ARTICLE 14: ADMINISTRATION

ARTICLE SUMMARY

The purpose of this article is to provide guidance on the administration and enforcement of the WMO. Additional guidance is provided for the Authorized Municipality Program, in which municipalities are granted the authority to administer certain aspects of the WMO within their corporate boundaries. This article outlines the following procedures and requirements:

- The role of the District in administration and enforcement
- The role of an Authorized Municipality in administration and enforcement
- Permit review timelines
- Activities not allowed under the Authorized Municipality Program
- Records to be maintained by an Authorized Municipality
- Procedure for becoming an Authorized Municipality
- District oversight of Authorized Municipalities

The District has the authority and responsibility for administering the regulations contained in the WMO. Although Authorized Municipalities have the ability to issue certain Watershed Management Permits within their corporate boundaries, the District will oversee all municipalities within its jurisdiction to ensure compliance with the WMO.

NOTE: All bold words are defined in Appendix A of the WMO and the TGM.
§1401 ROLE OF THE DISTRICT

As indicated in §1401 of the WMO, the role of the District in the administration of the WMO includes the following:

A. Supervising the execution of the WMO

The WMO is administered through review and issuance of Watershed Management Permits. Once issued, the Watershed Management Permit is the governing document to ensure the project meets the regulatory requirements of the WMO in perpetuity.

B. Reviewing and issuing Watershed Management Permits

Professional Engineers review the application, submittal, and plan set to ensure compliance with the WMO, and provide comments to applicants until the design meets the regulatory requirements of the WMO. The Watershed Management Permit is not issued until all requirements are met.

C. Developing and maintaining the TGM, which will serve as a companion reference to the WMO

This TGM is reviewed and edited by District Professional Engineers to provide guidance on meeting the requirements of the WMO. As new information is available, it is added to the TGM and notification is sent to the WMO Updates contact list.

D. Notifying Cook County governmental agencies, municipalities, Authorized Municipalities, FEMA, OWR, Corps, and IEPA of any amendments to the WMO

Anytime the WMO is amended, a mass mailing is sent to the above listed contacts, as well as all townships, sanitary districts, and utility companies within the District’s service area. Additional notification is made to the WMO Updates contact list.

E. Providing inspections to ensure proper compliance with the WMO

Regular inspections and follow-up of Special Conditions are conducted during the construction phase to ensure the project is built to the standards approved under the Watershed Management Permit.

F. Investigating complaints of violations of the WMO

Any interested party can submit a violation complaint to the District. District staff will review the complaint and investigate whether a violation has occurred. Investigations may include several District Departments, depending on the nature of the complaint.

G. Enforcing the WMO
Enforcement of the WMO includes ensuring projects meet the requirements of the WMO prior to a Watershed Management Permit being issued. Review Engineers provide comments and guidance for modifying project designs until standards are met. Enforcement also includes ensuring the project is constructed per the approved design issued under the Watershed Management Permit. Violation proceedings, as outlined in Article 12 of the WMO, may occur for non-compliance issues.

H. Hearing variance petitions

Only the District can hear variance petitions. Authorized Municipalities shall not grant variances for any project that falls under the WMO regulation. The procedure for variances is in Article 11 of the WMO.

I. Hearing appeals

Appeals to conditions of a Watershed Management Permit shall be heard by the District. The procedure for appeals is in Article 13 of the WMO.

J. Advising, consulting with, and cooperating with other governmental entities to promote the purposes of the WMO

District staff advise applicants if a Watershed Management Permit is required via Permit Determination letters, consult with the local municipality in pre-application meetings, and offer trainings when design regulation changes. The District also routinely consults with the WMO Technical Advisory Committee to obtain input and various perspectives when modifying the WMO or this TGM.

K. Supervising Authorized Municipalities

While Authorized Municipalities issue WMO Permits, Earthwork Permits, and SFHA Permits, the program is supervised by the District. No permit may be issued without District approval for qualified sewer, a new or reconstructed outfall, District impacts, or detention facilities constructed prior to the effective date of the WMO. In addition, each Authorized Municipality is required to submit an Annual Summary Report, and the District may conduct an audit at any time.

