VILLAGE OF SUGAR GROVE

BUILDING PERMIT REVIEW CHECKLIST

SITE PLAN

Subdivision _____ Unit _____ Lot Number _____

Building Permit No. _____ Street Address _____

Preparer _____ Dated _____Submittal No. _____Rec._____
Dated _____Submittal No. _____Rec._____
Dated _____Submittal No. _____Rec._____

X = Satisfactory No = Not Satisfactory N/A = Not Applicable

_____ 1. P.E. Certification

_____ _____ 2. Proposed Top of Foundation Elevation(s)

_____ 3. Proposed Lot Grading (1 Foot Contour Interval)

_____ 4. Proposed Spot Elevations at Lot Corners and Peaks (Parkway Slope 2% Minimum, 8% Maximum)

_____ 5. As-Built Top of Curb Elevations

_____ 6. Adjacent Stormwater Management Facility H.W.L.

_____ 7. Legal Description and All Recorded Lot Information

_____ 8. Lot Square Footage and Building Square Footage

_____ 9. Benchmark within 200 Feet of Lot, preferably Top of Hydrant

_____ _____ 10. Proposed Permanent Structures Do Not Encroach on Any Easements or Building Setback Lines

_____ 11. Dimensions to Lot Lines

_____ 12. Proposed Building Footprint with Dimensions

_____ 13. Driveway Location (Width: 9’ Min., 20’ Max., 1’ from Side Lot Line), Slope (1% Min., 10% Max.)

_____ 14. Proposed Driveway and Approach Composition - Asphalt (Min. 6” AGG, 2” Bit)

_____ 15. Proposed Driveway and Approach Composition - Concrete (Min. 4” AGG, 6” PCC in parkway; Min. 4” AGG, 4” PCC in private property)

_____ 16. Proposed Public Sidewalk (Compliant with ADA Requirements where applicable)

_____ _____ 17. No Utility Structures in Paved Areas (i.e. Sidewalk, Bike Path, Driveways, etc.)

_____ 18. Existing B-box and Proposed Service Line Location (B-box within 1’ of R.O.W. or Easement, Not in Pavement)

_____ 19. Existing Sewer Service Stub and Proposed Service Line Location

_____ 20. Existing Sump Pump Service Stub and Proposed Service Line Location

_____ 21. Village Utility Lines on or Adjacent to Property with As-Built Structure Locations, Rims and Inverts

_____ 22. Titled “Site Plan”

_____ 23. Adjacent Lot Status, i.e. Vacant, Site Plan Pending or Under Construction with Foundation Location and Elevation

_____ 24. Proposed Parkway Tree(s) (1 Per Lot, 2 if Width > 75’, 4’ away from Sidewalk, 10’ away from Driveways and Hydrants, 20’ away from Street Lights)

_____ 25. Drainage Direction Arrows

_____ 26. Street Address

Approved: _____ Not Approved: _____

Date: _____ Date: _____

Revised 01/22/2004