



## **VILLAGE OF MORTON - SITE PLAN REVIEW / COMMERCIAL DEVELOPMENT - BUILDING PERMIT CHECKLIST**

Welcome to Morton and thank you for considering our community for your new development. This guide is a summary of Village code requirements and is intended to assist you in providing the documentation necessary to receive a building permit for construction. The Village would like to assist you with your new development. It is recommended that all proposed developments start by an informal meeting with Roger Spangler, Planning and Zoning Officer, and Craig Loudermilk, Director of Public Works, to discuss the requirements of the potential project, including the appropriate zoning for the project's intended use and whether a special use is required within the applicable zoning district.

Contact:

Village of Morton

Roger Spangler: Planning and Zoning Officer

Craig Loudermilk: Director of Public Works

(309)266-5361

[www.morton-ilcode.com/codebook/chapters/Title10.pdf](http://www.morton-ilcode.com/codebook/chapters/Title10.pdf)

All R-3 and R-4 residential, commercial, or industrial uses cannot be permitted without site plan review and approval by both the Planning and Zoning Officer and the Director of Public Works. The purpose of this review and approval is to:

- Minimize adverse effects of any proposed development upon existing uses
- Clarify the concept of a proposed development when seeking local and zoning approvals, and
- Better conserve and enhance the visual environment of the Village

The following is a checklist of items required for formal Building Permit Application:

Site

- Site Plan (three sets), signed and sealed by a licensed Civil Engineer, shall be submitted for review in hard copy, as well as a digital media copy in an ESRI Shapefile, to include property lines of the subject and abutting properties. Also include location of:
  - Existing and proposed utilities and connections to Village utilities.
  - Size of private water service to supply building for both domestic and fire protection system including gallons per minute requirement for water meter sizing.

- BTU loading for building and site natural gas supply to size inlet gas piping and meter.
- Existing storm water drainage conduits and ditches on the subject property and within one hundred feet (100') of the subject property.
- Existing and proposed structures, drives, and parking areas on the subject property and existing structures within one hundred feet (100') of the subject property.
- Proposed site lighting with photometric analysis as required.
- Proposed enclosed dumpster and details.
- Right-of-way width, and street width of abutting streets and alleys.
- Storm water detention plans and calculations, grading/drainage plan with elevations and contours and erosion control plans.
- EPA water and sewer permit applications, as required.
- Dimensioned off-street parking and loading plan meeting VOM requirements including ADA parking space requirements.
- Landscaping and screening plan meeting VOM landscape requirements.
- Sign locations and details.

#### Building

- Architectural Plans, signed and sealed by a licensed Architect, shall be submitted for review in hard copy, as well as a digital media .pdf copy (two sets) including:
  - Building code requirements to be shown on the cover sheet or on a separate sheet bound with the drawings.
    - Egress requirements
    - Occupancy type / mixed occupancy types
    - Construction type
    - Allowable building area / actual building area
    - Fire separations / Fire areas required
  - Dimensioned floor plans of all levels.
  - Building elevation views that illustrate decorative masonry requirements and building height for compliance with Village Ordinances.
  - Project manual if one is provided for the project.
- Energy code requirement COM check submittal.