



WATERSHED MANAGEMENT PERMIT

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

LOCAL SEWER SYSTEMS SECTION
111 EAST ERIE STREET, CHICAGO, IL 60611
www.mwrd.org/wmo

INSTRUCTIONS FOR COMPLETING PERMIT FORM

Submit a signed copy of the Watershed Management Permit application electronically through the Watershed Management Ordinance Permit Application Submittal System (WPASS) at www.mwrd.org/wpPASS. Include any other applicable permit schedules with the application and check the appropriate boxes. Submit a signed and sealed copy of the plan set. If applicable, submit the Fee Payment Voucher and Payment Receipt. Payments can be mailed to the address at the top of this form or submitted electronically at <https://mwrd.org/form/lsss-payment>. For any questions or assistance with submitting the permit application please email us at wpass@mwrd.org or call (312) 751-3255.

NAME AND LOCATION OF PROJECT

Name of Project (as shown on the plan set): _____

Location of Project (address or with respect to two major streets): _____

Municipality (Township, if unincorporated): _____

PIN (include all impacted, use additional sheet if necessary): _____, _____
 _____, _____

SEWER AREA OF PROJECT

- Combined Sewer Area Separate Sewer Area

APPLICABLE PERMIT SCHEDULES

- | | | |
|--|-----------------------|---------------|
| <input type="checkbox"/> Project Information (Required for all projects) | WMO Schedule A | (Page 5 of 9) |
| <input type="checkbox"/> Sewer Summary (Required for all projects) | WMO Schedule B | (Page 6 of 9) |
| <input type="checkbox"/> Sewer Connections (Required for all projects) | WMO Schedule C | (Page 7 of 9) |
| <input type="checkbox"/> Detention & Stormwater Management Facilities (WMO) | WMO Schedule D | (2 Pages) |
| <input type="checkbox"/> Detention & Stormwater Management Facilities (Legacy) | WMO Schedule D-Legacy | (4 Pages) |
| <input type="checkbox"/> Public Lift Station and/or Force Main | WMO Schedule E | (2 Pages) |
| <input type="checkbox"/> Characteristics of Waste Discharge | WMO Schedule F | (2 Pages) |
| <input type="checkbox"/> Treatment or Pretreatment Facilities | WMO Schedule G | (2 Pages) |
| <input type="checkbox"/> Hazard Areas (Floodplain / Floodway /Riparian Areas) | WMO Schedule H | (2 Pages) |
| <input type="checkbox"/> Affidavit Relative to Compliance with Article 7 | WMO Schedule J | (1 Page) |
| <input type="checkbox"/> Affidavit of Disclosure of Property Interest | WMO Schedule K | (2 Pages) |
| <input type="checkbox"/> Notice of Requirements for Storm Water Detention | WMO Schedule L | (2 Pages) |
| <input type="checkbox"/> Outfall, Direct Connection, District Owned or Leased Property | WMO Schedule O | (1 Page) |
| <input type="checkbox"/> Soil Erosion and Sediment Control | WMO Schedule P | (1 Page) |
| <input type="checkbox"/> Recording and Maintenance | WMO Schedule R | (2 Pages) |
| <input type="checkbox"/> Wetlands and Wetland Buffer Areas | WMO Schedule W | (2 Pages) |
| <input type="checkbox"/> Current Survey of Property Interests (Required for most projects) | Exhibit A | |

DISTRICT or AUTHORIZED MUNICIPALITY USE ONLY

Application Received: _____ Permit Issued: _____

PERMIT ISSUED BY: DISTRICT Authorized Municipality

WMO PERMIT

GENERAL CONDITIONS

WMO Permit Number: _____

1. **Definitions.** The definitions of Appendix A of the Watershed Management Ordinance are incorporated into this Watershed Management Permit by reference. Additionally, the following words and phrases shall be defined as follows:

- a) **Building and Occupancy Permit.** Building and Occupancy Permit issued by the Municipality.
- b) **Design Engineer.** A Professional Engineer who prepares plans and specifications for the project, and signs the Watershed Management Permit Application.
- c) **Inspection Engineer.** A Professional Engineer who inspects the development to ensure compliance with the design plans, specifications, a Watershed Management Permit, and the Watershed Management Ordinance.
- d) **Permit.** Watershed Management Permit.
- e) **General Conditions.** General Conditions contained in a Watershed Management Permit.
- f) **Special Conditions.** Special Conditions of this Watershed Management Permit.