Permit Review Timeline

While reviewing a Watershed Management Permit application, the WMO requires the District respond within:

1) Fifteen (15) working days of an initial submittal for projects not involving flood protection areas
2) Thirty (30) working days of an initial submittal for projects involving flood protection areas
3) Ten (10) working days of a resubmittal
Working days do not include weekends or District holidays.

**PERMIT CANCELLATION**

The District reserves the right to cancel Watershed Management Permit applications in such a case as:

1) The applicant gives notice that the project has been cancelled.
   
   A notice will be sent informing the applicant that the permit is cancelled.

2) A resubmittal has not been received by the District within ninety (90) days of the District’s issuance of its review comments. Such permit applications will be considered non-responsive and will be subject to cancellation upon notice by the District.

   Prior to cancellation, a notice will be sent informing the applicant that a response has not been received and, if not corrected within a designated timeframe, the permit will be considered cancelled. A final notice will be sent informing the applicant that the permit is cancelled.

Watershed Management Permit applications that are cancelled by the District shall have permit fees refunded as described in §301.4 of the WMO. Information on which fees are refundable is found in Article 3 of this TGM.
§1402 ROLE OF AN AUTHORIZED MUNICIPALITY

Article 14 of the WMO allows local municipalities to become authorized to administer certain aspects of the WMO. Such municipalities are referred to as Authorized Municipalities.

RESPONSIBILITY AND AUTHORITY

An Authorized Municipality has the authority to issue a Watershed Management Permit for the following:

- Development within a Flood Protection Area
- Development with an indirect wetland impact
- Development of residential buildings within 100-feet of the regulatory floodplain
- Development greater than 0.5 acre

There are certain activities for which an Authorized Municipality does not have authority to issue a Watershed Management Permit. The Watershed Management Permit must have District approval prior to issuance for the following:

- Any qualified sewer construction
- Direct connections to District sewers, reservoirs, facilities, interceptors, or TARP structures
- New or reconstructed outfalls to a waterway or Lake Michigan, within Cook County
- Reconfiguration of existing major or minor stormwater systems that alters the service area of a District permitted detention facility
- Modifications to the control structure or storage volume of a District permitted detention facility;

Additionally, Authorized Municipalities may not issue permits for projects tributary to a combined sewer area or for their own projects.

When a new application is submitted, the Authorized Municipality should complete a WMO Authorized Municipality Permit Form and send it to the District to obtain an MWRD Watershed Management Permit number for the project. The MWRD Watershed Management Permit number should be included on all documentation associated with each Watershed Management Permit application.
In addition to issuing Watershed Management Permits, the Authorized Municipality will also be responsible for:

- Provide inspections to ensure proper compliance with the WMO

  Inspections should be conducted throughout the construction phase of the project. Authorized Municipalities must also ensure inspection of volume control practices occurs annually. Additional information on inspections can be found in Article 9 of the WMO and this TGM.

- Investigating complaints of violations

  Violation complaints shall be investigated promptly. The District should be notified of any violation complaints, and can assist if needed.

- Advising, consulting with, and cooperating with other governmental entities to promote the purposes of the WMO

  Authorized Municipalities shall also advise applicants if a Watershed Management Permit is required via Permit Determination letters, conduct pre-application meetings as needed, and be aware of regulation changes. Some Authorized Municipalities are members of the WMO Technical Advisory Committee, which provides opportunity to consult and obtain input and various perspectives on the WMO or this TGM.

- Follow its own policies regarding permit cancellation and fee refunds

  The District cancellation policy and template letters are available for Authorized Municipalities to use as a guide. However, the District does not dictate the specifics of the policies set by an Authorized Municipality, as long as the provisions of the WMO are being met. Authorized Municipalities set their own fee structure, so the District refund policy is not applicable for permit review activities conducted by the Authorized Municipality.

**Requirements for Becoming an Authorized Municipality**

For a municipality to qualify as an Authorized Municipality, it must meet the following requirements:

A. Have legal authority to adopt the WMO by reference and perform all requirements of an Authorized Municipality as specified in the WMO

   The municipality’s Trustees or Council shall grant authority to enter into an Intergovernmental Agreement with the District to administer the WMO on the District’s behalf. Requirements for becoming an Authorized Municipality are found in §1403 of the WMO and this TGM.

