

## **APPENDIX A**

### **Sample Letters of Credit and Performance Bonds**

**SAMPLE  
LETTER OF CREDIT**

\_\_\_\_\_  
(name of bank)

\_\_\_\_\_  
(City bank's located), \_\_\_\_\_ (State)

Irrevocable Credit No. \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

City/County of \_\_\_\_\_, Illinois  
\_\_\_\_\_, Illinois

All drafts must be marked:  
"Drawn under Credit No. \_\_\_\_\_,  
dated \_\_\_\_\_, 20\_\_\_\_

Gentlemen:

We hereby open an Irrevocable Letter of Credit in the amount of \_\_\_\_\_  
(\$ \_\_\_\_\_) in your favor for  
the account of \_\_\_\_\_  
(Developer), the developer of \_\_\_\_\_ (name of project),  
proposed in the City/County of \_\_\_\_\_, Illinois, or within  
its territorial jurisdiction, for the benefit of the City/County of \_\_\_\_\_.  
Said money hereunder shall be available by your drafts at sight drawn on us drawn in the name  
of the City/County of \_\_\_\_\_, Illinois. All drafts so drawn  
must be marked "Drawn under \_\_\_\_\_ (name of bank), Credit No. \_\_\_\_\_  
dated \_\_\_\_\_, 20\_\_\_\_."

Drafts must be accompanied by a signed statement by the appropriate official of the  
City/County of \_\_\_\_\_, Illinois, that the request is for the installation or  
construction of improvements required pursuant to the plans, specifications, and cost estimates  
dated \_\_\_\_\_, 20\_\_\_\_, and approved by the City/County of \_\_\_\_\_,  
Illinois, and on file with the appropriate official. Further, all requests for disbursements under  
this Letter of Credit made prior to \_\_\_\_\_ (must be 2 years after filing), 20\_\_\_\_, shall be  
submitted by developer and accompanied by a certified estimate of units and value of work  
completed with contractor's sworn statement and waiver of mechanics' liens, all approved by the  
Developer's engineer and the appropriate official of the City/County of \_\_\_\_\_,  
Illinois. It is understood as to all disbursements that the appropriate official shall approve partial  
drawings only as long as there remains a sufficient balance to the Credit to cover his then current  
estimate of costs for the required improvements which at that time remain to be completed but in  
no case shall his approval exceed ninety percent (90%) of the value of work completed.

In the event that all of the work for the improvements is not completed to the satisfaction  
of the City/County on or before \_\_\_\_\_ (1 day short of 2 years after filing), 20\_\_\_\_, the funds  
remaining under this Letter of Credit shall be available to the City/County of \_\_\_\_\_,  
Illinois upon presentation of their draft at sight drawn on us in the name of the City/County of \_\_\_\_\_,  
Illinois. This draft so drawn must be marked "Drawn under \_\_\_\_\_  
(name of bank), Credit No. \_\_\_\_\_"

dated \_\_\_\_\_, 20\_\_." Further, such draft shall be accompanied by a signed statement by the appropriate official of the City/County of \_\_\_\_\_, Illinois as follows: "I, \_\_\_\_\_ (name) \_\_\_\_\_, appropriate official for the City/County of \_\_\_\_\_, Illinois, do hereby certify that work on required improvements for the project named \_\_\_\_\_ has not been completed to the satisfaction of the City/County of \_\_\_\_\_ on or before (one day short of two years after filing) \_\_\_\_\_, 20\_\_.

This Credit shall expire on (2 years after filing) \_\_\_\_\_, 20\_\_; provided, however, the undersigned shall notify the appropriate official by certified mail, return receipt requested, at least 90 days prior to expiration date that this Letter of Credit is about to expire and provided, however, in no event shall this Credit expire except upon prior written notice, it being expressly agreed by the undersigned that the above expiration date shall be extended as shall be required to comply with this notice provision.

The undersigned further agrees that this Credit shall remain in full force and effect and pertain to any and all amendments or modifications which may be made from time to time to the specifications, and agreements for the project, without notice from the City/County of the amendments or modifications.

All acts, requirements and other preconditions for the issuance of this Irrevocable Letter of Credit have been completed.

We hereby engage with the drawers, endorsers, and bona fide holders of drafts, drawn under and in compliance with the terms of this Credit, that same shall be honored upon presentation to the drawer. This Credit must accompany any draft which exhausts the Credit and must be surrendered concurrently with the presentation of such draft.

We hereby undertake and engage that all demands made in conformity with this Credit will be honored upon presentation. If, within ten (10) days of the date any demand made in conformity with this Credit is presented, we fail to honor same, we agree to pay all attorneys' fees, court costs, and other expenses incurred by the City/County of \_\_\_\_\_ in enforcing the terms of this Credit.

Dated: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(name of bank)

\_\_\_\_\_  
By \_\_\_\_\_  
(title)

Attest:

\_\_\_\_\_  
(title)

**SAMPLE  
PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_, as  
PRINCIPAL, \_\_\_\_\_, as SURETY, and \_\_\_\_\_,  
as ADDITIONAL SURETY, are held and firmly bound unto the City/County of \_\_\_\_\_  
\_\_\_\_\_, Illinois, as OBLIGEE, in the sum of \_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_) lawful money of the United States,  
for the payment whereof to the Obligee, the Principal and the Surety, and Additional Surety bind  
themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally,  
firmly to these presents:

SIGNED, SEALED AND DATED, THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WHEREAS, application was made to the Obligee for approval of a project entitled  
"\_\_\_\_\_", located in the City/County of \_\_\_\_\_,  
\_\_\_\_\_, Illinois, filed with the appropriate official of the  
City/County of \_\_\_\_\_, Illinois, on \_\_\_\_\_, 20\_\_\_\_\_, said  
project may be approved upon certain conditions, one of which is that a performance bond in the  
amount of \_\_\_\_\_ (\$ \_\_\_\_\_),  
to be filed with the City/County Clerk to guarantee certain improvements in said project.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the  
above named Principal shall within two (2) years from the date hereof will and truly make and  
perform the required improvements and construction of public improvements in and adjacent to  
said project in accordance with the specifications of the City/County of \_\_\_\_\_  
appropriate department and the Stormwater Regulations of the City/County of \_\_\_\_\_  
\_\_\_\_\_, then this obligation to be void; otherwise to remain in full force and effect.

It is hereby understood and agreed that in the event that any required improvements have  
not been installed as provided aforesaid within the term of this Performance Bond, the  
Governing Body may thereupon declare this bond to be in default and collect the sum remaining  
payable thereunder and upon receipt of the proceeds thereof, the City/County of \_\_\_\_\_  
\_\_\_\_\_ shall install such improvements as are covered by this bond and  
commensurate with the extent of development that has taken place in said project but not  
exceeding the amount of such proceeds.

\_\_\_\_\_  
Principal  
By: \_\_\_\_\_ Principal  
\_\_\_\_\_  
Surety

By: \_\_\_\_\_  
Attorney in Fact

Additional Surety

Approved as to Form:

By: \_\_\_\_\_



## **APPENDIX B**

### **Sample Covenants and Restrictions**

## Covenant To Be Included In Subdivision Covenants

### Stormwater Detention Basin

A stormwater detention basin has been constructed within the subdivision, in accordance with the requirements of the municipal stormwater ordinance, and is so designated as "Detention Basin" on subdivision plat. The detention basin shall provide for the temporary detention of stormwater runoff from the subdivision to meet release rates as required by the municipality.

The real estate upon which the detention basin is located, designated as Outlot A on the Plat, shall be deeded from the Developer to the Homeowner's Association upon the sale of 75% of the lots within the Subdivision.

