

WATERSHED MANAGEMENT PERMIT

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

Watershed Management Permit No. _____

wmo.mwrd.org

WMO AUTHORIZED MUNICIPALITY PERMIT FORM

INSTRUCTIONS FOR OBTAINING A PERMIT NUMBER: Complete this form and transmit via U.S. Mail or email. If attachments are required, they must accompany this form in the indicated format. Review by the District will begin once a complete permit application package is received. NOTE: Do not use this form for municipality projects.

Permittee/Municipality _____
Co-Permittee/Owner _____
Project Name _____
Location (street address) _____
Consulting Engineer _____
Property Identification Nos. _____

APPLICABILITY OF DISTRICT REVIEW (Includes Schedules ☐B, ☐C, ☐D-Legacy, ☐E, ☐F, ☐G or ☐O - check all that apply):

Does the project include activities as listed in WMO §201.2? ☐ Yes ☐ No

If yes, attach one (1) complete permit application package as indicated below.

If no, Authorized Municipality shall issue the permit without District review.

Attachments (One of each required for District review)

Application and Schedules: ☐ Scanned ☐ Hard Copy (must accompany this form)

Drawings and Other Documents: ☐ Scanned ☐ Hard Copy (must be received to initiate District review)

CONTACT INFORMATION

Permit number will be emailed to the contact listed below.

Name _____
Title _____
Phone _____
Email _____

The Authorized Municipality agrees to pay the following permit fees to the District, as detailed on the reverse of this form:

\$_____.

The Authorized Municipality shall pay the above amount, plus any amount resulting from a permit revision during construction. It is the sole responsibility of the Authorized Municipality to collect all permit fees from the Co-Permittee.

If mailing, send this form, with a complete permit application package to:

Metropolitan Water Reclamation District of Greater Chicago
Local Sewer Systems Section
111 East Erie Street
Chicago, IL 60611

If emailing, send this form and scanned permit documents to:

WMOInbox@mwrd.org

For all questions, call:

(312) 751-3255

-----FOR DISTRICT USE ONLY-----		APPROVAL TO ISSUE PERMIT-----	
Reviewed by: _____	(Local Sewer Systems Section)	Date: _____	
Approved by: _____	(For the Director of Engineering)	Date: _____	

1. **APPLICABILITY:** This form shall be used by an Authorized Municipality to obtain a District permit number and request review by the District for development activities in which the work consists of:
 - A. Qualified sewer construction within the District's corporate boundaries and/or service areas.
 - B. Direct connection to District interceptors, reservoirs, facilities, or TARP structures.
 - C. New or reconstructed sewer, drainage, or detention outfalls to the waterways or Lake Michigan, within Cook County.
 - D. Reconfiguration of existing major or minor storm water systems which alter the service area of a permitted or existing detention facility.
 - E. Modifications to a permitted or existing detention facility.
 - F. Discharging storm water directly to District property.
 - G. Non-residential septic or private treatment systems proposing a connection to a sanitary sewer.
2. **INSTRUCTIONS FOR FILING FORMS:** Submit typed form in hard copy or electronically via email; complete all applicable information; do not leave any blank spaces; use "X" for checking applicable information. If review by the District is required, submit one (1) copy of a completed permit application package, including all schedules, submittals, specifications, location maps and plans. The attachments may be sent in hard copy or electronic format, but in no case shall the permit application pages, with all applicable schedules, not be included with this form. Address all correspondence to Local Sewer Systems Section; for any inquiries or assistance, call (312) 751-3255.

Upon receipt of this form, a permit number will be issued by the District and sent via email to the indicated contact.

Upon completion of applicable District review, this form will be signed and transmitted to the Authorized Municipality for inclusion in the issued permit. No permit shall be issued by the Authorized Municipality without this signed form as proof of District approval unless District review is not required.

3. **INSPECTION BY THE DISTRICT:** Give advance notice of at least two (2) business days before any qualified work is started (telephone (708) 588-4055). Failure to give advance notice and make written submittal as required constitutes a violation of the Watershed Management Ordinance.

The Authorized Municipality shall not approve final inspection or close out a permit that requires District approval without a completed and approved inspection report by the District. The inspection report will be issued to the Authorized Municipality (bottom portion of this form) upon inspection approval.

4. **PERMIT FEES:** The permit fee to be paid is \$5 per linear foot of qualified sewer plus \$250 for Schedules E and O, if applicable. The Authorized Municipality is responsible for the following fees as detailed below:

_____ Linear feet of qualified sewer x \$5.00 / linear foot	\$ _____.00
☐ Schedule E is included in the permit (if so, enter \$250.00 here)	\$ _____.00
☐ Schedule O is included in the permit (if so, enter \$250.00 here)	\$ _____.00

TOTAL PERMIT FEES TO BE PAID BY AUTHORIZED MUNICIPALITY:	\$ _____.00

5. **REVOCATION:** In issuing this permit number and/or approval, the District has relied upon the statements and representations made by the Applicant or his/her agent. Any incorrect statements or misrepresentations shall be cause for revocation of this approval, and all rights of the Applicant hereunder shall immediately become null and void.
6. Upon completion of the entire project and close-out of the issued permit, a copy of the executed Request for Final Inspection (RFI) shall be sent to the District Field Office, located at 6001 S. Pershing Ave, Cicero, IL 60804.

-----FOR DISTRICT USE ONLY-----INSPECTION REPORT-----	
Comments: _____ _____ _____ _____	
-----APPROVAL BY METROPOLITAN WATER RECLAMATION DISTRICT-----	
The project has been inspected and is hereby approved. This approval does not constitute a release from other obligations under the Watershed Management Ordinance.	
Date: _____	_____
Area Inspector	Area Engineer/Field Supervisor