



Site Plan and Construction Site Management Requirements

From Lake Bluff Municipal Code Section 9-1-5:

H. Site Plan. Applications for demolition, additions, new construction, and site work shall include all of following on a site plan drawn to scale, and the contractor shall conduct all work in compliance with the following, except where the Building Commissioner has determined that a particular requirement is inapplicable due to the nature of the proposed work:

1. Size and location of all proposed and existing buildings and structures on the site;
2. Distances of the buildings or structures to all property lines,;
3. Existing grades at the corners of the site, at 20 foot intervals along the property lines and at as many other locations as necessary to show the topography and drainage of the site. The site plan also must show the proposed final grades of the top of the building foundation walls, the finished site grades at all corners, the finished site grades at 20 foot intervals along the property lines, swales, and the intended surface water drainage plan;
4. All parking lots with the required vehicle parking stalls;
5. All outside lighting;
6. Landscaping and restoration of all disturbed areas;
7. Utility lines;
8. The on-site location of dumpsters or other waste containers;
9. Construction fencing;
10. Silt fencing or other stormwater management devices;
11. A depiction of the on-site access routes for vehicles, equipment, and personnel;
12. A tree survey showing the location and size of trees, as described in Section [10-11-6](#), and the proposed location for tree protection fencing;

I. Demolition Requirements. For demolitions, as defined in Section [9-1-18\(A\)](#) of this Code, the application for a demolition permit shall include the following information:

1. Hazardous Construction Materials; Investigation and Remediation. For demolitions, as defined in Section [9-1-18\(A\)](#), the application for a demolition permit shall include the information listed below. For the purposes of this Section, asbestos containing materials, lead based paint, creosote treated materials, and underground storage tanks are referred to collectively as “hazardous construction materials”:
 - a. For buildings or structures first constructed after 1978, a visual inspection report stating that after a visual inspection, the qualified individual performing the inspection knows of no hazardous construction materials used in the building or structure to be demolished.
 - b. For buildings or structures first constructed in or before 1978, or if the visual inspection report reveals that hazardous construction materials exist in the building or structure to be demolished, a report from a properly licensed or qualified professional stating that, based on an actual sampling of the construction materials where hazardous construction materials are likely to exist, that no such hazardous construction materials were found.
 - c. If under this subsection, hazardous construction materials are found, the applicant must submit a hazardous construction materials remediation plan that shall:

- (1) Identify all known or anticipated hazardous construction materials;
 - (2) If the hazardous construction materials are to remain on the property, details on the measures the applicant will undertake to avoid the disturbance of, or removal of, such hazardous construction materials, or
 - (3) If the hazardous construction materials are to be removed, details on how the applicant will safely remove such hazardous construction materials.
2. Dust Control. A description of dust control measures to take place during structure removal, other demolition activities, and any other significant dust generating activities.
 3. Traffic and Equipment Plan. A description of off-site access routes and the location of parking for demolition equipment, hauling trucks, crew member vehicles, and additional equipment.
 4. Other Measures. A description of any other measures specifically required by the Building Commissioner to reasonably minimize adverse impacts of the demolition activities on nearby properties, public facilities, and public and private utilities and property.
 5. Restoration Plan. A restoration plan for repairing and restoring, to Village standards, any public property, streets, sidewalks, rights-of-way, parkways, utilities, and any private property, utilities, and structures impacted or damaged by, or as a result of, the proposed demolition activities.