The Developer as owner, and subsequent to the conveyance of title, the Homeowners Association as owner, shall be responsible for the following:

- a. An annual report on the detention basin condition, using the checklist, designated below, shall be submitted to the appropriate jurisdiction official.
- b. At five (5) year intervals, the basin shall be inspected by a professional engineer registered in the State of Illinois. A report of this inspection shall be submitted to the appropriate jurisdiction official within sixty (60) days of the inspection. The inspection shall include an evaluation of the checklist items in the checklist below. An annual report is not required the year the five year report is due.
- c. The Developer, as owner, shall notify the Homeowners Association of its maintenance responsibilities and transfer basin maintenance records to the Homeowners Association.

Each owner of an improved lot within the Subdivision shall be assessed by the Homeowners Association for the cost of maintaining the Detention Basin and for the cost of complying with the requirements of these covenants and the requirements of the municipality. The Declaration regarding the establishment of a Homeowners Association and the procedures for the assessment and collection of dues for the cost of maintaining the detention basin shall be filed and recorded by the Developer as a separate document.

DECLARATION OF RESTRICTIVE AND PROTECTIVE COVENANTS AND  
CONDITIONS REGARDING THE ESTABLISHMENT OF A HOMEOWNERS  
ASSOCIATION FOR THE STORMWATER DETENTION BASIN SYSTEM AS LOCATED  
WITHIN \_\_\_\_\_

Dated \_\_\_\_\_

Filed \_\_\_\_\_

To

The Public

This Declaration, made on the date hereinafter set forth by \_\_\_\_\_

\_\_\_\_\_, hereinafter referred to as "Declarant".

WITNESSETH:

Whereas, Declarant is the owner of certain property in the City of \_\_\_\_\_,

\_\_\_\_\_ County, Illinois, which is more particularly described as :

\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE, Declarant hereby declares that all of the properties described above shall be held, sold and conveyed subject to the following easements, restrictions, covenants and conditions, all of which are for the purpose of enhancing and protecting the value, desirability and attractiveness of the real property, and for the purpose of complying with stormwater retention requirements of the City of \_\_\_\_\_. These covenants, restrictions and conditions shall run with the real property and shall be binding on all parties having or acquiring any right, title or interest in the described property or any part thereof, and shall inure to the benefit of each owner thereof.

#### ARTICLE I.

#### DEFINITIONS

1. "Association" shall mean and refer to Homeowners Association of \_\_\_\_\_, Inc., an Illinois nonprofit corporation, its successors and assigns.
2. "Properties" shall mean and refer to that certain real property hereinbefore described, more particularly described as: Lots \_\_\_\_\_ through \_\_\_\_\_ of \_\_\_\_\_, City of \_\_\_\_\_, Illinois, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.
3. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map or plat of the properties.
4. "Member" shall mean and refer to every person or entity who hold membership in the association.
5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to any lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.
6. "Declarant" shall mean and refer to \_\_\_\_\_, to successors and assigns, if such successors or assigns should acquire more than one undeveloped lot from the Declarant for the purpose of Development.
7. "Developer" shall mean the same as "Declarant".

## ARTICLE II

### MEMBERSHIP AND VOTING RIGHTS

Every person or entity who is a record owner of a fee or undivided fee interest in any Lot which is subject by covenants of record to assessment by the Association, including contract Sellers, shall be a member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. No owner shall have more than one membership. Membership shall be appurtenant to and may not be separated from ownership of any lot which is subject to assessment by the Association. Ownership of such lot shall be the sole qualification for membership.

## ARTICLE III

### ESCROW FUND FOR MAINTENANCE

The primary source of funds for maintenance of the master stormwater detention system shall be an escrow fund. Declarant shall establish the Escrow Fund at some local banking institution at such time as the first lot in The Properties is transferred to an owner other than the Declarant. The Association shall have the power to expend the escrow fund for maintenance authorized in accordance with the provisions of Article V.

## ARTICLE IV

### COVENANT FOR MAINTENANCE ASSESSMENT

1. Creation of the lien and Personal Obligation of Assessments. The Declarant, for each improved Lot owned within the Properties, hereby covenants, and each Owner of any Lot by acceptance of a Deed therefor, whether or not it shall be so expressed in such Deed, is deemed to covenant and agree to pay to the Association: (1) annual assessments or charges, such assessments to be established and collected from time to time as hereinafter provided. The term "improved Lot" shall mean any Lot having a building erected thereon and ready for occupancy as approved by the City of \_\_\_\_\_, Illinois. The annual assessments, together with interest, shall be a charge on the land and shall be a continuing lien upon the property against which each such assessment is made. Each assessment together with interest, costs and reasonable attorney's fees for collection, shall also be the personal obligation of the person or entity who was the owner of such property at the time the assessment fell due. The personal obligation for delinquent assessments shall not pass to his successors in title unless expressly assumed by them.

2. Purpose of Assessments. The assessments levied by the Association shall be used exclusively to maintain the stormwater detention basin system, as provided for under the Restrictive and Protective Covenants of \_\_\_\_\_. The Board of Directors of the Association shall establish a budget by January 1<sup>st</sup> of each year and shall levy

an assessment upon each improved Lot without the Subdivision by February 1<sup>st</sup> of each year, payable by the 1<sup>st</sup> day of May.

3. Notice and Quorum for Any Action Authorized Under Section 3. Written notice of any meeting called for the purpose of establishing the budget and making the assessment shall be sent to all members not less than 15 days nor more than 30 days in advance of the meeting. At the first such meeting called, the presence of Members or of proxies entitled to cast 50% of all votes of each class of membership shall constitute a quorum. If the required quorum is not present, another meeting may be called subject to the same notice requirement, and the required quorum at the subsequent meeting shall be one-half of the

required quorum at the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting.

4. Uniform Rate of Assessment. Annual assessments must be fixed at a uniform rate for all improved Lots and shall be collected on an annual installment basis, except as hereinafter provided.

5. Date of Commencement of Annual Assessments; Due Dates. The annual assessments provided for herein shall commence as to all improved Lots on the first day of the month following the conveyance of any such improved Lot. The first annual assessment shall be adjusted according to the number of months remaining in the calendar year. The Board of Directors of the Association shall fix the amount of the annual assessment against each lot at least 30 days in advance of each annual assessment period. Written notice of the annual assessment shall be sent to every Owner subject thereto. The annual assessment shall be paid in one annual payment, and the due dates and delinquency dates shall be uniformly established by the Board of Directors of the Association. The Association shall, upon demand, and for a reasonable charge, furnish a certificate signed by an officer of the Association setting forth whether the assessments on a specified Lot are current or delinquent. Such certificate shall be conclusive evidence of payment of any assessment therein stated to have been paid.

6. Effect of Non-payment of Assessments: Remedies of the Association. Any annual payment not paid within 30 days after the due date shall bear interest from the date of delinquency at the rate of 10% per annum. The Association may bring any action at law against the Owner personally obligated to pay the same, or foreclose the lien against the property by an action in equity. In any such action, interest, costs and reasonable attorneys fees shall be added to the amount of the delinquent assessment and collected as part of said judgment. In the event of such foreclosure, if the Association waives any and all rights to a deficiency judgment against the Owner, the period for redemption as provided by the statutes of the State of Illinois shall be reduced to six months from the date of foreclosure sale. Any lot ultimately acquired by the Association through Judges Deed after such a foreclosure shall be sold by the Association within a reasonable time either at public or private sale, and any surplus remaining after the payment of assessments, interest, costs and attorney's fees shall be paid over to the former Owner of said Lot. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Detention Basin or by abandonment of his Lot.

7. Subordination of the Lien to Mortgages. The lien of the assessments provided for herein shall be subordinate to the lien of any first mortgage placed upon any Lot. Sale or transfer of any Lot shall not affect the assessment lien. However, the sale or transfer of any lot pursuant to Mortgage foreclosure or any assessments as to payments which became due prior to such sale or transfer, provided that such sale or transfer shall not extinguish the personal obligation of the prior Owner or his heirs, successors or assigns, for payment of such assessment. No sale or transfer shall relieve such Lot from liability for any assessments thereafter becoming due or from the lien thereof.

