

CHAPTER 100 - ENGINEERING AND ADMINISTRATIVE PROCEDURES

SECTION 100.01 INTRODUCTION

A major share of what eventually becomes publicly owned improvements is designed and constructed by private interests. This manual has been prepared for the purpose of ensuring that the specifications of such improvements will result in construction meeting the requirements of the Village. The intent of this chapter is to codify the processing requirements and procedures as required by the Code of Ordinances for the various documents required prior to, during, and after construction in order to accomplish these purposes.

Although improvements associated with private projects are reviewed by multiple Village departments, submittals and questions should be directed to the Private Engineering Services Division of the Department of Community Development. The manual is also intended to provide uniform specification criteria for facilities designed for or directly by the Village. Submittals and questions related to such Village projects should be directed to the Department of Public Works Engineering Department.

SECTION 100.02 DEFINITION OF TERMS

Access	A way or means of approach to provide physical entrance to a property. Access may be provided to accommodate pedestrians, bicycles, vehicles, or other means of transport.
Accessibility Standards	Refers to those criteria as established by the Illinois Accessibility Code (410 ILCS 25/1)
Alley	A minor public or private right-of-way not intended for general traffic circulation which affords a secondary means of access to abutting property whose principle frontage is on some other street.
American Disability Act (ADA)	Provides a clear and comprehensive national mandate to end discrimination against individuals with disabilities; provides enforceable standards addressing discrimination against individuals with disabilities; and, ensures that the federal government plays a central role in enforcing these standards on behalf of individuals with disabilities.

Applicants	The owner, contract purchaser or designated legal representative who has been authorized by the legal owner of a property to pursue the development of land pursuant to this Manual.
Apron	An extension of a driveway lying between the public sidewalk (or the right-of-way line if there is no sidewalk) and the curb and gutter of a street. The responsibility of the maintenance for this facility is normally the owner of the driveway so extended.
As-Built Plans	Design plans checked in the field and revised to show actual construction.
Bike Lane, Class II Exclusive	A one-way lane within a public right-of-way that is provided for circulation by bicyclists and is separated from other vehicular lanes (see also Bike Route, Class III Non-Exclusive and Pedways, Class I).
Bike Route, Class III Non-Exclusive	A one-way lane within a public right-of-way that is provided for circulation by bicyclists but is not separated from other vehicular lanes (see also Bike Lane, Class II Exclusive and Pedway, Class I).
Block	A tract of land bounded by streets or by a combination of streets and public land, railroad rights-of-way, shoreline of a waterway, a boundary line of a municipality, or any other barrier to the continuity of development.
Board of Trustees	The Board of Trustees of the Village of Lombard.
Bond	Any form of security approved as to form by the Village Attorney including cash deposit, surety bond, Letter of Credit, or instrument of credit, in an amount or form accepted by the Board of Trustees, to guarantee proper installation of improvements required by this Ordinance.
Building	Any structure which is substantially enclosed by exterior walls, has a roof supported by columns or walls, and is intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

Building Setback Line	The line parallel to the front line of a lot at a distance equal to the depth of the required front yard for the zoning district in which the lot is located.
Building Permit	Written permission issued by the Village of Lombard through the Department of Community Development for the construction, repair, or alteration of, or addition to, a structure.
Building Division	Building Division of the Department of Community Development of the Village of Lombard, Illinois
Capital Improvement Program	A proposed schedule of future public projects, listed in order of construction priority, together with cost estimates and the anticipated means of financing each project. The capital improvement program includes all major projects requiring the expenditure of public funds, over and above the Village's annual operating expenses, for the purchase, construction, or replacement of the physical assets of the community.
Certificate of Occupancy	A document issued by the Department of Community Development allowing the occupancy or use of a building and certifying that the building or use had been constructed or will be used in compliance with all applicable Village codes and ordinances.
Clear Sight Easement	A triangular shaped easement established to protect the clear line of sight at all intersections on public and/or private streets. Such easements shall be a triangular area measured thirty (30) feet from the intersections of any two (2) right-of-way lines. Objects above two (2) feet in height are prohibited from clear sight easements except as exempted by the Lombard Zoning Ordinance and the Lombard Sign Ordinance.
Code of Ordinances	A document adopted by Ordinance by the President and Board of Trustees, May 3, 1965.
Comprehensive Plan	The Plan for the long range growth and development of the Village including graphic and written proposals. Such plan is formally adopted and is amended from time to time by the Village of Lombard Plan Commission and Board of Trustees.

