

## **PART 2 – FORMS**

## **PART 2 – FORMS**

### **FORMS**

The following sheets contain forms that are meant to be copied and used by either the developer/applicant, community official or review engineer. The forms contained in this section are listed below.

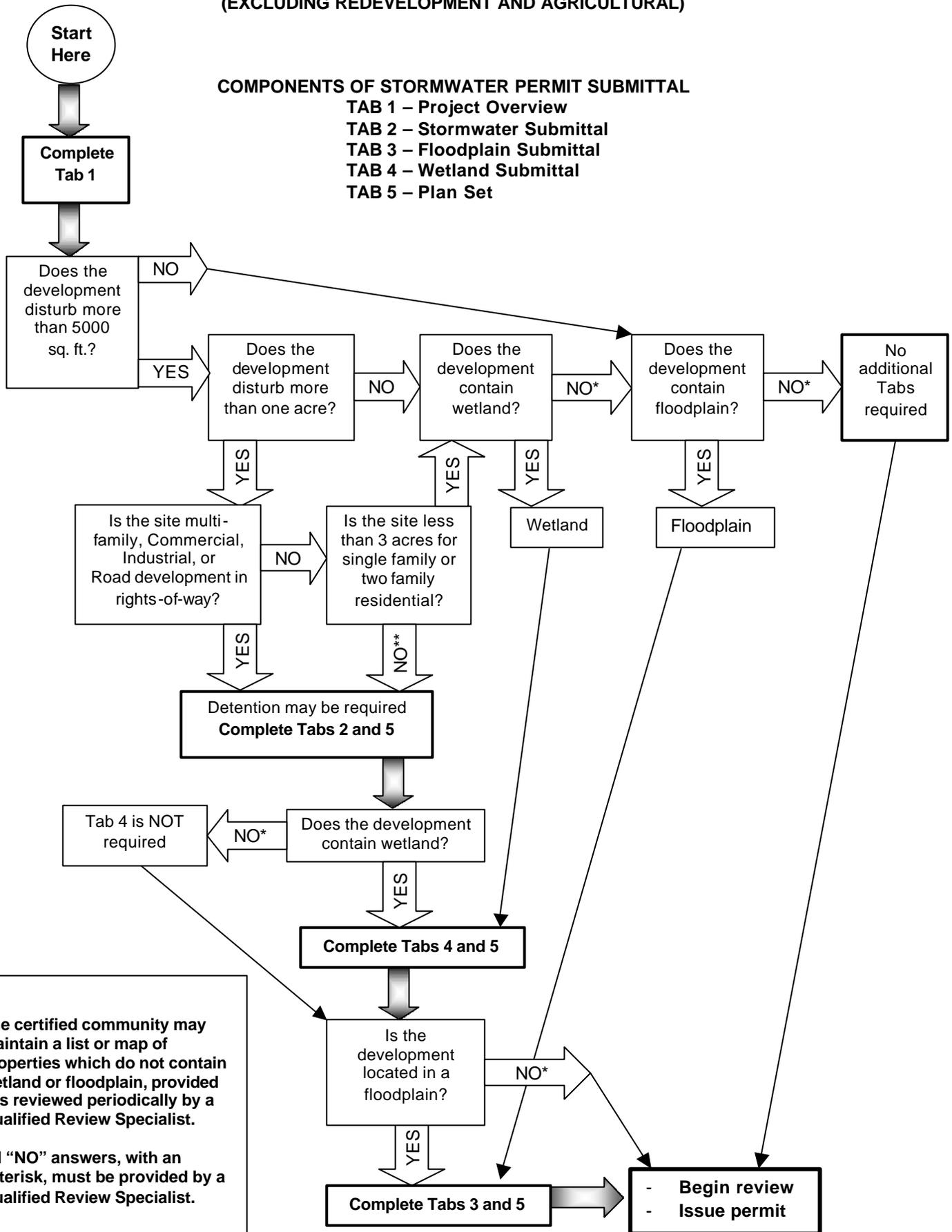
### **FORM NO.**

1. Kane County Stormwater Management Typical Permit Submittal Flowchart
2. Kane County Stormwater Management Permit Application
3. Kane County Stormwater Management Submittal Checklist
4. Community Certification Status Report
5. Community Contact For Stormwater Management Questions
6. Certified Community Form For Exempt Project
7. Certified Community Annual Form For Project Status
8. Inspection Checklist During Construction
9. Inspection Checklist After Construction
10. Developers Statements – Right to Draw on Securities
11. FEMA Community Acknowledgement Form
12. Erosion and Sediment Control Inspection Report

