

SITE PLAN REVIEW CHECKLIST

Project Name: _____

Applicant's Name: _____

Project Manager/Contact Person: _____

1. General Information

- | ok | not
shown | not
applicable | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans drawn to a scale of not less than 1" = 50' for properties less than three acres; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The proprietor's, applicant's and owner's names, addresses and telephone numbers; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The date (month, day, year), title block, scale and northpoint; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The name, address and professional seal of the architect, engineer, surveyor, landscape architect or planner responsible for preparation of the plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The zoning district classification of the petitioner's parcel and all abutting parcels; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pertinent area, height, lot coverage and set-back requirements of the zoning district in which the parcel is located; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A legal description, including a gross acreage figure. |

2. Physical features

- | ok | not
shown | not
applicable | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed lot lines, building lines, structures and parking areas on the parcel and within 100 feet of the site; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of existing and proposed traffic and pedestrian circulation facilities, including: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Centerlines and existing and proposed right-of-way lines of abutting streets; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access drives; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Service drives; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire lanes; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street intersections; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Acceleration, deceleration and passing lanes and approaches; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sidewalks and pedestrian paths; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Curbing. |

The location of existing and proposed service facilities above and below ground including:

- | ok | not
shown | not
applicable | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chemical and fuel storage tanks and containers; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage, loading and disposal areas of chemicals, hazardous substances, salt and fuels; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water mains, hydrants, pumps, standpipes and building services and sizes;
Fire Dept. Connections on buildings should be within 150 feet of fire hydrants; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitary sewers and pumping stations; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backwater prevention recommended in low areas and where combined stormwater and sanitary sewer system exist; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backwater prevention device on private fire hydrants; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater control facilities and structures, including storm sewers, swales, retention/detention basins, drainageways and other facilities, including calculations for sizes; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of all existing and proposed easements; |

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public utility distribution systems; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wells, cisterns, septic tanks, and laterals; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned flood plains; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Finished floor elevations. Typical elevation views and specifications of building materials of all buildings; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking calculations. Dimensioned parking spaces, aisles and drives. Type of surfacing; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting locations, type of lights and illumination patterns; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location and description of all existing and proposed landscaping, berms, fencing and walls; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The trash receptacle pad location and method of screening; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The transformer pad location and method of screening; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign locations, heights and sizes; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other pertinent physical features. |

3. Natural features

- | ok | not shown | not applicable | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For parcels of more than one acre, existing and proposed topography with a maximum contour interval of two feet on the site and beyond the site for a distance of 100 feet in all directions; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of existing drainage courses and associated bodies of water, on and off-site, and their elevations; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of natural resource features, including wetlands and woodlands; |

4. Additional requirements for R-3, NR1 and NR2 Districts

- | ok | not shown | not applicable | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Density calculations by type of unit; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Designation of units by type and number of units in each building; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage or carport locations and details where proposed; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of community buildings and recreational facilities; |

5. Additional requirements for C1A, C1B, C1C, C2, C3, C4, M1, M2 and M3 Districts

- | ok | not shown | not applicable | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Loading/unloading areas; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total and useable floor area; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Number of employees, customers, clients or patients in peak usage. |

6. Additional requirements for D Districts

- | ok | not shown | not applicable | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detailed building elevations for all structures rehabilitated or constructed showing dimensions and specifying building materials; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Areas of windows. |

**City of Quincy
Code Review Information
International Building Code 2006**

Building Name: _____
 Location: _____
 Owner Name/Telephone/Address: _____

I. Site Information (refer to City ordinance)		code	proposed
1 Zoning classification	Map	_____	_____
2 Front Yard Setback:	29.402	_____	_____
3 Side Yard Setbacks:	29.402	_____	_____
4 Rear Yard Setback:	29.402	_____	_____
II. Building Information			
1 Occupancy Classification	302.1	_____	_____
2 Type of Construction	602	_____	_____
3 Basic Area of Building	Table 503	_____	_____
4 Area Modifications		_____	_____
a. Frontage Increase	506.2	_____	_____
b. Sprinkler Increase	506.3	_____	_____
c. Frontage & Sprinkler Increase	506.1	_____	_____
5 Auto. Fire Ext. Systems Required	903.2	_____	_____
6 Standpipes Required	905.3	_____	_____
7 Distance to Public or Private Hydrant		_____	_____
8 Backflow Device on Private Fire Hydrant		_____	_____
9 Height of Building	503	_____	_____
10 Maximum Height because of Sprinklers	504.2	_____	_____
11 Occupancy Load	Table 1004.1.1	_____	_____
12 Means of Egress Capacity	Table 1005.1	_____	_____
13 Number of Exits per Space	Table 1015.1	_____	_____
14 Exit Access Travel Distance	Table 1016.1	_____	_____
15 Corridor Fire-Resistance Rating	Table 1017.1	_____	_____
16 Minimum Number of Exits Per Occupant Load	Table 1019.1	_____	_____
17 Buildings With One Exit (Travel & Stories)	Table 1019.2	_____	_____
18 Fire Resistance Rating Requirements	Table 601	_____	_____
a. Structural Frame (Incl. Columns, Girders, Trusses)		_____	_____
b. Bearing Walls		_____	_____
Exterior		_____	_____
Interior		_____	_____
c. Non-Bearing Walls & Partitions		_____	_____
Exterior		_____	_____
Interior		_____	_____
d. Floor Construction (Including Beams & Joists)		_____	_____
e. Roof Construction (Including Beams & Joists)		_____	_____
19 Fire-Resistance--Exterior Walls (Based on distance)(Table 602)		_____	_____

Preparers Signature/Date



CITY OF QUINCY
DEPARTMENT OF PLANNING AND
DEVELOPMENT

CITY HALL ANNEX, THIRD FLOOR, 706 MAINE STREET
QUINCY, ILLINOIS 62301
217-228-4540
FAX 217-221-2288

MEMORANDUM

TO: Builders, Contractors, Architects, Engineers
FROM: Larry Moller
DATE: September 9, 2003
SUBJECT: Amendments to the City Code

The City adopted several amendments to the City's Building Code on April 13, 2000 that apply to your new building project. Copies of the Municipal Code Sections 23.101(17) and 29.1506 are enclosed for your review. A brief overview of these sections follow:

23.101(17) Fencing Requirement for Commercial Construction Sites Near Residences
Requires fencing be erected around the perimeter of commercial and industrial sites during excavation and construction. The fence must be a minimum 4-feet in height with posts every 6 to 8 feet and horizontal top support. This requirement applies to all commercial and industrial construction sites that are located within a 500-foot radius of a residence, school or institutional use such as a church or library. The fencing must remain until the building is enclosed and capable of being locked. The fence can be removed during active construction, but once the site is unattended the fence must be erected to secure the building site. Cyclone-type fence of wood, metal or plastic construction is permitted.

29.1506 Security for Performance and Execution of Site Plan
As a condition of site plan approval for multiple family, commercial and industrial projects, the developer shall provide to the City security in the form of a deposit of certified funds into an escrow account or an irrevocable letter of credit or such other security as may be agreed upon in an amount sufficient to offset the costs of completing the improvements on the Site Plan. The security would cover site plan related items only and not building improvements. Such site plan items include: parking lots, landscaping, screening, and detention.

If you have any questions concerning these requirements, please feel free to contact me. Your escrow account must be established or your irrevocable standby letter of credit must be submitted to this office prior to the issuing of a building permit.