Conceptual Plan	Any and all information adequately delineating the concept of any proposed development.
Condominium	A building or a group of buildings, in which units are owned individually, and the structure, common areas and facilities are owned by all the owners on a proportional, undivided basis.
Condominium Association	An association which administers and maintains the common property and common elements of a condominium.
Condominium Association Documents	The by-laws, covenants, and restrictions governing a condominium association and its members.
Condominium Common Elements.	All portions of the property except the units, including limited common elements unless otherwise specified.
Condominium Property	All land, property, and spaces comprising the parcel, all improvements and structure erected, constructed, or contained therein or thereon, including the building and all easements, rights and appurtenances belonging thereto, and all fixtures and equipment intended for the mutual use, benefit and enjoyment of the unit owners.
Conduit	A buried pipe for the installation of wires or cables or the conveyance of gas, water, storm water or sewage.
Construction Plan (Final Engineering)	Maps, drawings, and specifications accompanying a subdivision plat, or development plans consistent with the conditions specified for approval of the preliminary plat, and showing the specified location and details of improvements to be installed in the subdivision.
Contractor	An individual, company, firm, or other party or organization who contracts to physically construct all or a portion of the project for either a Developer or the Village.
Cradle	Bedding placed under and around a conduit for proper support.

Cul-de-sac	A local street with only one (1) outlet and having an appropriate terminus for the safe and convenient reversal of traffic movement.
Culvert	A drain, ditch, or conduit not incorporated in a closed system, that carries drainage water under a driveway, roadway, railroad, pedestrian walkway, or other public way.
Curb	A stone or concrete boundary usually marking the edge of a roadway or paved area.
Curb Cut	An opening along a curb line at which point vehicles may enter or leave a roadway.
Curb Depressed	An opening along a curb line to provide to provide handicap-accessibility and pedestrian access to adjacent sidewalk.
Dedicated Street	A public right-of-way owned by the Village or public agency, and created by designation on a recorded Plat or in a recorded instrument of conveyance accepted by the Corporate authorities of the Village or public agency.
Dedication	The conveyance of property by its owner to another party.
Deed	A legal document conveying ownership of real property.
Detention Basin or Pond	A storage facility for the temporary storage of stormwater runoff.
Design Engineer	The individual responsible for the engineering design and the preparation of the proposed improvement plans, supporting calculations, and other required documents for the development of land. This individual shall be a registered Professional Engineer licensed by the State of Illinois.
Developer	Any person whose concern and intent is to improve land in the Village of Lombard.
Development, Major	The improvement of property in any of the following manners: <ul style="list-style-type: none"> a) Construction of a principal building (excluding a detached single-family or two-family residence);

b) Construction of a building addition (excluding additions to single-family or two-family residences) in which the gross floor area exceeds 50 percent of existing buildings on a zoning lot or 20,000 square feet.

Development, Minor

The improvement of property in any of the following manners:

(a) Construction of a detached single-family or two-family residence (as defined by the Lombard Zoning Ordinance, Number 3274 as amended);

(b) Construction of a building addition (excluding additions to detached single-family or two-family residences) in which the gross floor area does not exceed 20 percent of existing buildings on a zoning lot or 2000 gross square feet;

(c) Reconstruction of fifty percent or more of the total area of a parking lot (not including driveways for single-family or two-family residences).

Director of Community Development

The Director of the Community Development Department, of the Village of Lombard, Illinois, or the Director's duly authorized representative.

Director of Public Works

The Director of the Department of Public Works of the Village of Lombard, Illinois, or the Director's duly authorized representative.

Easement

A grant by a property owner for the use of a portion of his land by another party or the general public for a specific purpose. Uses for which easements may be provided include, but are not limited to, access, clear sight, drainage, pedways, and utility.

Easement, Restricted Access

A land area at least five (5) feet wide located along a lot line abutting a street, upon which no vehicular driveway shall be permitted.

Egress

Leave or exit.

