



## GENERAL GUIDE FOR QUICK START GRADING OR INFRASTRUCTURE PERMIT

### **Requirements:**

Work on the required land improvements shall not commence until approval of the final plat by the City Council unless the City Council specifically authorizes the issuance of a “Quick Start” Grading or Infrastructure Installation Permit. The final plat will not be submitted to the Plan Commission, and subsequently to the City Council for approval, until after the plans and specifications for the required land improvements have been approved by the Senior Civil Engineer. However, the City Council may, within its reasonable discretion, authorize the issuance of a “Quick Start” Grading or Infrastructure Installation Permit to allow the construction of infrastructure or earth moving prior to the City Council’s approval of the final plat. See, Section 6.04.B.1 of the City’s Subdivision Control Ordinance. However, in each such case, the grading or infrastructure authorized which may be installed under a “Quick Start” Installation Permit shall be limited to those particular items which have received final engineering review and approval from the Senior Civil Engineer and are specifically listed on the issued permit. Any work performed pursuant to a Quick Start Permit is done at the applicant’s sole risk – issuance of a Quick Start Permit in no way guarantees any other approvals necessary for the project.

### **Final Engineering Review and Inspection Fee:**

The applicant is responsible for the City’s cost of reviewing all plans and supporting Final Engineering documentation and inspecting the installation/construction of required public improvements. Upon City approval of the applicant’s Engineering Opinion of Probable Construction Costs, the applicant shall pay to the City of Warrenville a fee for the City’s review of those costs computed in accordance with the following table:

#### Estimated Cost of Required Public Improvements:

#### Review and Inspection Fee:

Less than \$2,500:	7% of estimated cost; but not less than \$150.00
\$2,500 to \$10,000:	6% of estimated cost, but not less than \$400.00
\$10,000 to \$25,000:	5.5% of estimated cost, but not less than \$1,000.00
\$25,000 to \$50,000:	5% of estimated cost, but not less than \$1,500.00
\$50,000 to \$100,000:	4.75% of estimated cost, but not less than \$3,000.00
\$100,000 to \$200,000:	4.5% of estimated cost, but not less than \$5,000.00
\$200,000 or more:	4.25% of estimated cost, but not less than \$10,000.00

The applicant shall pay this fee before any action, whether approval or disapproval, shall be taken by the City on its Final Engineering plans. The fee for a “Quick Start” Grading or Infrastructure

Installation Permit shall be assessed as a 15% surcharge to the normal Final Engineering Review and Inspection Fee associated with the improvements approved for installation under the “Quick Start” Permit and as computed in accordance with the table outlined hereinabove. The minimum fee for any “Quick Start” Permit shall be \$500.00.

**Stormwater Management Inspection Fee:**

The applicant is responsible for the cost of stormwater management inspection fees. Upon City approval of the applicant’s Engineering Opinion of Probable Construction Costs for Stormwater Management, BMPs and Erosion Control, the applicant shall pay to the City of Warrenville a fee for the City’s review of those costs computed in accordance with the following:

- For subdivisions and non-residential properties of 3 acres or less: \$500.
- For subdivisions and non-residential developments over 3 acres in size: \$500 plus 2.5% of the approved Engineer's Estimate of Cost of the Stormwater Management, BMP, and erosion control improvements. In the event the fee is exhausted as a result of actual review & inspection requirements, the City will require an additional amount to be submitted.

**Development Security:**

A security guaranteeing completion of public improvements required by Section 6.08.A.2 of the Subdivision Control Ordinance is required. The security can be a Cash Bond, Letter of Credit, or Performance and Payment Surety Bond in an amount equal to one hundred ten percent (110%) of the estimated cost to construct the required public and stormwater management improvements covered under the “Quick Start” permit.

## **SPECIFIC INSTRUCTIONS FOR QUICK START** **GRADING OR INFRASTRUCTURE PERMIT**

1. The permit shall authorize only grading or infrastructure work that has received final approval of the Senior Civil Engineer and are specifically listed on the issued permit.
2. Required Application Submittal to Community Development Department Include:
  - a. Quick Start Permit Application  
(<http://www.warrenville.il.us/DocumentCenter/View/9197>)
  - b. Stormwater Management Certificate Application  
(<http://www.warrenville.il.us/DocumentCenter/View/5107>)
  - c. Building Department Construction Permit (for contractor information)  
(<http://www.warrenville.il.us/DocumentCenter/View/8768>)
  - d. Two (2) printed copies of the Stormwater Management Reports
  - e. Five (5) printed sets of Final Engineering Plan showing applicable utility, stormwater management, and drainage work
  - f. Five (5) printed sets of Plat of Easement showing applicable easements
  - g. Five (5) printed copies of the Engineering Opinion of Probable Construction Costs for Required Public Improvements to be constructed under requested Quick Start Permit
  - h. PDFs of all submitted items
3. The Quick Start Permit will not be issued until the following items have been obtained/completed:
  - a. FEMA's issuance of a Conditional Letter of Map Revision (if required)
  - b. IEPA's issuance of a wastewater permit (if required)
  - c. IEPA's issuance of a public water supply permit (if required)
  - d. IEPA's issuance of NPDES permit
  - e. DuDOT issuance of permit (if required)
  - f. IDOT issuance of permit (if required)
  - g. Payment of Final Engineering Review and Inspection Fees and applicable Quick Start permit surcharge
  - h. Payment of Stormwater Management Inspection Fees
  - i. Payment of Sanitary Connection Fees for additional sanitary sewer capacity from Naperville (applicable to specific developments in Cantera)
  - j. Posting of Development Security
  - k. Approval and Execution of Plat of Easement for public improvements and stormwater management basins (if required)
4. No work shall begin prior to the City's issuance of a Quick Start Site Development Permit (infrastructure) and/or Quick Start Stormwater Management Permit (grading).