## ARTICLE V

### GENERAL PROVISIONS

1. Enforcement. The Association, or any Owner shall have the right to enforce by any proceeding at law or in equity all restrictions, conditions, covenants or reservations now or hereafter imposed by the provisions of this Declaration. The Association shall have the sole right to enforce, by proceedings at law or in equity, the liens and charges now or hereafter imposed by the provisions of this Declaration. Failure by the Association or by any Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

2. Severability. Invalidation of any one of these covenants or restrictions by judgment or Court Order shall in no wise affect any other provisions which shall remain in full force and effect.

3. Duration. The covenants and restrictions of this Declaration shall run with and bind the land, for a term of 21 years from the date this Declaration is recorded, after which time they shall be automatically extended for successive periods of 10 years each.

4. Amendment. This Declaration may be amended during the first 21 years period by an instrument signed by not less than 75% of the Lot owners and thereafter by an instrument signed by not less than 65% of the Lot Owners, provided, however, that no such amendment shall be valid or effective until it has been, and a certified copy of said resolution, and a certified copy of the amendment adopted by the Lot Owners, having both been recorded in the office of the Recorder of \_\_\_\_\_, Illinois.

By: \_\_\_\_\_  
OWNER AND DECLARANT

By: \_\_\_\_\_  
OWNER AND DECLARANT

## **APPENDIX C**

### **Inspection Checklists**

- #1 – Grading and Drainage Permit Application Form**
- #2 – Operation and Maintenance Plan Checklist**
- #3 – Annual Inspection Form**



# WATERSHED DEVELOPMENT PERMIT CLASS 2 GRADING AND DRAINAGE PERMIT SUBMITTAL CHECKLIST

Permit No: \_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Preliminary: \_\_\_ Approved: \_\_\_\_\_ As-Built: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Type: \_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Recreation \_\_\_ Municipal \_\_\_ Other

Total Land Area of Ownership: \_\_\_\_\_ Acres

Owner/Applicant: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Developer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Consulting Firm(If any) \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Yes	No	N/A	Section 2, Article II, Subsection E Description	Item	Comments
			<b>Application</b>		
			<b>Application Fee</b>		
			<b>Certification to Comply with Plans for Movement of Earth</b>		
			<b>Letters of Credit &amp; Performance Bonds</b>		
			<b>Plat and Site Plans</b>		
			Property boundary, dimensions and approximate acreage.		
			Building setback lines.		
			All existing and proposed structures and sizes.		
			Square feet of existing and proposed impervious surface.		
			All existing or proposed easements.		
			All existing, observed or proposed water or monitoring well head locations.		
			All existing, observed or proposed watermain.		
			All sanitary or combined sewer lines and septic systems.		
			The banks and centerline of streams and channels.		
			Shoreline of lakes, ponds and detention basins with normal water level elevation.		
			Location, size and slope of stormwater conduits and drainage swales.		
			Detention facilities showing inlet and outlet location and details.		
			Roads, streets and associated stormwater inlets including finished grades.		

			Base flood elevation, flood fringe and regulatory floodway.	
			A vicinity map showing the relationship of the site to its general surroundings at a scale of not greater than two thousand (2,000) feet to one (1) inch (1:24,000).	
			Title, scale, north arrow, legend, seal of Licensed Professional Engineer, date and name of person preparing plans.	
			Subwatershed boundaries within the property.	
			Offsite areas draining to property, including entire offsite drainage boundary(ies).	
			Depressional storage areas, including non-jurisdictional wetlands.	
			Inventoried farm drains and tiles.	
			Soil classifications.	
			<b>Certifications and Design Statements</b>	
			Basis of design for the final drainage system components.	
			A statement giving any applicable engineering assumptions and calculations.	
			Design calculations and other submittals as required by this Ordinance, including flow rates and velocities at critical points in the drainage system.	
			A statement of certification of all drainage plans, calculations and supporting data by a Professional Engineer Licensed in the state of Illinois.	
			<b>Depiction of Environmental Features</b>	
			The limits of wetland areas.	
			The location of trees greater than eight (8) inches in diameter, taken at 4.5 ft. dbh in areas to be disturbed.	
			Any designated natural areas or prime farmland so designated by the Federal, State or County government.	
			Any proposed environmental mitigation features.	
			Location and dimensions of a stream buffer area (if required by local jurisdiction).	
			Base flood elevation, flood fringe and regulatory floodplains.	
			Observed abandoned mines.	
			<b>Local, State or Federal Maps Delineating Floodplains, floodways or 100-year Frequency Flood Elevation Annotated to Reflect the Proposed Change.</b>	
			<b>Conditional Approval by FEMA or Other Regulatory Agencies of Proposed Changes in the FIRM Map</b>	

			<b>Engineering Calculations and Data</b>	
			Hydrologic analysis completed in accordance with Section Three, Article II (Hydrologic Design Criteria) of this Ordinance.	
			Detention System design completed in accordance with Section Three, Article III (Detention System Design Criteria) of this ordinance.	
			<b>Modification of Channel with Upstream Watershed Exceeding 200-Acres</b>	
			A discussion of the purpose and need for the proposed work.	
			Discussion of the practicability of using alternative locations or methods to accomplish the purpose of the proposed work.	
			Analysis of the impacts of the proposed project, considering cumulative effects on flood storage and the physical and biological conditions of the body of water affected.	
			Hydraulic analysis of the channel modifications including pre- and post-project base flood elevations.	
			Additional information as required by this Ordinance.	
			<b>Storm Water Pollutin Prevention Plan (SWP3) Prepared in Accordance with Section 4 of this Ordinance.</b>	

# OPERATION AND MAINTENANCE INSPECTION REPORT FOR ENHANCED SWALES/GRASS CHANNELS/FILTER STRIPS/OPEN CHANNELS

Project \_\_\_\_\_

Location: \_\_\_\_\_

Watershed: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

As-built Plans Available? \_\_\_\_\_

Inspection Items	Checked? Yes/No	Maintenance Needed? Yes/No	Inspection Frequency	Comments
1. Debris removal				
Facility and adjacent area clear of debris			M	
Inlets and outlets clear of debris			M	
Any dumping of yard wastes into facility			M	
Has litter(branches, etc.) been removed			M	
2. Vegetation				
Adjacent area stabilized			M	
Grass mowed			M	
Plant height not less than design water depth			M	
Fertilized per specifications			M	
Any evidence of erosion			M	
Is plant composition according to approved plans			M	
Any unauthorized or inappropriate plantings			M	
Any dead or diseased plants			M	
Any evidence of plant stress from inadequate watering			M	
Any evidence of deficient stakes or wires			M	

Inspection Items	Checked? Yes/No	Maintenance Needed? Yes/No	Inspection Frequency	Comments
3. Oil and grease				
Any evidence of filter clogging			M	
4. Dewatering				
Facility dewateres between storms			M	
5. Check dams/energy dissipators/sumps				
Any evidence of sedimentation buildup			A,S	
Are sumps greater than 50% full of sediment			A,S	
Any evidence of erosion at downstream toe of drop structures			A,S	
6. Sediment deposition				
Swale clean of sediments			A	
Sediments should not be > than 20% of swale design depth			A	
7. Outlets/overflow spillway				
Good condition (no need for repair)			A,S	
Any evidence of erosion			A,S	
Any evidence of blockages			A,S	
8. Integrity of facility				
Has facility been blocked or filled inappropriately			A	
9. Bioretention Planting Soil				
Any evidence of planting soil erosion			A	
10. Organic Layer				
Mulch covers entire area (NO voids) and to specified thickness			A	
Mulch is in good condition			A	

**Inspection Frequency Key**

A= Annual  
M=Monthly  
S=After Major Storm

Necessary Action:

any of the items above were answered Yes for "Maintenance Needed", a time frame needs to be established for repair or correction.

No action necessary. Continue routine inspections.

Correct noted facility deficiencies by (date): \_\_\_\_\_

Facility repairs were previously indicated and completed. Site reinspection is necessary to verify corrections or improvements.