Field Inspector	An individual, company, or firm appointed by the Village of Lombard to inspect construction to ensure compliance with approved plans and specifications.
Fire Chief	The Fire Chief of the Village of Lombard, Illinois or his duly authorized representative.
Fire Wall	A wall which subdivides a building into limited fire areas or which separates two (2) or more buildings to restrict the spread of fire and which extends continuously through all stories to a level above the roof.
Final Plat	The document referred to as such in Section 29-211 of the Code of Ordinance.
Final Punch List	A tabulation of deficiencies requiring corrective action prior to final acceptance of a project.
Flood Control Ordinance	A supplementary ordinance to this Manual containing the rules and requirements governing the design of the improvements with respect to the drainage of floodwater runoff. (Chapter 151)
Frontage	The length of all property fronting on one (1) side of a street between the two (2) nearest intersecting streets, measured along the line of the street, or, if dead-ended, then all of the property abutting on one (1) side between an intersecting street and the dead end. (Lombard Zoning Ordinance).
Grade	The mean level of the finished surface of the ground adjacent to the exterior walls of a building or structure.
Half Street	A street bordering one (1) or more boundary lines of a tract of land or parcel which is one-half (1/2) or less of the required right-of-way width.
IDOT	The abbreviation for the Illinois Department of Transportation.
IEPA	The abbreviation for the Illinois Environmental Protection Agency.
Improvement, Public	Any sanitary sewer, storm sewer, drainage ditch, detention basin, watermain, roadway, public lighting, traffic control, parkway, sidewalk, pedestrian or bicycle path, planting

strip, or other facility which is intended for public use or benefit or for which the Village may ultimately assume the responsibility for maintenance or operation.

**Improvement,
Right-of-way**

Public streets, curbs, gutters, storm sewers and related drainage facilities, sidewalks, parkway trees and sod, and street lighting, all located within a dedicated, public right-of-way.

**Improvement,
Site**

Any improvements or changes made to a site in association with a new development or existing development, excluding building construction or building improvements.

**Improvement,
way
Streetscape (Parkway)**

That portion of an improved or underimproved right-of-way other than the public street and consisting primarily of sidewalks, parkway trees and sod, and street lighting.

**Improvement,
Storm Water Control**

Public improvements intended for the management of stormwater including street gutters, storm sewers, retention and detention ponds, drainageways, catch basins, and related improvements.

Improvement, Utility

Public improvements intended for the transference of public services such as water and sanitary sewers.

Ingress

Access of entry.

**Land Division
(Deed Division)**

A land division or deed division is the division of a parcel of land into two (2) or more parts, lots or parcels in accordance with one (1) of the nine (9) exemptions under Chapter 109 (Plat Act) of the Illinois Revised Statutes.

Live Storage

That volume available in a stormwater holding reservoir for stormwater runoff, in accordance with the requirements of this manual.

Lot of Record

A single lot which has been created by a Plat of Subdivision, the plat of which has been recorded in the office of the Recorded of Deeds of DuPage county. A lot of record does not include any parcel of land that is created by an assessment plat.

Manual

This document, entitled "A Manual of Specifications for the Design of Public Improvements in the Village of Lombard."

Master Plan	See Comprehensive Plan.
NIPC	The abbreviation for the Northeastern Illinois Planning Commission.
Non-Residential Subdivision	A subdivision whose intended use is other than residential, such as commercial or industrial. Such subdivision shall comply with the applicable provisions of these regulations.
Occupancy Certificate	See Certificate of Occupancy.
Official Master Plan	See Comprehensive Plan.
Off-Site	Any premises not located within the area of property to be developed or subdivided, whether or not in the same ownership of the applicant for development or subdivided approval.
On-Site	Located on the lot or parcel that is the subject of an application for development or subdivision.
Open Area	That area of a lot, parcel, or tract that is not covered by a building or structure.
Open Space	Any parcel or area of land or water essentially unimproved, or otherwise devoid of buildings or other structures and paved areas, and set aside, dedicated, designated, or reserved for public or private use or enjoyment of owners and occupants of land adjoining or neighboring such open space.
Open Space, Planned Residential – Condominium Open Space	<p>(a)Limited Private Open Space (Elements) - shall mean portion of the common elements so designated in the condominium declaration or homeowners' association agreement as being reserved for the use of a certain unit or units to the exclusion of other units, including but not limited to balconies, terraces, patios and parking spaces or facilities.</p> <p>(b)Common Open Spaces (Elements) - shall mean all portions of the property except the units and except limited private open (elements) herein defined.</p>
Open Space, Private	Any area within a conventional subdivision which are reserved by choice of the owner; under private ownership

and management; have some limitations on access and use; and areas, notwithstanding the Zoning Ordinance, which are not subject to control by the local political jurisdiction.