2. **Adequacy of Design.** The schedules, plans, specifications and all other data and documents submitted for this Permit are made a part hereof. The Permit shall not relieve the Design Engineer of the sole responsibility for the adequacy of the design. The issuance of this Permit shall not be construed as approval of the concept or construction details of the proposed facilities and shall not absolve the Permittee, Co-Permittee or Design Engineer of their respective responsibilities.

3. **Joint Construction and Operation Permits.** Unless otherwise stated by the Special Conditions, the issuance of this Permit shall be a joint construction and operation permit, provided that the Permittee or Co-Permittee has complied with all General and Special Conditions.

4. **Allowable Discharges.** Discharges into the Sanitary Sewer system constructed under this Permit shall consist of sanitary Sewage only. Unless otherwise stated by the Special Conditions, there shall be no discharge of industrial wastes under this Permit. Stormwater shall not be permitted to enter the Sanitary Sewer system. Without limiting the general prohibition of the previous sentence, roof and footing drains shall not be connected to the Sanitary Sewer system.

5. **Construction Inspection.** All erosion and sediment control facilities, Stormwater Facilities, Detention Facilities, and Qualified Sewer Construction shall be inspected and approved by an Inspection Engineer acting on behalf of the Permittee or the Owner of the

project, or by a duly authorized and competent representative of the Inspection Engineer. No sewer trenches shall be backfilled except as authorized by the Inspection Engineer after having inspected and approved the sewer installation.

6. **Maintenance.** Stormwater Facilities, Detention Facilities, Qualified Sewer Construction, Sanitary Sewer lines, Combined Sewer lines, systems or facilities constructed hereunder or serving the facilities constructed hereunder shall be properly maintained and operated at all times in accordance with all applicable requirements. It is understood that the responsibility for maintenance shall run as a joint and several obligation against the Permittee, the Co-Permittee, the property served, the Owner and the operator of the facilities, and said responsibility shall not be discharged nor in any way affected by change of ownership of said property, unless the District has authorized assignment of the permit.

7. **Indemnification.** The Permittee shall be solely responsible for and shall defend, indemnify and hold harmless the Metropolitan Water Reclamation District of Greater Chicago (“District”, “MWRD”, or “MWRDGC”) and its Commissioners, officers, employees, servants, and agents from liabilities of every kind, including losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys’ fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, any or all of which are asserted by any individual, private entity, or public entity against the District and its Commissioners, officers, employees, servants, or agents and arise out of or are in any way related to the issuance of this Permit. Without limiting the generality of the preceding sentence, the provisions of this paragraph shall extend to indemnify and hold harmless the District and its Commissioners, officers, employees, servants, and agents from any claims or damages arising out of or in connection with the termination or revocation of this Permit.

The Permittee shall be solely responsible for and shall defend, indemnify and hold harmless an Authorized Municipality and its elected officials, officers, employees, servants, and agents from liabilities of every kind, including losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys’ fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, any or all of which are asserted by any individual, private entity, or public entity against the Authorized Municipality and its elected officials, officers, employees, servants, or agents and arise out of or are in any way related to the issuance of this Permit. Without limiting the generality

WMO PERMIT

GENERAL CONDITIONS

WMO Permit Number: _____

of the preceding sentence, the provisions of this paragraph shall extend to indemnify and hold harmless the Authorized Municipality and its elected officials, officers, employees, servants, and agents from any claims or damages arising out of or in connection with the termination or revocation of this Permit.

8. **Sewer Construction by District.** Permittee understands and acknowledges that the District has the right and power to construct and extend sewer service facilities and render such services within the area to be served by the project for which this Permit is issued, and that by the District constructing and extending such sewer service facilities and rendering such services, the facilities constructed by the Permittee under this Permit may decrease in value, become useless or of no value whatsoever, the Permittee may also sustain a loss of business, income and profits.

