



## COMMERCIAL ACCESSORY STRUCTURE APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for commercial accessory structures; 2) the standards that staff will employ in reviewing permit submittals; and 3) the items that staff will check during inspections. A Commercial 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](http://www.co.mchenry.il.us/PlanDevOrdinances).

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

- Completed "PERMIT APPLICATION FOR COMMERCIAL STRUCTURES".
- Current plat of survey (unless the Planning Division determines that one is not necessary). Contact the Planning Division to verify if a plat of survey is on record and available for your parcel.
- 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](http://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.
- Three (3) sets of [construction documents](#) that clearly identify the intent and demonstrate compliance. Plans should be 1/4"=1'-0" or scaled to clearly identify and detail the proposed scope of work and any special construction or systems. For additional construction document requirements refer to [IBC 106.1](#). The construction documents shall include, but are not limited to the following:
  - [Code Compliance Legend\(s\) / Plan\(s\)](#):
    - Specify Type of Construction, Occupancy Classification with intended Use, Occupant Load, Stories/Height, and Area
      - For Mixed Use Occupancies, provide Use Group, Occupant Load, and Area of each Occupancy
    - List the applicable Basis of Design Building Codes and McHenry County Amendments
    - Title (or first sheet of the bound set) shall be signed, sealed, and dated by an [Architect or an appropriate design professional](#) licensed in the State of Illinois
    - Provide a Drawing Index listing each sheet in bound set.
    - Provide Basis of Design loads and materials as applicable to the scope: Roof, Floor, Soil Bearing, etc.
    - Dimensioned and labeled rooms/space configurations for each occupied level

- Indicate the Paths of Travel, Actual Travel Distances, Allowed Travel Distances, EM Lighting, and Exit Signs with directional indicators as appropriate for each space.
- Indicate the accessible routes from site to all interior spaces.
  - Floor/ground elevations along the accessible route may be required or requested
- If conditioned, provide the Energy Efficiency Prescriptive building envelope specifications for Climate Zone 5 or a compliant COMcheck report
- Construction Plans:
  - Foundation, Floor, Reflected Ceiling, & Roof Plans, and Building Elevations detailing the proposed scope of work and building systems including, but not limited to, the following:
    - Structural
      - *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.*
    - Mechanical (HVAC)
    - Electrical
    - Plumbing
    - Fire Alarm
    - Fire Suppression
    - Specialty use equipment or conveyance
  - Detailed Section(s): Scale to 1/2"=1'-0" or to clearly identify and detail the proposed scope of work and any special construction or systems. Provide detail references on the respective plans/views. Typical details requested include, but are not limited to:
    - 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
    - Additional plans, sections, details, or specifications may be requested by the Building Enforcement Officer to clearly demonstrate the intent of the proposed project or special conditions and shall be prepared by the design professional of record.
- Copy of State roofer's license 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.)

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

#### **ZONING**

- Verify development meets zoning requirements:
  - Building height restriction per UDO Section 14.5.A.3
  - Street, side, and rear setback requirements per UDO Section 14.5.A.4
  - Effective yard restrictions per UDO Section 14.5.A.5
  - Setback distance from other structures per UDO Section 14.5.A.5
  - Lot coverage and impervious surface area requirements
- Verify location meets well and septic setback requirements (coordinate with McHenry Co. Health Dept. if necessary)

- 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: \_\_\_\_\_  
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### 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 Type of Construction proposed is consistent with that listed [\[IBC 602\]](#)
- Verify the Use and Occupancy Classifications are listed with proposed areas and appropriate to the space [\[IBC 301\]](#)
- Verify the Occupant Load and Use for Toilet Room requirements [\[IAC 400.310 n\]](#)
- Verify Area, Height, and with Allowable [\[IBC 503.1\]](#)
- Verify Occupancy Separations are listed and located in accordance Mixed Use Groups [\[IBC 508\]](#)
- Verify the basis of design soil bearing capacity is provided [\[IBC 1804.2\]](#)
- If Presumptive load-bearing values are not provided, a soils investigation that includes the soil load-bearing capacity may be requested by the Building Code Enforcement Officer. [\[IBC 1802.2-.6\]](#)
- Verify Roof Live Load, Dead Load and Snow Load/Live Load: [\[IBC 1607.1 & 1608.2\]](#)
- Verify proper Uniformly Distributed Live Loads are listed appropriately to the proposed structure [\[IBC 1602.1\]](#)

#### Building Review

- Verify any Frost Protected Foundation Walls or Piers extend 42" below grade. [\[IBC 1805.2.1-O\]](#)
- Verify isolated or multiple piers used as foundations have a minimum dimension of 2'-0" [\[IBC 1812.2\]](#)
- Verify concrete slab specifications
- 3-½" Slab Thickness & 4" base course, minimum, and 6-mil vapor barrier provided if conditioned [\[IBC 1910.1\]](#)
  - Floor drain shall be provided for vehicle repair or vehicle storage areas [\[ILPC 890.520\]](#)
    - Coordinate requirements with the McHenry County Department of Health.
- Verify continuity and adequacy of proposed construction:
- Verify continuity of the structural members and building systems.
  - Confirm roof construction and roof mounted equipment is located and supported.

