

SITE DEVELOPMENT / STORMWATER MANAGEMENT PERMIT SUBMITTAL INFORMATION



City of St. Charles - Community Development Department - (630) 377-4443 - cd@stcharlesil.gov

A Site Development / Stormwater Management Permit is required for:

- Any site work or project that requires a stormwater permit per the Kane County Stormwater Ordinance, such as the disturbance of 5,000 square feet or more of land area.
- Any new Subdivision or Building Permit project that includes Public Improvements.

Initial Submittal to include:

- Stormwater Management Permit form with attachments:
 - Application Form, Worksheet, Checklist
 - Plan Submittal Set (if not already submitted for review as part of an engineering plan submittal for a Subdivision or Building Permit application)
 - Stormwater Submittal/Report (if not already submitted)
- Deposit for review of the Stormwater Management Permit and Reimbursement of Fees Agreement (if one is not already in place for the project)

The following items are required prior to issuance of a Site Development / Stormwater Management Permit:

- **Approved Plan Submittal and Stormwater Submittal/Report**, approved by City Development Engineer
- **Approved Engineer's Estimate of Probable Construction Cost (EOPC)**, approved by City Development Engineer
- **Site Development Permit Fee:** Payment equal to 3.00% of the approved EOPC comprised of 2.50% as a non-refundable permit fee, plus 0.50% deposit to cover additional costs.
- **Financial Guarantee**, equal to 115% of the approved EOPC. Financial Guarantee shall meet all requirements of the Stormwater Management Permit checklist and City Code Title 16- "Subdivisions and Land Improvements", Section- 16.04.100, in one of the following forms:
 - Cash Deposit
 - Performance Letter of Credit: Letter to be substantially in the form attached as Title 16-Appendix C, issued by a sound reputable banking institution authorized to do business in the state of Illinois.
 - Requirements for Bank institution providing Letter of Credit:
 - 1) Bank is acceptable to the City Director of Finance
 - 2) Assets of at least \$10 million
 - 3) An office in the Chicago Metropolitan Area
 - 4) Member of the Federal Deposit Insurance Corporation.

- **Surety Bond:** Using standard City form, issued by a surety company authorized to do business in Illinois.
 - Insurance Companies: Must have an A.M. Best Company rating of Superior (A++ and A+), Excellent (A and A-) or Very Good (B++ and B+) (or equivalent).
- **Land Improvement Agreement** in the form contained in Title 16, “Subdivisions and Land Improvements” – Appendix D
- **Deposit for City Electric Utility:** For new subdivisions, the deposit to fund the installation of electric infrastructure for the subdivision, per an estimate and agreement letter from the City Electric Utility.
- **Illinois EPA – NPDS permit** (National Pollutant Discharge Elimination System) for site disturbance over 1 acre
- **Illinois EPA Water and/or Sanitary Permit** for any public main extensions

ADDITIONAL INFORMATION - FEES FOR REVIEW AND INSPECTION

1. Review of Site Development/Stormwater Permits

Reimbursement shall be provided, either through a Reimbursement of Fees Agreement under Title 17, or through direct payment for:

- a. City staff review at the cost per productive work hour of each City staff member involved in reviews, meetings, or any associated task relative to a stormwater permit application.
- b. Fees for consultant’s review and consultation in connection with the review of the proposed work including meetings and associated tasks. Consultants may include but are not to be limited to Engineers and Wetland specialists.

The applicant shall pay all fees within 30 days of invoice by the City subsequent to performance of said tasks. Any dispute of payment shall be sent in writing to the Administrator within 30 days of invoice by the City. Failure to respond within the 30-day period shall result in a default of permit obligation and allow the Administrator to revoke the permit.

2. Fee and Deposit for issuance for Site Development/Stormwater Permits

Payment due upon permit issuance equal to 3.00% of the approved Engineer’s Estimate of Proposed Construction (EOPC), comprised of 2.50% as a non-refundable permit fee, plus 0.50% deposit to cover additional costs.

Fees are intended to cover all costs for any task associated with construction oversight, inspection and testing of the improvements approved under the Site Development / Stormwater permit. Professional services may be provided by City Staff or Consultants working on behalf of the City, including Construction Managers, Engineers, Wetland and Ecological Specialists.

In the event the total costs for Professional Services exceeds the permit fee, the additional 0.50% deposit shall be utilized to pay for any excess costs. Additional increments of 0.50% may be requested thereafter.

Any request for additional fees or use of the deposit shall be accompanied by an accounting of the fees incurred. Any portion of the deposit remaining after the completion of the project shall be returned to the applicant.