Therefore, by accepting this Permit and acting thereon, the Permittee, for itself, its successors and assigns, does remise, release and forever discharge the District and its Commissioners, officers, employees, servants, and agents of any and all claims whatsoever which Permittee may now have or hereafter acquire and which Permittee's successors and assigns hereafter can, shall, or may have against the District and its Commissioners, officers, employees, servants, and agents for all losses and damages, either direct or indirect, claimed to have been incurred by reason of the construction or extension at any time hereafter by the District of sewer service facilities in the service area contemplated by this Permit, the rendering of such services, which District facilities and services decrease the value of the facilities constructed by the Permittee under this Permit, make same useless or of no value whatsoever, including but not limited to, any and all damages arising under 70 ILCS 2605/19; the taking of private property for public use without due compensation; the interference with the contracts of Permittee; the interference with Permittee's use and enjoyment of its land; and the decrease in value of Permittee's land.

9. **Third Parties.** Regarding Qualified Sewer Construction, this Permit does not grant the right or authority to the Permittee: (a) to construct or encroach upon any lands of the District or of any other parties, (b) to construct outside of the territorial boundaries of the District except as allowed under an extraterritorial service agreement, (c) to construct or encroach upon the territorial boundaries of any units of local government within the District, (d) to connect to or discharge into or be served by (directly or indirectly) any sewer or sewer system owned or operated by third parties.

10. **Costs.** It is expressly stipulated and clearly understood that the Stormwater Facilities, Detention Facilities, Qualified Sewer Construction, or facilities for which the Permit is issued shall be constructed, operated and maintained at no cost to the District.
11. **Other Sewer Construction.** The District reserves the right, privilege and authority to permit others to reconstruct, change, alter and replace all sewers and appurtenances thereto at the point of connection of any sewerage system to a District interceptor and/or in public right-of-ways of District easements, and to introduce additional Sewage flow through this connection into the intercepting sewer of said District.
12. **Change of Use.** This Permit shall be incorporated in the Building and Occupancy Permit for the Building or Buildings served under this Permit. The Owner or occupant of any Building served under this Permit shall not cause, or permit, a change of use of the Building to a use other than that indicated in this Permit without first having obtained a written permission from the Executive Director of the District.
13. **Interceptors Overloading.** The District hereby serves notice that its interceptors may flow full and may surcharge, and flooding of the proposed system may occur. The Permittee agrees that the proposed systems shall be constructed, operated and maintained at the sole risk of the Permittee.
14. **Transferability.** This Permit may not be assigned or transferred without the written consent of the Executive Director of the District or Enforcement Officer of an Authorized Municipality. However, a Sole Permittee may be required to assign or transfer the Permit when divesting itself of ownership to a third-party and should notify the District prior to such divestment so that the District may determine whether assignment to the new owner is necessary.
15. **Termination.** The District has the right to enforce or revoke a Permit issued by either the District or an Authorized Municipality as outlined in Article 12 of the Watershed Management Ordinance.

It is understood and agreed that in the event the Permittee shall default on or fail to perform and carryout any of the covenants, conditions or provisions of this Permit and such default or violation shall continue for sixty (60) days after receipt of notice thereof in writing given by the Executive Director of the District, then it shall be lawful for the District at or after the expiration of said sixty (60) days to declare said Permit terminated. The Permittee agrees that immediately upon receipt of written notice of such termination it will stop all operations, discontinue any discharges and disconnect the sewerage system or facilities constructed under this Permit. If the

WMO PERMIT

GENERAL CONDITIONS

WMO Permit Number: _____

Permittee fails to do so, the District shall have the right to disconnect said system. The Permittee hereby agrees to pay for any costs incurred by the District for said disconnection.

