

## Site Plan Review Checklist for Commercial/Residential R-3 & R-4 Building Permits

The building permit authorizes construction in accordance with applicable requirements of the Morton Municipal Code. The following is a checklist to guide the owner/developer, architect, engineer and contractor in complying with the applicable code requirements for commercial B-1, B-2, and B-3, industrial I-1 and I-2, and residential R-3 and R-4 development.

It is recommended that all proposed projects start with an informal meeting with appropriate staff to discuss the requirements of the potential project including the appropriate zoning for the project's intended use and whether a special use would be required within the applicable zoning district. If you have any questions throughout the building permit process, please contact the Zoning and Code Enforcement Officer, Brad Marks, and/or the Director of Public Works, Craig Loudermilk at (309) 266-5361. For additional information, please review the Morton Municipal Code which is located under the government tab at [www.morton-il.gov](http://www.morton-il.gov).

### **The following items are required as part of the site portion of the building permit application:**

- Site plans (3 sets), signed and sealed by a Licensed Professional Engineer (IL), shall be submitted for review along with a digital media copy in an ESRI Shapefile and shall include the following:
  - Existing and proposed structures, drives and parking areas on the subject property.
  - Right-of-way width and street width of abutting streets and alleys.
  - Existing storm water drainage patterns on the subject property and within 100' of the property line.
  - 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 gpm requirement for water meter sizing.
  - Storm water detention plans and calculations, grading/drainage plan with elevations and contours.
  - Dimensioned off-street parking and loading plan meeting VOM requirements including ADA parking space requirements.
  - Erosion control plan.
  - Proposed site lighting with photometric analysis as required.
  - Sign locations and details.

# Village of Morton

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- EPA water, sewer and NPDES permit applications as required.
- BTU load of the natural gas equipment to be installed. The gas meter shall be included on the site plan.

**The following items are required as part of the building portion of the building permit application:**

- Architectural plans (2 sets), signed and sealed by a Licensed Architect (IL), shall be submitted for review along with a .pdf copy and shall include the following:
  - Building code requirements to be shown on the cover sheet or on a separate sheet within 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.