CITY OF QUINCY

DEPARTMENT OF PLANNING & DEVELOPMENT

706 Maine Street | Third Floor |Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288

SITE PLAN / PROJECT REVIEW

Procedures and Process

(ADOPTED 08/11/2025)

- **A Site Plan must be approved before a Building Permit can be issued**
- **On-Site Construction cannot begin until a Building Permit is issued**
- **2 Sets of Sealed Building Drawings & Specifications are required for building permit review**
- **The Approval of a Site Plan does not constitute Approval of a Building Permit**

The following developments require a site plan:

1) Any permitted, special use or addition to an existing principal or accessory building within the City or within the one-and-a-half mile radius of the corporate limits including industrial, commercial, institutional and multi-family developments.
    a. (A site plan is not required for a single-or-two family dwelling as well as their accessory buildings and uses.)
2) Any development in the neighborhood residential districts (NR1 & NR2)
3) Any off-premise sign

The City's site plan review committee consists of representatives from the following departments: Planning & Development, Engineering & Utilities, Inspections, Fire and Police. The committee meets as needed at 1 p.m. Thursdays at the Department of Planning & Development, City Hall Annex, 706 Maine (third floor), Quincy, IL 62301. The person/firm submitting the site plan is expected to attend the review.

The site plan review can also include the Adams County Highway Department, the Adams County Health Department and/or the Tri-Township Fire Protection District if a project is located within the 1.5-mile radius of the corporate limits of the City of Quincy or along a county highway/township road.

A complete Site Plan submittal includes the information sheet/checklist, one electronic version of the site plan and the site plan review fee of $250 plus an additional $10 for every acre beyond the first acre. A paper copy of the site plan may be requested. Prior permission from Planning & Development is required to submit a site plan in a method other than what is described above.

A complete submittal must be provided to the Department of Planning & Development at least two weeks before the proposed review (before 4:30 p.m. on the Wednesday two weeks before the proposed review). A site plan review will not be scheduled until all information is submitted.

If changes to the site plan are required, staff will explain the method for re-submittal. One sealed electronic version of the full revised site plan will be required. The committee will also determine if another review meeting is needed.

The developer must provide proof that 20% of the estimated cost of the site (non-building) improvements has been deposited into an escrow account before the city can stamp the site plan as approved.

Any questions should be directed to the Department of Planning & Development at 217-228-4515.

Application

Date submitted: _____ Submitted by: _____

Project: _____

Location: _____

Fee: _____ Paid: YES / NO Escrow Provided: YES/NO

Legal Description/PIN (Submittal of Deed is Acceptable):

_____

Project Description (Specify Proposed Use for Each Structure):

_____

_____

APPLICANT

Name: _____

Address: _____

Phone: _____ Email: _____

DESIGNER

Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____ Email: _____

Checklist
(ADOPTED 08/11/2025)

Date submitted: _____ Submitted by: _____

Project: _____

Location: _____

Project manager/On-site contact person (and phone): _____

Review and approval of a site plan is required to ensure the use and development of land, as authorized under zoning ordinances, are undertaken properly. This could include furthering public health, safety and welfare and making adequate provisions for assuring the availability of appropriate public and private services and amenities and for minimizing the adverse effects of such development. The use of a site plan review is intended to prevent deterioration of the function, character and appearance of the city, provide a favorable environment for residents and businesses and protect property values within Quincy.

- **A Site Plan must be approved before a Building Permit can be issued**
- **On-Site Construction cannot begin until a Building Permit is issued**
- **2 Sets of Sealed Building Drawings & Specifications are required for building permit review**
- **The Approval of a Site Plan does not constitute Approval of a Building Permit**

GENERAL INFORMATION

☐ Plans drawn to scale of not less than 1 foot = 50 feet for properties less than three acres
☐ Name, address and phone number for owner, applicant and/or proprietor
☐ Name, address and phone number for on-site contact (if applicable) during construction
☐ Name, address and professional seal for architect, engineer, surveyor, landscape architect or planner responsible for preparation of plan
☐ Date (month/day/year), title block, scale and north arrow
☐ Zoning district classification of petitioner's parcel(s) and all abutting parcels
☐ Requirements of zoning district for petitioner's parcel(s), including but not limited to setback, area, height, frontage and lot coverage
☐ Legal description for the subject parcel(s)
☐ Gross acreage figure