16. **Rights and Remedies.** The various rights and remedies of the District contained in this Permit shall be construed as cumulative, and no one of them shall be construed as exclusive of any one or more of the others or exclusive of any other rights or remedies allowed by applicable rules, regulations, ordinances and laws. An election by the District to enforce any one or more of its rights or remedies shall not be construed as a waiver of the rights of the District to pursue any other rights or remedies provided under the terms and provisions of this Permit or under any applicable rules, regulations, ordinances or laws.
17. **Expiration.** This Permit shall expire if construction has not started within one (1) year from the date of issue. Construction under an expired Permit is deemed construction without a Permit. All construction under this Permit shall be completed within three (3) years after the date of permit issuance. If conditions so warrant, an extension may be granted. For publicly financed projects (e.g. special assessments) the one (1) year period indicated will be considered from the date of final court action.
18. **Revocation.** In issuing this Permit, the District or Authorized Municipality has relied upon the statements and representations made by the Permittee or his agent. Any incorrect statements or representations shall be cause for revocation of this Permit, and all the rights of the Permittee hereunder shall immediately become null and void.
19. **Advance Notice.** The Permittee shall give the District or Authorized Municipality advance notice of at least two working days prior to the following: mobilization and installation of Erosion and Sediment Control Practices; commencement of construction; excavation for Qualified Sewer Construction; Major Stormwater Systems and Detention Facilities under this Permit; and completion of construction. When advance notice is given, the Permittee shall provide the Permit number, municipality and location.
20. **Compliance with Plans and Specifications.** All construction shall be in accordance with the plans and specifications submitted for this Permit and made a part hereof. No changes in, or deviation from the plans and specifications which affect capacity, maintenance, design requirements, service area or Permit requirements shall be permitted unless revised plans have been submitted to, and approved by the District or Authorized Municipality. The Permit together with a set of the plans and specifications (revised plans and specifications, if any) shall be kept on the jobsite at all times during construction and until final inspection and approval by the District or Authorized Municipality.
21. **Testing and Approval.** All construction under this Permit shall be subject to inspection, testing and approval by the District. All testing shall be made, or caused to be made, by the Permittee at no cost to the District and in the presence of the District representative. Upon satisfactory completion of construction, the Permittee and the owner shall submit, or cause to be submitted, a completion certificate and request for approval on the form prescribed by the District. No sewer or other facilities shall be put in service until all the conditions of the Permit have been satisfactorily met.
22. **Record Drawings.** Before final inspection and approval by the District or an Authorized Municipality, the Permittee shall furnish, or cause to be furnished to the District or an Authorized Municipality, a set of Record drawings and Schedule R for the site stormwater plan, Detention Facilities, Stormwater Facilities, and Qualified Sewer Construction.
23. **Compliance with Rules and Regulations.** The Permittee hereby expressly assumes all responsibilities for meeting the requirements of all applicable rules, regulations, ordinances and laws of Local, State and Federal authorities. Issuance of this Permit shall not constitute a waiver of any applicable requirements.
24. **Severability.** The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit, is held invalid, the remaining provisions of this Permit shall continue in full force and effect.
25. **Property Rights.** This Permit does not convey any property rights of any sort, or any exclusive privilege.
26. **Conflict with Other Conditions.** In the case of conflict between these General Conditions and any other condition(s) in this permit, the other condition(s) shall govern.

WMO SCHEDULE A PROJECT INFORMATION

Watershed Management Permit No.

1. NAME OF PROJECT _____
(as shown on the plans)

2. APPURTENANCES (check all applicable items)

- Siphon Drop Manholes Public Lift Station Outfalls
(Submit Sch. E) (Submit Sch. O)
- Stream Crossing Direct Connections to District → Describe _____

3. RECEIVING SANITARY/COMBINED SEWER SYSTEM

A. System that project will connect to is:

- Existing Proposed /Under Construction → District Permit # _____

List owners of all sewers from project to District interceptor _____

4. RECEIVING STORM SEWER SYSTEM TRIBUTARY TO WATERWAY

A. System that project will connect to is:

- Existing Proposed /Under Construction → District Permit # _____

List owners of all sewers from project to waterway _____

5. EXISTING LIFT STATION

- No Yes → Receiving system includes existing lift station

If yes, indicate location _____

6. FLOOD PROTECTION AREAS

Does any part of the project area involve the following? (check all applicable items)

