

## **CHAPTER 1: ADMINISTRATIVE PROCEDURES**

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## 1.00 INTRODUCTION

A major portion of publicly owned improvements are initially designed and constructed by private interests. This Manual – called the Manual of Practice – has been prepared to ensure that such improvements result in construction meeting City requirements. It is authorized by the City of Champaign Municipal Code, Section 31-1.08 - Subdivision Regulations.

This chapter explains the processing requirements and procedures required by the Municipal Code. The chapter includes the various documents required prior to, during and after construction in order to accomplish these purposes. The Manual also intends to provide a uniform design criteria for facilities designed for, or directly, by the City.

## 1.01 DEFINITION OF TERMS

The words and terms, whenever they occur in this Manual, are defined herein. Definitions in the Subdivision Regulations shall also apply to the Manual of Practice.

**AASHTO Geometric Design Book:** The most recent edition of the book entitled “A Policy on Geometric Design of Highways and Streets,” published by the American Association of State Highway and Transportation Officials.

**American National Standard Practice for Roadway Lighting:** The “American National Standard Practice for Roadway Lighting” prepared by the American National Standards Institute, published by the Illuminating Engineering Society, most recent edition.

**Approved Plant List:** The list of trees, shrubs and groundcover acceptable by the City Forestry Supervisor for use as street trees or screening required by the Code, as a condition of waiver or by agreement (refer to Chapter 24 of this Manual).

**City Engineer:** The person who holds the position of City Engineer for the City of Champaign or employees who work in the City Engineering Division that report to the City Engineer and are designated to perform the duty referred to.

**Developer:** The person, trust or corporation who develops subdivided land into residential, commercial, industrial, office or recreational development complete with required zoning and infrastructure systems.

**Design Engineer:** The engineer of record, responsible for the preparation of the project plans. The experience and credentials of the design engineer relative to the given project shall conform to the State of Illinois Professional Engineer’s Act.

**Erosion Control Plan:** Plans and specifications prepared by the design engineer, which explain how erosion will be minimized during any soil disturbing process.

**FEMA:** Federal Emergency Management Agency.

**Flood Routing:** The area where water flows when in excess of the capacity in the storm drainage system.

**Highway Standards:** The “Highway Standards” published by IDOT, most recent edition.

**IDOT Construction Manual:** The “Construction Manual” published by IDOT, most recent edition.

**IDOT Design Manual(s):** The “Design Manual” published by IDOT, Bureau of Design, most recent edition. Refer to the Bureau of Design and Environment (BDE) and / or the Bureau of Local Roads (BLR) administration and design manuals as applicable.

**IDOT Drainage Manual:** The “Drainage Manual” published by IDOT, Bureau of Design, most recent edition.

**Illinois Plat Act:** Act 205 of Chapter 765 of the Illinois Compiled Statutes, which regulates the division of land in the State, unless superseded by a local government.

**Internal Circulation System:** An internal system of streets or drives which is located in and designed to serve a development.

**MUTCD:** The “Manual of Uniform Traffic Control Devices” published by the U.S. Department of Transportation, Federal Highway Administration, including the Illinois Supplement, most recent edition.

**Planning Director:** The person who holds the position of Planning Director for the City of Champaign or employees who work in the City Planning Department that report to the Planning Director and are designated to perform the duty referred to.

**Standard Specifications for Road and Bridge Construction:** The “Standard Specifications for Road and Bridge Construction” published by IDOT, Bureau of Design, most recent edition.

**Standard Specifications for Traffic Control Items:** The “Standard Specifications for Traffic Control Items” published by IDOT, Bureau of Design, most recent edition.

**Standard Specifications for Water and Sewer Main Construction in Illinois:** The “Standard Specifications for Water and Sewer Main Construction in Illinois” published jointly by the Illinois Society of Professional Engineers, Consulting Engineers Council of Illinois, Illinois Chapter of the American Public Works Association, Illinois Municipal League and the Associated General Contractors of Illinois, most recent edition.

**Subdivision Regulations, Municipal Code or Code:** Provision or provisions contained in the Champaign Municipal Code, 1985, as amended.

**Street Tree:** Any tree located within a right-of-way that is owned by the City and maintained by the Operations Division of the Public Works Department.

