Month XX, Year

Dr. Catherine A. O’Connor, Ph.D., P.E.

Director of Engineering

Metropolitan Water Reclamation District of Greater Chicago

100 E. Erie Street

Chicago, Illinois 60611

Dear Dr. O’Connor:

Subject: Intent to become an authorized municipality to administer the Watershed Management Ordinance

The Town/City/Village of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“municipality”) intends to become authorized to adopt and administer the Watershed Management Ordinance (“WMO”) to the extent allowed by Article 14 of that ordinance.

The municipality designates Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the municipality’s enforcement officer. All correspondence should be directed to Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s attention at the following address:

 Street Address

 City, State ZIP

Please find the following documents enclosed in support of this letter of intent.

1. Legal Opinion indicating the municipality has legal authority to perform all obligations required by the WMO, including:
	1. Regulating erosion and sediment control, stormwater management, floodplains, isolated wetlands, and riparian environments;
	2. Conducting inspections on private property;
	3. Issuing watershed management permits;
	4. Administering the WMO; and
	5. Entering into an intergovernmental agreement with the District.
2. A verified statement of financial capacity to perform and adequately fund the municipality’s obligations related to the administration of the WMO as set forth in Article 14 of that ordinance.
3. An implementation plan, with an estimate of permit load and available review staff.
4. Schedule of Permit Fees.
5. An exhibit delineating the corporate limits of the municipality for the purposes of administering the WMO. Note that areas within the limits of the Combined Sewer Area Limits cannot be locally administered.
6. Contact information sheet.

Please contact the municipality’s enforcement officer at (XXX) XXX-XXXX if you require further information.

Very truly yours,

Municipal Executive