

**Minimum Issuance Checklist for Watershed Management Permits**

*Requirements in addition to those listed below may apply to your WMO permit application based on features of the specific development.*

Permit Forms
  Permit Fees
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  Supplemental Documents

Provided	Y	N/A	Requirements	WMO Reference Section
<b>Watershed Management Permit Application (required in all cases)</b>				
			Cover Page, General Conditions, Schedule A, Schedule B, & Schedule C (Pages 1-7)	\$302.2.F(1)
			Certificate by Design Engineer (Page 8)	\$300.2
			◦ Scanned original or electronic signature and PE seal	
			Certificate by Municipal or System Engineer(s) (Page 8)	\$300.3
			◦ Scanned original or electronic signature and PE seal (If project is in unincorporated Cook County, obtain signatures from the Cook County Building and Zoning Dept.)	
			Certificate by Inspection Engineer (Page 8)	
			◦ Scanned original or electronic signature and PE seal	
			Certificate by Applicant - Permittee(s) (Page 9)	
			◦ Scanned original or electronic signature (If project is in unincorporated Cook County, obtain signatures from the Cook County Building and Zoning Dept.)	
			Certificate by Applicant - Co-Permittee [Property Owner/Developer] (Page 9)	
			◦ Scanned original or electronic signature	
<b>Application Fee Payment</b>				
			Completed Fee Payment Voucher	\$301
			Electronic payment - <a href="https://mwr.d.org/form/iss-payment">https://mwr.d.org/form/iss-payment</a>	
			◦ Upload copy of electronic receipt and completed Fee Payment Voucher to WPASS	
			Company check, cashier's check, certified check or money order (No personal checks accepted)	
			◦ Mail in check and completed Fee Payment Voucher	
			◦ Upload copy of check and completed Fee Payment Voucher to WPASS	
<b>Construction Plans (required in all cases)</b>				
			Cover Sheet contents:	\$303.2.A
			◦ Signature and seal of the Professional Engineer of record	
			◦ Include the job start notification image (available at <a href="http://mwr.d.org/wmo">mwr.d.org/wmo</a> )	
			◦ Drainage statement by Professional Engineer of Record, if applicable	
			MWRD General Notes (full set)	\$303.2.B
			Applicable Plan Sheets (e.g., Existing Conditions, Demolition, Geometry, Paving, Grading, Utility, etc.)	\$303.2.C-N
			◦ Sanitary/storm sewer routing map from project site to point of discharge to a District Interceptor (required in combined sewer area (CSA) and separate sewer area (SSA)) or waterway (required in CSA)	\$303.2.A
<b>Miscellaneous Exhibits (included in plan set)</b>				
			Drainage/Stormwater Management summary exhibit (delineate tributary, unrestricted, bypass, trade-off, and pervious/impervious areas and indicate acreage)	\$303.2.K
			Plat of Survey/Exhibit A	\$303.3
			Maintenance and Monitoring Plan Sheet	\$302.G & \$303.4
<b>Supplemental Documentation (not applicable for projects that solely include utility installation)</b>				
			General Narrative - description of existing and proposed site conditions, size of property holdings and project, project type, location map, etc.	\$302.1
			Statement regarding presence of flood protection areas (floodplain/floodway, wetlands, and riparian environments)	\$302.1.E
			Provide Schedule R (signed by property owner and notarized)	
<b>Article 4 - Soil Erosion and Sediment Control (SESC) Requirements:</b>				
			→ Are there proposed construction activities resulting in the risk of soil erosion and sedimentation? If YES, the following requirements apply:	\$400 - \$402
			◦ Provide Schedule P (not required for projects that solely include utility installation)	\$302.2.A.(1)
			◦ Provide a SESC plan sheet and construction details	\$303.2.I
			◦ Provide a narrative describing measures for the project that comply with all of the requirements of Article 4 including, but not limited to, the following:	\$302.2.A.(2)
			◦ Description of areas within and adjacent to the development that can be impacted by soil erosion or sedimentation	
			◦ Description of proposed temporary and permanent SESC practices and schedule of construction activities	
			◦ Provide soil data for the site which may be obtained via the Natural Resources Conservation Service (NRCS) online	
<b>Article 5 - Stormwater Management Requirements:</b>				
			→ Are the property holdings less than the detention thresholds listed in Article 5 Table 2 of the WMO? If YES, the following requirements apply:	\$501.2
			◦ Provide Schedule K (signed by property owner and notarized)	\$302.2.B(5)
			→ Is detention required for the property holdings and is there at least 0.50 acre of proposed undeveloped land for which detention is not provided?	\$501.5
			If YES, the following requirements apply:	
			◦ Provide Schedule L (signed by property owner and notarized)	\$302.2.B(6)
			→ Do runoff control (§502) provisions of the WMO apply? If YES, the following requirements apply:	\$502
			◦ Complete Item 1 of Schedule D or Schedule D-Legacy (Provide D-Legacy if §505 applies) (signed and sealed by design engineer)	\$302.2.B(1)
			◦ Provide a cross-section of the major stormwater discharge location with site specific data showing elevation difference between the lowest floor in new buildings and the HGL	\$302.2.B(2)
			◦ Provide a narrative describing existing and proposed drainage conditions, upstream tributary areas, downstream discharge, and soil type/land cover conditions affecting runoff	\$502
			◦ Provide calculations or model input/output for sizing both major and minor stormwater systems, time of concentration, CN or C, overland flow routes, etc.	\$502
			→ Do volume control (§503) provisions of the WMO apply? If YES, the following requirements apply:	\$503
			◦ Complete Item 2 of Schedule D or Schedule D-Legacy (Provide D-Legacy if §505 applies) (signed and sealed by design engineer)	\$302.2.B(1)
			◦ Provide a geotechnical report with a statement estimating the seasonal high groundwater table (ESHGWT)	\$503
			◦ Provide a cross-section of the volume control practice with site specific dimensions and the ESHGWT to verify adequate vertical separation and storage volume	\$302.2.B(3)
			◦ Provide a narrative if alternatives to onsite retention-based practices are proposed	\$503.4.B-C
			→ Do detention (§504) provisions of the WMO apply? If YES, the following requirements apply:	\$504
			◦ Complete Item 3 of Schedule D (signed and sealed by design engineer)	\$302.2.B(1)
			◦ Provide a detention facility plan that describes all measures appropriate for the development in accordance with §504	\$302.2.B(4)
			◦ Provide calculations or model input/output for sizing detention facilities, time of concentration, CN, stage-storage-discharge relationship, etc.	\$504
			→ Do redevelopment (§505) provisions of the WMO apply? If YES, the following requirements apply:	\$505
			◦ Complete Items 3 - 10 (where applicable) of Schedule D-Legacy (signed and sealed by design engineer)	\$302.2.B(1)
			◦ Provide a detention facility plan that describes all measures appropriate for the development in accordance with §505	\$302.2.B(4)
			◦ Provide verification of the existing storage volume and outlet control structure (survey)	\$505.2
			◦ Provide calculations or model input/output determining additional detention storage required (if applicable)	\$505.3