**Traffic Control Plan:** A plan prepared by an engineer which calculates the anticipated on- or off-site traffic impact of a particular development and determines what traffic regulatory improvements, if any, are required to mitigate these impacts.

## 1.02 SCOPE

The review and approval of plans, specifications and contract documents for certain types of improvements is also the legal responsibility of various other public agencies in addition to the City. This Manual is not intended as a substitute for the requirements of such other public agencies. It shall be the Design Engineer’s responsibility to ensure that the proposed plans, specifications and contract documents meet the legal requirements of all other public agencies and that any permits and bonds required by such agencies are secured.

This Manual shall be reviewed from time to time by the City Engineer and Planning Director. Revisions shall be incorporated through the normal process for Administrative Rules as provided for in Section 31-108 of the Subdivision Regulations. The City Engineer shall have

final administrative authority for all chapters; except that the Planning Director shall have administrative authority for Chapters 2 through 5.

**1.03 PRE-DESIGN CONFERENCE**

It is recommended that prior to the preparation of a Preliminary Plat and/or detailed Engineering Plans and Specifications, the Design Engineer should meet with the City Engineer to review City requirements for the proposed project. The Design Engineer is responsible for requesting this preliminary meeting, if desired.

**1.04 DESIGN COMPUTATION REQUIREMENTS**

The Design Engineer shall make design computations for all phases of the project when this Manual requires such computations or when requested by the City Engineer. The City Engineer may request design computations to ensure adequacy and stability of the work and conformance with appropriate standards. Said computations shall be neat and legible and in a form required by this Manual. The computations shall be easily followed and prepared following formats of generally accepted practice. Said computations will include (but not necessarily be limited to) the following:

Submitted with Public Improvement Engineering Plans – Detailed Design Calculations for the following:

- A. Detention Basin Design**
- B. Storm Sewer System Design**
- C. Sanitary Sewer Design**
- D. Flood Routing and Waterway Design**
- E. Bridge, Culvert or Drainage Way Design**
- F. Structural Design Data for Arterial and Commercial / Industrial Collector Street Pavements**

**1.05 OTHER PERMIT APPLICATIONS AND APPROVALS**

Other governmental agencies may review and approve all or certain parts of the work included in a project and may require a permit or application for a permit for such work. They may also require that such a permit or application for a permit be executed by the City. When such a permit or permit application is required, it shall be prepared, ready for signatures and containing all required supporting documentation by the Design Engineer, with sufficient copies for the City to retain one.

**1.06 APPROVAL PERIOD**

Approval of the Public Improvement Engineering Plans and Specifications by the City Engineer shall be applicable for the period for which there is a valid final plat. Construction shall not begin until the City Engineer has signed the cover sheet of the Engineering Plans as “Approved”. If construction is not commenced within said period, the approval will be void. Reactivation of such voided approvals will require a written request for extension and must include any new requirements that may be established by the City in the interim.

**1.07 REVISIONS TO APPROVED PUBLIC IMPROVEMENT ENGINEERING PLANS**

Any deviations from approved plans or specifications affecting capacity, stability or operation of the improvements shall be approved in writing by the City Engineer before such changes are made. Minor changes not affecting capacity, stability or operation of the improvements will not require formal approval, but must be verbally approved by the City Engineer and documented on the record drawings. If a change is verbally approved, then a memorandum of record must be sent to the City Engineer by the Design Engineer within one week of the verbal approval. The memo of record shall briefly describe the change, when it was approved and by whom.

**1.08 RECORD DRAWINGS**

The Design Engineer shall submit to the City Engineer, prior to the City's acceptance for maintenance, record drawings of the entire set of Public Improvement Engineering Plans depicting the improvements as actually constructed. Final release of subdivision bonds will not be made until the City Engineer has received the record drawings. Record drawings submitted shall consist of two sets of photostatic prints and one set of digital computer aided drafting files.

**1.09 PROJECT COMPLETION AND FINAL ACCEPTANCE**

The City Engineer, in cooperation with the Design Engineer, shall make a jointly attended final inspection of the completed work prior to accepting the project for maintenance. The City Engineer shall prepare a final punch list, itemizing all items not meeting the requirements of the approved plans. The developer, or Design Engineer, shall notify the City Engineer of the completion of the punch list items. If the City Engineer agrees that the items have been satisfactorily completed, he shall notify the developer or the Design Engineer, in writing, that the project has been accepted.