- *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.*

#### **Accessibility & Egress Review**

- Review the principal elevations and slopes for Paths of Travel from parking to interior space(s) [\[IAC 400.310 a\)-k\)\]](#)
- Verify number of Exit and Exit Access Doorways are compliant with the use and construction documents [\[IBC 1015.1\]](#)
- Review Actual Travel Distances compared to Allowed Travel Distances for proposed Use. [\[IBC 1007.1\]](#)
- Verify rated corridor based on specifications and occupant load served by corridor(s) [\[IBC 1017.1\]](#)
- Specify, dimension, and locate the egress door or as determined by [\[IBC 1008.1\]](#)
- Specify, dimension and locate landing(s) at egress doors [\[IBC 1008.1.5\]](#)
- Verify vertical circulation structure, width, riser, tread, railings [\[IBC 1009\]](#)
- Verify compliance of the accessible routes based on the proposed use & construction documents. [\[IAC 400.320\]](#)

#### **Electrical Review (if applicable)**

- Verify electrical service, source, entry point and grounding means
- Electrical Panel working clearance of 30"W x 36"D x 78"H (Above Finished Floor)
- Verify CONDUIT distribution specifications
- Verify placement and specifications EM Lighting and Emergency egress lighting [\[IBC 1006\]](#)
- Receptacle outlets shall have Ground-Fault Circuit-Interrupter protection
- Exterior receptacles shall be GFCI *and* have a weatherproof box/cover
- Verify Interior Lighting Controls and Lighting Reduction Controls [\[IECC C402.2\]](#)
- Verify Exterior Lighting Controls and building / grounds lighting power [\[IECC C405.5\]](#)
- Verify compliance of the Electrical system and components based on the proposed use & construction documents

#### **Plumbing Review (if applicable)**

- Fixture layout and labeled to complete Water Supply Fixture Unit calculation. [\[ILPC Sec890.1200\]](#)
- Verify Minimum fixture count is appropriate for the proposed Use [\[ILPC Sec890.APP A Tbl B\]](#)
- Specify discharge of sanitary waste, ejector pit required if not via gravity. [\[ILPC Sec890.1360\]](#)
- Stack vent or vent stack is no smaller than 3-inches. [\[ILPC Sec890.1420\]](#)
- Verify the water-heater specifications and performance efficiency [\[IECC C404.2\]](#)
- Verify proper hot water piping insulation is specified [\[IECC C404.5\]](#)
- Verify compliance of the Plumbing system and components based on the proposed use & construction documents

#### **HVAC Review (if applicable)**

- Verify must comply with the Illinois Energy Efficiency Code (Thermal Envelope) [\[IECC C403\]](#)
- Installation Instructions for each gas fired unit proposed [\[M1307.1\]](#)
- Verify location, type, and depth of gas service line and interior distribution [\[G2414\]](#)
- Verify compliance of the HVAC system and components based on the proposed use & construction documents

#### **Energy Efficiency Review (if applicable)**

- Verify the building thermal envelope specified in the drawings matches that specified in [COMcheck](#)
- Verify building thermal envelope, insulation, and efficiencies of units comply with the [2012 IECC](#)
- Verify compliance [2012 IECC](#) based on the proposed use & construction documents

#### **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 Inspection**

- 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.
- If anchoring to grade with augers or rods:
  - Clearly designate location of structure by scarifying earth, excavation, or marking building perimeter.
  - 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 Inspection**

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

**Electrical Service Inspection (if applicable)**

- Approval required prior to energizing the system
- Verify service feed clearances / coverage, conductor size and type, and sealed raceway
- Verify service grounding type and installation
- Verify conductor raceway is sealed and installation is consistent with equipment
- Verify panel location and working clearances
- Verify installation of bonding bushings, jumpers

**Rough Framing Inspection**

- 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
- Verify location and construction of Fire Walls, *refer to special inspections*
- If applicable, verify framed floor sizing, spacing, spans, grade, lateral bracing and anchoring
  - 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.
  - 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
  - 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 (if applicable)**

- 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.
- Verify EM lighting and Egress Directional lights box location and feed.

**Rough Plumbing Inspection (if applicable)**

- Verify service entry into building is frost protected.
- Verify location and pitch of sanitary discharge.
- 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.
- Verify equipment matches that proposed.
  - The manufacturer's installation instructions may be requested during inspection.
- Verify temperature controls and hot water system controls are set and functional.