B. Adopt the WMO, including all amendments, by reference
The WMO must be adopted by the municipality and incorporated into the municipal code to ensure it is being administered. Authorized Municipalities are notified anytime the WMO is amended, and shall adopt the amended version to maintain compliance with the IGA and Authorized Municipality Program. An Authorized Municipality may elect to adopt the WMO with language that includes all future amendments. If this is done, a separate resolution/ordinance will not be required to incorporate the amendment by reference.

C. Participate in the Regular Program of the NFIP

   From FEMA’s general rules: The Regular Program is the final phase of a municipality’s participation in the NFIP. In this phase, a Flood Insurance Rate Map is in effect and full limits of coverage are available.

D. Have the ability to review and issue Watershed Management Permits for development in separate sewer areas listed in §201.1 of the WMO and within its corporate boundaries in conformance with the WMO

   Most municipalities have their own permitting and approval process, into which the requirements of the WMO can be incorporated. Authorized Municipalities shall demonstrate that they have adequate staff, funding, and desire to review and issue Watershed Management Permits. Additional information is found in the following section, §1403 Procedure for Authorization.

E. Employ or retain by contract, adequate staff, which includes an Enforcement Officer, Professional Engineer(s), and Wetland Specialist(s)

   Additional information regarding these staffing positions is found in the following section, §1403 Procedure for Authorization.

F. Conduct timely reviews of Watershed Management Permit applications and respond within the same timeline as required for the District. As stated above in the Permit Review Timeline sub-section, responses shall be within:

   1) Fifteen (15) working days of an initial submittal for developments not involving flood protection areas
   2) Thirty (30) working days of an initial submittal for developments involving flood protection areas
   3) Ten (10) working days of a resubmittal

   Working days do not include weekends or holidays.

G. Maintain all of the following records:

   1) Watershed Management Permits
   2) Record Drawings
   3) Structure improvement data
4) Elevation certificates for the BFE and lowest floor, published by FEMA

5) Base flood data and base flood maps

6) LOMC, LOMR

7) Wetland mitigation bank credits

H. Transmit all above listed records to the **District** upon request

**Watershed Management Permits** and **Record Drawings** should be sent to the **District** immediately upon issuance/approval. The remaining documents will generally only be asked for during an audit, but could be requested at any time.

I. Issue **Watershed Management Permits** for development activities listed in §201.1 of the WMO within its corporate boundaries in conformance with the WMO

Projects that conform to the WMO shall be issued permits, as long as the necessary documentation and requirements are met.

J. Inspect the construction of all **projects** which require a **Watershed Management Permit** from the **Authorized Municipality**

**Authorized Municipalities** are responsible for ensuring the project is constructed per the approved **Watershed Management Permit**, and inspections shall occur as verification. More information on inspections is found in **Article 9** of the WMO and this **TGM**.

K. Ensure inspection of all constructed **volume control practices** occurs on an annual basis

**Authorized Municipalities** are responsible for ensuring all **volume control practices** in their corporate limits are inspected annually. Inspections can be verified by municipal staff, contracted staff, or affidavit from the property **owner** certifying that the **volume control practice** is being inspected and maintained, as required per the **Watershed Management Permit**.

L. Notify the **District** promptly for any violation within the **Authorized Municipality**

The **District** shall be notified of any violation to the WMO, and will assist the **Authorized Municipality** in violation proceedings.

M. Issue local stop work orders for all violations, when appropriate

Should a violation occur wherein continuation of the work will cause harm or is in conflict with the WMO, a stop work order shall be issued. Work may continue based on the outcome of violation proceedings.

N. Establish **Watershed Management Permit** fees for **Watershed Management Permits** reviewed and issued by the **Authorized Municipality**
Since the **Authorized Municipality** reviews and issues the **Watershed Management Permit**, the **District** fees listed in **Appendix F** of the WMO are not applicable. When **District** review is required, only the fees listed in Section IV of **Appendix F** of the WMO apply. The **Authorized Municipality** shall set its own fee structure.

In addition to the record keeping requirements noted above, the **Enforcement Officer** of an **Authorized Municipality** must complete the Annual Permit Summary Report. The purpose of this report is to provide an inventory of all **projects** permitted within the **Authorized Municipality**, the status of the **projects** (pre-construction, during construction, and post-construction), as well as the permitting components of the **project**.

