

**CITY OF ROLLING MEADOWS  
COMMUNITY DEVELOPMENT DEPARTMENT  
(847) 506-6030  
or schedule an inspection on-line at  
www.cityrm.org/rmcd**

**PROCEDURE FOR SITE ENGINEERING REVIEW, PERMITTING  
AND IMPROVEMENT INSTALLATION**

**A. ENGINEERING REVIEW**

The following is the procedure for site engineering review. Special circumstances occasionally arise that may require a deviation from this procedure and in such an event the Community Development Director must be consulted.

1. Via a cover transmittal letter the following is submitted to the Community Development Department:
  - ◆ Six (6) complete sets of the site engineering plans.
  - ◆ Three (3) sets of applicable calculations (storm water detention, etc.).
  - ◆ Three (3) sets of design engineer's opinion of probable cost.
  - ◆ Permit application forms applicable to other agencies (M.W.R.D., I.E.P.A., etc.)
2. Prior to the review commencing the developer/owner must deposit with the City a cash escrow for plan review in an amount as per Appendix B, paragraph 4 of the Code of Ordinances.
3. The submittal will be distributed to the City departments for review and comments. Those comments will be forwarded to the City Engineer who will evaluate them and incorporate them into his review should he deem them appropriate.
4. The City Engineer will forward his review to the Community Development Director with a copy to the Public Works Department, other departments (that may have had comments) and the design engineer.
5. The design engineer shall address the points in the review and submit six (6) sets of revised (corrected) plans, calculations or specifications to the Community Development Department who will redistribute them for re-review.
6. Once the City Engineer has determined satisfactory compliance he will approve four (4) sets for distribution as follows:

Community Development Department  
Public Works Department  
Fire Department  
Design Engineer

**B. SITE IMPROVEMENT PERMIT**

1. Submit applicable permit applications making sure they are completed and signed.
2. Submit, if required, to the Community Development Department, the public improvement performance guarantee (bond, letter of credit) which will require City Attorney approval.
3. All contractors must have a current City of Rolling Meadows business license and surety or license and permit bond on file.
4. Site inspection fees will be assessed as per Appendix B, paragraph 4 of the Code of Ordinances for the estimated improvement costs and other applicable fees (sewer televising, etc.).

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### **C. REQUIRED INSPECTIONS**

#### **WATERMAIN**

- ◆ Watermain - prior to backfilling (includes pipe, fire hydrant, valves, valve vaults or boxes, connections, services, blocking, bedding and staking b-boxes.
- ◆ Watermain pressure testing
- ◆ Watermain chlorination
- ◆ Watermain water sampling
- ◆ Watermain activation
- ◆ Final - grade adjustments of frames

#### **SANITARY SEWER**

- ◆ Sewer pipe - prior to backfilling (includes pipe, tee's, "Y's", manholes, cleanouts, frames and lids, etc.)
- ◆ Manholes - boot, bench, joints, etc.
- ◆ M.W.R.D. - request for final inspection
- ◆ Final - grade adjustment of frames

#### **STORM SEWER & DRAINAGE**

- ◆ Sewer pipe - prior to backfilling (includes pipe, tee's, "Y's", manholes, frames and lids, culverts, etc.)
- ◆ Manholes
- ◆ Final inspection - grade adjustment of frames
- ◆ Rough grading - swales and ditches
- ◆ Final grading - swales and ditches

#### **CURB & GUTTER**

- ◆ After forming and prior to concrete pour

#### **STREET**

- ◆ Excavation - prior to installation of base
- ◆ Base - proof roll prior to first course (binder)
- ◆ Binder - prior to installation of binder
- ◆ Surface - prior to laying wearing surface

#### **SIDEWALK**

- ◆ After forming and prior to concrete pour

#### **PARKWAY & TREES**

- ◆ Final grading - before seed or sod
- ◆ Prior to tree planting - to verify location, size and species

#### **Notes:**

In accordance with Section 98-230(d)(5) of the Municipal Code, acceptance of an improvement shall include the submission of a set of improvement plans showing the "as built" condition. The submittal shall be on a reproducible mylar or vellum with four (4) paper copies and must be sealed by an engineer or surveyor licensed in the State of Illinois and also be placed on an electronic media in DXF file format. The drawings shall include one foot contours, first floor elevations, all rim and invert elevations and all underground structures, actual pipe lengths, location of water and sanitary lines and any field changes approved by the city engineer. A paper copy shall be submitted for review and approval by the city engineer prior to the preparation of the reproducible drawing and electronic media file.

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**On/Off Site Improvements Permit**

**CHECKLIST**

**DEVELOPMENT:** \_\_\_\_\_

- Performance Guarantee
- Approved Engineering Plans
- Engineering Review Fees Paid
- Final Plat Approved
- Permit Application Forms Submitted
- M.W.R.D. Permit
- I.E.P.A. Div. of Public Water Supplies Permit
- I.E.P.A. Div. of Water Pollution Control Permit
- County Highway Permit
- I.D.O.T. Permit
- Recapture Fees Paid
- Plan Review Escrow Refund