Open Space, Public	Any area, regardless of how such property is controlled, which is permanently reserved for open space purposes, or which is owned, operated and maintained by a local political jurisdiction with no limitations on access or use.
Ordinance	The Subdivision and Development Ordinance of the Village of Lombard, Illinois.
Owner	Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under this Manual.
Parcel	A lot or tract of land.
Parking Space	An enclosed or unenclosed surface area permanently reserved for the temporary storage of one (1) automobile and appropriately connected with a street or alley by a surfaced driveway affording adequate ingress and egress.
Parkway	The area between the back of the curb and the sidewalk or the area between the back of the curb and the edge of the street right-of-way where there is no sidewalk.
Party Wall	A wall which is common to but divides contiguous buildings.
Pedway, Class I	A paved surface located within a dedicated public right-of-way or easement which provides two-way access and circulation for pedestrians and pedal propelled vehicles and is completely separated from vehicular roadway surfaces or is separated by a curb or an intervening strip of land.
Planned Development	A parcel of land or contiguous parcels of land of size sufficient to create its own environment, controlled by a single landowner or by a group of landowners in common agreement as to control, to be developed as a single entity, the environment of which is compatible with adjacent parcels, and the intent of the zoning district or districts in which it is located; the developer or developers may be granted relief from specific land-use regulations and design standards and may be awarded certain premiums in return

for assurances of an overall quality of development, including any specific features which will be of exceptional benefit to the community as a whole.

Plan Commission	Refers to the Plan Commission of the Village of Lombard, Illinois.
Plats of Subdivision (see also Subdivisions)	The division of land into subdivided lots in compliance with 765 ICS 205. Plats of Subdivision include the following types and categories of plats:
Administrative Plat	A plat of consolidation, or the division of a lot or block of less than one acre in any recorded subdivision which does not involve any new streets, extensions of existing streets, or easements of access; which consists of the division of land into four or less lots; and which complies with all provisions of this manual and all other applicable ordinances.
Consolidation, Plat of	A plat recording the consolidation of several lots into a single lot.
Final Plat	The drawing and documents of all or part of a subdivision in substantially the same form as the Preliminary Plat of Subdivision, prepared in conformance with the requirements of the Plats Act, of this Manual and for recording by the County Recorder.
Major Plat	The division (or consolidation) of a lot or block which does not meet the criteria for an administrative or minor plat of subdivision.
Minor Plat	The division (or consolidation) of a lot or block of less than one acre which does not meet the criteria for an administrative plat but which does not include any new streets, extensions of existing streets, or easements of access and which consists of the division of land into four or less lots.
Pre-Application Plat	A drawing indicating the proposed layout of a subdivision in sketch form exhibiting sufficient detail to provide adequate basis for review, discussion, and classification as set forth in this Manual.
Preliminary Plat	A map and data showing all requisite details of a proposed subdivision submitted to the Village for purposes of

preliminary plat approval, prepared in conformance with the preliminary plat requirements of this Manual.

Plat of Resubdivision

A change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use, or any lot line; or if it affects any map or plat legally recorded prior to the adoption of any regulations controlling subdivisions.

Plat, Condominium

Condominium plat means a plat or plats of survey of the parcel and of all units in the property submitted to the provisions of the Condominium Property Act of the Illinois Revised Statutes, which may consist of a three (3) dimensional horizontal and vertical delineation of all such units.

Plats Act

765 ILCS 205.

Ponding

The creation of pockets or depressions which have no surface drainage provided, and which in the event of a failure on the part of inlets or storm sewers will contain standing water. That portion of surface waters which are flowing will not be considered as ponding.

Project

All of the various parts of proposed construction submitted to the Village Engineer for approval.

Public Agency

Any public agency created by authority of the State of Illinois or the Federal Government.

Public Reservation

A portion of a subdivision which is set aside for public use and held available for public acquisition.

Public Street, Accepted

Any street which has been officially accepted by the Board of Trustees of the Village of Lombard, or by any other designated public body for the purpose of maintenance and operation.