CITY OF ST. CHARLES STORMWATER MANAGEMENT PERMIT APPLICATION

Applicant

Name _____
 Company _____
 Address _____
 City, State ZIP _____
 Telephone No. _____
EMAIL _____

Owner

Name _____
 Company _____
 Address _____
 City, State ZIP _____
 Telephone No. _____
EMAIL _____

Developer

Name _____
 Company _____
 Address _____
 City, State ZIP _____
 Telephone No. _____
EMAIL _____

Project Information:

Address of Development _____

Legal Description
(attach if necessary): _____

Parcel Identification
Number(s) (PIN): _____

Project Name _____

Area of Disturbance/
Land Cover Change (Acre) _____

Stormwater Management Table (9-81) (see Worksheet)	<input type="checkbox"/> Impervious Area installed between Jan. 1, 2002 and present	_____ sq ft
	<input type="checkbox"/> New Impervious Area (proposed with this application)	_____ sq ft
	<input type="checkbox"/> Existing Impervious surface to be removed	_____ sq ft
	<input type="checkbox"/> Net (New) Impervious Area	_____ sq ft

CITY OF ST. CHARLES

STORMWATER MANAGEMENT PERMIT APPLICATION

Project Narrative:

Attachments submitted as part of this Permit Application:

Required Items	Included (Y/N)?	Details (If not included, please explain)
Plan Set		

As Required (see Worksheet):	Included (Y/N)?	Details (If not included, please explain)
Stormwater Submittal		
Stormwater Mitigation/BMP/WBM Submittal		
Floodplain Submittal		
Wetland Submittal		
Performance Security Submittal		
Engineer's Estimate of Probable Cost		
Maintenance Schedule & Funding Submittal		
Subsurface Drainage Investigation Report		
Transportation Approval / Concurrence		
Copies of other relevant permits or approvals (include applications if permits have not been issued)		
Copy of a completed Joint Application form with transmittal letters to the appropriate agencies (wetland or floodplain submittal).		

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 and City of St. Charles Stormwater Management Ordinance, and fully intend to comply with its provisions.

Signature of Developer

Date

I have read and understand the Kane County and City of St. Charles Stormwater Management Ordinance, and fully intend to comply with its provisions.

Signature of Owner

Date

FOR OFFICE USE ONLY		
The site contains the following special management area(s):		
<u>Floodplain</u>	<u>Floodway</u>	<u>Wetlands</u>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any of the above are checked "Yes," additional submittals may be required.		
<i>This is the opinion of the City of St. Charles Development Engineering Division</i>		
Name:	QERS Exp. Date:	
Signature:	Date:	



CITY OF ST. CHARLES STORMWATER MANAGEMENT PERMIT WORKSHEET

Please refer to Kane County and City of St. Charles Stormwater Management Ordinances for definitions of technical terms in bold and referenced Ordinance sections for additional information.

Step 1:

Is a Stormwater Management Permit Required (Section 9-28 A):

- A. Does the project disturb more than 5,000 sq ft of ground or involve 250 CY of material or more?
- B. Is the project in a **Floodplain** or is there **Floodplain** on the **Site** (including renovations or repairs to existing structures in the **Floodplain**)?
- C. Does the project impact a **Wetland**?
- D. Does the site have an existing **Detention Storage Facility** and new **Impervious Area** is being added that is not accounted for in the **Detention Storage Facility**?

If you answered YES to any of the above questions, PROCEED TO STEP 2

If you answered NO to all of the above questions, a **Stormwater Management Permit** is NOT required, however, **Erosion and Sedimentation Control Practices** (Article III) are required for all projects regardless of whether a permit is required or not.

Step 2:

Calculate Stormwater Management Measure Triggers (Table 9-81):

- A. **Hydrologically Disturbed Area** (proposed as part of this application) _____ acre(s)
- B. **New Impervious Area** since Jan 1, 2002 (existing) _____ sq ft
- C. **New Impervious Area** (proposed as part of this application) _____ sq ft
- D. CALCULATE total **New Impervious Area** (SUM B+C=D) _____ sq ft

Redevelopment Only:

- E. Existing **Impervious Area** to be removed (as part of this application) _____ sq ft
- F. CALCULATE **Net New Impervious Area** (SUBTRACT D-E = F) _____ sq ft

PROCEED TO STEP 3

Step 3:

Stormwater Mitigation/BMP Submittal (Article V):