Site reinspection completed on (date): \_\_\_\_\_

Site reinspection was satisfactory.

Next routine inspection is scheduled for approximately (date): \_\_\_\_\_

\_\_\_\_\_  
Inspectors Signature

Copies provided to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# OPERATION, MAINTENANCE AND MANAGEMENT INSPECTION REPORT FOR STORMWATER POND/WETLAND

Project \_\_\_\_\_

Location: \_\_\_\_\_

Site Status: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspection Time: \_\_\_\_\_

Inspector: \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Embankment and Emergency Spillway (Annual, After Major Storms)</b>		
1. Vegetation and ground cover adequate		
2. Embankment erosion		
3. Animal burrows		
4. Unauthorized planting		
5. Cracking, bulging, or sliding of dam		
a. Upstream face		
b. Downstream face		
c. At or beyond toe		
downstream		
upstream		
d. Emergency spillway		
6. Pond, toe & chimney drains clear and functioning		
7. Seeps/leaks on downstream face		
8. Slope protection or riprap failure		
9. Vertical/horizontal alignment of top of dam "As-Built"		
10. Emergency spillway clear of obstructions & debris		
11. Other (specify)		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>2. Riser and principal spillway (Annual)</b>		
Type: Reinforced concrete		
Corrugated pipe		
Masonry		
1. Low flow orifice obstructed		
2. Low flow trash rack		
a. Debris removal necessary		
b. Corrosion control		
3. Weir trash rack maintenance		
a. Debris removal necessary		
b. Corrosion control		
4. Excessive sediment accumulation insider riser		
5. Concrete/masonry condition riser and barrels		
a. Cracks or displacement		
b. Minor spalling (<1")		
c. Major spalling (rebars exposed)		
d. Joint failures		
e. Water tightness		
6. Metal pipe condition		
7. Control valve		
a. Operational/exercised		
b. Chained and locked		
8. Pond drain valve		
a. Operational/exercised		
b. Chained and locked		
9. Outfall channels functioning		
10. Other (specify)		



Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>3. Permanent Pool (Wet Ponds) (monthly)</b>		
1. Undesirable vegetative growth		
2. Floating or floatable debris removal required		
3. Visible pollution		
4. Shoreline problem		
5. Other (specify)		
<b>4. Sediment Forebays</b>		
1. Sedimentation noted		
2. Sediment cleanout when depth <50% design depth		
<b>5. Dry Pond Areas</b>		
1. Vegetation adequate		
2. Undesirable vegetative growth		
3. Undesirable woody vegetation		
4. Low flow channels clear of obstructions		
5. Standing water or wet spots		
6. Sediment and / or trash accumulation		
7. Other (specify)		
<b>6. Condition of Outfalls (Annual, After Major Storms)</b>		
1. Riprap failures		
2. Slope erosion		
3. Storm drain pipes		
4. Endwalls / Headwalls		
5. Other (specify)		
<b>7. Other (Monthly)</b>		
1. Encroachment on pond, wetland or easement area		
2. Complaints from residents		
3. Aesthetics		
a. Grass growing required		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
b. Graffiti removal needed		
c. Other (specify)		
4. Conditions of maintenance access routes		
5. Signs of hydrocarbon build-up		
6. Any public hazards (specify)		

**8. Wetland Vegetation (Annual)**

1. Vegetation healthy and growing Wetland maintaining 50% surface area coverage of wetland plants after the second growing season (If unsatisfactory, reinforcement plantings needed)		
2. Dominant wetland plants: Survival of desired wetland plant species Distribution according to landscaping plan?		
3. Evidence of invasive species		
4. Maintenance of adequate water depths for desired wetland plant species		
5. Harvesting of emergent plantings needed		
6. Have sediment accumulations reduced pool volume significantly or are plants "choked" with sediment		
7. Eutrophication level of the wetland		
8. Other (specify)		

**Comments:**

Necessary Action:

If any of the items above were marked unsatisfactory, a time frame needs to be established for repair or correction.

No action necessary. Continue routine inspections.

Correct noted deficiencies by (date): \_\_\_\_\_

Repairs were previously indicated and completed. Site reinspection is necessary to verify corrections or improvements.

Site reinspection completed on (date): \_\_\_\_\_

Site reinspection was satisfactory.

Next routine inspection is scheduled for approximately (date): \_\_\_\_\_

\_\_\_\_\_  
Inspectors Signature

Copies provided to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STORMWATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION AND MAINTENANCE REPORT

Project Name/Location:  
NPDES Permit # :

To Be Completed Every 7 Days and within 24 Hours of  
A Rainfall Event of 0.5 inches or more

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Inspection:

\_\_\_\_ Weekly  
\_\_\_\_ >0.5" Precipitation

Contractor: \_\_\_\_\_

Site Contact: \_\_\_\_\_

Project Description:

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Project Schedule: Actual \_\_\_\_\_ %      Schedule \_\_\_\_\_ %

Brief Description of On-going Work:

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### STABILIZATION MEASURES

<u>AREA</u>	<u>DATE SINCE</u> <u>LAST</u> <u>DISTURBED</u>	<u>DATE OF</u> <u>NEXT</u> <u>DISTURBANCE</u>	<u>STABILIZED</u> <u>YES/NO</u>	<u>METHOD</u>	<u>CONDITION</u>
<b>EXAMPLES</b>					

Site Entrance  
Detention Pond  
Silt Fencing  
Silt Dams

Are all erosion control devices in place and functioning in accordance with the SWPPP? YES NO  
If "NO", describe the location(s) where action is needed or additional or alternate BMP's should be installed.

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Are the BMP's being properly maintained? YES NO  
If "NO", describe the location(s) and what maintenance is required.

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Are all sediment traps, barriers and basins clean and functioning properly? YES NO  
If "NO", describe the location(s) and why not.

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Are the sediment controls in place at site perimeter and storm drain inlets? YES NO  
If "NO", describe the location(s) and why not.

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Are the discharge points free of any noticeable pollutant discharges? YES NO  
If "NO", describe the location(s), observations and corrective action(s) undertaken to remedy.

---

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---

Is there tracking of sediment from location where vehicles enter and leave the project? YES NO  
If "YES", describe the location(s) and the action(s) required.

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Are all exposed slopes protected from erosion through the implementation of acceptable soil stabilization practices?    YES        NO

If "NO", describe the location(s) and detail the action(s) required.

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Are temporary stockpiles or construction materials located in approved areas and protected from erosion?    YES        NO

If "NO", describe the location(s) and detail the action(s) required.

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Are dust control measures being appropriately implemented?    YES        NO

If "NO", detail the action(s) required.

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Are all material handling and storage areas clean and free of spill, leaks or any other deleterious materials?    YES        NO

If "NO", describe the location(s), observation(s) and corrective action(s) undertaken to remedy.

---

---

---

---

---

Are all equipment storage and maintenance areas clean and free of spills, leaks or any other deleterious materials?    YES        NO

If "NO", describe the location(s), observation(s) and corrective action(s) undertaken to remedy.

---

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Report Releases of Reportable Quantities of Oil or Hazardous Materials (if they occur) to the National Response Center (800) 424-8802 immediately and notify Illinois EPA in writing within 14 days providing the date of release, circumstances leading to the release and steps taken to prevent reoccurrence of the release.

Any change(s) required to the SWPPP:

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Reason for changes(s):

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Per Part IV, D, 4 Inspections (d), the Permittee (Owner) and Contractor shall complete and submit within 5 days an "Incidence of Noncompliance" (ION) report to the Illinois EPA for any violation of the SWPPP observed during an inspection conducted. (A sample ION is attached. Please adhere to the reporting Guidelines for Completion listed on Page 2.)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violation."