Registered Engineer

An engineer currently licensed and registered in the State of Illinois.

Registered Surveyor

A surveyor currently licensed and registered in the State of Illinois.

Release Rate

The controlled rate at which storm water is released from a storm water holding reservoir.

Restrictive Covenant	A restriction on the use of land usually set forth in the deed.
Retention Basin or Pond	A pond, pool, or basin used for the permanent storage of storm water runoff.
Right of Access	The legal authority to enter or leave a property.
Right-of-Way	A strip of land dedicated to the public and occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use. The usage of the term "right-of-way" for land platting purposes shall mean every right-of-way hereafter established and shown on a final plat and shall be separate and distinct from the lots or parcels adjoining such right-of-way, which are not included within the dimensions or areas of lots or parcels. Right-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.
Right-of-Way, for Improved (Improved Street):	A dedicated, public right-of-way that has been improved for public access purposes and includes street pavement, curbs, storm gutters, and storm sewers.
Right-of-Way, for Underimproved (Underimproved Street):	A dedicated, public right-of-way that has been improved for public access purposes with street pavement but which does not include curbs, storm gutters, and/or storm sewers.
Right-of-Way, Unimproved (Paper Street):	A dedicated, public right-of-way that has not been improved for public access purposes.
Right-of-Way Width, Street	The distance between property lines. The distance shall be measured at a right angle to the center line of the street.
Roadway	A portion of the street available for vehicular traffic, situated between the curb or combination curb and gutter lines.

Screening	A structure erected or vegetation planted for the purpose of concealing from view the area behind it.
Setback	The minimum horizontal distance between the street right-of-way line or front line and/or corner side lot line of a lot and the nearest wall of a building or structure adjoining such right-of-way.
Shrubbery	A group of low, usually several-stemmed woody plants.
Sidewalk	The paved surface or leveled area, parallel to and usually separated from the street, used as a pedestrian walkway.
Slope	The degree of deviation of a surface from the horizontal, usually expressed in percent or degrees. Slope ratios are denoted as horizontal distance to vertical distance.
Soil and Water Conservation District	The Kane-DuPage Soil and Water Conservation District.
Standard Specifications	Refers to the Standard Specifications for Road and Bridge Construction, State of Illinois, Department of Transportation, Current Edition, as well as, Water and Sewer Main Construction in Illinois, Current Edition.
Storm Water Holding Reservoir	A reservoir for the temporary storage of storm water.
Street	<p>An improved public right-of-way or easement which affords a primary means of vehicular access to abutting property, whether designated as a street, avenue, highway, road, boulevard, lane, throughway, or however otherwise designated, but which does not include driveways to buildings. The following street types are based on the functional classification for the Village.</p> <p>(a) Expressway. Any highway designated by the State and local government for purposes of cross country traffic.</p> <p>(b) Major Arterial. Streets used primarily to carry the heavier traffic pattern providing continuity throughout the contiguous urban area.</p> <p>(c) Collector Street. A street used primarily to carry traffic from minor streets to primary or arterial streets.</p>

(d) **Local Non-residential Street.** A street wholly within a non-residential zoning district and used primarily to provide access for non-residential uses.

(e) **Frontage Road or Marginal Access Street.** A street paralleling, adjacent to, or within the right-of-way or a major thoroughfare which provides access to abutting properties and limits access to the major thoroughfare.

(f) **Local Street.** A street of limited continuity used primarily for access to abutting properties and the local needs of the neighborhood or subdivision.

(g) **Cul-de-sac Street.** A minor street having one end open to traffic and being permanently terminated at the other end by a vehicular turn-around.

Street Classification Plan

The part of the Comprehensive Plan which sets forth the location, alignment and dimensions of existing and proposed streets.

Street, Private

Any road that is used for access and circulation and for which the ownership and maintenance responsibility is borne by a private owner or association.

Street, Public

Any major, collector, or local street which is shown and dedicated on a plat for public use and for which the ownership and maintenance responsibility is borne by the Village or other public agency.

Structure

An improvement upon land, other than the land itself, the use of which requires more or less permanent location on the ground or attachment to something having a permanent location on the ground, including, but not limited to, buildings, fences, free-standing signs, patios, and parking areas.

