



Engineering Submittal Guidelines For

NEW CONSTRUCTION ADDITIONS ALTERATIONS GRADING

Updated January 1, 2026

Requirements for Reviews

1. A Plat of Survey showing the existing principal structure, any and all accessory structures, and easements. This must only show the existing structures and not the proposed project.
2. A site plan depicting the proposed work and distances from lot lines must be submitted. The site plan may be superimposed on a Plat of Survey and must demonstrate the size, location, and description of the project. Off-street parking provisions must be shown if commercial construction.
3. A set of plans signed, sealed and/or stamped (with a reproducible seal) by a registered engineer, registered in the State of Illinois. If the project only consists of landscaping, a registered landscape architect may sign and seal/stamp the plans.

Engineering Guidelines

1. Plan Details
 - a. Site benchmark must be on Village approved datum (NAD83 horizontal and NAVD88 vertical).
 - b. Location and elevation of Village benchmark must be included on plan.
 - c. Plan must show all easements (utility, access, drainage, etc.).
 - d. All site engineering submittals shall be on the same scale and must include north arrow, legend, common address, owner's information, and PE stamp.
 - e. Standard detail drawings of any storm structures, sanitary structures, and soil erosion/sediment control measures utilized on the project must be included in the plan submittal.

2. Construction Notes
 - a. Construction Hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday and 7:00 a.m. to 12:00 p.m. on Saturday; No work shall be permitted on Sundays or legal, observed holidays. No demolition work may be conducted on a Saturday or Sunday.
 - b. Construction fencing shall be installed and be constructed of six-foot (6') chain link with locking gate surrounding the project area prior to construction.
 - c. Signage shall be placed on construction fencing that includes owner and general contractor's contact information and site address.
 - d. A portable toilet is required on site within the project limits (fenced area) prior to construction.
 - e. Dust must be controlled on site at all times, including any demolition. All masonry must be cut with a wet saw within a dust containment system.
 - f. Dumpsters are required on site.
 - g. Approved plans stamped by the Village must be on site at all times.
 - h. Construction parking shall only be allowed on one side of the street and all Right-of-Way access (intersections, driveways, etc.) to adjacent property must remain open.
 - i. No construction debris, soil or material shall be permitted within the Right-of- Way. Any debris, soil, etc. must be removed at the developer's expense and may require the use of a street sweeper.

3. Site Grading
 - a. Plan must show existing spot grades along centerline and edge of street pavement, existing top of foundation elevations of adjacent residences, along the property lines, and direction of storm water drainage flow.
 - b. Plan must show proposed spot elevations at the edge of structures, along the property lines, around the site, on hardscape, and for all drainage features.
 - c. The proposed elevation of the principal residential structure should be in conformity with the grade of adjacent, neighboring property and Right-of- Way.
 - d. The grading of a site shall not interfere or negatively impact drainage of adjacent property.
 - e. Finished grade at foundation shall be six inches (6") below the top of foundation,

brick ledge, etc.

4. Stormwater Management

- a. All properties must manage stormwater on their property.
- b. All downspouts and their direction of flow must be shown on the plan.
- c. Proposed location of sump pump discharge shall be indicated on the site plan.
- d. In-ground downspouts or sump pumps should have an air gap.
- e. All discharge points must be a minimum of 5 feet from the property lines.
 - i. This is typically 38 feet from the centerline of the road for discharge points in the front yard, however, the property owner is responsible for verifying the distance based on the Plat of Survey.
 - ii. It is recommended for pop up emitters to be located a minimum of 10 feet from the back of sidewalk to prevent water from discharging onto the sidewalk.
- f. Downspouts shall only be pointed at the front or rear of the property and not toward adjacent properties.
- g. Downspouts and private storm systems shall not be connected to the Village's sewer system. Any modifications to existing systems will require the system to be disconnected from the sewer system.
- h. Stormwater shall not damage or create a nuisance to the subject property or neighboring properties.
- i. The addition or construction of 500 square feet or more of impervious surface requires the installation of stormwater management practices to be implemented.
 - i. Conveyance such as a swale or french drain.
 - ii. Detention such as rain barrels, rain gardens, dry wells, permeable pavers, etc.
- j. If the home has perforated drains located within the depth of the water table, please note that this may result in the sump pump experiencing frequent/excessive discharge. A drainage plan shall be provided that demonstrates how groundwater discharge will be mitigated without negative impacts to the public R.O.W. or adjacent properties.
- k. It is recommended for private storm systems to have cleanouts.
- l. It is recommended for backwater check valves to be installed when downspouts are connected to a private storm system.
- m. It is recommended to have the sump pump as a separate system for discharge, otherwise a backflow check valve should be used for combination systems.

5. Utilities

- a. Existing public utilities (storm, sanitary, water, gas, etc.) must be shown on the site plan.
- b. Utility abandonment must be shown on the plans, if applicable.
 - i. Water service abandonment must be performed at the water main at the corporation stop. The remaining service pipe can be abandoned in place.
 - ii. Sewer service abandonment must take place at the sewer main connection. The connection shall be removed with a straight piece of pipe installed
- c. The proposed location, size, and material of the sanitary service and water service

must be shown on the site plan.