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE and AFFILIATION: \_\_\_\_\_

cc:     Site Owner  
       Contractor  
       Project File

## **APPENDIX D**

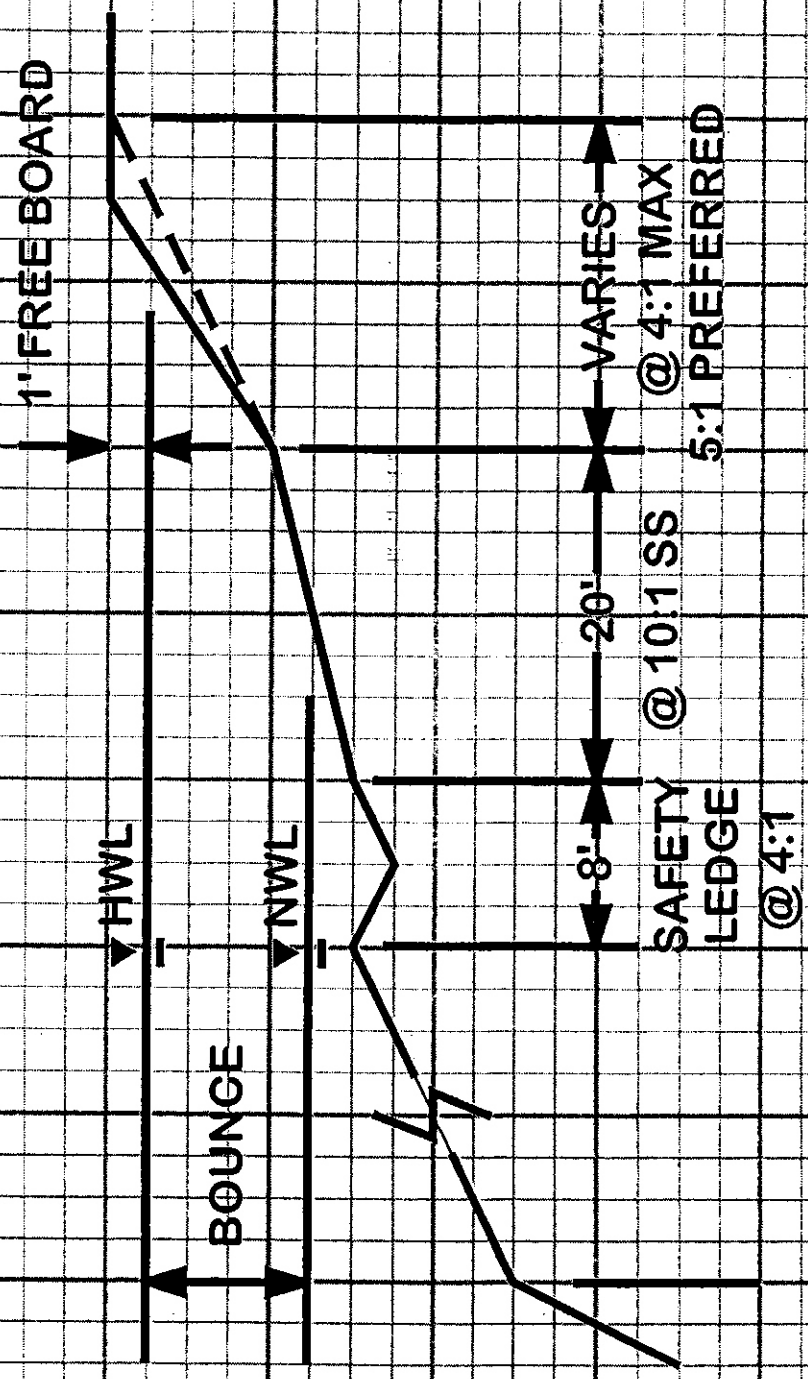
### **Typical Detention Basin Cross-Sections**

- #1 – Wet Bottom Detention Basin**
- #2 – Wetland Detention Basin**
- #3 – Dry Bottom Detention Basin**