The annual report must be completed for each calendar year by the following March 31, and should include a cumulative list of all **projects** subject to the requirements of the WMO. The report shall also include the annual inspection date of constructed **volume control practices**, per §1402.2.K. The Annual Permit Summary Report is available on-line through the **District’s** website, www.mwrd.org/wmo.

**PROHIBITED ACTIVITIES**

The following activities, as listed in §1402.3 of the WMO, shall not be performed by an **Authorized Municipality**:

A. Issue **Watershed Management Permits** inconsistent with the provisions of the WMO

**Watershed Management Permits** shall not be issued unless the provisions of the WMO are met. **Authorized Municipalities** are acting as agents of the **District**, and, per the Intergovernmental Agreement, must ensure that **Watershed Management Permits** are issued only when all regulation has been met. This action is consistent with a purpose of providing uniform **stormwater** management throughout **Cook County**.

B. Issue **Watershed Management Permits** for **development** activities listed in §201.2 of the WMO without first receiving approval from the **District**

Activities listed in §201.2 include **qualified sewer**, **District** impacts, and new or reconstructed **outfalls**. The **District** has sole review authority for these activities. The **Authorized Municipality** may still issue the **Watershed Management Permit**; however, **District** approval must be obtained prior to issuance if these activities are part of the **project**.

C. Issue **Watershed Management Permits** for **projects** within the **combined sewer areas** or **separate sewer areas** that are tributary to **combined sewers**

The **District** retains sole authority for **projects** located in or tributary to the **combined sewer area**. The jurisdiction of an **Authorized Municipality** with **combined sewer area** extends only to the separate sewer area that is tributary to a **waterway**.
D. Issue Watershed Management Permits for projects in which a conflict of interest exists between the Professional Engineer employed by the municipality and the Professional Engineer that designed the project.

Just as an Authorized Municipality is not able to issue Watershed Management Permits for their own projects, this conflict of interest extends to the Professional Engineers who design projects. Many Authorized Municipalities contract a Professional Engineer to conduct the Watershed Management Permit review. This Professional Engineer must not have a conflict of interest with the Professional Engineer who designed the project and is applying for the Watershed Management Permit.

E. Issue variances

Only the Board of Commissioners may grant a variance to the WMO. Authorized Municipalities shall assist the District with any variance requests, but may not issue any Watershed Management Permit that is inconsistent with the WMO, especially when a variance would be required to do so.

F. Hear appeals

Only the Board of Commissioners or their designated Hearing Officer may hear appeals. Authorized Municipalities shall assist the District with appeal requests, but may not grant appeals to any condition of a Watershed Management Permit.
§1403 Procedure for Authorization

A municipality may become authorized at any point in time. To become an Authorized Municipality, the municipality must complete the following three steps:

1) Submit a Letter of Intent (with supporting documentation) to the District to become an Authorized Municipality. Provide contact information for the Enforcement Officer, Professional Engineer, and Wetland Specialist for the municipality.

2) Adopt the WMO by reference.

3) Enter into intergovernmental agreement with the District.

Letter of Intent

Municipalities interested in authorization must first submit a Letter of Intent to the District. A sample letter of intent is provided as Figure 14.1 and is also available on-line through the District’s website, www.mwrd.org/wmo. The letter of intent must be submitted to the Director of Engineering at the following address:

Director of Engineering
Metropolitan Water Reclamation District of Greater Chicago
100 E. Erie Street
Chicago, IL 60611

As shown in Figure 14.1, supporting documentation is required in addition to the Letter of Intent. This supporting documentation includes:

- A statement of intent to adopt the WMO by reference

- A legal opinion indicating the Authorized Municipality has legal authority to perform all obligations required by the WMO including:
  - The regulation of erosion and sediment control, stormwater management, floodplains, isolated wetlands, and riparian environments
  - The ability to conduct inspections
  - The issuance of Watershed Management Permits
  - The enforcement of the WMO
  - The ability to enter into an intergovernmental agreement with the District

For a legal opinion, the municipality should contact their municipal attorney.
- A verified statement of financial capability to perform and adequately fund the obligations of the **Authorized Municipality**. This should be a letter from the community’s chief financial officer (CFO) or budget officer that includes relevant excerpts from the municipal budget to show that it has the financial resources to hire/retain an **Enforcement Officer**, **Professional Engineer**, and **Wetland Specialist**