- A. Is there an existing flooding or drainage issue in the immediate vicinity of the project?
- B. Is the **New** or **Net New Impervious Area** (proposed as part of this application - Step 2 C or Step 2 F) greater than 5,000 sq ft?
- C. Linear projects: is the **New** or **Net New Impervious Area** (proposed as part of this application- Step 2 C or Step 2 F) > 43,560 sq ft?
- D. Is the **Hydrologically Disturbed Area** greater than 3 acres?
- E. Is the Total **Impervious Area** on the **Site** greater than 50% (for a **Site** <1 acre)

If you answered YES to any of the above questions, a Stormwater Mitigation/BMP may be required

PROCEED TO STEP 4

Stormwater Mitigation/BMP Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 4:

Stormwater Submittal (Article IV):

- A. Is the **New** or **Net New Impervious** (Step 2 D or Step 2 F) greater than 25,000 sq ft?
- B. Linear projects: is the **New** or **Net New Impervious** (Step 2 D or Step 2 F) > 43,560 sq ft and width >AASHTO?
- D. Is the **Hydrologically Disturbed Area** greater than 3 acres?

If you answered YES to any of the above questions, a **Stormwater Submittal and Detention Storage Facility** may be required

PROCEED TO STEP 5

Stormwater Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 5:

Wetland and Floodplain Submittal (Article VII and Article VI):

- A. Does the **Site** contain or is adjacent to a **Linear Watercourse, Nonlinear Waterbody or Wetlands**?
- B. Does the **Site** contain **Floodplain**?

If a **Qualified Review Specialist** has answered YES to either question above, a **Wetland and/or Floodplain Submittal** may be required

PROCEED TO STEP 6

Wetland Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Floodplain Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 6:

What's Next?:

- A. Use the Kane County and City of St. Charles Stormwater Ordinance for additional information on required submittals. Contact the the City of St. Charles to address questions or confirm submittal requirements
- B. Complete the City of St. Charles **Stormwater Management Permit** application
- C. Complete the submittals required for the project including the Plan Set Submittal (Article II), Soil Erosion and Sedimentation Control, Performance Security (Article VIII) and Maintenance Schedule (Article IX) in addition to submittals required above.

Disclaimer:

This worksheet provides general guidelines for determining potential requirements for a project. The worksheet includes requirements for conventional projects, however it does not address special conditions or exemptions contained within the **Ordinance** language or address complex project such as **Redevelopment** with an existing detention facility. It is recommended that **Applicants** communicate with the City of St. Charles to confirm permit requirements. The City of St. Charles, upon review of the project, may require additional submittals or **Stormwater Management Measures**.



CITY OF ST. CHARLES STORMWATER MANAGEMENT SUBMITTAL CHECKLIST

PLAN SET SUBMITTAL (9-32)

Identifier	Requirement	Comments	Completed
PS-1	All drawings should be signed and sealed by a P.E.		
Site Topographic Map:			
PS-2	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet		
PS-3	Existing and proposed contours on-site and within 100 feet of Site		
PS-4	Existing and proposed drainage patterns and Watershed boundaries		
PS-5	Pre-Development regulatory Floodplain/Floodway limits		
PS-6	Post-Development regulatory Floodplain/Floodway limits		
PS-7	Location of cross-sections and any other modeled features		
PS-8	Location of Subsurface Drainage Systems		
PS-9	Boundaries of all Linear Watercourses, Nonlinear Waterbodies, Wetlands, and Buffers, with normal water elevations		
PS-10	Existing and proposed Impervious Area & Net New Impervious Area		
PS-11	Location of all Buildings on the Site		
PS-12	Nearest base flood elevations		
PS-13	North American Vertical Datum of 1988 (NAVD 88) and reference benchmarks used		
PS-14	All contours used in the calculation of Depressional Storage highlighted		
General Plan View Drawing (may be more than one for clarity):			
PS-15	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet contour interval		
PS-16	Existing Major and Minor Stormwater systems		
PS-17	Proposed Major and Minor Stormwater systems		
PS-18	Design details for Stormwater Management Measures		
PS-19	Scheduled maintenance program for Stormwater Management Measures, Major and Minor Stormwater Systems, and Subsurface Drainage Systems		
PS-20	Identification of persons responsible for maintenance		
PS-21	Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity		
PS-22	Proposed Regulatory Floodplain and Floodway location (with the Base Flood Elevations and Flood Protection Elevations noted)		
PS-23	Existing Linear Watercourses, Nonlinear Waterbodies, Wetlands, and Buffers		
PS-24	All plan areas at elevations below the high water elevation of Detention Storage Facilities highlighted		
PS-25	Where the two-tenths percent (0.2%) and the one percent (1%) regulatory Flood profile are available, the plan limit of the Floodplain		
Erosion and Sedimentation Control Plan:			
PS-26	Drawings at the same scale as the Site topographical map		
PS-27	Existing and proposed roadways, Structures, parking lots, driveways, sidewalks and other Impervious surfaces		
PS-28	Existing soil types, vegetation and land cover conditions		
PS-29	Limits and acreage of disturbance		
PS-30	Location of all Special Management Areas		
PS-31	Location of all Erosion and Sedimentation Control Practices		
PS-32	Details for all proposed Erosion and Sedimentation Control Practices		
PS-33	List of maintenance tasks for all Erosion and Sedimentation Control Practices		
PS-34	Schedule for implementation and maintenance of Erosion and Sedimentation Control Practices and stabilization		