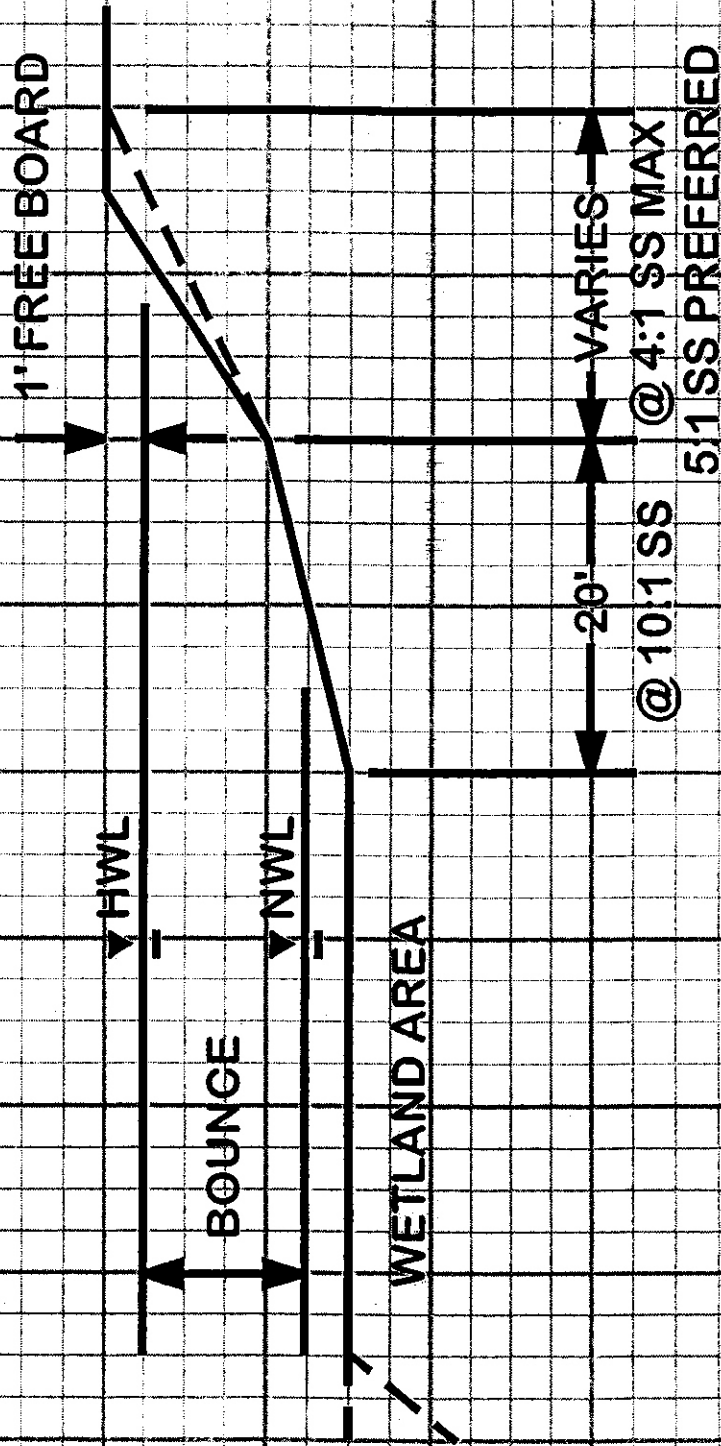
# APPENDIX: D

## WET BOTTOM DETENTION BASIN (TYPICAL CROSS SECTION)



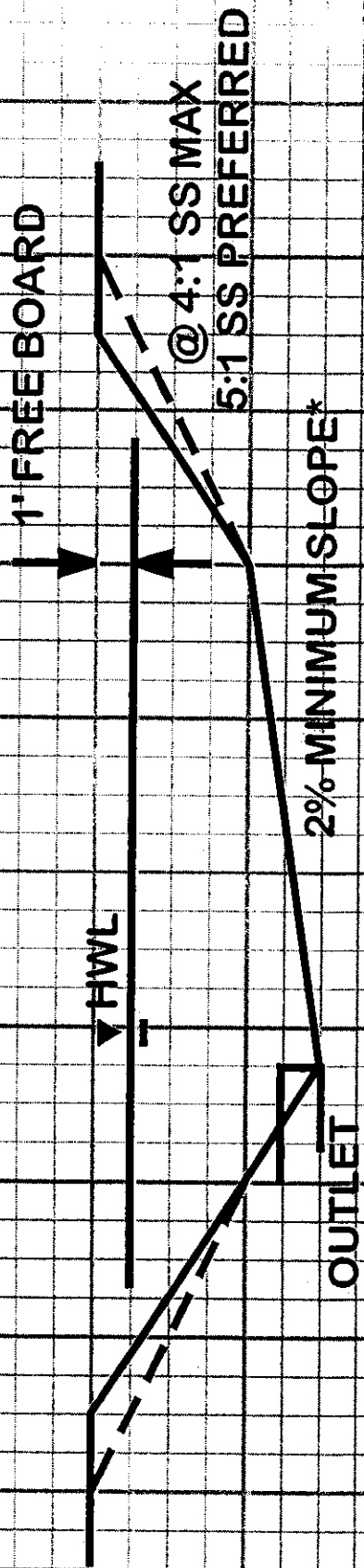
# APPENDIX: D

## WETLAND DETENTION BASIN (TYPICAL CROSS SECTION)



# APPENDIX: D

## DRY BOTTOM DETENTION BASIN (TYPICAL CROSS SECTION)



\*LOWER SLOPES MAY BE CONSIDERED IF UNDER  
DRAINS AND PROPER NATIVE VEGETATION ARE USED

## **APPENDIX E**

### **Application Forms**

- #1 - SWPPP Form**
- #2 - NOI Form**
- #3 - ION Form**
- #4 - NOT Form**

# Storm Water Pollution Prevention Plan

Route \_\_\_\_\_

Marked

Section

Project No. \_\_\_\_\_

County

This plan has been prepared to comply with the provisions of the NPDES Permit Number ILR10, issued by the Illinois Environmental Protection Agency for storm water discharges from Construction Site Activities.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature

Date \_\_\_\_\_

Title

## 1. Site Description

- a. The following is a description of the construction activity which is the subject of this plan (use additional pages, as necessary):
  
  
  
  
  
  
  
  
  
  
- b. The following is a description of the intended sequence of major activities which will disturb soils for major portions of the construction site, such as grubbing, excavation and grading (use additional pages, as necessary):

The total area of the site that it is estimated will be disturbed by excavation, grading or other activities is \_\_\_\_\_ acres.

- d. The estimated runoff coefficients of the various areas of the site after construction activities are completed are contained in the project drainage study which is hereby incorporated by reference in this plan. Information describing the soils at the site is contained either in the Soils Report for the project, which is hereby incorporated by reference, or in an attachment to this plan.
- e. The design/project report, hydraulic report, or plan documents, hereby incorporated by reference, contain site map(s) indicating drainage patterns and approximate slopes anticipated after major grading activities, areas of major soil disturbance, the location of major structural and nonstructural controls identified in the plan, the location of areas where stabilization practices are expected to occur, surface waters (including wetlands), and locations where storm water is discharged to a surface water.
- f. The names of receiving water(s) and areal extent of wetland acreage at the site are in the design/project report or plan documents which are incorporated by reference as a part of this plan.

## **2. Controls**

This section of the plan addresses the various controls that will be implemented for each of the major construction activities described in 1.b. above. For each measure discussed, the contractor that will be responsible for its implementation is indicated. Each such contractor has signed the required certification on forms which are attached to, and a part of, this plan:

### **a. Erosion and Sediment Controls**

- (i) **Stabilization Practices.** Provided below is a description of interim and permanent stabilization practices, including site-specific scheduling of the implementation of the practices. Site plans will ensure that existing vegetation is preserved where attainable and disturbed portions of the site will be stabilized. Stabilization practices may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Except as provided in 2.a.(i).(A) and 2.b., stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased on all disturbed portions of the site where construction activity will not occur for a period of 21 or more calendar days.
  - (A) where the initiation of stabilization measures by the 14th day after construction activity temporarily or permanently ceases is precluded by snow cover, stabilization measures shall be initiated as soon as practicable thereafter.

Description of Stabilization Practices (use additional pages, as necessary):

- (ii) **Structural Practices.** Provided below is a description of structural practices that will be implemented, to the degree attainable, to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Such practices may include silt fences, earth dikes, drainage swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions and temporary or permanent sediment basins. The installation of these devices may be subject to Section 404 of the Clean Water Act.

Description of Structural Practices (use additional pages, as necessary):

**b. Storm Water Management**

Provided below is a description of measures that will be installed during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. The installation of these devices may be subject to Section 404 of the Clean Water Act.

- (i) Such practices may include: storm water detention structures (including wet ponds); storm water retention structures; flow attenuation by use of open vegetated swales and natural depressions; infiltration of runoff on site; and sequential systems (which combine several practices). **The practices selected for implementation were determined on the basis of the technical guidance in Section 10-300 (Design Considerations) in Chapter 10 (Erosion and Sedimentation Control) of the Illinois Department of Transportation Drainage Manual. If practices other than those discussed in Section 10-300 are selected for implementation or if practices are applied to situations different from those covered in Section 10-300, the technical basis for such decisions will be explained below.**
- (ii) Velocity dissipation devices will be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected (e.g., maintenance of hydrologic conditions, such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

Description of Storm Water Management Controls (use additional pages, as necessary):



**c. Other Controls**

- (i) Waste Disposal. No solid materials, including building materials, shall be discharged into Waters of the State, except as authorized by a Section 404 permit.
- (ii) The provisions of this plan shall ensure and demonstrate compliance with applicable State and/or local waste disposal, sanitary sewer or septic system regulations.

**d. Approved State or Local Plans**

The management practices, controls and provisions contained in this plan will be in accordance with IDOT specifications, which are at least as protective as the requirements contained in the Illinois Environmental Protection Agency's Illinois Urban Manual, 1995. Procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials shall be described or incorporated by reference in the space provided below. Requirements specified in sediment and erosion site plans or site permits or storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of an NOI to be authorized to discharge under permit ILR10 incorporated by reference and are enforceable under this permit even if they are not specifically included in the plan.

Description of procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials:

### **3. Maintenance**

The following is a description of procedures that will be used to maintain, in good and effective operating conditions, vegetation, erosion and sediment control measures and other protective measures identified in this plan (use additional pages, as necessary):

### **4. Inspections**

Qualified personnel shall inspect disturbed areas of the construction site which have not been finally stabilized, structural control measures, and locations where vehicles enter or exit the site. Such inspections shall be conducted at least once every seven (7) calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater or equivalent snowfall.

- a. Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of, or the potential for, pollutants entering the drainage system. Erosion and sediment control measures identified in the plan shall be observed to ensure that they are operating correctly. Where discharge locations or points are accessible, they shall be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters. Locations where vehicles enter or exit the site shall be inspected for evidence of off site sediment tracking.
- b. Based on the results of the inspection, the description of potential pollutant sources identified in section 1 above and pollution prevention measures identified in section 2 above shall be revised as appropriate as soon as practicable after such inspection. Any changes to this plan resulting from the required inspections shall be implemented within 7 calendar days following the inspection.
- c. A report summarizing the scope of the inspection, name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of this storm water pollution prevention plan, and actions taken in accordance with section 4.b. shall be made and retained as part of the plan for at least three (3) years after the date of the inspection. The report shall be signed in accordance with Part VI. G of the general permit.
- d. If any violation of the provisions of this plan is identified during the conduct of the construction work covered by this plan, the Resident Engineer or Resident Technician shall complete and file an "Incidence of Noncompliance" (ION) report for the identified violation. The Resident Engineer or Resident Technician shall use forms provided by the Illinois Environmental Protection Agency and shall include specific information on the cause of noncompliance, actions which were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact which may have resulted from the noncompliance. All reports of noncompliance shall be signed by a responsible authority in accordance with Part VI. G of the general permit.