PHYSICAL FEATURES

☐ Existing and proposed lot lines, building lines, structures and parking areas on the parcel and within 100 feet of the site
☐ Location and Dimensions of existing and proposed traffic and pedestrian circulation facilities, including:
Centerline existing and proposed right-of-way lines of abutting streets
Access drives
Service drives
Fire lanes
Street intersections
Acceleration, deceleration and passing lanes and approaches

Sidewalks and pedestrian paths
Curbing

☐ Location of existing and proposed service facilities, above and below ground, including:
- Chemical and fuel storage tanks and containers
- Storage, loading and disposal areas of chemicals, hazardous substances, salt and fuels
- Water mains, hydrants, pump houses, standpipes and building services and sizes
  Are fire department connections on buildings within 150 feet of fire hydrants?
- Sanitary sewers and pumping stations
- Backwater prevention recommended in low areas and where combined stormwater and sanitary sewer systems exist

Backwater prevention device on private fire hydrants
- Stormwater control facilities and structures including storm sewers, swales, retention/detention basins, drainage ways and other facilities, including calculations for sizes

Location of existing and proposed easements
Public utility distribution systems
Wells, cistern, septic tanks, laterals.
Landscaping sprinklers water service hookup

☐ Dimensioned floodplains
☐ Finished floor elevations, typical elevation views and specifications of materials for all buildings
☐ Parking Calculations
☐ Dimensioned parking spaces, aisles and drives as well as types of surfacing
☐ Exterior lighting locations, type of light and illumination patterns
☐ Location and description of all existing and proposed landscaping, berms, fencing and walls
☐ Trash receptacle pad location and method of screening
☐ Transformer pad location and method of screening
☐ Sign locations, height and size
☐ Other pertinent physical futures

_____.

NATURAL FEATURES

☐ 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
☐ Location and elevations of existing drainage courses and associated bodies of water, on and off site
☐ Location of natural resource features, including wetlands and woodlands.

ADDITIONAL REQUIREMENTS

Zoning Districts R3, NR1 and NR2
☐ Density calculations by type of unit
☐ Designation of units by type all number of units in each building
☐ Carport locations and details where proposed
☐ Details of community building and recreational facilities

Zoning Districts C1A, C1B, C2, C3, D1, D2, D3, D4, D5, M1, M2, M3
☐ Loading/Unloading Areas
☐ Total Floor Area
☐ Useable Floor Area
☐ Number of Employees, Customers, Clients, or Patients at Peak Usage

FULL CODE REVIEW

- ☐ Project description (scope of building project)
- ☐ List of applicable codes
- ☐ Construction type
- ☐ Occupancy use group (include all, including accessory use groups)
- ☐ Allowable height and area (include sprinkler and frontage increases, if applicable)
- ☐ Actual proposed height and area
- ☐ Ratings of building elements (per table 602)
- ☐ Fire suppression systems
- ☐ Fire alarm systems
- ☐ Occupant load (by use group and by floor level)
- ☐ Length of exit access travel
- ☐ Egress width
- ☐ Number of means of egress
- ☐ Basic floor plan showing location of all exit doorways (including door swing), general building elevation and detail showing entrances / exit discharge compliance with Illinois Accessibility Code
- ☐ Building elevations

Drainage Study Guidelines

Date Submitted:	
Owner:	
Project:	
Location:	
Design Engineer:	

DESIGN GUIDELINES

Developed peak runoff shall be less than existing peak runoff for 2-year, 10-year and 100-year 24-hour events.

10-year storm shall be used as a minimum for design of storm sewers, storm inlets and minor swales.

20-foot setback from all property lines and roads to the 100-year pool elevation. Less than 20-foot setback to be approved by director of utilities and engineering on case-by-case basis.

Discharge shall not be directly into the City's combined sewer system.

Runoff coefficients must be in accordance with Table 4-102a of the Illinois DOT Drainage Manual.

Rainfall / intensity values must be from ISWS Bulletin 75 (published March 2020).

REQUIRED CALCULATIONS:

- ☐ Coefficient / curve number calculations
- ☐ Time of concentration / travel time calculations
- ☐ Runoff calculations
- ☐ Required storage calculation (modified rational)
- ☐ Detention volume calculations
- ☐ Discharge calculations
- ☐ Routing calculations

Is the project within a special flood hazard area of the Federal Emergency Management Agency flood insurance map system?