Subdivider

Any person or other legal entity holding legal title or equitable interest in land, recorded or unrecorded, who commences proceedings under this Ordinance to effect development or subdivision of land.

Subdivision Design Standards

The basic land planning regulations established as criteria for the preparation of plats.

Surface Flow-ways	A surface drainage channel meeting certain specific criteria as established in this Manual for the surface movement of storm water.
Surveyor	The individual responsible for the preparation of a Plat of Annexation, Plat of Subdivision , plat of consolidation, plat of survey, vacation or Resubdivision, or a Plat of Easement. This individual shall be registered and licensed by the State of Illinois.
Tract	An area, parcel, site, piece of land, or property which is the subject of a development application.
Tree	A woody perennial plant exceeding ten (10) feet in height at maturity and having a single main stem trunk.
Unit	Unit means any part of the property designed and intended for any type of independent use.
USGS	The abbreviation for United States Geological Survey.
Village	The Village of Lombard, DuPage County, Illinois.
Village Board	The President and Board of Trustees of the Village of Lombard, Illinois.
Village Clerk	The Village Clerk of the Village of Lombard, Illinois.
Village Collector	The Director of Finance of the Village of Lombard, Illinois, or the Director's duly authorized representative.
Village Engineer	The Village Engineer of the Village of Lombard, Illinois, or the Village Engineer's duly authorized representative.
Village Manager	The Village Manager of the Village of Lombard, Illinois or the Manager's duly authorized representative.
Walkway, Public	A right-of-way dedicated for the purpose of pedestrian access (to be improved with a sidewalk pursuant to the Ordinance) and located so as to connect two (2) or more streets, or a street and a public land parcel.
Watershed	That land area from which all runoff rainfall would eventually reach the point in question by flowing over the surface of the ground or through existing improvements.

Zoning District

A specifically delineated land area within the Village of Lombard, Illinois as specified on the Zoning Map, within which regulations and requirements uniformly govern the use, placement, spacing, and size of land and buildings.

**SECTION 100.03
SCOPE**

The review and approval of contract documents for certain types of improvements is also the legal responsibility of various other public agencies in addition to the Village. This Manual is not intended as a substitute for the requirements of such other public agencies. It shall be the Design Engineer's responsibility to see that the proposed contract documents meet the legal requirements of all other public agencies and that any and all permits and bonds required by such agencies are secured.

**SECTION 100.4
PRE-DESIGN CONFERENCE**

It is recommended that prior to the development of detailed plans the Design Engineer meet with the Private Engineering Services Division to review Village requirements and the proposed project. The request for this preliminary meeting, if desired, shall be instituted by the Design Engineer.

**SECTION 100.05
PLAN PREPARATION REQUIREMENTS**

All plans submitted for approval shall bear the name of the Design Engineer, his signature, and the imprint of his seal. Plans should be drawn on sheets 24" x 36", or smaller, with minimum text height of 0.1 inches. Plans shall be clear and legible. They shall be drawn to a scale which will permit all necessary information to be plainly shown, and to a scale that is scalable with an engineer's scale (i.e. 1"=10', 20', etc.). All elevations shall be referenced to U.S.G.S. datum and benchmarks shall be noted on the Plans. Materials to be used, (for example, ductile cast iron pipe or reinforced concrete culvert pipe), shall be indicated on the drawings. All proposed improvements and all existing municipal and privately owned utilities shall be shown in both plan and profile. All utility easements shall be shown on the plans. When the proposed project includes storm sewers, and is intended to serve a Development, the plans shall include a map or maps showing the existing topography and a finished grading plan for the entire Development. The Private Engineering Services Division may require that the topography of adjacent properties be shown, up to a distance of one-hundred (100) feet.

**SECTION 100.06
SPECIFICATION REQUIREMENTS**

Technical specifications shall be complete in and of themselves, except that appropriate specific sections of the most recent edition of the "Standard Specifications for Road and Bridge Construction", as published by the Department of Transportation, State of Illinois, and the various standard published material specifications prepared by associations such as the "American Society for Testing and Materials" and the "American Water Works Association" may be incorporated by reference.

The specifications shall include, but not be limited to, all information not shown on the drawings which is necessary to establish in detail the quality of materials and workmanship required in the project, allowable infiltration and other parameters for testing the various parts of the project, and instructions for testing material and equipment.

