

Village of Johnsburg

1515 Channel Beach Ave.
Johnsburg IL 60051
815.385.6023

SITE PLAN APPLICANT CHECKLIST

Every application for a building permit or agricultural exempt structure construction card must be accompanied by a site plan. The purpose of this form is to inform applicants of the requirements for the site plan. If the information described in the Submittal Checklist is not provided on the site plan, the permit application may be rejected. The information is provided for the applicant's general information. This checklist does not restrict staff's ability to require additional information, as appropriate, based on the permit and site conditions. **If a Stormwater Management Permit is required, a more detailed site plan may be required.**

Staff will review the site plan to ensure that the project complies with the Village's Municipal Code and Stormwater Management Ordinance. Applicants are ultimately responsible for ensuring that their development complies with these regulations, which are available on the Village's website: <https://www.johnsburg.org/administration/page/municipal-code-and-ordinances>

SUBMITTAL CHECKLIST (if the information is not provided, the permit application may be rejected)

- The site plan may be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: www.mchenrycountygis.org/planning.
- The site plan should be drawn to scale (such as one inch equals 30 feet).
- The following information, as appropriate to your project, should be represented on the site plan:
 1. Lot lines and lot dimensions.
 2. Parcel size (acres or square feet).
 3. A graphic scale bar or narrative scale (such as one inch equals 50 feet) and a north arrow.
 4. Adjacent road rights-of-way and platted but unbuilt road rights-of-way with road names labeled.
 5. Existing and proposed easements.
 6. Existing structures, sidewalks, access roads, driveways, parking areas, retaining walls, seawalls, piers, etc.
 7. Proposed new or modified structures, access roads, driveways, parking areas, retaining walls, seawalls, piers, and berms with dimensions.
 8. Existing and proposed well(s) and septic systems.
 9. Existing and proposed utilities, equipment, culverts, landscaping, ponds, and creeks.
 10. Limits of land disturbance for construction, including grading, spoil piles, spoil re-spread areas.
 11. Soil erosion and sediment control measures.
 12. Measured setbacks from new or modified structures (measured to building walls) to lot lines, wells and septic fields, and existing structures.
 13. Measured setbacks from areas of land disturbance to wells and septic fields.