Identifier	Requirement	Comments	Completed
PS-35	The name, address and phone number at which the Person responsible for Erosion and Sedimentation Control Practices may be reached on a twenty-four (24) hour basis.		
Vicinity Topographic Map:			
PS-36	Vicinity topographic map identifying the upstream Drainage Area to the Development and downstream receiving Channel (a two foot (2') contour map is preferred)		
PS-37	Watershed boundaries for the Drainage Area through or from the Development		
PS-38	Soil types related to hydrologic soils group, vegetation and land cover affecting Runoff upstream of the Site for any upstream Drainage Area		
PS-39	Location of Site with the major Watershed(s)		
PS-40	Overland Flow Path from the downstream end of the Development to the receiving Channel		

STORMWATER SUBMITTAL (9-86)

Identifier	Requirement	Comments	Completed
SW-1	Narrative description of the existing and proposed Site drainage patterns and conditions and off-site conditions		
SW-2	Schedule for implementation of the site's stormwater management plan		
Site Runoff Calculations:			
SW-3	On-site and off-site Runoff calculations used to calculate hydrologic and hydraulic conditions for sizing Major Stormwater Systems and Minor Stormwater Systems		
SW-4	Cross section data for Open Channels		
SW-5	Hydraulic grade line and water surface elevations under design flow conditions		
SW-6	Hydraulic grade line and water surface elevations under Base Flood flow conditions		
Site Runoff and Storage Calculations:			
SW-7	Calculation of existing Impervious Areas, New Impervious Areas, and Net New Impervious Areas		
SW-8	Documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the Allowable Release Rate;		
SW-9	Documentation of the procedures and assumptions used to calculate on-site Depressional Storage		
SW-10	Documentation of the procedures and assumptions used to calculate hydrologic and hydraulic conditions for determining the detention storage volume		
SW-11	Elevation and storage data and calculations for detention volume		
SW-12	Elevation and discharge data and calculations specifically related to the Restrictor depicted in the engineering drawings		

**STORMWATER MITIGATION/BEST MANAGEMENT PRACTICES (BMPs) AND WATERSHED
BENEFIT MEASURES SUBMITTAL (9-110)**

Identifier	Requirement	Comments	Completed
SM-1	A narrative description documenting compliance with the requirements of Article V		
SM-2	Anticipated pollutants of concern based upon proposed Development land use		
SM-3	A listing and discussion of all BMPs or Watershed Benefit Measures to be used and how they will mitigate water quality and quantity impacts of the proposed Development		
SM-4	A description of soils on-site. For BMP's include: infiltration rates, percentage of clay, proximity to private and community wells; and depth to Seasonal High Groundwater Table, bedrock, or limiting layer		
SM-5	For native vegetated BMPs or Watershed Benefit Measures provide; seeding and planting locations, specifications, and methodology; schedule for installation; and maintenance and monitoring provisions		
SM-6	For Category I BMPs provide: existing Impervious Area and New Impervious Area; the required Volume Reduction; and quantifiable storage		
SM-7	For Category II BMPs provide; existing Impervious Area and New Impervious Areas; required Volume Reduction; storage provided in each proposed BMP; Calculations for pretreatment BMPs, pollutant removal rates, and the drawdown time for each BMP		
SM-8	For Watershed Benefit Measures provide: existing and proposed Runoff; If storage based, the required volume, if water quality based, the treatment acreage; if area based, the square footage; if constructed Wetland, calculations for hydrology; and calculations to demonstrate no adverse impacts		
SM-9	An opinion of probable cost to construct, maintain and monitor		
SM-10	Drawings including: a plan view and cross sections of each BMP or Watershed Benefit Measure		
SM-11	If native vegetated: a planting plan and maintenance and monitoring provisions		
SM-12	The proposed easement or Declaration of Restriction and Covenant to be recorded upon completion of the project		