- Designation of an **Enforcement Officer**

- An implementation plan, which should include the estimated permit load, proposed staffing, the addressee of permit submittals, and estimated review turnaround time

- Proposed staffing

**INTERGOVERNMENTAL AGREEMENT**

An executed intergovernmental agreement (IGA) between the **municipality** and the **District** will effectuate the **municipality’s** status as an **Authorized Municipality**. The **District** will create the initial IGA and forward it to the **municipality** for review and execution. A sample IGA is available on-line through the **District**’s website, www.mwrd.org/wmo. As noted in the **Requirements for Becoming an Authorized Municipality** section and §1402.2.B of the WMO, the **municipality** shall adopt the WMO by reference. Adoption of the WMO by reference is a non-negotiable condition of obtaining an IGA.

The IGA between the **District** and the **Authorized Municipality** shall remain effective unless terminated. The **Authorized Municipality** may terminate the IGA at any time, as long as a 60 day written notice is provided to the **District**. The **Authorized Municipality** should refer to their IGA for specifics regarding termination rights and obligations.

**CONTACT INFORMATION**

As described in the letter of intent, the **municipality** must provide information on the proposed staff that will be responsible for enforcing the WMO. The **municipality** must provide contact information for the **Enforcement Officer**, **Professional Engineer**, and **Wetland Specialist** that will handle the review responsibilities on behalf of the **municipality**. A template contact information sheet is shown as Figure 14.2 and is available on the **District’s** website, www.mwrd.org/wmo.
Month XX, Year

Mr./Ms. ________________
Director of Engineering
Metropolitan Water Reclamation District of Greater Chicago
100 E. Erie Street
Chicago, Illinois 60611

Dear Mr./Ms. ________________:

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:
   a. Regulating erosion and sediment control, stormwater management, floodplains, isolated wetlands, and riparian environments;
   b. Conducting inspections on private property;
   c. Issuing watershed management permits;
   d. Administering the WMO; and
   e. 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

Figure 14.1. Template Letter of Intent to Become an Authorized Municipality
Contact Information Sheet

The Town/City/Village of ___________ intends to become authorized to administer the Cook County Watershed Management Ordinance. Below is contact information for the Town’s/City’s/Village’s Enforcement Officer, Professional Engineer, and Wetland Specialist.

Enforcement Officer

NAME: __________________________
TITLE: __________________________
ORGANIZATION: __________________________
STREET ADDRESS: __________________________
CITY, STATE, ZIP: __________________________
PHONE: __________________________
FAX: __________________________
EMAIL: __________________________

Professional Engineer

NAME: __________________________, P.E.
TITLE: __________________________
ORGANIZATION: __________________________
STREET ADDRESS: __________________________
CITY, STATE, ZIP: __________________________
PHONE: __________________________
FAX: __________________________
EMAIL: __________________________

Wetland Specialist

NAME: __________________________
TITLE: __________________________
ORGANIZATION: __________________________
STREET ADDRESS: __________________________
CITY, STATE, ZIP: __________________________
PHONE: __________________________
FAX: __________________________
EMAIL: __________________________

Figure 14.2. Contact Information Form
**ENFORCEMENT OFFICER**

In Authorized Municipalities, the Enforcement Officer is responsible for the administration and enforcement of the WMO. The primary responsibility of the Enforcement Officer is to review Watershed Management Permit applications and issue Watershed Management Permits for proposed projects. Specific duties of the Enforcement Officer include the following:

- For each Watershed Management Permit application, determine whether the proposed development is located within the regulatory floodplain or floodway.
- Determine and solicit District review, as applicable.
- Review all plans, calculations, and analyses submitted as part of a Watershed Management Permit application.
- Verify that all required local, state, and federal permits have been obtained prior to issuance of a Watershed Management Permit.
- Issue the Watershed Management Permit (applicable District approval must be received prior to issuance).
- Review all proposed Letters of Map Change (LOMC) requests on behalf of the municipality and submit reports as required by the National Flood Insurance Program (NFIP).
- Periodically inspect the project before, during, and post-construction to ensure it is in compliance with the regulations of the WMO.
- Verify that the project has been constructed and maintained according to the permitted plans.
- Issue stop-work orders for non-compliant projects and investigate/remedy complaints of violations.
- Maintain records of all Watershed Management Permit applications, issued permits, hydrologic and hydraulic analyses, inspection records, violations and other enforcement actions, LOMC information, record drawings, etc.

