



Lot Grading Review and Inspection Request **Information**

Date: 09/29/2021 (ST)

To: Builders/Developers/Owners;

In an effort to lower costs associated with your required submissions for final occupancy, we would like to notify you of a change to our Final Grading Submission procedures.

With regards to the final grading submissions that are required for Single Family, Multi-Family, Multiunit Commercial construction, please be advised of the following changes:

All submissions of the required final grading will now be made electronically to the offices of the City of Aurora Engineering Division, at the following email address:

EngGenMail@aurora.il.us

Your submissions format must follow guidelines taken from our City Code of Ordinances (Sec. 43-13.) and Standard Specifications for Improvements (*B. Occupancy Permits*)

Submissions must also indicate (-“*1st Time Submission*” or “*Re-Submission*” and (Permit #) in the ***subject line of your email***. This impacts the way in which we process the information and will affect your review time if omitted. **Please also be sure to include the building permit number and address for the property.**

For Example- Submit Line : 1st Time Submissions or Re-Submissions (Permit # 2021-XXXXX).

1. Attached a signed and sealed PDF of the as-built lot grading plan sheet)

The following information is provided as a courtesy to assist you with your submissions.

Please remember that your submission of the final grading is our trigger to schedule the 2, concurrent inspections that will take place for your property. 1. The final grading review. 2. The final lot inspection. Result status of these inspections can be obtained by utilizing your building permit number at our main web link shown below within 5-7 working days of your submission to Engineering:

<https://coagov.aurora-il.org/Click2GovBP/index.html>

Click on the “Select Application/Permit” option in the upper left part of the screen and enter the specific permit number to find results under the “Inspection Status” link (left side of screen). Now, click on the “blue” link (center results table) titled “Eng” for results of these 2 inspections.

Regarding failures and notifications:

Grading failure notifications will only be sent to the engineering or surveying firm that generated the submission. Electronic resubmissions should not take place until all issues detailed in our review comments have been properly corrected and verified in the field by the surveyor or engineer. The **electronic** resubmission should be accompanied by a letter that addresses each comment correction. The builder can find failed grading status via the on-line result system detailed above.

Lot inspection failures result in the assessment of fines which must be paid before we will be able to schedule a re-inspection. Details of the lot inspection failure are only available via our on-line result system detailed above. The builder is responsible for obtaining these results, correcting all failed items and sending written notification (email is acceptable), to this office stating that all outstanding work has been completed and requesting a re-inspection.

The last included document details our “**lot inspection criteria**”. This is provided to assist you in understanding what we are looking for when we come out to perform the required lot inspection. By using this criteria, you can greatly increase the chances of passing the lot inspection and reducing the costs associated with reinspection fees, and review cycles.

Please contact Cassie Armin with the City Engineering Division/Construction Group at 630/256-3222 or by email at: ArminC@aurora.il.us if you have any questions.

SECTION VI. INDIVIDUAL LOT IMPROVEMENTS AND INSPECTION

A. PREREQUISITES FOR BUILDING PERMITS FOR A LOT WITHOUT A MASTER GRADING PLAN

These standards detail requirement (2) of subsection (a) of Section 12, of Article 1 of Chapter 43; Titled "Prerequisites to building permits."

In cases where a lot has no approved master grading plan, a proposed grading plan with the following information must be provided.

1. Show proposed elevations for the subject lot at all lot corners and proposed break points. Also show drainage arrows indicating the direction of flows to some positive outlet, i.e., a storm inlet drainage swale, or the street. Elevations at the point of outlet are required. Additional elevations may be required to verify that drainage directed offsite has a positive outlet as defined above.
2. Show proposed Top of Foundation elevations for the subject lot with said elevation being a minimum of 2 feet above the existing top-of-curb, or crown of road if no curbing exists. For structures adjoining a defined or undefined drainage way, the lowest opening shall be 1 foot above the 100 year flood elevation and shall be 2 feet above the 100-year flood elevation when the tributary area is greater than 20 acres. For lots adjacent to lakes, ponds, etc., basement floors will be 2 feet above Normal Water Level. In any event, conformance with City of Aurora Stormwater Ordinance is required if applicable.
3. Locate and display all existing or proposed utility structures, sidewalks, decks, driveways, handicap ramps, etc.
4. Lot line drainage slopes are to be a minimum of 2%, unless otherwise approved by the City Engineer.
5. Show existing Top of Foundation, (T/F) elevations on all adjacent foundations.
6. All elevations are to be related to NAVD 1988 datum.
7. Include the builder's name, address, and phone number on the plan. The plan shall be no larger than 11 inches by 17 inches.
8. The plan must be prepared and sealed by an Illinois licensed Land Surveyor, or an Illinois licensed Professional Engineer.
9. The following note may be required in some cases. "All hard surface drainage from sump pumps, driveways, downspouts, etc. shall be directed and drained to the streets."

B. OCCUPANCY PERMITS

The following standards detail the requirements of 2 of subsection (a) of Section 13 of Article 1 of Chapter 43; titled "Prerequisites to occupancy permits."