FLOODPLAIN SUBMITTAL (9-145)

Identifier	Requirement	Comments	Completed
FP-1	Regulatory Floodplain boundary determination		
FP-2	Provide source of Flood profile information		
FP-3	Provide all hydrologic and hydraulic study information for site specific Floodplain studies, unnumbered Zone A area elevation determinations, and Floodplain map revisions		
FP-4	Floodway hydrologic and hydraulic analyses for the following conditions:		
FP-5	Existing conditions (land use and stream system)		
FP-6	Proposed conditions (land use and stream system)		
FP-7	Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions		
FP-8	Calculations used for model development		
FP-9	Floodplain fill and Compensatory Storage calculations for below and above 10-year flood elevation		
FP-10	Tabular summary for below and above 10-year Flood elevation of fill, Compensatory Storage, and Compensatory Storage ratios provided in proposed plan		
FP-11	Floodproofing measures		
FP-12	Narrative discussion of Floodproofing measures including material specifications, calculations, design details, operation summary, etc.		
FP-13	Flood easements when required by the Ordinance or local jurisdiction		
FP-14	Statewide and Regional self-issuing permits (Statewide permits nos. 1 through 14 and Regional Permit No. 3		

WETLAND SUBMITTAL (9-180)

Identifier	Requirement	Comments	Completed
WL-1	Wetland Delineation Report (USACE format)		
WL-2	Calculation of required Buffer width		
WL-3	Illinois Department of Natural Resources threatened or endangered species (termination letter or other instrument of approval)		
WL-4	USFWS review procedure of site		
WL-5	One of the following from USACE; Jurisdictional Determination (JD), Letter of No Objection (LONO), or USACE permit		
WL-6	A narrative of proposed Wetland Impacts and means of Mitigation		
WL-7	Indirect impact calculations		
WL-8	For proposed Developments that will change the size of a Wetland through direct impacts via dredging or filling: the proposed to existing conditions Runoff volume ratio		
WL-9	If Wetland Impacts will be mitigated within a Wetland Mitigation Facility: a description of the proposed hydrologic regime, soils and Site geomorphology, specifications for rough and final grading, soil types soils placement, plant procurement, water control structures, a planting plan, maintenance and monitoring		
WL-10	If Linear Watercourses are modified: calculations for bank stabilization, channel width, depth, sinuosity, pool and riffles; specifications for bank stabilization measures, in-stream practices and planting plan; cost estimate		
Plan View Drawings:			
WL-11	All Linear Watercourses, nonlinear waterbodies, and Wetlands on-site or within one hundred feet (100') of the Site		
WL-12	All Buffers with the width labeled		
WL-13	Proposed Wetland and Buffer impacts		
WL-14	Wetland summary table		
WL-15	Identification of easement areas		
WL-16	If Wetland Impacts will be mitigated within a Wetland Mitigation Facility, a plan including: planting plan, plant list and maintenance and monitoring provisions		
WL-17	If Linear Watercourses are modified, a stream restoration plan including: plan, profile and cross sections of the existing and proposed stream; length of the existing and proposed Linear Watercourse; location and type of streambank stabilization measures; planting plan and Buffer		
WL-18	If Buffer averaging or re-establishment will occur on-site: Planting plan, acreage of Plant Communities and plant list, maintenance and monitoring provisions		

SECURITY SUBMITTAL (9-203)

Identifier	Requirement	Comments	Completed
SS-1	Estimate of Probable Cost to construct stormwater facilities.		
SS-2	Schedule for the completion of stormwater facilities.		
SS-3	Irrevocable letter of credit for 115% of estimated probable cost to construct the stormwater facilities.		
SS-4	Right to draw on the security statement - signed by the holder of the security.		
SS-5	Right to enter the development site to complete required work that is not completed according to schedule.		
SS-6	Indemnification statement - signed by developer.		
SS-7	Irrevocable letter of credit for 115% of estimated probable cost to install sediment and erosion control facilities.		
SS-8	Right to draw on the security statement - signed by the holder of the security.		
SS-9	Right to enter the development site to complete required work that is not installed and maintained according to schedule.		
SS-10	Statement that indicates that the lending institution capital resources at least \$10,000,000, or as authorized.		
SS-11	Lending institution has an office location within the Chicago Metropolitan Area.		
SS-12	Lending institution is insured by the Federal Deposit Insurance Corporation.		
SS-13	Allows Administrator to withdraw without consent of developer.		
SS-14	Allows Administrator to withdraw within 45 days of expiration date.		