- ☐ No
- ☐ Yes 100-year flood elevation range for the project site: _____ to _____

Method used to calculate the 2-year, 10-year, and 100-year peak design run-off rate:

- ☐ Rational Method
- ☐ HEC-1 / HEC-HMS
- ☐ Other: _____

■ Number of existing watersheds: _____

Provide a site plan in **Exhibit A-Existing Site Conditions** with the following:

☐ Limits of each watershed within the project site

☐ Flow path of each watershed used to calculate time of concentration / travel time

☐ Area of each watershed

☐ Location of the existing FEMA flood hazard area

☐ Offsite hydrology (must determine quantity, entrance and exit points through site)

☐ Delineation of existing land uses with areas and runoff coefficients / curve numbers shown *(Note: Structures and other impermeable areas removed greater than five years before the site plan submission date will not be allowed to be counted in the existing site conditions)*

■ Number of watersheds after development: _____

Provide a site plan in **Exhibit B-Developed Site Conditions** with the following:

☐ Limits of each proposed watershed within the project site

☐ Flow path of each watershed used to calculate time of concentration / travel time

☐ Area of each watershed

☐ Delineation of proposed land uses with areas and runoff coefficients / curve numbers shown

☐ Locations of detention or retention basins

☐ Sewer and inlet locations with invert, grate and pipe elevations

☐ Location of FEMA flood hazard area

☐ Delineation of localized 100-year water line

☐ Offsite hydrology (need to determine quantity, entrance and exit points and how flow is routed through design site)

■ Study Results at (location):

_____

2-year

Watershed	Existing Runoff (cfs)	Proposed Runoff (cfs)	Required Storage (cubic feet)	Storage Provided (cubic feet)

10-*year*

Watershed	Existing Runoff (cfs)	Proposed Runoff (cfs)	Required Storage (cubic feet)	Storage Provided (cubic feet)

100-*year*

Watershed	Existing Runoff (cfs)	Proposed Runoff (cfs)	Required Storage (cubic ft)	Storage Provided (cubic ft)

RUNOFF COEFFICIENTS

VALUES OF C - Runoff / Rainfall			RUNOFF COEFFICIENT *C*	
TYPE OF DRAINAGE AREA SURFACES			MIN.	MAX.
ROOFS, slag to metal			0.75	0.95
PAVEMENTS	Asphalt		0.70	0.95
	Concrete		0.80	0.95
	Gravel, from clean and loose to clayey and compact		0.25	0.70
R. R. YARDS			0.20	0.40
EARTH SURFACES	Sand, from uniform grain size, no fines to well graded, some clay or silt	Bare	0.15	0.50
		Light Vegetation	0.10	0.40
		Dense Vegetation	0.05	0.30
	Loam, from sandy or gravelly to clayey	Bare	0.20	0.60
		Light Vegetation	0.10	0.45
		Dense Vegetation	0.05	0.35
	Gravel, from clean gravel and gravel sand mixtures, no silt or clay to high clay or silt content	Bare	0.25	0.65
		Light Vegetation	0.15	0.50
		Dense Vegetation	0.10	0.40
	Clay, from coarse sandy or silty to pure colloidal clays	Bare	0.30	0.75
		Light Vegetation	0.20	0.60
		Dense Vegetation	0.15	0.50
COMPOSITE AREAS	City, business areas		0.70	0.95
	City, dense residential areas, vary as to soil & vegetation		0.50	0.65
	Suburban residential areas, vary as to soil & vegetation		0.35	0.55
	Rural districts, vary as to soil & vegetation		0.10	0.25
	Parks, Golf Courses, etc., vary as to soil & vegetation		0.10	0.35
LAWNS	Sandy soil, flat 2%		0.05	0.10
	Sandy soil, average 2% to 7%		0.10	0.15
	Sandy soil, steep, 7%		0.15	0.20
	Heavy soil, flat 2%		0.13	0.17
	Heavy soil, average, 2% to 7%		0.18	0.22
	Heavy soil, steep 7%		0.25	0.35

Note: Values of C for earth surfaces are further varied by degree of saturation, compaction, surface irregularity and slope, by character of subsoil, and by presence of frost or glazed snow or ice.