J. Requirements for Construction Site Management. Every contractor or person performing work shall comply with the following:

1. Fencing. Fencing is to be installed as listed on the approved site plan and shall include a gate for access and ability to enclose the site at the end of each working day. Fencing on non-residential properties must be a chainlink fence that is a minimum of six feet in height and properly supported. Fencing on residential properties must be a minimum of a four feet in height, and may be chainlink, or a green construction type fence and properly supported.
2. Open Excavated Holes. All open excavated holes and drops are to be completely encircled with a safety fence at least four feet high.
3. Silt Fencing. Silt fencing is required to prevent silt from causing a nuisance to neighboring properties, discharging into the storm sewer system, or creating a hazard;
4. Construction Drive. A stabilized construction entrance, built in accordance with the Illinois Urban Manual, shall be installed prior to commencing construction, with a gravel base to provide contractor parking to the extent possible, and to prevent mud and debris from being tracked onto the streets;
5. Dirt and Debris. Dirt and debris shall be kept off of the streets and sidewalks at all times, and a dumpster or trash container shall be provided throughout construction. In the event that dirt or debris spill onto any street or sidewalk, it must be cleaned up and removed immediately.
6. Portable Toilet. A portable toilet shall be maintained at all times, except where the building owner allows use of the existing facility. The portable toilet must be placed in a location to minimize impact the neighbors and a minimum of ten feet off the lot line.
7. Sidewalks. All sidewalks damaged during construction are to be replaced. In areas where a new principal structure is constructed, all the sidewalks adjacent to the property are to be replaced unless determined otherwise by the Building Commissioner. Sidewalks are to be replaced with a minimum of a four inch bed of compacted gravel and a minimum of five inch thick concrete panel. Sidewalk panels in drive areas are to be replaced with a minimum of seven inch thick concrete.
8. Temporary Bituminous Pavement. Sidewalks damaged during construction shall be topped with temporary bituminous pavement within 48 hours until final concrete can be placed.

9. Granular Backfill. Granular backfill shall be required for all street, road edge, sidewalk, driveway, slab, or patio areas as determined by the Building Commissioner.

10. Street Excavation. Any street excavation shall be topped with a temporary bituminous pavement within 48 hours of excavation. A permanent minimum of three inch bituminous layer or of a thickness to match existing pavement where the existing is thicker, compacted in two lifts, with saw cut edges, is required as part of the final approval (a road opening fee per the current fee schedule will be assessed if road opening is performed).

11. Damage Due To Construction. Damage to parkway or a neighbor's property due to construction shall be promptly repaired.

12. Traffic And Parking Requirements. Traffic and parking requirements as noted on the plans are to be followed throughout the construction process.

13. Temporary Electric Services. Temporary electric services are to be installed to prevent the use of generators.

14. Tree Protection. Tree protection is to be installed per the site plan and may include fencing, wrapping of trunk, root cutting before excavation, trimming limbs for access, feeding, aerating, and directional boring under trees with services as well as any other requirements of the tree preservation regulations set forth in Title 10, Chapter 11.

15. Storage Of Materials. Materials are to be stored on private property, storage of materials in the public right of way is not permitted unless prior approval is granted by the Village.

16. Exterior Sanitary Sewer Cleanout Covers. All new exterior sanitary sewer cleanout covers shall be of a type and material that can be repeatedly driven over and shall not be made of a PVC material or other material that cannot withstand the weight of vehicles.

17. Dust. Dust of any type is to be controlled by use of water or other forms of containment so not to cause a nuisance.

18. Sump Discharge. Sump discharge is to have one or more of the following: open site connection, storm sewer connection, drywell or discharge to approved area on the property (sump water will not be allowed to discharge to a location that will cause a hazard in freezing conditions such as drives, sidewalks, or streets).

19. Removal Of Debris. All waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public rights of way. Adjoining streets and sidewalks shall be left broom-clean at the end of each working day.

20. Utility Connections. All service utility connections which are being discontinued shall be capped at the main in accordance with the rules and requirements of the authority having jurisdiction.

21. Erosion and Sediment Control. All water pumped or diverted from excavations or construction sites shall be filtered to remove sediment in accordance with the standards set forth in the Illinois Urban Manual or other applicable engineering standards as determined by the Village Engineer or Building Official.

K. Utility As Built Drawings. As built drawings are required for all exterior water, sanitary, and storm service lines from the foundation wall of the structure being serviced to the point of connection with the existing service stub or existing main. The as built drawing is required regardless of the length of the installation of the new portion of the utility service.