**1.10 WAIVER OF MANUAL REQUIREMENTS**

The City Engineer and the Planning Director, subject to Section 1.02 of this chapter, may administratively waive any of the requirements of this Manual. No waiver is available to a subdivider as a matter of right. The burden of proving that a waiver is justified is on the subdivider.

**A. General Standard for Waiver Approval:** The waiver shall not be approved unless the City Engineer or the Planning Director (as appropriate) finds that the waiver is justified according to each of the following standards:

1. That there is substantial hardship in complying with these regulations provided that the spirit and intent of these regulations shall be substantially observed, and the public welfare and safety be assured.
2. That the granting of the waiver will not be detrimental to the public safety, health or welfare or injurious to other property located in the vicinity of the property in question.
3. That the cost or difficulty of complying with the requirements of these regulations is great compared to the gain such compliance provides to the public health, safety, and welfare.

- B. Specific Considerations.** In deciding whether to approve a waiver of these regulations, the following criteria may be considered:
1. Whether the condition upon which the request for a waiver is based is unique to the property, but not generally applicable to other properties.
  2. Whether the property to be subdivided will be used only for low intensity uses.
  3. Whether conditions may be imposed which mitigate the harm to the public caused by the failure to comply with these regulations.

### 1.11 ELECTRONIC DRAFTING FILE STANDARDS

- A. Electronic Files:** Electronic files are required when submitting final copies of:
1. Annexation Plats: Parcel boundary information only.
  2. Final Plats: To minimally include a geographical information drawing showing property and tract boundaries and adjacent right-of-way.
  3. Record Drawings of Public Improvement Engineering Plans.
- B. Submittal Media:** Industry standard electronic files currently may be submitted on 3-1/2 inch diskette, Iomega 100 MB Zip Disks, CD-ROM or via e-mail. Files on floppy may be zipped as long as they are self-extracting or the extraction utility is provided. All files and media are to be in an IBM compatible format.
- C. Submittal Format:** Files shall be submitted on AutoCAD Version 2000 or AutoCAD compatible. Unused blocks, layers, linetypes, etc., shall be purged from AutoCAD files. Reference files used shall be in the same subdirectory as the active design file.
- D. Layer Requirements:** Design elements and symbols on electronically submitted files shall be in accordance with the following list. The minimum requirement shall be that drawing elements not listed in the following table shall be purged from the submitted drawing.

CITY OF CHAMPAIGN  
AUTOMATED MAP LAYER SYSTEM

Revised: 5-2000  
File: layerlist.doc

LAYER NAME	COLOR	DESCRIPTION	LINE OR TEXT STYLE	Line Width or Text Height and Width	Miscellaneous Notes
BA-ADD	10	Addressing		Ht.=20 W=0.8	
*BA-BLDG (see misc notes)	Cyan	Building Foundation	Cont.	2.0	Only in Sections 3, 18 & 19
BA-CL	Blue	Centerline	Center		
BA-DRIVE	White	Driveway Approaches	Cont.		Only in Sections 7, 12 & 18
BA-EASE	Red	Easement	Dashed		
BA-GRID1	Red	Mile Grid Section	Dashed		
BA-HATCH	Red	Hatch Boundary for Parks	Cont.		
*BA-LIMITS	Blue	City Limits Line	Limit		
BA-LOTID	Red	Lot Number	Romans	Ht.=15 W=0.8	
*BA-MISC	Yellow	Misc. Landmarks (Malls, Golf Courses)	Romans	Ht.=80 W=0.7	
*BA-ONEWAY	Red	One-way Street			Block Symbol: Arrow
*BA-PARK	Yellow	Parks			Hatch Pattern: Ar-Sand
*BA-PARKNAME	Yellow	Park Name	Romans	Ht=80 W=0.7	
*BA-PAVMT	White	Edge of Pavement	Cont.		
BA-PAVT2	White	Edge of Pavement	Cont.		Under Hwy Signs
*BA-PAVT3	White	Edge of Pavement			Replaces Driveway Approach
*BA-PRIV	White	Private Street	Dashed		
BA-PROP	Green	Property Lines	Cont.		