**Rough HVAC Inspection (if applicable)**

- Verify connections, support, and separation is adequate for furnace or other heating accessory(s).
  - 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 Inspection (if applicable)**

- Verify Thermal Envelope installed complies with the Prescriptive Specifications approved for Climate Zone 5 [\[IECC C402.2\]](#)
  - Verify Building Thermal Envelope components not specifically listed shall comply with [IECC Section 402](#)

**Special Inspections (if applicable)**

- Verify installation of approved Fire Resistance construction
  - Rated Wall, Fire Barrier, Fire Partition, Fire Door, etc.
  -
- Verify installation and operation of sprinkler system, if applicable, by third party

**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.
  - Third party test and balance reports shall be provided to the inspector(s) upon request.
- Verify functionality of EM lighting and Egress Directional indicators as well as backup Verify complete means of egress; landing dimensions and elevations, stair rise and run, hand/guard railings installations.
- Verify Signage is installed per plan, in appropriate locations, and elevation.
- Verify Parking lot is installed per plan
- Verify site conditions are in accordance with the site plan - extent of grading, spoil re-spread areas, spoil piles, swales, vegetative stabilization

NOTES: \_\_\_\_\_

\_\_\_\_\_



**McHenry County**  
**Department of Planning and Development**  
 www.co.mchenry.il.us/PlanDev p: 815-334-4560 f: 815-337-3720

*For internal use only*

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Date: \_\_\_\_\_

Twp Road  
 Jurisdiction: \_\_\_\_\_

## PERMIT APPLICATION FOR COMMERCIAL STRUCTURES

### OWNER/PRIMARY CONTACT INFORMATION

Property Owner's Name: \_\_\_\_\_  
 Company Name (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Use Email As Preferred Correspondence Method:  Yes  No  
 Email Address: \_\_\_\_\_  
 Preferred Method of Permit Release:  Pick-up  Mail

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

Primary Contact: \_\_\_\_\_  
 Company Name (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

Parcel/Tax Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Project Address: \_\_\_\_\_  
*Parcel/tax numbers can be found at: [www.mchenrycountygis.org/planning](http://www.mchenrycountygis.org/planning)* Lot: \_\_\_\_\_ Block: \_\_\_\_\_

### 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 permit documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In order to receive a permit for a single family residence, the following statements must be completed.**

### STATEMENT OF AUTHORIZATION FOR STORMWATER MANAGEMENT

*(Must be signed when Primary Contact is not Owner AND a Stormwater Permit is required)*

I hereby authorize \_\_\_\_\_ (Primary Contact) to act on 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: \_\_\_\_\_

### FIRE PROTECTION DISTRICT COMPLIANCE AFFIDAVIT

I, \_\_\_\_\_, owner of the parcel identified by McHenry County PIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ do hereby acknowledge that as the owner of said property I am responsible for ensuring that building construction on my property complies with the requirements of the Fire Protection District having jurisdiction over the property.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**TURN OVER TO COMPLETE PERMIT APPLICATION**

# MCHENRY COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT

Parcel/Tax Number: _____ - _____ - _____ - _____	Permit #: _____
Project Address: _____	

## PROJECT INFORMATION

Project Description: \_\_\_\_\_

\$ \_\_\_\_\_ Approx. value of work covered by this permit

\_\_\_\_\_ - sq. ft. Total area of habitable/occupiable space to be constructed

\_\_\_\_\_-sty \_\_\_\_\_-ft Number of Stories and Building Height

\_\_\_\_\_ Occupancy Classification and Description, Sec. 302 (e.g. A-3: Art Gallery, B: Car Wash, etc.)

\_\_\_\_\_ Construction Type of the Proposed Structure, Sec. 602

\_\_\_\_\_ - sq. ft. Area of Principle Buidling Occupancy

\_\_\_\_\_ Mixed Use Occupancies (non-incidentual occupancies), Sec. 508

\_\_\_\_\_ - sq. ft. Area of Secondary Buidling Occupancy

C: \_\_\_\_\_ A: \_\_\_\_\_ (C) Calculated Occupancy Load for the Building & (A) Actual Occupants for the Building

Y  N Will any part of the building be protected by a fire supression system?

\_\_\_\_\_ sq. ft. Proposed impervious area for this project (areas of any gravel/pavement/buildings/etc.)

\_\_\_\_\_ sq. ft. Proposed disturbance area (where buildings/driveways are placed plus where soil is graded, vegetation removed, etc.)