- d. The water meter must be the same size as the water service.
- e. The water service installation method must be described on the plans. Water services shall be directionally drilled, not open cut.
- f. Service laterals must be locatable through the following methods: tracer wire, detectable warning tape, electronic markers, conductive pipe or conduit, or sonde.
- g. Include a sanitary and water connection detail.
- h. Indicate the horizontal separation of the water service and sanitary service on the plans. The minimum horizontal separation shall be no less than 10 feet.
- i. Buffalo boxes shall not be located in hardscape.
- j. Any utility crossings must be shown on the plans with inverts labeled.
- k. Excavation within 10 feet of parkway trees is prohibited.
- l. If a new water service is installed, the old water meter must be returned to the Water Department. Once the new water meter has been installed, the Water Department must be contacted so the meter transmission unit can be installed and programmed.

6. Driveway and Sidewalk Installation

- a. Driveways widths must comply with Chapter 15 of the Village code.
- b. Plan must include typical cross section showing material to be used.
- c. Driveway may be constructed of the following material with the minimum depth indicated:
 - i. Hot Mix Asphalt --3" Asphalt, 8" aggregate base (CA-6 or equivalent)
 - ii. Right-of-Way Concrete-- 6" Concrete, 5" aggregate base (CA-6 or equivalent)
 - iii. Private Property Concrete-- 5" Concrete, 4" aggregate base (CA-6 or equivalent)
 - iv. Brick Paver--Paver, ½" sand cushion, 6" aggregate base (CA-6 or equivalent)
- d. No wire mesh shall be permitted in the R.O.W. for concrete driveway construction
- e. Driveways must include a through sidewalk, that is separated by an expansion joint, that is 6 inches in depth.
- f. The condition of the sidewalk and curb along the STREET R.O.W. will be assessed by the Department of Public Works during the plan review process for possible additional replacement as a part of this development.
- g. Sidewalk panels must be replaced to the nearest joint.
- h. Brick paver driveways, heated driveways, cat walks, carriage walks, and service walks located within the public R.O.W will require the property owners to sign a Hold Harmless Agreement accepting risk of any damage to the driveway in the public R.O.W. The Hold Harmless Agreement will be provided by Community Development.

7. Drain (Field) Tile

- a. Any drain tiles encountered during construction must be reconnected, and functional.
- b. Any tiles within the limits of the project area shall be routed around the project and reconnected on the downstream end at the point of functional tile.

8. Soil Erosion and Sediment Control (SE/SC)
 - a. All sediment control measures must be in place prior to initiating construction on the project.
 - b. Site engineering plan may include SE/SC measures with detail drawings.
 - c. Construction fencing and silt fencing around project area must also be included on plan (See 2.b).
 - d. The SE/SC must be approved by the Building Inspector during the preconstruction site meeting.

9. Restoration & Landscaping
 - a. All excavated surfaces shall be replaced in-kind and at the satisfaction of the Village.
 - b. All restoration must be drawn on the proposed plans and include the description of quantity, description of material, and shown with labeled dimensions.
 - c. Plan must include typical cross section or standard detail showing restoration material and typical depths to be used.
 - d. All surface H.M.A. street restoration constructed to match existing conditions must be performed with hot-mix asphalt only. Other materials, including other asphalts, may be temporarily allowed and only with prior approval of the Village.
 - e. All P.C.C. street, driveway, and sidewalk restoration must be completed to nearest joints.
 - f. A tree protection standard detail must be included.
 - g. Parkway tree installation must comply with code section 6-5-7.
 - h. Parkway trees shall not be removed unless approved by the Village Arborist and Director of Public Works.

10. Required Engineering Final Inspection
 - a. An as-built plan or record drawing must be submitted prior to scheduling an inspection.
 - b. Two (2) working days advance notice required for all inspections.

Regulations and Guidelines

1. Streets and Sidewalks
 - a. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction
2. Stormwater Management and Sanitary Sewers
 - a. Metropolitan Water Reclamation District of Greater Chicago
 - b. Illinois Environmental Protection Agency
 - c. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction
 - d. Ten State Standards for Wastewater Works
 - e. Standard Specifications for Water & Sewer Main Construction in Illinois
3. Water Mains
 - a. Illinois Environmental Protection Agency
 - b. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction.
 - c. Ten State Standards for Water Works
 - d. Standard Specifications for Water & Sewer Main Construction in Illinois
4. Village of Lincolnwood
 - a. Chapter 6, Article 5 – Parkway Landscaping and Maintenance
 - b. Chapter 12, Article 2– Water Main and Sewer Service Connections
 - c. Chapter 12, Article 4– Sanitary and Storm Sewers
 - d. Chapter 12, Article 6– Stormwater Management
 - e. Chapter 12, Article 7 – Flood Hazard Protection
 - f. Chapter 16, Article 5– Grading and Stormwater Drainage
 - g. Chapter 16, Article 6– Streets and Rights-of-Way

Developments

Per Village Code:

DEVELOPMENT

The following changes to real estate, including:

(A) With respect to any industrial or commercial property, development shall include any new construction on a vacant lot, redevelopment, or reconstruction of any industrial or commercial building, or any addition to an existing industrial or commercial building, adjacent parking lot or accessory structure;

(B) Any residential construction with a lot size of one acre or larger;

(C) Construction of new roads, new parking lots or similar paving projects. Pavement maintenance is not considered new construction;

(D) Filling, dredging, grading, clearing, excavating, paving, or other nonagricultural alterations to the ground surface;

(E) Any other activity that alters the magnitude, frequency, direction, or velocity of stormwater flows from a property.