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<b>LAYER NAME</b>	<b>COLOR</b>	<b>DESCRIPTION</b>	<b>LINE OR TEXT STYLE</b>	<b>Line Width or Text Height and Width</b>	<b>Miscellaneous Notes</b>
*BA-RANGE	White	Block Ranges	Bold	Ht=150 W=1.0	
BA-ROW	Green	Rights-of-Way	Cont.		
BA-ROW2	Green	Rights-of-Way	Cont.		Under Hwy Signs
*BA-RR	Red	Railroad Line	Tracks	0	
*BA-SCHOOL	White	School Name	Romans	Ht=80 W=0.7	
BA-STID	Red	Street Name (Inside ROW)	Romans	Ht=30 W=0.9	
*BA-STID2	White	Street Name (Outside ROW)	Romans	Ht=80 W=0.7	
CO-SW	Red	Sidewalks	Cont.	0	
DR-100YR_FLOOD	Blue	100 Year Flood Boundary		0	
DR-ATTRIBUTE	White	Attributes for Storm manholes & inlets	Romans	Ht.=6 W=0.8	
DR-BASIN	Magenta	Drainage Basin Boundaries	Cont.	100	
DR-INLET	Yellow	Storm Inlet			Block Symbol: Boxit
DR-LINE	Blue	Storm Line	Cont.	0	
DR-MH	Cyan	Storm Manhole			Block Symbol: Mole
DR-SIZE	10	Storm Line Size	Romans	Ht=15 W=0.8	
DR-UI	30	U of I Storm Structures & Sizes	Romans	Ht.=15 W=0.8	
*DR-WATER	Cyan	Open Water Channels and Lakes	Cont.	0	Channels 10.0 offset Lakes 20.0 offset



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EL-HPS	Red	High Pressure Sodium	Cont.		
EL-INCAN	Cyan	Incandescent	Cont.		
EL-MERC	Red	Mercury	Cont.		
PK-1OL	Blue	Parking Lane (10 hour)	Cont.	0	
PK-1ONO	Blue	Parking Number (10 hour)	Romans	Ht=6 W=0.8	
PK-15L	Green	Parking Lane (15 min)	Cont.	0	
PK-15NO	Green	Parking Number (15 min)	Romans	Ht=6 W=0.8	
PK-2L	White	Parking Lane (2 hour)	Cont.	0	
PK-2NO	White	Parking Number (2 hour)		Ht=6 W=0.8	
PK-30L	Red	Parking Lane (30 min)	Cont.	0	
PK-30NO	Red	Parking Number (30 min)		Ht=6 W=0.8	
PK-LZL	Magenta	Parking Loading Zone Lane	Cont.	0	
PK-LZNO	Magenta	Parking Loading Zone Number	Romans	Ht=6.0 W=0.8	
SA-INT	Red	Sanitary Interceptor	Cont.	0	
SA-LAT	251	Sanitary Lateral	Cont.		
SA-LINE	Blue	Sanitary Line	Cont.	0	
SA-MHNUM	Magenta	Sanitary Manhole Identifier	Romans	Ht=35 W=1.0	Same Number as attribute attached to Manhole
SA-PRI	Green	Sanitary Private Line	Dashed		
SA-SIZE	10	Sanitary Line Size	Romans	Ht=25 W=0.8	

<b>LAYER NAME</b>	<b>COLOR</b>	<b>DESCRIPTION</b>	<b>LINE OR TEXT STYLE</b>	<b>Line Width or Text Height and Width</b>	<b>Miscellaneous Notes</b>
SA-STA	10	Lateral Stationing	Romans	Ht=13 W=1.0	
SA-TWSD	36	Township (UCSD)	Cont.	0	
SA-UI	Green	U of I Sanitary Structures & Sizes	Cont.	0	

**LEGEND**

BA = Base Layers  
 CO = Concrete Layers  
 DR = Drainage or Storm Layers  
 EL = Electrical Layers  
 PK = Parking Layers  
 SA = Sanitary Layers

\* = Default Settings for City Map (Layers to be "ON" and "THAWED" when exiting a City Section Drawing.

LineType Scale setting for each City Section Drawing is 100.0.

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