\_\_\_\_\_ sq. ft. Total impervious area created from **other** projects since January 2004

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

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

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 additional structural components be installed (retaining wall, seawall, foundation)? *If yes, provide type:*

\_\_\_\_\_

## CONTRACTOR/SUB-CONTRACTOR INFORMATION (*as applicable*)

	Name &/or Company	Phone	Email
Architect		( ) - -	
Engineer:		( ) - -	
Roofer:		( ) - -	
Roofer License #:		( ) - -	
Plumber:		( ) - -	
Plumber Lic. & Reg. #:		( ) - -	
Excavator:		( ) - -	
Concrete Contractor:		( ) - -	
Electrician:		( ) - -	
HVAC Contractor:		( ) - -	



McHenry County  
Department of Planning and Development

[www.co.mchenry.il.us/plandev](http://www.co.mchenry.il.us/plandev)

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

EMAIL: [plandev@co.mchenry.il.us](mailto:plandev@co.mchenry.il.us)  
P: 815-334-4560 F: 815-337-3270

## 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](http://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](http://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.

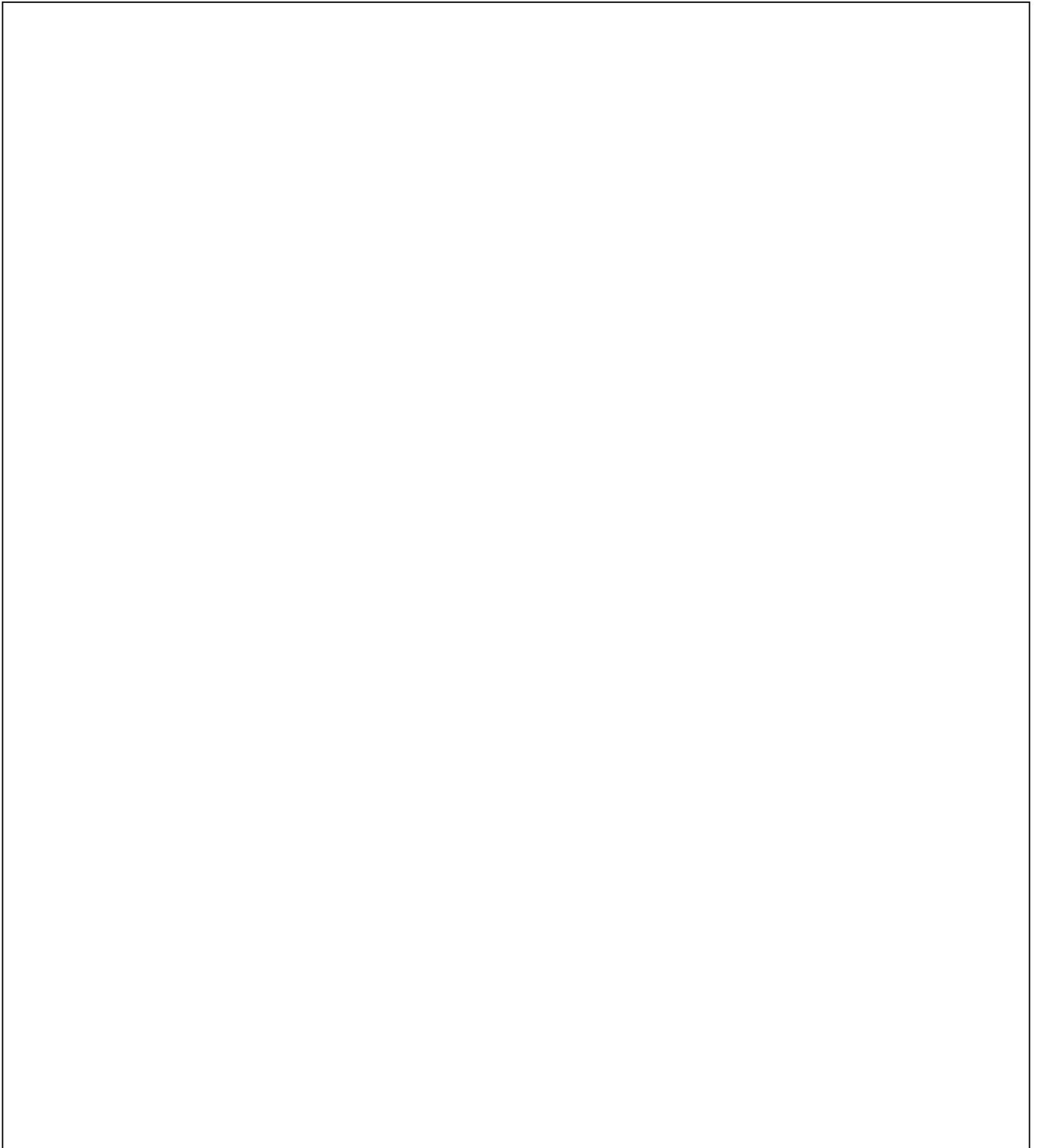
# SITE PLAN

Address: \_\_\_\_\_

PIN: \_\_\_\_\_

**N**

(draw arrow)



Parcel Size: \_\_\_\_\_

Drawing Scale: \_\_\_\_\_

Permit # \_\_\_\_\_

(for office use only)