The specifications shall include a clause that all work shall be guaranteed by the Contractor to be free from defects in workmanship and materials and in conformance with the approved plans and specifications, and that the Contractor shall replace or repair any work or material found to be defective upon written notice from either the Design Engineer or the Private Engineering Services Division for a period of twenty-four (24) months from date of written acceptance by the Private Engineering Services Division of that portion of the total project which the contractor concerned has contracted to complete.

SECTION 100.07 DESIGN COMPUTATION REQUIREMENTS

Design computations shall be made by the Design Engineer for all aspects of the project when such computations are required in the opinion of the Private Engineering Services Division to ensure the adequacy, stability and safety of the work. Said computations shall be neat and legible and in a form that can be readily followed and understood by a competent engineer, experienced in the field. Said computations will include but not necessarily be limited to the following:

- Detention/Retention Reservoir Capacity Design
- Fire Flow Determination and Water Main Sizing
- Storm Sewer System Design, including Hydraulic Gradient
- Storm sewer inlet capacity calculations
- Sanitary Sewer Design
- Structural Strength Design for Conduits

Design computations shall be signed and sealed by the responsible Professional Engineer or Structural Engineer (as appropriate) licensed to practice in the State of Illinois.

SECTION 100.08 ESTIMATE REQUIREMENTS

The Design Engineer shall prepare a detailed estimate of the cost of the work, categorized to show the various construction elements of the work, including engineering costs as a separate item, itemized in such a fashion as to make possible a comparison of the estimated cost with actual cost encountered for similar work in the past. The estimate of cost shall be presented in a format acceptable to the Private Engineering Services Division.

SECTION 100.09 OTHER PERMIT APPLICATIONS AND APPROVALS

Other governmental agencies may review and approve for construction all or certain parts of the work included in a project and may require a permit or application for a permit for such work. They may also require that such a permit or application for a permit be executed by the Village. When such a permit or permit application is required it shall be prepared, ready for signatures, by the Design Engineer.

SECTION 100.10 DOCUMENT SUBMISSION AND PROCESSING

Documents requiring Village approval shall be submitted by the Design Engineer to the Private Engineering Services Division, with a letter of transmittal tabulating the items being submitted. The documents to be approved and the number required by the Village is set out below. The Design Engineer, shall add to the documents the quantity he would like returned to him, marked “approved” on their face, or, in the case of permit applications, executed by the Village for submittal to other agencies.

The submittal shall be made in two parts. The initial submittal shall be made, reviewed by the Private Engineering Services Division, and returned to the Design Engineer prior to the final submittal.

The Village is now accepting digital submittals as an alternative to paper versions for civil engineering plan review. Please note that the format a project is submitted in (paper or digital) will be the format that the approved drawings will be issued in.

Documents, in paper format, included in the initial submittal are as follows:

Plans	6 sets
Specifications	6 sets
Design Computations	6 sets

After completion of the review of the initial submittal, the Private Engineering Services Division will advise the Design Engineer of any items that do not meet the requirements of the Village, either informally or by letter as he may elect, or by letter if requested by

the Design Engineer. The Design Engineer may then revise the documents and make the final submission.

Documents, in paper format, in the final submittal shall include the following:

Plans	6 sets
Specifications	6 sets
Engineers Estimate of Cost	2 sets
Permit Applications	1 set

When the final submittal meets Village requirements, the Private Engineering Services Division shall transmit its recommendation concerning the same to the Village Manager for transmittal to the Board of Trustees for final approval.

SECTION 100.11 APPROVAL PERIOD

Approvals granted shall be applicable for a period of 12 months from the date of final approval. If construction is not commenced within said twelve (12) months the approval will be void. Reactivation of such voided approvals will require a written request for extension which will be considered with due consideration for any new requirements that may have been established by the Village in the interim.

SECTION 100.12 GUARANTEE BY DEVELOPER

Where proposed work is being constructed by a Developer, the Developer shall guarantee that all work in the project shall be free from defects in workmanship and materials and in conformance with the approved plans and specifications and shall agree to have replaced or repaired, at his expense, any work or material found to be defective or not in conformance with the approved plans and specifications upon written notice from the Private Engineering Services Division. The guarantee period shall extend for twenty-four (24) months from the date of initial acceptance by the Village as described in Section 100.17.