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<b>Article 6 - Floodplain Requirements:</b>				
			→ Is there a regulatory floodplain or floodway onsite? If YES, the following requirements apply:	\$601
			◦ Provide Schedule H (signed by the design engineer)	\$302.2.C(1)
			◦ Provide a Floodplain/Floodway plan sheet including, but not limited to, the following:	\$303.2.L
			◦ The existing and proposed 10-year flood elevation, 100-year flood elevation, and floodway contours	
			◦ The lowest floor and lowest entry elevations	\$602
			◦ Provide a report including, but not limited to, the following:	\$302.2.C(2-7)
			◦ Applicable correspondence from IDNR-OWR	
			◦ A narrative describing the proposed development within the limits of the regulatory floodplain and/or regulatory floodway and any floodproofing measures	
			◦ A determination of the Base Flood Elevation (BFE) and Flood Protection Elevation (FPE)	
			◦ A copy of the effective FIRMS, effective FIS Flood Profile, and FIS Floodway Data Table for Cook County, when available and applicable	
			◦ Applicable calculations or analyses in accordance with §602 of the WMO	
			→ Is there proposed fill in the regulatory floodplain or floodway onsite? If YES, the following requirements apply:	\$602
			◦ Provide the following on the Floodplain plan sheet:	\$303.2.L(2)
			◦ Cross section profiles showing floodplain fill and compensatory storage at various stations	
			◦ Tabular summary of cut and fill volumes below the 10-year flood elevation and between the 10-year and 100-year flood elevations	
<b>Article 6 - Wetland Requirements:</b>				
			→ Is there a wetland/farmed wetland/waters on or within 100 feet of the development site? If YES, the following requirements apply:	\$603 - \$605
			◦ Provide Schedule W (signed by a wetland specialist)	\$302.2.D(1)
			◦ Provide Wetland plan sheet including, but not limited to, the following:	\$303.2.M(1-3)
			◦ Location of the wetland(s) and wetland buffer(s) on or within 100-feet of the project	
			◦ Acreage and area of proposed impact to the wetland or wetland buffer	
			◦ Wetland Mitigation Plan that complies with the requirements of §604 of the WMO	
			◦ Provide a Wetland Delineation Report including, but not limited to, the following:	\$302.2.D(2-7)
			◦ Applicable correspondence from the Army Corps (Jurisdictional Determination, Section 404 permit application, letter indicating a Section 404 permit is not required, etc.)	
			◦ Classification of isolated wetlands as either high quality or standard isolated wetlands	
			◦ Determination of wetland boundaries and buffer widths	
			◦ Description of proposed isolated wetland impacts and proposed mitigation	
<b>Article 6 - Riparian Environment Requirements:</b>				
			→ Is there a riparian environment onsite? If YES, the following requirements apply:	\$606
			◦ Provide Schedule H if no wetlands are present or Schedule W if wetlands are present (signed by a design engineer or wetland specialist, respectively)	\$302.2.E(1)
			◦ Provide a Riparian Environment plan sheet including, but not limited to, the following:	\$303.2.N(1-3)
			◦ Location of the riparian environment located within the project, based upon a survey of the Ordinary High Water Mark (OHWM) of the channel or stream	
			◦ Acreage and area of proposed impact to riparian environments	
			◦ Riparian Environment Mitigation Plan that complies with the requirements of §607 of the WMO	
			◦ Provide a Riparian Environment Delineation Report including, but not limited to, the following:	\$302.2.E(2-5)
			◦ Applicable correspondence from the Army Corps (Jurisdictional Determination, Section 404 permit application, letter indicating a Section 404 permit is not required, etc.)	
			◦ Determination of riparian environment boundaries	
			◦ Description of proposed riparian environment impacts and proposed mitigation	
<b>Article 7 - Qualified Sewer Requirements:</b>				
			→ Is there proposed qualified sewer construction? If YES, the following requirements apply:	\$701.1
			◦ Provide Demolition and Utility plans	\$303.2.C-D
			◦ Provide applicable standard qualified sewer construction details	\$303.2.J
			◦ Provide a plan and profile for public qualified sewer main construction	
			◦ Provide size, length, slope, and material of all proposed qualified sewer and inverts at all structures and building connections	
			◦ Ensure IEPA separation requirements are met for watermain and sanitary sewer crossings	\$702.1.A
			→ Is there a proposed sanitary service connection? If YES, the following requirements apply:	
			◦ Provide Population Equivalent (PE) calculations either on Schedule C or a separate document	\$302.2.F(7)
			◦ Provide a narrative regarding live sewer connection and/or live sewer bypass protocol, if applicable	\$302.2.F(9)
			→ Is there a proposed public sanitary sewer extension for future use? If YES, the following requirement applies:	
			◦ Provide service area and future service area exhibits along with supporting population calculations	\$302.2.F(8)
			→ Is the proposed qualified sewer discharging to a separate private owner downstream? If YES, the following requirement applies:	
			◦ Provide recorded maintenance agreements between all sewer system owners acknowledging and accepting that their system can receive discharge from this site	\$302.2.F(10)
			→ Are any of the proposed qualified sewers or structures to be publicly owned? If YES, the following requirement applies:	
			◦ Provide a signed letter from the permittee indicating which segments of sewers and structures shall be owned and maintained by the permittee	
			→ Is there a new, reconstructed, or modified public lift station and/or public forcemain? If YES, the following requirements apply:	
			◦ Provide Schedule E (signed and sealed by design engineer and signed by permittee)	\$302.2.F(2)
			◦ Provide the lift station plan, profile, and schematic identifying forcemain high and low points, points of discharge, depth of cover at stream crossings, etc.	\$702.3.C
			◦ Provide a narrative and supporting calculations (e.g., population equivalents, wet well capacity, detention time, etc.)	
			◦ Provide a service area map	
			◦ Provide pump performance curves, system curves, manufacturers cut sheet, and pump operation elevations	
			→ Will industrial waste be produced? If YES, the following requirements apply:	
			◦ Provide Schedule F	\$302.2.F(3)
			◦ Provide Schedule G	
			◦ Provide plumbing plans along with a flow diagram for the pretreatment system	
			◦ Provide a narrative describing the proposed pretreatment system	
			→ Has the permittee or sole-permittee adopted ordinances requiring overhead plumbing and prohibiting footing drain discharge? If NO, the following requirement applies:	
			◦ Provide Schedule J (signed by applicant and notarized)	\$302.2.F(4)
			→ Is there a proposed direct connection to District Interceptor, TARP, or other District Facilities? If YES, the following requirements apply:	
			◦ Provide Schedule O	\$302.2.F(5)(a)
			◦ Procure applicable District record drawings, design standards, and specifications from the District Engineering Department prior to permit submittal	\$702.3.E
			◦ Provide a service area map and flow calculations	
			◦ Provide a narrative of excavation protocol in proximity to the District structure	
			◦ Provide a District direct connection detail modified with site specific information available at mwrdr.org/wmo	
			◦ Clearly label all District owned sewers and structures in the plans	
			◦ Include record drawings of District facilities and associated details for reference in the plans	
			→ Is there a new or reconstructed outfall to a District controlled waterway or Lake Michigan? If YES, the following requirements apply:	
			◦ Provide Schedule O	\$302.2.F(5)(b)
			◦ Provide a plan and profile of the proposed outfall and applicable construction details	\$702.3.F
			◦ Provide copies of relevant NPDES and IEPA permits, if applicable	