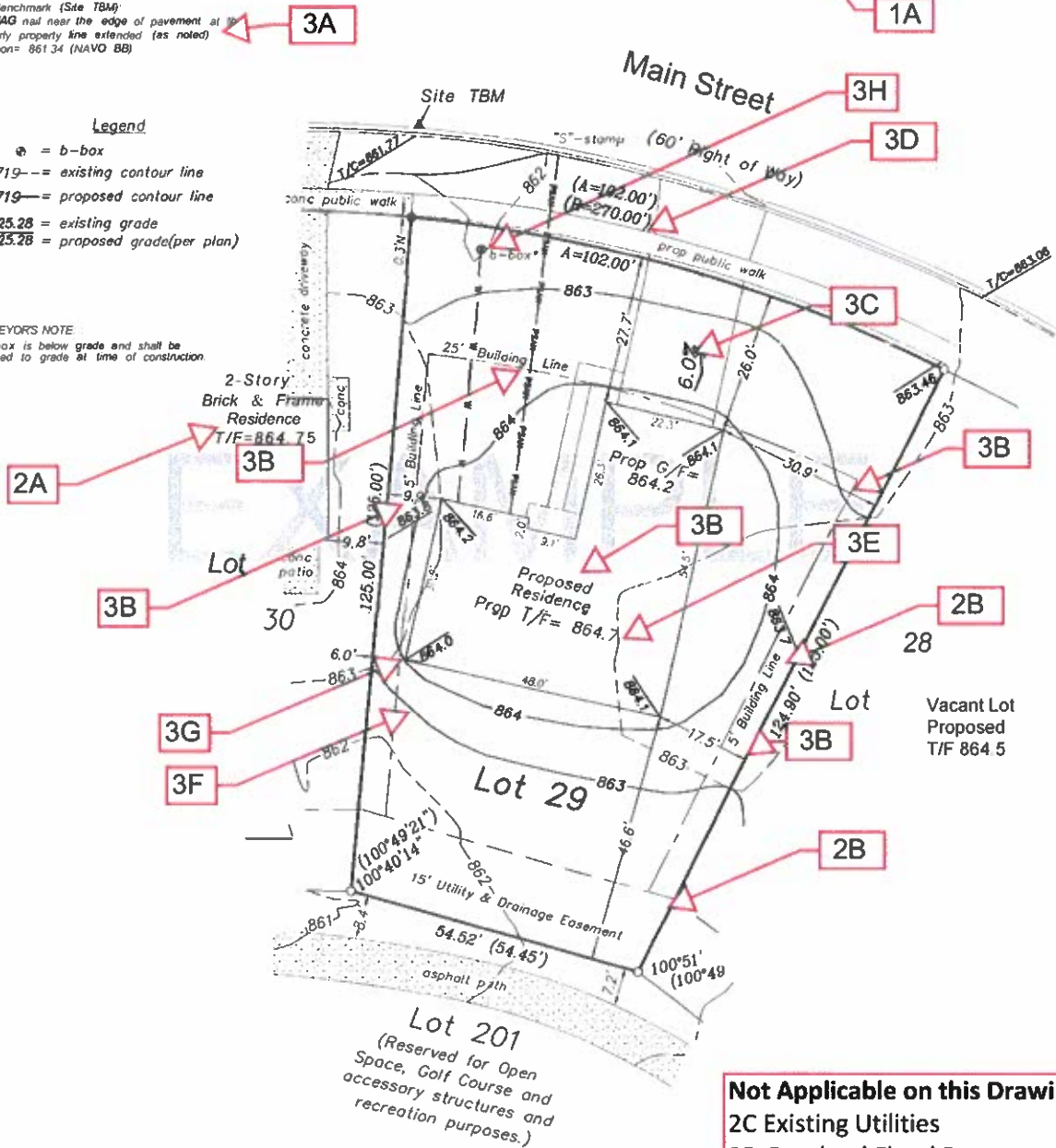
THE PROPERTY CONTAINS 9,892.7 SQUARE FEET, MORE OR LESS.

BENCHMARKS:
Source Benchmark: NGS Benchmark: PIO: MF0471
Elevation= 877.52 (NAVO 88)

Site Benchmark (Site TBM):
Set MAG nail near the edge of pavement at 10' Westerly property line extended (as noted)
Elevation= 861.34 (NAVO 88)

Legend
@ = b-box
-719- = existing contour line
-719- = proposed contour line
725.28 = existing grade
725.28 = proposed grade (per plan)

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



Not Applicable on this Drawing
2C Existing Utilities
2D Overland Flood Route
2E Existing Detention



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. Description

Project Number

1B

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, ILLINOIS.

