

## **OGLESBY, ILLINOIS**

### Site Plan Review and Permitting Process.

#### **1. Your Process - What is Your Site Plan Approval and Industrial Building Permit Process?**

Building Permit, Site Plan submitted by Developer  
Site Plan Review by City Engineer  
Review by Oglesby Design Review Board (if applicable)  
City Council Approval of Site Plan (if reviewed by DRB)  
Site Plan approved by Zoning Administrator (if DRB not involved)  
Issue Building Permit

#### **2. Timing - What is the estimated timing to secure Site Plan Approval and a Building Permit?**

Site Plan Review by City Engineer – 1 to 2 weeks depending upon complexity\*  
Site Plan & Building Permit Approved – 30 days

#### **3. Fees - What are Your estimated total City Fees:**

Site Plan Approval Fee - None  
Building Permit Fee - \$26,005 (\$25 for first \$10,000; \$2 per \$1,000)  
Inspection Escrow -- \$500  
(Tap on Fees not included in these figures)

#### **4. Describe Your Full Permit Plan Checklist: EXAMPLE Below:**

1. Completed Site Plan Approval application
2. Plat of Survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses and size of the following:
  - a. The subject site;
  - b. Existing and proposed structures;

- c. Existing and proposed easements, streets and other public ways;
- d. Off street parking, loading areas and driveways;
- e. Existing highway access restrictions;
- f. Existing and propose front, side and rear yards; and
- g. The location, elevation, and use of any abutting lands and their structures within forty feet (40') of the subject site

3. Completed Industrial Building Permit Application, including all contractor, developer, and subcontractor information

4. Five sets of stamped, signed Architectural/Structural building plans

5. Five sets of stamped, signed Mechanical, Electrical Photometric, and Plumbing drawings and calculations, floor plans/layout

6. Five sets of Engineered Fire Suppression/protection System plans with completed state permit application

7. Five sets of Engineered Fire Alarm system plans with completed permit application

8. Five sets of Final Civil Engineering Plans to include:

- a. Erosion Control plan
- b. Drainage grading plan
- c. On site water detention if necessary
- d. Water, sewer, fire protection service lines
- e. Fire hydrant location and main sizes
- f. Complete roadway configurations, to include driveways, parking lots, etc.
- g. Cross access easements, if necessary

- h. Future road connections, if necessary
- i. Surrounding access points to adjacent properties
- j. Parking lot lighting
- k. Street lighting
- l. Provide calculations for occupancy load and door width capacity

9. Five sets of final color renderings of elevations of all four sides of the building, including detail of materials

10. Five sets of Site Plans to include:

- a. Fully -dimensioned property boundaries
- b. Building Footprint – all building elements and physical improvements
- c. Square footage
- d. Setbacks from all property lines
- e. Identification as to whether all elements are “existing” or “proposed”
- f. Parking spaces and drive aisles
  - i. Space dimensions
  - ii. Isle dimensions
  - iii. Handicap access
- g. Sidewalk-Driveway-parking lot
- h. Loading spaces as required by ordinance
- i. Fire hydrant placement
- j. Landscape plans

k. Signage Plans. Wall Signage and Ground signs locations with setbacks noted

11. Building Material Samples (for projects requiring Design Review Board review)