- Floodplain/Floodway/Riparian Wetlands/Buffers/Riparian
(Schedule H) (Schedule W)

7. SIZE OF PROJECT

Impervious area within project

- A. Total contiguous ownership interest _____ acres C. Before development _____ acres
B. Development Area _____ acres D. After development _____ acres

8. STORMWATER MANAGEMENT

A. Is project in the service area of a District permitted detention facility?

- No Yes → District Permit No. _____

B. Is stormwater management provided under this permit?

- No Yes → Required by: District Other
(Submit Sch. D)

C. Type of stormwater management

- Runoff Control Volume Control Detention Storage

WMO SCHEDULE B

SEWER SUMMARY

Watershed Management Permit No.

PROJECT NAME: _____
(as shown on the plans)

1. **SEWER SUMMARY:** Include all qualified sewer construction sewers (Sanitary sewers in combined and separate sewer areas and Storm sewers in combined sewer area) and their tributary type:
 Sanitary (San), Combined (C), Storm to Combined (SC), Storm to Waterway (SW), or Storm part of Volume Control (SVC)

Tributary Type	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Pipe Size (in.)							
Total Length (ft.)							
Min. slope used (%)							
Pipe Material *							
Total Manholes							
Total Cleanouts							
Catch Basin/Inlets							

* Pipe material and joint specifications must be shown on plans. See Technical Guidance Manual for acceptable specifications.

Sewer construction in floodplain: No Yes → FPE _____ ft.

Sanitary Manholes in floodplain _____

Note: All structures shall have lids located above the FPE or be constructed with watertight, bolt down covers/lids.

2. **NATURE OF PROJECT** (Check all that apply)

Brief description _____

- Publicly financed Sewer extension to serve future development
- Sewer system serving a subdivision Storm sewers in combined sewer area
- Off-site trunk sewer to serve subdivision Service connections to serve buildings (Sch. C)
- Other _____

3. **SEWER EXTENSIONS**

Identify proposed project designed to service future connections (not included in Schedule C). Check the appropriate box and submit service area map and estimate of population equivalent (PE) to be served.

- NO YES → Service area map
 P.E. estimate submitted

WMO SCHEDULE C SEWER CONNECTIONS

Watershed Management Permit No.

(FILL OUT ALL SECTIONS THAT APPLY)

1. BUILDING CONNECTION DATA

A. RESIDENTIAL BUILDINGS

<input type="checkbox"/> Single Family	Total dwelling units *	_____	
	Number of sewer connections *	_____	PE ** _____
<input type="checkbox"/> Multi Family	Total dwelling units *	_____	
	Number of sewer connections *	_____	PE ** _____

B. COMMERCIAL & RECREATIONAL BUILDINGS

<input type="checkbox"/> Number of sewer connections	_____	PE ** _____
--	-------	-------------

C. INDUSTRIAL BUILDINGS

<input type="checkbox"/> Number of sewer connections	_____	PE ** _____
--	-------	-------------

* Each sanitary line exiting a building is a connection

** Population Equivalent (Submit calculations for each connection and total from all connections)

2. BUILDING USE - (Check all that apply)

A. COMMERCIAL & RECREATIONAL

Describe use of buildings, including principal product(s) or activities _____

<input type="checkbox"/> Food preparation or processing (install grease separator)	<input type="checkbox"/> Laundromat (install lint basin)
<input type="checkbox"/> Swimming pool (provide pool plans)	<input type="checkbox"/> Auto service (install triple basin)
<input type="checkbox"/> Manufacturing (describe) _____	<input type="checkbox"/> Auto wash (install mud basin)
<input type="checkbox"/> Other _____	

B. INDUSTRIAL BUILDINGS

Describe use of buildings, including principal product(s) or activities _____

<input type="checkbox"/> Sewer connections will receive domestic sewage only
<input type="checkbox"/> Industrial waste is produced

NOTE: If industrial waste is produced, submit [WMO Schedule F](#) & [WMO Schedule G](#) and plumbing plans along with flow diagram for pretreatment system.