1. The builder's name; Subdivision Unit number and name, lot number, and the lot's common street address;
2. The elevation of the Top of Foundation, hereafter known as the "foundation elevation," at the time of survey and proposed foundation elevation as shown on the approved proposed grading plan. This elevation shall be acceptable when falling

within a standard of up to 6 inches high or 1 inch low compared to the approved proposed foundation elevation for that lot; and further, any structure with foundation elevations not in accord with these standards shall require a revised individual lot grading plan to be prepared subject to the approval of the City Engineer, who shall approve of same only if the changes made will not adversely affect stormwater management;

3. The location of the principal structures on each building site;
4. The proposed and existing lot elevations and drainage flow arrows;
5. The existing finished grade elevations at the corners of each structure;
6. The proposed and existing elevations of all drainage break points within the building site;
7. The existing slope, measured by percentage, of all drainage swales;
8. The location and elevations of the public sidewalk;
9. The existing location and elevation of every utility structure on the building site and in the public right-of-way adjacent thereto, including but not limited to, buffalo boxes, valve boxes, fire hydrants, catch basins, manholes, and inlets;
10. The seal and signature of an Illinois licensed Land Surveyor, or Professional Engineer, affixed thereto and containing the following certification statement:

"The final grading of this lot has been completed in substantial conformance with the approved proposed grading plan and in accordance with the standards established by the City of Aurora Standard Specifications for Improvement; the top of foundation elevation is within the acceptable standard and every exposed utility structure has been adjusted to finished grade."

These standards detail requirement 4 of subsection (a) of Section 13 of Article 1 of Chapter 43; titled "Prerequisites to occupancy permits."

1. Sanitary Manhole Storm Manhole, Inlet, Catch Basin, Valve Vault, and Clean Out

Checked for cleanliness (no construction debris or erosion material); rings not shifted, (all rings and frame must be concentric); sealant between rings; not covered with dirt or sod. Covers must have appropriate marking stamped on the lid. Inspector will lift cover to inspect rings. Structure must be adjusted to finished grade.

- a. Sanitary Manhole covers must have a gasket and be of the concealed pickhole style.
- b. Storm Manhole covers should be of the concealed pickhole style.
- c. Storm Inlets with fabric left in the inlets to assist in erosion control may be left in place until the last lot bordering the inlet is developed. This determination will be at the Inspector's discretion.
- d. Clean Outs will be checked to insure that the sump discharge is connected.

2. Water Valve

Checked to ensure that the sleeve is intact, straight, and that the vault or box has the appropriate cover with the appropriate wording. For valves on public water mains, "CITY OF AURORA" shall be cast in the lid. For vaults on water services, "WATER" shall be cast in the lid. Valve shall be visible and straight. The Inspector will key the valve and ensure that the sleeve is adjusted to finished grade. If the valve is located between the sidewalk and curb, the Inspector will use a straightedge from the sidewalk to the top-of-curb to determine the finished grade line.

3. Fire Hydrant

The City of Aurora Standard Specifications for improvements states that the centerline of the pumper nozzle "shall be 22 to 24 inches above the finished grade line." This means that the breakaway flange should be 1 to 3 inches above the finished grade. The hydrant shall be vertical with the two smaller pumper nozzles parallel to the back-of-curb and the steamer nozzle shall face the roadway or parking lot. The auxiliary valve for each hydrant will be inspected in the same manner as described for "Water Valve" above.

4. Water Service Buffalo Box

Will be visually inspected for damage, and to insure that the appropriate cap is unbroken, connected to the sleeve, and that the access plug in the cap unscrews independently of the cap. The inspector shall only use a straight key to determine B-Box serviceability. The top of the B-Box must be at finished grade. The builder must adjust the B-Box to finished grade if the inspection occurs prior to the placement of sod. The box must be straight and allow the key to move freely in the sleeve.

5. Curbs

Checked for cracks and gouges that constitute a defect, impedes proper drainage, or accelerates surface deterioration. Curb cuts not used must be replaced with the appropriate curb and gutter. Curbs must be clean for the inspection. Patching is not acceptable.

6. Walks and Driveways

Same as "Curbs" above. All chipped and cracked sidewalks and drive approaches will be replaced; patches are not acceptable. Sidewalks are considered "chipped" and require replacement if the chips or gouges are greater than 1.5 inches in diameter or 1/2 inch deep. All handicap ramps must be finished with the proper pattern. The repair of structures located in sidewalks or driveway/drive approaches requires replacement of the entire section affected. Cutting or patching around the structure is not acceptable. Likewise any damage done to previously approved sidewalks or driveways in the replacement of chipped portions will be the builder's responsibility to correct.

7. Grading

A visual inspection will be made to determine the condition of the grade and if any gross problems with the drainage seem likely. The builder is responsible to ensure that no structure subject to inspection is covered either by soil or sod.

These standards detail item (i.) of paragraph (a.), and item (ii.) of paragraph (a.) of requirement (6.) of subsection (a) of Section 13 of Article 1 of Chapter 43; titled "Prerequisites to occupancy permits."

Bonding amounts for incomplete work.

1. Final grading and as-built plan preparation \$2,000
2. Lot inspection item \$1,500
3. Both (1.) and (2.) \$3,500
4. For any commercial/industrial site \$5,000 (for preparation and completion of site record drawings)
5. For any Multi-Family building \$1,500/Unit*

*All units in a building must be bonded at the time first temp is requested.