**PROFESSIONAL ENGINEER**

A Professional Engineer is an individual licensed by the State of Illinois to practice engineering and is responsible for the review of any plans, calculations, or analyses submitted by a Professional Engineer designing a project pursuant to the requirements of the WMO. As contained in the intergovernmental agreement between the District and an Authorized Municipality, the Professional Engineer should avoid possible conflicts of interest to perform...
work or provide services related to, or arising out of, the Authorized Municipality’s administration of the WMO.

**Wetland Specialist**

A Wetland Specialist is a person who is skilled in the art and science of delineating, identifying, and accessing wetlands. The Wetland Specialist is responsible for the review of all delineation reports, impacts, mitigation plans, and other documentation related to wetlands, buffers, and riparian environments. To qualify as a Wetland Specialist, a person must meet the at least one of the requirements of A, B, C, or D below:

A. Certified as an Environmental Scientist in DuPage County or a Certified Wetland Specialist (CWS) in Lake County;

B. Professional Wetland Scientist certification by the Society of Wetland Scientists (SWS);

C. Minimum of a bachelor’s degree in a biologic science or earth science and at least one of the following:
   1) Three (3) years cumulative (full-time) wetlands experience in the Upper Midwest Region on wetland-related projects; or
   2) Completion of at least 100 wetland delineation projects in the Upper Midwest Region;

D. Six (6) years cumulative (full-time) wetlands experience in the Upper Midwest Region on wetland-related projects without a degree type noted above.
§1404 DISTRICT OVERSIGHT OF AUTHORIZED MUNICIPALITIES

Although Authorized Municipalities are delegated the authority to issue certain types of Watershed Management Permits within their corporate boundaries, the District retains the authority to oversee the enforcement of the WMO in all communities within its jurisdiction. The District has the authority to inspect any project within an Authorized Municipality and may, at any time, audit an Authorized Municipality. As specified in §1404.2 of the WMO, during an audit, the District may:

- Inspect and copy pertinent records kept by an Authorized Municipality
- Inspect Watershed Management Permits issued by an Authorized Municipality
- Meet with staff of an authorized municipality
- Conduct field inspections of projects permitted by an Authorized Municipality
- Request and copy financial records of the Authorized Municipality
- Verify that an Authorized Municipality complies with all requirements listed in §1402.2 of the WMO
- Verify that an authorized municipality does not violate any prohibited activity provision listed in §1402.3 of the WMO

Following an inspection or audit in an Authorized Municipality, the Director of Engineering shall promptly notify an Authorized Municipality of any of the following deficiencies:

- Failure to comply with any requirements listed in §1402.2 of the WMO
- Violation of any prohibited activities listed in §1402.3 of the WMO
- Breach of the intergovernmental agreement

An authorized municipality shall remedy any deficiency within thirty (30) calendar days of notice of the deficiency. In cases where a deficiency cannot be remedied within thirty days, the Director of Engineering may grant an extension.

The Director of Engineering may either suspend or terminate a municipality’s status as an Authorized Municipality if the municipality fails to remedy a violation in accordance with §1404.4 of the WMO. If a municipality’s status as an Authorized Municipality is either suspended or terminated, the municipality may petition the Director of Engineering for reauthorization after all deficiencies are remedied.
RESOURCES FOR AUTHORIZED MUNICIPALITIES

The District has developed *A Guide for Authorized Municipalities* and numerous other resources that provide additional guidance for administering WMO permits. These resources include:

- WMO Authorized Municipality Permit Form
- WMO Minimum Permit Submittal Checklist
- Sample Information Sheet
- Erosion Control Inspection Form
- Wetland Inspection Form
- Post-Construction Inspection Form
- Request for Inspection (RFI) form
- Annual Permit Summary Report

These resources are available under the *Resources for Authorized Municipalities* link on the District’s website, www.mwrd.org/wmo.
## TGM Article 14 Revision Table

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<tr>
<td>0</td>
<td>Original TGM</td>
<td>5/1/2014</td>
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<tr>
<td>1</td>
<td>Update Authorized Municipality procedure and annual reporting</td>
<td>8/1/2015</td>
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<tr>
<td>2</td>
<td>Revision table, rewrite</td>
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