ENGINEERING CERTIFICATIONS

Watershed Management Permit No.

CERTIFICATE BY DESIGN ENGINEER: I hereby certify that the project described herein has been designed in accordance with the requirements set forth in this application and all applicable ordinances, rules, regulations, local, state and federal laws, and design criteria of the issuing authority; that the storm drainage and sanitary sewer system designed for this project are proper and adequate; that where the design involves one or more connections to an existing local sewer system, the capacity of said system has been examined and the system is found to be adequate to transport the stormwater and/or wastewater that will be added through the proposed sewer without violating any provisions of the Illinois Environmental Protection Act or the rules and regulations thereunder.

Comments, if any: _____

Engineering Firm: _____ **Telephone:** () - _____

Address: _____ **City:** _____ **Zip:** _____



Signature: _____ **Date:** _____
(Name and Title)

Email Address: _____

CERTIFICATE BY MUNICIPAL OR SYSTEM ENGINEER: The application and the drawings, together with other data being submitted with this application, have been examined by me and are found to be in compliance with all applicable requirements. The manner of drainage is satisfactory and proper in accordance with local requirements. The existing local sewer system to which the project discharges has been examined and the system is found to be adequate to transport the stormwater and/or wastewater that will be added through the proposed sewer without violating any provisions of the Illinois Environmental Protection Act or the rules and regulations thereunder.

I hereby certify that the project area is within the municipal corporate limits. YES NO

Owner of Local Sewer System: _____

Municipal Engineer: _____ **Telephone:** _____

Address: _____ **City:** _____ **Zip:** _____



Signature: _____ **Date:** _____
(Name and Title)

Email Address: _____

CERTIFICATE BY INSPECTION ENGINEER: I hereby certify that construction of the project will be in substantial compliance with the data and the plans submitted with this application; that approval will be obtained from the issuing authority prior to making any changes that would affect capacity, maintenance, design requirements, service area or the Permit requirements; that a set of RECORD drawings, signed and sealed by the undersigned Engineer will be furnished to the District or an Authorized Municipality before testing and approval by the District or Authorized Municipality of the completed work.

Engineering Firm: _____ **Telephone:** _____

Address: _____ **City:** _____ **Zip:** _____



Signature: _____ **Date:** _____
(Name and Title)

Email Address: _____

SPECIAL CONDITIONS

Watershed Management Permit No.

This Permit is issued subject to the General Conditions and the attached Special Conditions.

If Permit is granted:

- Please return two (2) copies of the Permit to the Permittee; or
- Please mail one (1) copy to Permittee and one (1) copy to the person designated below:

Name: _____

Address : _____

Email : _____

CERTIFICATE BY APPLICANTS: We have read and thoroughly understand the conditions and requirements of this Permit application, and agree to conform to the Permit conditions and other applicable requirements of the District. It is understood that construction hereunder, after the Permit is granted, shall constitute acceptance by the applicants of any Special Conditions that may be placed hereon by the District or an Authorized Municipality. It is further understood that this application shall not constitute a Permit until it is approved, signed and returned by the Director of Engineering of the District or Enforcement Officer of an Authorized Municipality.

PERMITTEE The project area is within municipal corporate limits. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	CO-PERMITTEE (Co-Permittee is Property Owner) Title to property is held in a land trust: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Co-Permittee shall be beneficiary with Power of Direction
Municipality _____	Owner _____
Address _____	Address _____
City _____ Zip _____	City _____ Zip _____
Signature _____	Signature _____
Name _____ <small>(Print)</small>	Name _____ <small>(Print)</small>
Title _____	Title _____
Date _____ Phone _____	Date _____ Phone _____
Email _____	Email _____

REVIEW AND APPROVAL BY THE DISTRICT OR AUTHORIZED MUNICIPALITY	
Reviewed by: _____ <small>(Local Sewer Systems) or (Professional Engineer)</small>	Date _____
Approved for Issue	
Approved by: _____ <small>(For the Director of Engineering) or (Enforcement Officer)</small>	Date _____