CITY OF GENEVA STORMWATER MANAGEMENT TYPICAL PERMIT SUBMITTAL FLOWCHART  
(EXCLUDING REDEVELOPMENT AND AGRICULTURAL)

COMPONENTS OF STORMWATER PERMIT SUBMITTAL

- TAB 1 – Project Overview
- TAB 2 – Stormwater Submittal
- TAB 3 – Floodplain Submittal
- TAB 4 – Wetland Submittal
- TAB 5 – Plan Set



**NOTE:**

1. The certified community may maintain a list or map of properties which do not contain wetland or floodplain, provided it is reviewed periodically by a Qualified Review Specialist.
2. All "NO" answers, with an asterisk, must be provided by a Qualified Review Specialist.

**CITY OF GENEVA STORMWATER MANAGEMENT PERMIT APPLICATION**

Date Application Received:	Date Permit Issued:
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Name & Address of Applicant:      Name & Address of Owner(s):      Name & Address of Developer:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Title: \_\_\_\_\_

Telephone no. during business hours:      Telephone no. during business hours  
A/C(    ) \_\_\_\_\_ - \_\_\_\_\_      A/C(    ) \_\_\_\_\_ - \_\_\_\_\_

Indicate which Submittals apply to application\* (see flowchart):

- ? Stormwater Submittal
  - ? Flood Plain Submittal
  - ? Wetland Submittal
  - ? No special management areas encroach the development
- \*Must be identified by qualified review specialist

Names, addresses and telephone numbers of all adjoining property owners within 250 feet of the development (use additional sheets if necessary):

Common Address of Development:	Legal Description (attach):
Street address _____	¼, Section, Township, Range _____
Community _____	
Name of local governing authority _____	P.I.N. _____
Watershed planning area and tributary _____	

Is any portion of this project now complete?    \_\_\_\_ Yes    \_\_\_\_ No, If "yes," explain in description portion.

I hereby certify that all information presented in this application is true and accurate to the best of my knowledge. I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions.

Signature of Developer \_\_\_\_\_      Date \_\_\_\_\_

I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions.

Signature of Owner \_\_\_\_\_      Date \_\_\_\_\_

Applicant: _____	Reviewer: _____	Stormwater Permit No.: _____
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The following tables contain a checklist of the requirements before a review for a Stormwater submittal will be accepted. The flow chart on the previous page shall be completed prior to completing the following tables. The flow chart identifies which Tab(s) need to be completed for a particular submittal. Not all requirements pertain to every stormwater submittal. For those requirements that you believe do not pertain to the this submittal, please give the reasons in the comment box.

**TAB 1 – PROJECT OVERVIEW**

Identifier	Requirement	Section	Comments
1A	Completed Stormwater Permit Application	503(b)	
1B	Copy of a completed Joint Application form with transmittal letters to the appropriate agencies (wetland or floodplain submittal).	503(b)	
1C	Copies of other relevant permits or approvals (include applications if permits have not been issued)	503(b)	
1D	Narrative description of development, existing and proposed conditions, and project planning principles considered, including BMPs utilized.	503(b)	
1E	Subsurface drainage investigation report	503(b)	

Name of Applicant: _____	Name of Reviewer: _____
Signature of Applicant: _____	Signature of Reviewer: _____
Date: _____	Date: _____

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

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

Township, Range: \_\_\_\_\_

Site Area (acres): \_\_\_\_\_

Please check the following activities that apply (from the flow chart):

Type of development:      ? Residential      ? Commercial      ? Industrial      ? Agricultural      ? Other

The site has the following constraints:

Floodplain ? YES _____ ? NO _____ Qualified Review Specialist Signature _____ Print Name	Floodway ? YES _____ ? NO _____ Qualified Review Specialist Signature _____ Print Name	Wetlands ? YES _____ ? NO _____ Qualified Wetland Review Specialist _____ Print Name
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**Note:** Please attach a narrative project description to this Tab, if Applicant is not completing Tab 2.