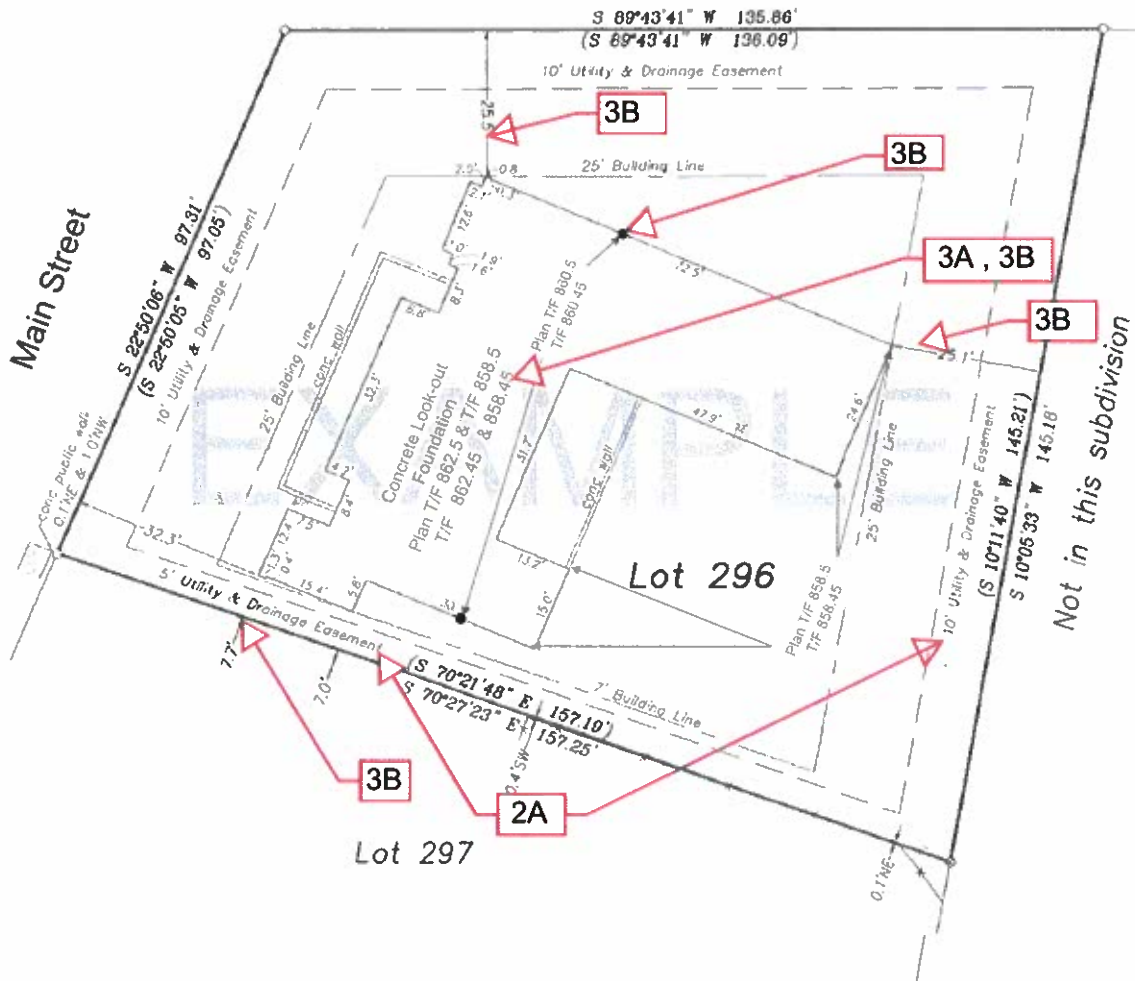
1A

COMMONLY KNOWN AS: 123 MAIN STREET SYCAMORE, ILLINOIS PROPERTY

CONTAINS: 17,344.4 SQUARE FEET, MORE OR LESS

Sycamore Street

(66' Right of Way)



Page 4



Scale: 1" = 20'

○ = 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

XXX = Fence
 f = Concrete/Asphalt

Preparer's
Information

Client:

Book # 2640 s Drawn B. FRECP Plot 13196

Reference:

Field Work Completed

Rev. Date Rev. Description

Project Number: