McHenry County
Department of Planning and Development
www.co.mchenry.il.us/plandev
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RESIDENTIAL ACCESSORY STRUCTURE
APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for residential accessory structures; 2) the standards that staff will employ in reviewing permit submittals; and 3) the items that staff will check during inspections. A Residential Accessory Structure is a structure including, but not limited to a Detached Garage, Shed, Pole Barn, or Carport that is located on the same parcel as the principal structure. This checklist is purposely brief and does not replace consulting the County's adopted ordinances and codes.

If the information described in the Submittal Checklist section is not provided, the permit application may be rejected. The information provided in the Zoning, Stormwater, Building Plans, and On-Site Inspections Checklist sections is for the applicant's general information. This checklist does not restrict staff's ability to review or inspect additional items, as appropriate, based on the permit submittals and construction site observations.

Applicants are ultimately responsible for ensuring that their development complies with the County's adopted zoning and stormwater ordinances and building codes and amendments, which are available on the County's website: www.co.mchenry.il.us/PlanDevOrdinances.

SUBMITTAL CHECKLIST (if the information is not provided, the permit application may be rejected)

- ❑ Completed "PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURES".
- ❑ Current plat of survey (unless the Planning Division determines that one is not necessary). Note, contact the Planning Division to determine if a plat of survey is available for your parcel (if you do not have one).
- ❑ A site plan showing the information required by the Site Plan Applicant Checklist (also attached to the end of this packet), as appropriate to your project. The site plan may, but is not required to, be drawn on the provided form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: www.mchenrycountygis.org/planning. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required. Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance.
- ❑ Non-refundable review fee of $75.00 or 25% of permit, whichever is greater, must be paid at the time of application. Permit fees are calculated in accordance with the current Fee Ordinance. Cash, Check or Credit Card accepted.
- ❑ Two (2) sets of construction plans, 1/4"=1'-0" scale or scaled to clearly identify and detail the proposed scope of work. Accessory structures with an area of 150-sf or less do not require a building permit if compliant with the approved anchoring methods, refer to IRC Amendment **R105.2.** All accessory structures must comply with the UDO and SMO If the structure is prefabricated/pre-assembled/pre-engineered the manufacturer's specifications and installation instructions shall be submitted.
    - o Code Compliance Plan/Legend:
        - Basis of Design Building Codes (Building Codes and Amendments as adopted by McHenry County)
        - If conditioned, a REScheck report shall be provided demonstrating compliance with the Energy Efficiency Prescriptive building envelope specifications for Climate Zone 5.
        - Specify design loads: ground snow load/roof live load of 30-psf, floor/deck live loads, basic wind speed of 115-mph, and design soil bearing capacity, recommend 3000-psf
        - Basis of design dimensional lumber species and grade(s) for floors, walls, ceilings, and rafters
    - o Foundation Plan:
        - Dimensioned foundation layout, thickness, and elevation above grade
        - Locate and specify isolated footings

- Specify slab; if a framed floor, refer to floor plan requirements

- o Floor Plan:
  - Specify framed floor joist span(s), spacing, and size(s) or concrete slab slope
  - Specify ceiling joist spans, spacing, and size(s)
  - Specify wall construction, column size(s) and spacing
  - Specify and dimension header/beam size(s) and spans
    - *If composite beam (ML, PSL, GluLam, etc.), submit proposed Manufacturer's Span Charts*
  - Provide plumbing, HVAC/mechanical, or electrical plans layouts and specifications, as applicable, on a separate plan
- o Roof Plan:
  - Dimensioned and locate roof lines, overhangs, and bearing points
  - Specify ridge and valley beams
  - Specify rafter spans, spacing, and size(s)
    - *If proposing engineered trusses, non-certified truss certificates (not stamped by a Structural Engineer or Architect licensed in Illinois) and the truss layout shall be submitted at the time of application. Certified truss certificates (stamped by a Structural Engineer or Architect licensed in Illinois) and the truss layout shall be submitted for review prior to scheduling the Rough Framing Inspection.*
  - Specify roof slope(s) and roof assembly
- o Elevation Views:
  - Dimensioned elevations of each building façade locating grade/adjacent walking surface elevation, service door elevation(s), rafter bearing point elevation(s), and roof ridge elevation(s)
  - Window and door openings shall be located and dimensioned on all appropriate elevations
- o Detailed Section(s): Scale as appropriate to clearly define intent (1/2"=1'-0" scale, minimum). All details shall be referenced on the respective plans/views.
  - Bearing wall section detailing and specifying footing size and depth, foundation wall thickness and elevations, concrete slab, framed wall/foundation connection, wall construction, rafter/framed wall connection, ceiling joist/framed wall connection, rafter tie/rafter connection, ridge beam/rafter connection
- o Additional plans, sections, or details may be required to clearly demonstrate the intent of the proposed project.
- o Where special conditions exist, the Building Enforcement Officer is authorized to require additional construction documents to be prepared by a registered design professional.

- ❑ Copy of State roofer's roofing and plumber's license, registration, & letter of intent on company letterhead, as applicable
- ❑ McHenry County Health Department approval – Required if P&D is unable to determine that the proposed development will meet McHenry Co. Health Department setback requirements - required prior to picking up the permit.
- ❑ Obtain approval from the authority maintaining the access road to the project site; Township Highway Commissioner, McHenry County Division of Transportation (MCDOT) or Illinois Department of Transportation (IDOT) if establishing a new driveway or modifying an existing driveway within the right-of-way. A copy of the approval shall be submitted prior to picking up the permit. (Forms available in our office.)

OFFICE REVIEW CHECKLIST (may be used by Applicant for further clarification of the permit review process)

ZONING

- ❑ Verify development meets zoning requirements:
  - o Building height restriction per UDO Section 14.5.A.3
  - o Side, and rear setback requirements per UDO Section 14.5.A.4
  - o Effective yard restrictions per UDO Section 14.5.A.5
  - o Setback distance from other structures per UDO Section 14.5.A.6

- Lot coverage and impervious surface area requirements

❑ Verify location meets well and septic setback requirements (coordinate with McHenry Co. Health Dept. if necessary)
- May be less in LWN overlay districts on non-conforming lots.

❑ Direct applicant to obtain township road commissioner or MCDOT approval if no existing driveway or driveway being modified within right-of-way (forms available in our office.)

NOTES: _____

_____

STORMWATER

❑ Verify proposed impervious area and limits of disturbance.

❑ Determine if project requires a Stormwater Permit based on criteria in Stormwater Management Ordinance:
- Located in a flood hazard area
- Located in a wetland
- Hydrologically disturbs 5,000 sf or more
- Hydrologically disturbs 50% or more of parcel
- Additional 20,000 sf of impervious area since 1/20/04
- Post-12/1/14 platted lots that exceed allowable impervious area
- Part of a larger common plan of development

❑ If project requires a Stormwater Permit, review plans for:
- Appropriate SE/SC measures and restoration methods
- Spoil haul-off or re-spread locations
- Proposed development including limits of grading/disturbance, proposed elevations
- Path/location of utilities
- Base flood elevation (both mapped and by elevation), if necessary
- Grading in floodplain may require compensatory storage
- Limits of wetlands & buffers, if necessary
- Other requirements, as appropriate

NOTES: _____

_____

BUILDING PLANS

General Compliance Review

❑ Verify appropriate Building Codes and Amendments are listed ***McHenry County Building Codes***

❑ Verify design soil bearing capacity is listed, 3000-psf is the basis of review. ***[R401.4.1]***

❑ Verify Roof Snow Load/Live Load: 30-psf is provided ***[R301.2(1)-O]***
- Load reductions for slope and exposure are not considered

❑ Verify Floor 40-psf Live Load and 10-psf Dead Load is provided ***[R301.5]***

❑ Verify 40-psf Live Load for any staircase, if applicable, is provided ***[R301.5]***

❑ Verify 115-mph Basic Wind Speed is provided ***[R301.2(1)-O]***

❑ A general compliance review of the proposed project and components that may are specific to your project.

Building Review

❑ Acceptable Foundations, refer to anchoring methods for accessory structures ***[R403-O]***
- Continuous Footing shall be 8-inches thick @ 42" below grade, minimum.
- Accessory Structures <150-sf 6" x 6" thickened slab at perimeter.
- Accessory Structures >150-sf 12" x 12" thickened slab at perimeter.
- Post/Frame, 4x4 @ 42" below grade with 6" concrete footing, minimum.
- ½" diameter 30" Auger/Spike anchored at each corner.
  - *If corner spacing is greater than 10'-0", then an additional anchor shall be placed at the mid-point*

❑ Verify concrete slab specifications: ***[R506.1-2]***
- 3-½" Slab Thickness, minimum.
- 4" base course, minimum.

- o If conditioned (HVAC) then a 6-mil (minimum) vapor barrier shall be provided ***[R506.2.3]***

❑ Verify concrete slab is sloped toward the overhead door or a floor drain. ***[R309.3]***
- o *If draining toward a floor drain; coordinate with Health Department requirements.*

❑ Verify proposed framed floor construction (if not concrete): ***[R602.3(5)]***
- o Confirm floor joists (2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified.
- o Confirm the unsupported span(s) of each set of floor joists.
- o Preservative-Pressure-Treated where in contact with ground, concrete, etc. ***[R319.1]***

❑ Anchor bolts; 7" embedment @ 6'-0" o.c., 2 per plate & within 12" of each corner. ***[R403.1.6-O]***

❑ Pressure-preservative-treated sill plate, additional treated framing as required per section: ***[R319.1]***

❑ Verify adequacy of framed wall construction: ***[R602.3(5)]***
- o Wall framing studs (2x4, 2x6, or 2x8) and spacing (12", 16", 19.2", or 24" o.c.) are specified
- o Verify laterally unsupported height adequate for stud & spacing.
- o Lateral wall bracing is dimensionally located and specified. ***[R602.10.3]***

❑ Verify adequacy of header & beams spans with loading condition(s). ***[Table R502.5(1)]***
- o *If composite beam (ML, PSL, GluLam, etc.) submit proposed Manufacturer's Span Charts.*

❑ Verify proposed ceiling construction : ***[R802.4.(1 & 2)]***
- o Confirm ceiling joists (2x6, 2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified.
- o Confirm the unsupported span(s) for each set of ceiling joists.
- o *If composite joists submit proposed Manufacturer's Span Charts.*

❑ Specify rafter and dimension spans (plan dimension from bearing point to ridge beam) ***[R802.5.1(3)]***
- o Confirm rafters (2x4, 2x6, 2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified.
- o Confirm unsupported span(s) for each set of rafters. ***(****Use bearing point to ridge beam plan dimension)*
- o If engineered trusses, non-certified truss certificates shall be reviewed against required loading, accuracy of spans and slope, coordinated layout, and anchoring requirements.
  - *Certified truss certificates shall be submitted prior to scheduling the Rough Framing Inspection.*

❑ Verify Attic Storage Use: Uninhabitable with limited storage (*LL = 20-psf*) or without storage (*LL = 10-psf)*
- o *If attic storage use is not specified, 20-psf is assumed and plans reviewed accordingly.*

❑ Verify rafter ties (lower 1/3) and/or collar ties (upper 1/3) adjustments are accurate. ***[R802.5.1(9)]***

❑ Verify roof ventilation 1/150 of the area of the space ventilated is provided. ***[R806.1]***

❑ Roofing Assembly (requirements vary by slope):
- o Roof Sheathing adequate for rafter spacing. ***[R503.2.1.1(1)]***
- o Roof Slope provided for all roof areas. ***[R905]***

Egress Review

❑ Specify service door size listed (3'-0" x 6'-8" min) ***[R309.7-O]***

❑ 36" x 36" Landing at service door indicated (hard surface w/ ¼" slope, max.) ***[R311.4.3]***

❑ Stairs, if applicable:
- o 36" wide, minimum, with landings at the end of each run measuring 36" (min.) X width of the stair ***[R311.5.4]***
- o Stair riser shall be 7-3/4", maximum, with a variation no greater than 3/8" ***[R311.5.3.1]***
- o Minimum tread depth shall be 10" ***[R311.5.3.1]***
- o Open risers not to exceed 4" opening, triangular space created by the stairs & railing to be 6" max.
- o Headroom clearance at any stair shall be 6'-8", minimum ***[R311.5.2]***
- o Handrails shall be provided on at least one side of each continuous stair run with 4 or more risers ***[R311.5.6]***
- o Handrail shall be 34"-38" in height as measured from the plane adjoining the tread nosing ***[R311.5.6.1]***
- o Circular handrails must have a cross section dimension of min. 1¼"-2". Noncircular handrails shall have a min 4" & max 6¼" perimeter dimension with a maximum cross section dimension of 2¼"
- o Handrail perimeters greater than 6 ¼" must provide a graspable finger recess area on both sides of handrail
- o Guard rails shall be located at any floor surface 30" above floor/grade with a maximum opening of 4" ***[R312.1&.2]***
- o Winder, Special Stairways, and Ramps shall comply with section R311.5 ***[R311.5]***

Electrical Review (if applicable)

❑ Service Feed shall be buried according to proposed conductor/conduit ***[2008 NEC Table 300.5]***

❑ Electrical Panel working clearance of 30"W x 36"D x 78"H (Above Finished Floor)

❑ Receptacle outlets shall have Ground-Fault Circuit-Interrupter protection ***[2008 NEC 210.8(A)(2)]***

- ❑ Exterior receptacles shall be GFCI *and* have a weatherproof box/cover
- ❑ Switch controlled light located at service door ***[2008 NEC 210.70(A)(2)(a)]***
- ❑ Stair must have adequate illumination ***[R303.6]***

Plumbing Review (if applicable)

- ❑ Fixture layout and labeled to complete Water Supply Fixture Unit calculation. ***[IL Plumbing Code Sec890.1200]***
- ❑ Specify discharge of sanitary waste, ejector pit required if not via gravity. ***[IL Plumbing Code Sec890.1360]***
- ❑ Stack vent or vent stack is no smaller than 3-inches. ***[IL Plumbing Code Sec890.1420]***

HVAC Review (if applicable)

- ❑ If conditioned, project must comply with the Illinois Energy Efficiency Code (Thermal Envelope) ***[IEEC R402]***
- ❑ Installation Instructions for each gas fired unit proposed ***[M1307.1]***
- ❑ Gas service line metallic pipe, metallic tubing, or PVC where indoors or underground. ***[G2414]***

Miscellaneous Items Required Prior to Issuance

- ❑ Copy of Plumber's License, Registration, and Letter of Intent
- ❑ Copy of Roofer's License roofing system other than a metal roof
- ❑ Verify location complies with MC Health Department well and septic setback requirements ***[MCDH Environmental Apps]***
- ❑ Verify township road commissioner, MCDOT, or IDOT approval received, if required

NOTES: _____

_____

ON-SITE INSPECTIONS (may be used by Applicant for further clarification of the inspection process)

Soil Erosion and Sediment Control (if required)

- ❑ Verify placement of soil erosion and sediment control measures prior to grading or excavation

Footings and Piers (required for slab, full foundation or piers)

- ❑ Verify project location and size is in accordance with site plan to ensure that there are not stormwater, zoning, or well or septic conflicts
- ❑ Verify sizing (diameter and depth), layout, and location of perimeter footing, piers, posts, or augers are per plan.
- ❑ Verify soil conditions are suitable.
  - o If poor soil conditions are discovered; soils tests, engineered fill, or other improvements may be required as directed by a geotechnical engineer, structural engineer, or other appropriate design professional.
- ❑ If anchoring to grade with augers or rods:
  - o Clearly designate location of structure by scarifying earth, excavation, or marking building perimeter.
  - o Present 30" (minimum) augers or rods to inspector and stake the proposed locations of each rod.
- ❑ Verify sizing (width, depth, and thickness) of interior/isolated footings.
- ❑ Verify placement of reinforcing steel, if required.

Backfill (required for full foundation)

- ❑ Verify sub-base thickness for concrete slab.
  - o If conditioned, verify placement of vapor barrier.
- ❑ Verify the approved concrete slab thickness is capable of being placed.
  - o Elevation marks or stakes at each slab edge may be required to demonstrate.
- ❑ Verify concrete foundation placement on footing, thickness, and elevations.
- ❑ Verify placement, size, and spacing anchor bolts per plan.

Rough Framing (required if interior walls are to be concealed by a finished sheathing)

- ❑ *If pre-engineered trusses, certified truss certificates shall be submitted prior to scheduling the Rough Framing Inspection.*
- ❑ Verify concrete slab is positively sloped towards overhead door or floor drain.
- ❑ Verify sill plate is treated and at least two (2) anchor bolts are provided per plate.
- ❑ If applicable, verify framed floor sizing, spacing, spans, grade, lateral bracing and anchoring.
  - o If composite joists, the manufacturer's installation instructions may be requested during inspection.
- ❑ Verify framed wall sizing, spacing, height, grade and nailing patterns.
- ❑ Verify beam/headers match approved specifications and spans.

- ❑ Verify beam/header bearing, anchoring, and lateral bracing.
- ❑ Verify sheathing and/or lateral wall bracing locations and anchoring methods.
- ❑ Verify ceiling joists sizing, spacing, spans, grade, lateral bracing, and anchoring.
    - o If composite joists, the manufacturer's installation instructions may be requested during inspection.
- ❑ Verify rafter sizing, spacing, and spans in each roof area per plans.
- ❑ Verify anchoring to joists and double top plate
    - o Pre-engineered roof trusses shall be anchored per the design professional's requirements
- ❑ Verify rafter/truss field connections of truss clips and uplift connectors.
- ❑ Verify roof sheathing sizing and installation pattern, and plywood clips (as required)
- ❑ If applicable, verify attic ventilation is unobstructed and adequate.
- ❑ If applicable, verify stair framing and clearances.
- ❑ Verify adequacy of the means of egress.
- ❑ Verify general construction and means of egress per plan.

Rough Electric (required if electric is to be installed)

- ❑ Verify proper trench depth for conductor type.
- ❑ Verify disconnect/shut off is properly located.
- ❑ Verify conductor sizing, proper routing, and support of raceways or cable.
- ❑ Verify grounding conductor continuity to main panel.
- ❑ Verify all systems and any components that may become energized are properly bonded.

Rough Plumbing (required if plumbing is to be installed)

- ❑ *Verify service entry into building is frost protected.*
- ❑ *Verify location and pitch of sanitary discharge.*
- ❑ *If applicable, verify ejector pit installation and discharge point.*
- ❑ *Verify proper use of materials and connections.*
- ❑ *Verify sizing, proper routing, insulation, and support of domestic water distribution system.*
- ❑ *Verify sizing, proper routing, support, and extension of plumbing vents.*
- ❑ *Verify adequate support and anchoring of each plumbing fixture.*
- ❑ *Verify water distribution, if metallic, is properly bonded.*
- ❑ *If applicable, verify water heater connections (electrical or gas) and distribution lines.*

Rough HVAC (required if Heating Ventilation or Air Conditioning (HVAC) is to be installed)

- ❑ Verify connections, support, and separation is adequate for furnace or other heating accessory(s).
    - o The manufacturer's installation instructions may be requested during inspection.
- ❑ Verify disconnect/shut off is properly located.
- ❑ Verify adequate sizing, routing, insulation (if required) and support of duct.
- ❑ Verify adequacy, tees, valves, and connections of the fuel distribution lines.
- ❑ Verify all system components that may become energized are properly bonded.

Insulation (If Accessory Structure uses of fossil fuels or electricity to condition the space)

- ❑ Verify Thermal Envelope specifications comply with the Prescriptive Specifications for Climate Zone 5 ***[IECC 402.1.1]***
    - o Walls: R-20 / R-13 + R-3, Floors: R-30, Roof: R-49
    - o Verify exterior glazing has a maximum Solar Heat Gain Coefficient (SHGC) rating of .32
    - o Specific Building Thermal Envelope components not listed above shall comply with IECC Section R402.2

Final Inspection

- ❑ Verify final building heights and other zoning requirements
- ❑ Verify completion of siding and roofing per plans.
- ❑ Verify electric continuity and GFCI operation.
- ❑ Verify Panel/Subpanel is properly labeled.
- ❑ *Verify plumbing installations and materials*
- ❑ *Verify functionality of HVAC Equipment and stability of the system and components.*
- ❑ Verify complete means of egress; landing dimensions and elevations, stair rise and run, hand/guard railings installations.
- ❑ Verify site conditions are in accordance with the site plan - extent of grading, spoil re-spread areas, spoil piles, swales, vegetative stabilization

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For internal use only

Date:_____

Permit #:_____ Zoning:_____

Twp Road Jurisdiction:_____

PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURES

OWNER/PRIMARY CONTACT INFORMATION

Property Owner's Name: _____

Company Name (if any): _____

Address: _____

_____

Email Address: _____

Phone: _____

Preferred Method of Permit Release: ☐ Pick-up ☐ Mail

This section required only if primary contact is different than the owner

Primary Contact: _____

Company Name (if any): _____

Address: _____

_____

Email Address: _____

Phone: _____

PROPERTY INFORMATION

Parcel/Tax Number: ___ ___ - ___ ___ - ___ ___ ___ - ___ ___ ___

Parcel/tax numbers can be found at: www.mchenrycountygis.org/planning

Subdivision Name: _____

Lot: _____ Block: _____

PROJECT INFORMATION

Description of proposed project: _____

$_____ Approx. value of work covered by this permit

_____ Is this a NEW structure or ALTERATION to an existing structure? *(pick one)*

_____ Will the excavated material be kept ON SITE or hauled OFF SITE? *(pick one)*

Y N Will you be demolishing an existing structure?

Y N Will any work occur on neighboring properties?
If yes, provide property owner approval letter

Y N Will any work occur within road rights-of-way?
If yes, provide road district approval letter

_____ sq. ft. Size of proposed structure(s)

Y N Will a new foundation be installed?
If yes, provide type: SLAB, PIER, FRAME, OTHER
_____

Y N Will any additional structural components be installed (e.g., retaining wall, seawall, foundation)?
If yes, provide type
_____

Y N Will electrical wiring be installed?
If yes, provide service panel rating (amps)
_____

Y N Will plumbing be installed?
If yes, provide water service size (inches)
_____
If yes, provide # of plumbing fixtures
_____

_____ sq. ft. Proposed disturbance area (where soil is graded/compacted/plants removed)

_____ sq. ft. Proposed impervious area for this project (areas of any gravel/pavement/rooftop/etc.)

_____ sq. ft. Total impervious area created from other projects since January 2004

CONTRACTOR/SUB-CONTRACTOR INFORMATION *(optional)*

Architect: _____

Engineer: _____

Excavator: _____

Concrete Contractor: _____

Electrician: _____

HVAC Contractor: _____

Roofer: _____

Roofer License #: _____

Plumber: _____

Plumber Lic. & Reg. #: _____

OWNER/PRIMARY CONTACT CERTIFICATION

I declare that this Application is true and correct to the best of my knowledge. I realize that the information that I have provided forms the basis for the issuance of the Permit and have included all work to be authorized with this Permit. I agree to construct said development in compliance with the permitted documents.

Signature: _____ Date: _____

STATEMENT OF AUTHORIZATION

(Must be signed when primary contact is not owner AND a Stormwater Permit is required)

I hereby authorize _____ (Primary Contact) to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application. This person will act on my behalf as the point of contact for permit correspondence.

Owner's Signature: _____ Date: _____

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SITE PLAN
APPLICANT CHECKLIST

Every application for a building permit or agricultural exempt structure construction card must be accompanied by a site plan. The purpose of this form is to inform applicants of the requirements for the site plan. If the information described in the Submittal Checklist is not provided on the site plan, the permit application may be rejected. The information is provided for the applicant's general information. This checklist does not restrict staff's ability to require additional information, as appropriate, based on the permit and site conditions. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required.

Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance. Applicants are ultimately responsible for ensuring that their development complies with these regulations, which are available on the County's website: www.co.mchenry.il.us/PlanDevOrdinances.

SUBMITTAL CHECKLIST (if the information is not provided, the permit application may be rejected)

- ❑ The site plan may, but is not required to, be drawn on the back of this form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: www.mchenrycountygis.org/planning.

- ❑ The site plan should be drawn to scale (such as one inch equals 30 feet).

- ❑ The following information, as appropriate to your project, should be represented on the site plan:
  1. Lot lines and lot dimensions.
  2. Parcel size (acres or square feet).
  3. A graphic scale bar or narrative scale (such as one inch equals 50 feet) and a north arrow.
  4. Adjacent road rights-of-way and platted but unbuilt road rights-of-way with road names labeled.
  5. Existing and proposed easements.
  6. Existing structures, sidewalks, access roads, driveways, parking areas, retaining walls, seawalls, piers, etc.
  7. Proposed new or modified structures, access roads, driveways, parking areas, retaining walls, seawalls, piers, and berms with dimensions.
  8. Existing and proposed well(s) and septic systems.
  9. Existing and proposed utilities, equipment, culverts, landscaping, ponds, and creeks.
  10. Limits of land disturbance for construction, including grading, spoil piles, spoil re-spread areas.
  11. Soil erosion and sediment control measures.
  12. Measured setbacks from new or modified structures (measured to building walls) to lot lines, wells and septic fields, and existing structures.
  13. Measured setbacks from areas of land disturbance to wells and septic fields.

SITE PLAN

Address: _____

PIN: _____

N

(draw arrow)

Parcel Size: _____ Drawing Scale: _____ Permit # _____

(for office use only)