## City of Geneva Stormwater Management Submittal Checklist

### TAB 2 – STORMWATER SUBMITTAL

Identifier	Requirement	Section	Comments
2A	Narrative description of the existing and proposed site conditions. Include description of off-site conditions.		
2B	Schedule for implementation of the site stormwater plan.		
	Site runoff calculations:		
2C	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for sizing major and minor systems.	202.3, 202.4, 202.8	
2D	Cross-section data for open channels.	203.14	
2E	Hydraulic grade line and water surface elevations under design conditions.		
2F	Hydraulic grade line and water surface elevations under base flood conditions		
	Site Runoff and Storage Calculations:		
2G	Calculation of hydraulically connected impervious area and corresponding retention volume.	203.7	
2H	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate.	203.2, 203.4	
2I	Documentation of the procedures/assumptions used to calculate on-site depressional storage.	201.8	
2J	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume.	203.7, 203.8	
2K	Elevation-area-storage data.		
2L	Elevation-discharge data.	203.5	

## City of Geneva Stormwater Management Submittal Checklist

### TAB 3 – FLOODPLAIN SUBMITTAL

Identifier	Requirement	Section	Comments
3A	Regulatory floodplain boundary determination:	400	
3B	Provide source of flood profile information.	401.1.a, 402.6	
3C	Provide all hydrologic and hydraulic study information for site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions.	203.9, 203.10, 401.1	
3D	Floodway hydrologic and hydraulic analyses for the following conditions:		
3E	Existing conditions (land use and stream system).		
3F	Proposed conditions (land use and stream system).		
3G	Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions.		
3H	Calculations used for model development.		
3I	Floodplain fill and compensatory storage calculations for below and above 10-year flood elevation:	401.7	
3J	Tabular summary for below and above 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in proposed plan.		
3K	Floodproofing Measures:	401.4	
3L	Narrative discussion of flood proofing measures including material specifications, calculations, design details, operation summary, etc.		
3M	Flood Easements when required by the countywide ordinance or local jurisdiction.		

## City of Geneva Stormwater Management Submittal Checklist

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### TAB 4 – WETLAND SUBMITTAL

Identifier	Requirement	Section	Comments
4A	Wetland Delineation Report (COE format)		
4B	Calculation of required buffer (including width, size and vegetation quality)		
4C	Wetland Delineation Plan View Drawing:		
4C-1	Location of existing and proposed impacted or undisturbed wetlands.		
4C-2	Location of buffers.		
4C-3	Planting plan for buffer area.		
4C-4	Identify all required wetland management activities.		
4C-5	Submittal to the USACOE for permit application.		

## City of Geneva Stormwater Management Submittal Checklist

### TAB 5 – PLAN SET SUBMITTAL

Identifier	Requirement	Section	Comments
5A	All drawings should be signed and sealed by a P.E.		
5B	Site Topographic Map:		
5B-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet.		
5B-2	Existing and proposed contours on-site and within 100 feet of site.		
5B-3	Existing and proposed drainage patterns and watershed boundaries.		
5B-4	Delineation of pre-development regulatory floodplain/floodway limits.		
5B-5	Delineation of post-development regulatory floodplain/floodway limits.		
5B-6	Location of cross-sections and any other modeled features.		
5B-7	Location of drain tiles.		
5B-8	Location of all wetlands, lakes, ponds, etc. with normal water elevation noted.		
5B-9	Location of all buildings on the site.		
5B-10	Nearest base flood elevations.		
5B-11	FEMA and Kane County Survey Control Network benchmark.		
5C	General Plan View Drawing (may be more than one drawing for clarity)		
5C-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet contour interval.		
5C-2	Existing major and minor stormwater systems.		
5C-3	Proposed major and minor stormwater systems.		
5C-4	Design details for stormwater facilities (i.e. structure and outlet work detail drawings, etc.).		
5C-6	Scheduled maintenance program for permanent stormwater facilities including BMP measures.		
5C-7	Planned maintenance tasks and schedule.		
5C-8	Identification of persons responsible for maintenance.		
5C-9	Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity.		
5D	Sediment/Erosion Control Plan:		
5D-1	Sediment/erosion control installation measures.		
5D-2	Existing and proposed roadways, structures, parking lots, driveways, sidewalks and other impervious surfaces.		

## City of Geneva Stormwater Management Submittal Checklist

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Identifier	Requirement	Section	Comments
5D-3	Limits of clearing and grading.		
5D-4	Wetland location(s).		
5D-5	Proposed buffer location.		
5D-6	Existing soil types, vegetation and land cover conditions.		
5D-7	List of maintenance tasks and schedule for sediment/erosion control measures.		
5E	Vicinity Topographic Map:		
5E-1	Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic boundary condition.		
5E-2	A 2' contour map is preferred at a scale readable by the reviewer.		
5E-3	Watershed boundaries for areas draining through or from the development.		
5E-4	Soil types, vegetation and land cover affecting runoff upstream of the site for any area draining through the site.		
5E-5	Location of development site within the major watersheds.		