1. The drawing must be to scale and be no smaller than one inch equals twenty feet (1" = 20'). The scale must be indicated on the submitted drawings.

2. The drawing must be neat, clean and legible. Multiple service lines may be shown on the same drawing.

3. The minimum acceptable drawing size is 8.5 by 11 inches.

4. The pipe size and type must be indicated for each service line.
5. The location of the installed service line(s) must be tied to a minimum of two exterior property corners and two exterior foundation corners within an accuracy of one foot.
6. The locations of all fittings, cleanouts, and B-boxes must be identified within an accuracy of one foot.
7. The depth of the utility service below final grade must be indicated at all grade and at a minimum of every 50 feet along the length of each installed service.
8. All prominent topographical features such as exterior build foundations lines, sidewalks, back of curb, edge of pavement and existing manholes must be indicated if these features are within 20 feet of any portion of the utility service line work covered by the building permit.
9. The means of connecting the new portion of the utility line to the existing main or stub must be identified (coupling types, tees, wyes, etc.).
10. The lower right hand corner of the submitted drawings must contain the following information: street address where the work is being performed; the building permit number; the date of the sketch preparation; the name and address and telephone number of the general contractor and subcontractor.

L. Spot Foundation Survey. For new principal structure construction and additions or accessory structures over 500 square feet, or other structures when required by the Building Commissioner, a spot survey is required after foundation walls have been poured and stripped but before any work on the superstructure is begun. (Ord. 2021-13, 6-28-2021)

Tree Protection Plan Requirements, Section 10-11-8C

Contents of Plan: A tree protection plan must consist of a site plan of the subject property upon which the information described in this subsection must be graphically and accurately marked.

1. Location of the subject property, including street address and legal description.
2. Existing and proposed contours of the lot on which the construction activity is to take place.
3. Existing and proposed buildings or structures on the lot.
4. Proposed building elevations, if applicable.
5. Proposed work access areas and routes.
6. The name of the general contractor or project representative, if any, responsible for the proposed construction activity.
7. A demonstration of the ways in which the applicant will ensure that the tree protection required by this section will be achieved.
8. A tree inventory for the subject property, consisting of a list of the following trees, identified by tag number: a) all the existing protected trees on the subject property; b) all trees on adjacent properties that are within ten feet (10') of the property line or that have a critical root zone extending into the subject property; and c) all public trees adjacent to the subject property or that may be impacted by any regulated activity. The tree inventory must list, without limitation, the following data for each tree: tag number, species, size in dbh, condition rating, form rating, and any observed problems.
9. A tree survey for the subject property, which depicts the location and tag number of each tree described in the tree inventory. The tree survey must include, without limitation, a legend referencing the tag number, dbh, species, general condition, and proposed disposition of existing protected trees located on or near the subject property and trees other than protected trees that are reasonably likely to be damaged or removed during the construction activity. The tree survey must also depict the planned location of all proposed trees to be planted or replanted on or near the subject property pursuant to the tree replacement plan.
10. An action plan for the subject property, consisting of a listing of the trees on the subject property, in chart form, that identifies each tree by tag number and shows, for each tree, the following information: species, size in dbh, condition, form, percent of critical root zone saved, and the anticipated damage, removal, tree protection measures, or other action to be taken regarding each tree.
11. Detailed specifications for maintenance and protection of protected trees and for the maintenance and protection of trees other than protected trees that are reasonably likely to be damaged or removed during implementation of the proposed construction activity, including, without limitation, proposed measures such as construction pruning, root pruning, critical root zone protection, installation of a retaining wall or high visibility fencing, and auguring of utility lines when auguring is determined by the village forester to be necessary to improve the chances of tree survival.
12. Detailed specifications for tree protection fencing on the subject property, to be placed at a minimum: a) along the property frontage from property line to property line to completely separate the construction activity area; and b) around the critical root zone of each protected tree. These specifications must also include the identification and clear delineation on the site plan of the construction activity area and the tree protection area and their respective perimeters.