5. The applicant shall comply with the project closeout requirements/procedures outlined in the attached "City of Warrenton Final Acceptance Requirements Close-Out Procedure" (Attachment A).
6. The applicant recognizes that additional zoning and plat approvals for the project have not yet been authorized by the City Council and that any grading and infrastructure work performed by the applicant pursuant to the Quick Start Permit is at the applicant's sole risk. Issuance of a grading or infrastructure permit pursuant the Quick Start process in no way guarantees any other zoning or plat approvals necessary for the project will be granted.

**ATTACHMENT A:  
CITY OF WARRENVILLE FINAL ACCEPTANCE REQUIREMENTS –  
CLOSEOUT PROCEDURE**

When all of the work associated with a development in the City of Warrenville has been completed, the following closeout procedures must be followed:

1. The Developer shall send a written request for final inspection to the City. Submission of the request presupposes that all work has been completed, including any bituminous surface course, roadway striping, signage, landscaping, lighting, and traffic signals, which are part of the development. If seed was placed in lieu of sod, a healthy stand of grass must be established.
2. The City's Senior Civil Engineer, in conjunction with the City Public Works Department, Community Development Department, and Consulting City Arborist, will conduct a Final Inspection of the improvements. The City's Senior Civil Engineer, the Community Development Department, and the Public Works Department will then, either separately or jointly, send a written Punch List to the developer, outlining all remedial work, which must be completed.
3. When all Punch List work has been completed, the developer shall contact the City's Senior Civil Engineer, Community Development Department, Public Works Department, and Consulting City Arborist to request a re-inspection. If all Punch List items have been satisfactorily resolved, the City's Senior Civil Engineer will send the developer written confirmation that all work is acceptable.
4. The developer shall submit three (3) paper copies and one (1) electronic PDF set of As-Built Plans of the completed improvements to the City for review and approval. The As-Built Plan shall be prepared, signed, and sealed by a registered Land Surveyor or Professional Engineer and shall include (but not limited to) the following information:
  - a. Sanitary Sewers: The plan shall show as-constructed rim and invert elevations of all manholes and the as-constructed location of all sewer mains and sewer services.
  - b. Storm Sewers: The plan shall show as-constructed rim and invert elevations of all new manholes, inlets, catch basins and flared end sections, and the as-constructed location of all sewers.
  - c. Water Main: The plan shall show as-constructed rim elevations of all valve vaults and the as-constructed locations of all water mains and water services, including b-boxes.
  - d. Lighting: The plan shall show the as-constructed location of all new light poles, controllers and underground wiring.

5. The Developer shall submit an electronic version of As-Built Plans of the completed improvements in CAD (.dwg) and Adobe (.pdf) formats.
6. The City's Senior Civil Engineer will provide the Developer with written confirmation that the As-Built Plan has been approved after all review comments have been addressed.
7. If any facilities (dedicated streets, water mains, sanitary sewers, lighting, etc.) are to be owned and maintained by the City, the Developer shall deed the improvements over to the City by means of a Bill of Sale or other instrument acceptable to the City's Senior Civil Engineer.
8. After the satisfactory completion of all items listed above, the City's Senior Civil Engineer will recommend that the City accept the improvements.
9. The Developer shall pay/reimburse the City for all outstanding engineering and stormwater management review and inspection costs, and/or landscape inspection costs, the City has incurred over and beyond the amounts covered by the initial fees/deposits that were paid in order to begin work.
10. After the City Council has adopted a resolution to accept the improvements, the outstanding amount of surety may be reduced to the 10% City Surety. The improvements will enter the established maintenance period (usually two years) beginning on the date of the City Council resolution.
11. Any time prior to the conclusion of the maintenance period, the City's Senior Civil Engineer, City Public Works Department and Consulting city Arborist will inspect the improvements and notify the Developer that deficiencies in a timely manner, the City reserves the right to complete the repairs with the funds remaining in the surety.
12. At the conclusion of the maintenance period, and if there are no outstanding issues related to City mandated repairs, the City's Senior Civil Engineer will recommend that the surety be allowed to lapse (refunded in case of cash deposit).

**Please date and sign below indicating your understanding and acceptance of the required procedures.**

**REVIEWED AND ACCEPTED BY:** \_\_\_\_\_  
Signature

\_\_\_\_\_

Print Name

**DATE:** \_\_\_\_\_