## City of Geneva Stormwater Management Submittal Checklist

### TAB 6 – SECURITY SUBMITTAL

Identifier	Requirement	Section	Comments
	Estimate of Probable Cost to construct stormwater facilities.		
	Development security:		
	Schedule for the completion of stormwater facilities.		
	Irrevocable letter of credit for 110% of estimated probable cost to construct the stormwater facilities.		
	Right to draw on the security statement - signed by the holder of the security.		
	Right to enter the development site to complete required work that is not completed according to schedule.		
	Indemnification statement - signed by developer.		
	Sediment and erosion control security:		
	Irrevocable letter of credit for 110% of estimated probable cost to install sediment and erosion control facilities.		
	Right to draw on the security statement - signed by the holder of the security.		
	Right to enter the development site to complete required work that is not installed and maintained according to schedule.		
	Letter of Credit Requirements:		
	Statement that indicates that the lending institution capital resources at least \$10,000,000, or as authorized.		
	Lending institution has an office location within the Chicago Metropolitan Area.		
	Lending institution is insured by the Federal Deposit Insurance Corporation.		
	Allows Administrator to withdraw without consent of developer.		
	Allows Administrator to withdraw within 45 days of expiration date.		

## City of Geneva Stormwater Management Submittal Checklist

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### TAB 7 – VARIANCE SUBMITTAL

Identifier	Requirement	Section	Comments
	Completed Stormwater Permit Application and all required submittals.		
	Completed variance petition including all information identified in Section 15-236.7.a.-l.		
	Statement as to how the variance sought satisfies the standards in Section 15-236.10. Address each condition separately.		

**CERTIFIED COMMUNITY FORM FOR EXEMPT PROJECT**

Name of Community/Unincorporated Area applying for exemption \_\_\_\_\_

Name, Address, and Title of Submitter:

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

Title: \_\_\_\_\_

Indicate reason for exemption:

- ? Substantial Development has commenced
- ? Stormwater Development Plan provides:
  - minimum detention of 0.15 cfs/acre release rate
  - designed conveyance system for flow rates up to base flood with no damage
  - soil erosion and sediment control with Illinois Urban Manual

Description of Proposed Development (Describe in detail, including area of site, drainage area, project purpose and intended use, and estimated time until completion):

Location of Proposed Development:

Legal Description:

\_\_\_\_\_  
 Name of waterway at development

\_\_\_\_\_  
 ¼, Section. Township, and Range

\_\_\_\_\_  
 Street address or other descriptive location

Review of this exemption is hereby made for authorization for the proposed development described herein. I certify that the information in this submission is true, complete, and accurate.

\_\_\_\_\_  
 Signature of Submitter

\_\_\_\_\_  
 Date

**Office Use Only**

Municipal Approval	Date	Signature
Approved by Village/Council Board _____		
Final Approval	Date	Signature
Director of Environmental Management _____		
Special Conditions of Exemption:		

**CERTIFIED COMMUNITY ANNUAL FORM FOR PROJECT STATUS**

(This form shall be completed for each project)

Community \_\_\_\_\_

Date \_\_\_\_\_

Name, Address and Title of Submitter:

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

Telephone no. during business hours:

A/C ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax no. (if applicable)

A/C ( ) \_\_\_\_\_ - \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

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

Section/Township/Range: \_\_\_\_\_

Check components that affect project:

? stormwater

? floodplain

? wetlands

Check Phase of Construction:

? pre-construction

? during construction

? post-construction

Please Describe Tasks completed during year:

Please Describe Tasks to be completed in the following year:

I hereby certify that all tasks completed during this year comply with the Kane County Stormwater Management Ordinance, and that all information presented in this submittal is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Date

*\* A copy of every stormwater permit application (Form 2) shall be included with this form.*