The report of noncompliance shall be mailed to the following address:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Attn: Compliance Assurance Section  
1021 North Grand East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

**5. Non-Storm Water Discharges**

Except for flows from fire fighting activities, sources of non-storm water that is combined with storm water discharges associated with the industrial activity addressed in this plan must be described below. Appropriate pollution prevention measures, as described below, will be implemented for the non-storm water component(s) of the discharge. (Use additional pages as necessary to describe non-storm water discharges and applicable pollution control measures).

## Contractor Certification Statement

This certification statement is a part of the Storm Water Pollution Prevention Plan for the project described below, in accordance with NPDES Permit No. ILR10, issued by the Illinois Environmental Protection Agency on May 14, 1998.

### Project Information:

Route \_\_\_\_\_ Marked \_\_\_\_\_  
Section \_\_\_\_\_ Project No. \_\_\_\_\_  
County \_\_\_\_\_

I certify under penalty of law that I understand the terms of the general National Pollutant Discharge Elimination System (NPDES) permit (ILR 10) that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY**  
**NOTICE OF INTENT (NOI)**  
**GENERAL PERMIT TO DISCHARGE STORM WATER**  
**CONSTRUCTION SITE ACTIVITIES**

**OWNER INFORMATION**

NAME:	LAST FIRST MIDDLE INITIAL (OR COMPANY NAME)	OWNER TYPE: (SELECT ONE) <input type="checkbox"/> PRIVATE <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> SPECIAL DISTRICT <input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT PERSON:	TELEPHONE NUMBER:	AREA CODE NUMBER

**CONTRACTOR INFORMATION**

NAME:	TELEPHONE NUMBER:	AREA CODE	NUMBER
MAILING ADDRESS:	CITY:	STATE:	ZIP:

**CONSTRUCTION SITE INFORMATION**

SELECT ONE:	<input type="checkbox"/> NEW SITE <input type="checkbox"/> CHANGE OF INFORMATION FOR GENERAL NPDES STORM WATER PERMIT NUMBER: <b>ILR10</b>										
FACILITY NAME:	OTHER NPDES PERMIT NUMBERS:										
FACILITY LOCATION:	(Not necessarily the mailing address)					TELEPHONE NUMBER:		AREA CODE		NUMBER	
CITY:	ST:	IL	ZIP:	LATITUDE:	DEG.	MIN.	SEC.	LONGITUDE:	DEG.	MIN.	SEC.
COUNTY:	SECTION:			TOWNSHIP:			RANGE:				
APPROX CONST START DATE:	APPROX CONST END DATE:			TOTAL SIZE OF CONSTRUCTION SITE IN ACRES:							
STORM WATER POLLUTION PREVENTION PLAN COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, SEPARATE NOTIFICATION REQUIRED TO AGENCY PRIOR TO CONSTRUCTION.)											

**TYPE OF CONSTRUCTION (SELECT ALL THAT APPLY)**

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> RECONSTRUCTION	<input type="checkbox"/> TRANSPORTATION	<input type="checkbox"/> OTHER
--------------------------------------	-------------------------------------	-------------------------------------	---	---	--------------------------------

TYPE BRIEF DESCRIPTION OF PROJECT:

**HISTORIC PRESERVATION AND ENDANGERED SPECIES COMPLIANCE**

HAS THIS PROJECT SATISFIED APPLICABLE REQUIREMENTS FOR COMPLIANCE WITH ILLINOIS LAW ON:

HISTORIC PRESERVATION	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ENDANGERED SPECIES	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**RECEIVING WATER INFORMATION**

DOES YOUR STORM WATER DISCHARGE DIRECTLY TO:		OWNER OF STORM SEWER SYSTEMS:
<input type="checkbox"/> WATERS OF THE STATE	OR <input type="checkbox"/> STORM SEWER	
NAME OF CLOSEST RECEIVING WATER:		

I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of the permit, including the development and implementation of a storm water pollution prevention plan and a monitoring program plan, will be complied with.

OWNER SIGNATURE: \_\_\_\_\_

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

MAIL COMPLETED FORM TO:

(DO NOT SUBMIT ADDITIONAL DOCUMENTATION UNLESS REQUESTED)

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF WATER POLLUTION CONTROL  
ATTN: PERMIT SECTION  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276  
[www.epa.state.il.us](http://www.epa.state.il.us)

**FOR OFFICE USE ONLY**

LOG:
PERMIT NO. ILR10 _____
DATE:

Information required by this form must be provided to comply with 415 ILCS 5/39 (1996). Failure to do so may prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

# INSTRUCTIONS FOR COMPLETION OF CONSTRUCTION ACTIVITY NOTICE OF INTENT (NOI) FORM

Please adhere to the following instructions:

Submit original, photocopy or facsimile copies. Facsimile and/or photo copies should be followed-up with an original signature copy as soon as possible. Please write "copy" under the "For Office Use Only" box in the lower right hand corner.

< Submit completed forms to:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Permit Section  
Post Office Box 19276  
Springfield, Illinois 62794-9276  
or call (217)782-0610  
[www.epa.state.il.us](http://www.epa.state.il.us)

< Reports must be typed or printed legibly and signed.

< Any facility that is not presently covered by the ILR10 Construction Activity Storm Water Discharge General Permit is considered a new facility.

< If this is a change in your facility information, renewal, etc., please fill in your permit number on the appropriate line.

< **NOTE: FACILITY LOCATION IS NOT NECESSARILY THE FACILITY MAILING ADDRESS, BUT SHOULD DESCRIBE WHERE THE FACILITY IS LOCATED.**

< Use the formats given in the following examples for correct form completion.

	<u>Example</u>	<u>Format</u>
SECTION	12	1 or 2 numerical digits
TOWNSHIP	12N	1 or 2 numerical digits followed by "N" or "S"
RANGE	12W	1 or 2 numerical digits followed by "E" or "W"

< For the Name of Closest Receiving Waters, do not use terms such as ditch or channel. For unnamed tributaries, use terms which include at least a named main tributary such as "Unnamed Tributary to Sugar Creek to Sangamon River."

< Submit a fee of \$500 prior to the Notice of Intent being considered complete for coverage by the ILR10 General Permits. Please make checks payable to: Illinois EPA.

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
CONSTRUCTION SITE STORM WATER DISCHARGE  
INCIDENCE OF NON-COMPLIANCE (ION)**

PERMITTEE NAME:	LAST		FIRST		MIDDLE INITIAL		AREA CODE + PHONE NUMBER:						
STREET:					CITY:				ST:		ZIP:		
CONSTRUCTION SITE NAME:													
COUNTY:					SECTION:			TOWNSHIP:			RANGE:		
NPDES PERMIT NUMBER:	I	L	R	1	0								
						LATITUDE:	DEG.	MIN.	SEC.	LONGITUDE:	DEG.	MIN.	SEC.

CAUSE OF NON-COMPLIANCE:

ACTIONS TAKEN TO PREVENT ANY FURTHER NON-COMPLIANCE:

ENVIRONMENTAL IMPACT RESULTING FROM THE NON-COMPLIANCE:

ACTIONS TAKEN TO REDUCE THE ENVIRONMENTAL IMPACT RESULTING FROM THE NON-COMPLIANCE:

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL COMPLETED FORM TO:  
(DO NOT SUBMIT ADDITIONAL  
DOCUMENTATION  
UNLESS REQUESTED)

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF WATER POLLUTION CONTROL  
COMPLIANCE ASSURANCE SECTION #19  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276

FOR OFFICE USE ONLY

LOG:
PERMIT NO. ILR10 _____
DATE:

Information required by this form must be provided to comply with 415 ILCS 5/39(1996). Failure to do so may prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

## **GUIDELINES FOR COMPLETION OF INCIDENCE OF NON-COMPLIANCE (ION) FORM**

Complete and submit this form for any violation of the Storm Water Pollution Prevention Plan observed during any inspection conducted, including those not required by the Plan. Please adhere to the following guidelines.

- Submit original, photocopy or facsimile copies. Facsimile and/or photo copies should be followed-up with an original signature copy as soon as possible. Please write "copy" under the "For Office Use Only" box in the lower right hand corner.
- Submit completed forms to:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Permit Section  
Post Office Box 19276  
Springfield, Illinois 62794-9276

- Reports must be typed or printed legibly and signed.
- Use the formats given in the following examples for correct form completion.

<u>Example</u>		<u>Format</u>
SECTION	12	1 or 2 numerical digits
TOWNSHIP	12N	1 or 2 numerical digits followed by "N" or "S"
RANGE	12W	1 or 2 numerical digits followed by "E" or "W"



**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY**  
**NOTICE OF TERMINATION (NOT)**  
**OF COVERAGE UNDER THE GENERAL PERMIT**  
**FOR STORM WATER DISCHARGES**  
**ASSOCIATED WITH CONSTRUCTION SITE ACTIVITY**

**OWNER INFORMATION**

NAME:	LAST	FIRST	MIDDLE INITIAL	OWNER TYPE: (SELECT ONE)		
MAILING ADDRESS:				<input type="checkbox"/> PRIVATE	<input type="checkbox"/> COUNTY	
				<input type="checkbox"/> CITY	<input type="checkbox"/> SPECIAL DISTRICT	
				<input type="checkbox"/> FEDERAL	<input type="checkbox"/> STATE	
CITY:			STATE:			ZIP:
CONTACT PERSON:			TELEPHONE NUMBER:	AREA CODE	NUMBER	

**CONTRACTOR INFORMATION**

NAME:				TELEPHONE NUMBER:	AREA CODE	NUMBER	
MAILING ADDRESS:		CITY:		STATE:		ZIP:	

**CONSTRUCTION SITE INFORMATION**

FACILITY NAME:				NPDES STORM WATER GENERAL PERMIT NUMBER:	I	L	R	1	0				
FACILITY LOCATION:	(Not necessarily the mailing address)												
CITY:		STATE:	IL	ZIP:		LATITUDE	DEG.	MIN.	SEC.	LONGITUDE:	DEG.	MIN.	SEC.
COUNTY:			SECTION:			TOWNSHIP:			RANGE:				

DATE PROJECT HAS BEEN COMPLETED AND STABILIZED:

I certify under penalty of law that disturbed soils at the identified facility have been finally stabilized or that all storm water discharges associated with industrial activity from the identified facility that are authorized by an NPDES general permit have otherwise been eliminated. I understand that by submitting this notice of termination, that I am no longer authorized to discharge storm water associated with industrial activity by the general permit, and that discharging pollutants in storm water associated with industrial activity to Waters of the State is unlawful under the Environmental Protection Act and the Clean Water Act where the discharge is not authorized by an NPDES permit.

OWNER SIGNATURE: \_\_\_\_\_

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

MAIL COMPLETED FORM TO:

(DO NOT SUBMIT ADDITIONAL DOCUMENTATION UNLESS REQUESTED)

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
 DIVISION OF WATER POLLUTION CONTROL  
 ATTN: PERMIT SECTION  
 POST OFFICE BOX 19276  
 SPRINGFIELD, ILLINOIS 62794-9276

FOR OFFICE USE ONLY

LOG:
PERMIT NO. ILR10 _____
DATE:

Information required by this form must be provided to comply with 415 ILCS 5/39 (1996). Failure to do so may prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

## GUIDELINES FOR COMPLETION OF NOTICE OF TERMINATION (NOT) FORM

Please adhere to the following guidelines:

Submit original, photocopy or facsimile copies. Facsimile and/or photo copies should be followed-up with an original signature copy as soon as possible. Please write "copy" under the "For Office Use Only" box in the lower right hand corner.

- < Submit completed forms to:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Permit Section  
Post Office Box 19276  
Springfield, Illinois 62794-9276  
217/782-0610

- < Reports must be typed or printed legibly and signed.

- < **NOTE: FACILITY LOCATION IS NOT NECESSARILY THE FACILITY MAILING ADDRESS, BUT SHOULD DESCRIBE WHERE THE FACILITY IS LOCATED.**

- < Use the formats given in the following examples for correct form completion.

	<u>Example</u>	<u>Format</u>
SECTION	12	1 or 2 numerical digits
TOWNSHIP	12N	1 or 2 numerical digits followed by "N" or "S"
RANGE	12W	1 or 2 numerical digits followed by "E" or "W"

- < Final stabilization has occurred when:

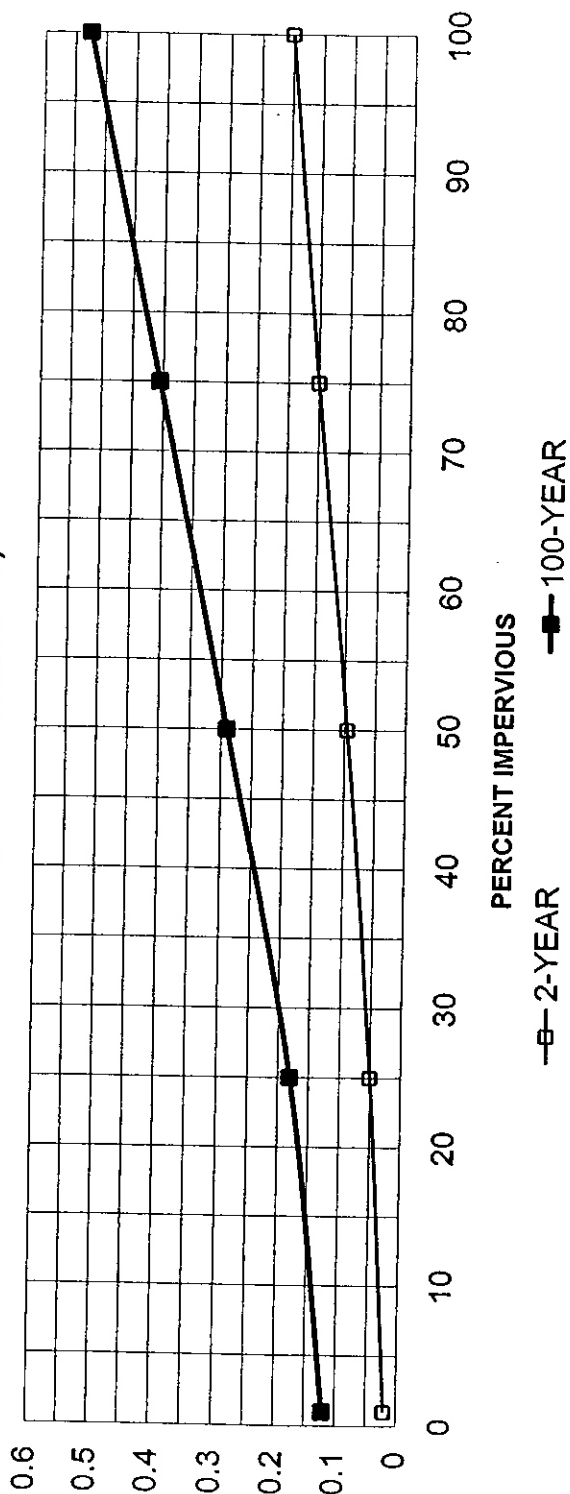
- (a) all soil disturbing activities at the site have been completed
- (b) a uniform perennial vegetative cover with a density of 70% of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures,
- (c) or equivalent permanent stabilization measures have been employed.

## **APPENDIX F**

### **Detention Volume vs. Percent Impervious Chart**

Percent Impervious	2-Year	100-Year
1	0.02	0.12
25	0.05	0.18
50	0.095	0.29
75	0.15	0.405
100	0.2	0.525

**DETENTION VOLUME VS. % IMPERVIOUS**  
(ACRE-FEET PER ACRE)



This data has been reproduced from Figure 2-10: Unit Area Detention Volume (NIPC, 1991)