

SPECIAL NOTICE

**FINAL GRADE SURVEY ORDINANCE
REQUIREMENTS**

PLEASE COMPLETE THE ATTACHED FORMS. RETURN THE ATTACHED FORMS ALONG WITH THE TOPOGRAPHIC SURVEY TO THE VILLAGE OF NEW LENOX BUILDING DEPARTMENT PRIOR TO THE FINAL OCCUPANCY INSPECTION.

NOTE: THESE FORMS ARE NOT TO BE REPRODUCED. CONTACT THE VILLAGE OFFICE IF REPLACEMENT FORMS ARE NEEDED.

UPDATED 03-01-2017

**FINAL GRADING SURVEY SUBMITTAL
BUILDING DEPARTMENT FILE**

**PLEASE BE ADVISED THAT ALL FINAL GRADE DOCUMENTS HAVE BEEN
SUBMITTED TO THE VILLAGE OFFICE FOR THE FOLLOWING PROPERTY.**

DATE: _____

LOT# _____ ADDRESS _____

CONTRACTOR: _____

TELEPHONE: _____ FAX _____

PLEASE FORWARD THIS PAGE TO BUILDING DEPT.

**PLEASE COMPLETE AND ATTACH THIS FORM TO FINAL GRADE DOCUMENTS
BEFORE SUBMITTING**

**FINAL GRADE CERTIFICATION
CHECKLIST**

DATE: _____

PROPERTY ADDRESS: _____ **LOT #** _____

I HAVE SUBMITTED THE FOLLOWING FOR APPROVAL:

TOPO SURVEY _____
SURVEYOR CERTIFICATION _____
HOMEOWNER CERTIFICATION _____

This submittal is for Occupancy approval _____

This submittal is for Bond Release _____

Note: FINAL GRADE Review will not be completed if all paperwork is not submitted.

Contractor Name: _____

Contractor Phone: _____

Contractor Fax : _____

PROPERTY OWNER

**PROPERTY OWNER CERTIFICATION
FINAL GRADING SURVEY AND LANDSCAPING AGREEMENT**

LOT # _____ SUBDIVISION _____

ADDRESS _____

(I/We) _____

do hereby certify that (CHECK ONE)

_____ (I/We) (am/are) the owner(s) of record of the above property.

_____ (I/We) have contracted to have a residence constructed at, and will become the owner(s) of the above property.

(I/We) do further certify that (I/we) have received a copy of the final grading survey for this parcel prepared by _____ and dated _____, including the executed Final Grade Survey Certification.

(I/We) do further certify that (I/we) will maintain the finished grade elevations shown on this survey along the perimeter lines of this parcel, and will, if necessary, provide and maintain erosion control measures until such time as final germination and/or landscaping is developed to stabilize the soil so that the final grade elevations along the perimeter of this lot are not altered, and that failure to correct any said grade that may have been altered is considered a violation of the Municipal Code of the Village of New Lenox.

(I/We) understand that (I/we) are responsible to install landscaping consisting of seed or sod on the entire lot, including the adjacent parkway, not containing other final landscaping material, no later than six months after the issuance of the certificate of occupancy.

BY _____
(Property Owner)

Subscribed and Sworn to me this

_____ day of _____, 20__

(Notary Public)

SURVEYOR

**FINAL GRADING SURVEY
CERTIFICATION**

LOT # _____ SUBDIVISION _____

ADDRESS _____

I _____ AN ILLINOIS REGISTERED

LAND SURVEYOR NO. _____ DO HEREBY CERTIFY:

1. That I have surveyed the vertical elevations shown on this plat.
2. That these elevations are based upon the vertical datum for

(Subdivision)

3. That these elevations were taken on the final grade topsoil.
4. That the elevations shown are a true and accurate result of said survey.
5. That the elevations conform to the approved grading plan for

(Subdivision)

provided to me by _____
(Building Permit Applicant)

COMMENTS: _____

DATED THIS _____ DAY OF _____ 20 _____

Illinois Registered Land Surveyor No. _____

(SEAL)

SUBMITTAL PROCEDURES

When submitting final grade paperwork, **all** documents shall be submitted at the same time. The following list shall be submitted:

1. COVER SHEET –
[FINAL GRADING SURVEY SUBMITTAL BUILDING DEPARTMENT FILE]
2. FINAL GRADE CHECKLIST –
[FINAL GRADE CERTIFICATION CHECKLIST]
3. HOMEOWNER CERTIFICATION –
[PROPERTY OWNER CERTIFICATION OF FINAL GRADING SURVEY]
4. SURVEYOR CERTIFICATION
[FINAL GRADING SURVEY CERTIFICATION]

The attached form shall be used for all **Final Grading Certificates** presented to the Village of New Lenox. This form shall not be reproduced, revised, amended or altered in any way. The COMMENT SPACE is provided to explain those conditions, if any, beyond the control of the builder, whereby the grades do not conform to the approved grading plan.

Example: An existing occupied and landscaped property adjacent to the property being surveyed where matching the existing landscaping is necessitated. The Village staff will consider the comment section for acceptance.

Please note it is not the intention of this survey document to merely indicate the grades of the lot after final grading, but to insure that said final grading follows the approved plan. To that end, surveys that cannot attest that grading conforms to the approved plan should be used to have the lot regraded.

Elevations should be taken on the perimeter of the lot as directed below. Locations of elevations not taken on said perimeter must be dimensioned. Surveys submitted with revisions or alterations to the certificate will be rejected as incomplete.

5. TOPOGRAPHICAL SURVEY

If any of the above documents are omitted, Engineering will reject the request. The documents and the request will have to be resubmitted.

(As a reminder, Final Grade reviews are submitted to Engineering and they are usually completed within 48 hours.)

The checklist will be included with the Final Grade Certification packet, which is attached with each issued permit.