Table 4-102a

Table 8. Rainfall (inches) for Given Recurrence Interval for Section 3 (West)

Storm Duration	2-month	3-month	4-month	6-month	9-month	1-year	2-year	5-year	10-year	25-year	50-year	100-year	500-year
5 minutes	0.20	0.22	0.25	0.28	0.32	0.35	0.42	0.53	0.63	0.77	0.87	0.97	1.19
10 minutes	0.34	0.39	0.43	0.49	0.56	0.61	0.73	0.93	1.10	1.34	1.52	1.69	2.08
15 minutes	0.44	0.51	0.55	0.63	0.72	0.78	0.94	1.20	1.41	1.72	1.96	2.18	2.68
30 minutes	0.61	0.69	0.76	0.87	0.98	1.07	1.29	1.65	1.94	2.36	2.68	2.98	3.67
1 hour	0.77	0.88	0.97	1.10	1.25	1.36	1.64	2.09	2.46	3.00	3.41	3.79	4.66
2 hours	0.95	1.09	1.19	1.36	1.54	1.68	2.02	2.58	3.04	3.70	4.21	4.67	5.75
3 hours	1.05	1.20	1.31	1.50	1.70	1.85	2.23	2.85	3.35	4.08	4.64	5.16	6.34
6 hours	1.23	1.40	1.54	1.75	1.99	2.17	2.61	3.34	3.93	4.79	5.44	6.05	7.43
12 hours	1.42	1.63	1.79	2.03	2.31	2.51	3.03	3.87	4.56	5.55	6.31	7.01	8.62
18 hours	1.54	1.76	1.93	2.20	2.49	2.72	3.27	4.18	4.93	6.00	6.82	7.58	9.32
24 hours	1.64	1.87	2.05	2.34	2.65	2.89	3.48	4.45	5.24	6.38	7.25	8.06	9.91
48 hours	1.77	2.03	2.22	2.53	2.87	3.12	3.76	4.76	5.62	6.81	7.72	8.60	10.58
72 hours	1.93	2.21	2.43	2.76	3.13	3.41	4.11	5.18	6.08	7.34	8.31	9.18	11.27
120 hours	2.12	2.43	2.66	3.03	3.44	3.75	4.51	5.66	6.62	7.94	8.93	9.83	11.99
240 hours	2.64	3.03	3.32	3.78	4.28	4.67	5.62	7.00	8.10	9.60	10.65	11.64	13.99

Escrow

Date submitted: _____ Submitted by: _____

Project:

_____

Location:

_____

The developer must provide proof that 20 percent of the estimated cost of the site plan improvements has been deposited in an escrow account before the City can stamp the site plan as complete, per Chapter 162.285 (below) of the City Code.

An example of an escrow letter follows.

§ 162.285 SECURITY FOR PERFORMANCE AND EXECUTION OF SITE PLAN

As a condition of approval of the site plan, the developer shall provide security to the director of planning and development to assure execution and completion of the development according to the approved site plan. The security shall be in an amount sufficient to offset the costs of completing the improvements set forth in the site plan and may include the deposit of certified funds into an escrow account with a lending institution authorized to conduct business in the state as escrow agent, or issuance of an irrevocable standby letter of credit from an institution authorized to conduct banking business in the state, or other security as may be agreed upon by the director of planning and development and the developer. In the event the developer fails or refuses to execute and complete the improvements as specified in the site plan, the city, through the director of planning and development, is permitted to enter upon the site and take appropriate action to complete the site plan improvements, drawing the funds as necessary as an authorized payee under the respective security arrangement chosen by the developer and accepted by the director of planning and development.
(1980 Code, § 29.1506) Penalty, see § 162.999

OFFICE USE:

Amount in Escrow: _____

Date Letter Submitted: _____

Request to Release: _____

Escrow Released: _____

Sample Escrow Letter

(Financial Institution Letterhead)

(Date)

Jason Parrott
Director
Department of Planning & Development
City of Quincy
City Hall Annex
706 Maine, third floor
Quincy, Illinois 62301

Greetings:

Pursuant to Section 162.285 of the Municipal Code of the City of Quincy (2015), please let this letter represent a commitment by (BANK NAME) that (PETITIONER/OWNER/DEVELOPER) has established an account with (BANK NAME) with (DOLLAR AMOUNT) in escrow. This amount represents 20 percent of the value of the site plan improvements for the (PROJECT NAME) as estimated by (PROJECT ENGINEER/ARCHITECTURAL FIRM).

This escrow account is to be established and maintained for the construction period of this project. Upon confirmation by the City of Quincy, including the Department of Planning & Development and the Department of Utilities & Engineering, that this project is complete, the funds will be released.

If you have any questions, please feel free to contact me at (PHONE & EMAIL).

Regards,

(SIGNATURE)
(TITLE)
(BANK NAME)