SECTION 100.13 FEES AND DEPOSITS

Prior to the Private Engineering Services Division submitting its recommendations under Section 100.10 to the Village Manager and prior to the signing of any Final Plat, the Developer shall cause to be delivered to the Village all fees, deposits, agreements and guarantees in accordance with the Municipal Code and this Manual.

Such fees, deposits, and guarantees shall include but are not limited to the following:

- Plan Review Fee: in the amount of 1% of the approved estimated cost of construction plus \$500.00 per Section 36.21 (K) of the Municipal Code.
- Inspection Fee: in the amount of 3% of the approved estimated cost of construction per Section 36.21 (K) of the Municipal Code.
- Construction Surety: in the amount of 115% of the approved estimated cost of construction of the proposed improvements, including storm water holding reservoirs, per Section 29-503 (c) of the Municipal Code.
- Improvement Guarantee: for all improvements per Section 29-503 (b) of the Municipal Code.
- Indemnity Bond: in the amount of \$10,000.00 per Section 20-106 (b) of the Municipal Code.
- Water System
Capital Improvement Fee: in the amount scheduled in Section 21-311 of the Municipal Code.

In addition to the above, for land heretofore not annexed to the Village, when land has not borne any of the costs of installation of a public water or sewer system, the facilities of which are to be used by such land, the Developer shall pay connection fees as described in Chapter 29, Article VI of the Municipal Code.

SECTION 100.14 REVISIONS TO APPROVED PLANS AND SPECIFICATION

Any deviations from approved plans or specifications affecting capacity, stability or operation of the system shall be approved in writing by the Private Engineering Services Division before such changes are made. Minor changes not affecting capacity, stability, or operation of the system will not require formal approval but must be approved by the Development Services Inspector.

When the deviation involves an easement (for example, location of a conduit that is required to be centered in an easement) the plat may need to be amended prior to the approval of the deviation.

SECTION 100.15 AS-BUILT PLANS

Reproducible As-Built Plans, which shall be plans clearly showing all improvements as actually constructed, including any and all changes from the approved plans, shall be submitted to the Private Engineering Services Division prior to the expiration of the twenty-four (24) month guarantee period described in Section 100.12 and prior to the preparation of the final punch list. The As-Built Plans shall be based on independent measurements for both horizontal and vertical dimensions, made after the completion of the work. Requirements of as-built plans are available in Chapter 700 of the Specification Manual.

SECTION 100.16 EXISTING FACILITIES

Plans and specification shall provide for the continuous operation of existing facilities without interruption during construction, unless otherwise specifically authorized by the Private Engineering Services Division.

SECTION 100.17 PROJECT COMPLETION AND INITIAL ACCEPTANCE

Following the completion of the work the Design Engineer shall initiate the preparation of the Certificate of Approval and Initial Acceptance, as shown in Exhibit A. (Blank forms are available from the Private Engineering Services Division.) The Design Engineer shall prepare six copies, completing the Project Description section and the Design Engineer's Certification. He shall then deliver all six copies to the Private Engineering Services Division. When the as-builts have been submitted and approved and the completed construction meets the Private Engineering Services Division's requirements, three copies shall be returned to the Design Engineer.

SECTION 100.18 FINAL PROCESSING AND ACCEPTANCE

Prior to the expiration of the twenty-four (24) month guarantee period described in Section 100.12, the Private Engineering Services Division, the Contractor and the Design Engineer shall make a final inspection of the completed work. The Private Engineering Services Division shall then prepare a final Punch List, itemizing all items not meeting the requirements of the approved plans and specifications. The Design Engineer shall prepare six (6) copies, completing the Project Description section and the Design Engineer's Certification. He shall then have the Developer's Certificate completed and deliver all five copies to the Private Engineering Services Division. When the Items on the Punch List are corrected to the satisfaction of the Private Engineering Services Division, he shall sign the Certificate of Approval and Final Acceptance and return three copies to the Design Engineer.

SECTION 110.19

WAIVER OF MANUAL REQUIREMENTS

Where conditions so warrant, the President and Board of Trustees of the Village of Lombard, after a hearing, may waive any of the requirements of this Manual.

SECTION 110.20 SAFETY REQUIREMENTS

All requirements of other governmental agencies, including the federal government, relative to safety shall be complied with.