**INSPECTION CHECKLIST DURING CONSTRUCTION**

1. Is the sediment an erosion control system as depicted on the plans installed?
2. Has the developer been maintaining the system after rain fall events?
3. Is there evidence of sediment being carried down stream from the development site at the project boundaries? If so, this is an indicator of an inadequate sediment erosion control plan and corrective action must be taken.
4. As construction progresses are there provisions for handling off site flows into the construction site without increasing upstream water surface elevations?
5. Is there adequate stormwater storage provided in sedimentation basins? Is there functional detention storage being provided for the development as it is being constructed? (In general some sort of detention basin must be in place prior to the construction of impervious surfaces).
6. Are existing wetlands to be preserved adequately protected during construction with fencing and other appropriate sediment and erosion control measures to limit both vehicle access and the impact of sediment from the construction site?
7. Is any required culvert or bridge being constructed in a manner to provide the least disturbance of the aquatic resource?
8. Are buffers delineated in the field and protected from intrusion by construction vehicles and other construction activities?
9. Are any required restrictor structures installed as soon as practicable on the conveyance system?
10. Are sediments being removed from basins and disposed of properly on site in a manner that does not promote their reintroduction into the stream system?
11. Are the limitations to the amount of area that can be worked being followed?

**INSPECTION CHECKLIST AFTER CONSTRUCTION**

1. Are required storm water detention/retention facilities in place and generally as they appear on the as-builts from the permitted plans?
2. Are any required restrictors in place and is the outlet control structure generally “clean”?
3. Are any required on site buffers around wetlands in place and free from prohibited activities?
4. Are there signs of failed construction?
  - a. Settlement of berms.
  - b. Slope instability.
  - c. Accumulated sediment in detention/retention facilities.
  - d. Questionable conditions at facilities related to retaining walls.
  - e. Adequate stabilization of surfaces – i.e., stand of grass or other stabilizing means.
5. Have “record drawings” been submitted?

**DEVELOPER'S STATEMENT**

Right to Draw on Securities  
Section 1201.1 (c & d) & 1202.1.b

I, \_\_\_\_\_, do hereby grant to the Administrator of \_\_\_\_\_  
Developers Name County/Municipality

The right to draw on performance security posted in accordance with the Storm Water Permit \_\_\_\_\_ for the purpose of completing any and all  
(Number/Description)  
Stormwater Facilities and completing or maintaining Sediment and Erosion Control Measures included in the referenced permit. The decision to draw on the security shall be at the discretion of the Administrator. I further grant the right to enter the property for the purpose of performing the work to whoever the Administrator designates and agree to identify \_\_\_\_\_ against any increased costs  
County/Community  
attributable to concurrent activities or conflicts between the Administrators design's and any other contractors on site. I further warrant that I am a duly authorized representative of the developer with the authority to make this statement, and that this statement shall remain binding until final inspection and acceptance of all permitted Stormwater Facilities.

STATEMENT FOR: \_\_\_\_\_  
Developer

BY: \_\_\_\_\_  
Name and Signature

TITLE: \_\_\_\_\_

**RELEASED BY FINAL ACCEPTANCE**

FOR: \_\_\_\_\_  
County/Community

BY: \_\_\_\_\_  
Administrator

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

**EROSION AND SEDIMENT CONTROL INSPECTION REPORT**

Project Name: \_\_\_\_\_ File No.: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspected By: \_\_\_\_\_

**Stage of Construction**

Pre-Construction Mtg.     Rough Grading     Finish Grading  
 Clearing & Grubbing     Building Construction     Final Stabilization

**YES NO N/A    Inspection Checklist**

- 1. Have all disturbed areas requiring temporary or permanent stabilization been stabilized? Seeded? Mulched? Graveled?
- 2. Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?
- 3. Does permanent vegetation provide adequate stabilization?
- 4. Have sediment trapping facilities been constructed as a first step in disturbance activity?
- 5. For perimeter sediment trapping measures, are earthen structures stabilized?
- 6. Are sediment basins installed where needed?
- 7. Are finished cut and fill slopes adequately stabilized?
- 8. Are on-site channels and outlets adequately stabilized?
- 9. Do all operational storm sewer inlets have adequate inlet protection?
- 10. Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?
- 11. Is in-stream construction conducted using measures to minimize channel damage?
- 12. Are temporary stream crossings of non-erodible material installed where applicable?
- 13. Is necessary restabilization of in-stream construction complete?
- 14. Are utility trenches stabilized properly?
- 15. Are soil and mud kept off public roadways at intersections with site access roads?
- 16. Have all temporary control structures that are no longer needed been removed? Have all control structure repairs and sediment removal been performed?
- 17. Are properties and waterways downstream from development adequately protected from soil erosion and sediment deposition due to increases in peak stormwater runoff?