**Part I. General Information**

1. **MS 4 Operator Name:** City of Elgin Department of Public Works

2. **MS4 Mailing Address:** 150 Dexter Court  
   - **City:** Elgin  
   - **State:** IL

3. **Operator Type:** City

4. **Operator Status:** Local

5. **Name(s) of governmental entity(ies) in which MS4 is located:**  
   - City of Elgin

6. **Area of land that drains to your MS4 in square miles:** 25

7. **Latitude and Longitude at approximate geographical center of MS4 for which you are requesting authorization to discharge:**  
   - **Latitude:** 42° 04' 00"  
   - **Longitude:** 87° 56' 00"

8. **Name(s) of known receiving waters**  
   - Fox River  
   - Poplar Creek  
   - Willow Creek  
   - Sandy Creek  
   - Tyler Creek  
   - Otter Creek  
   - Brewster Creek
9. Persons responsible for implementation or coordination of Stormwater Management Program:

Name: Joseph Evers, P.E.  Title: City Engineer  Phone: 847-931-6100
Area of Responsibility: MCM 1-6

Name: __________________  Title: __________________  Phone: _______________
Area of Responsibility: __________________

Part II. Best Management Practices (include shared responsibilities) which have been implemented or are proposed to be implemented in the MS4 area:

A. Public Education and Outreach

Qualifying Local Programs:

Kane County annually distributes brochures to County residents, such as the Kane County Recycles publication. The County also has implemented a Kane County Stream Sign campaign. Kane-DuPage Soil and Water Conservation District and The Conservation Foundation annually present educational programs to Elgin school children.

Measurable Goals (include shared responsibilities)

☒ A.1 Distributed Paper Material

Brief Description of BMP:

The City has published stormwater pollution prevention related articles in the City's Spirit newsletter, has developed a series of water bill inserts with stormwater pollution prevention information, and has distributed brochures regarding the City's recycling and curbside leaf pick-up programs.

Measurable Goals, including frequencies:

Anually distribute articles and brochures regarding stormwater pollution prevention.

Milestones:

Go to Additional Pages

Year 1:
Continue the distribution of articles and brochures.

Year 2:
Continue the distribution of articles and brochures.

Year 3:
Continue the distribution of articles and brochures.

Year 4:
Continue the distribution of articles and brochures.

Year 5:
Continue the distribution of articles and brochures.

☒ A.2 Speaking Engagement

Brief Description of BMP:

The City has given presentations at community meetings on stormwater pollution prevention initiatives.
Measurable Goals, including frequencies:

Annually make three stormwater pollution prevention presentations at public meetings or at special events.

Milestones:

Year 1:

Make three stormwater pollution prevention presentations.

Year 2:

Make three stormwater pollution prevention presentations.

Year 3:

Make three stormwater pollution prevention presentations.

Year 4:

Make three stormwater pollution prevention presentations.

Year 5:

Make three stormwater pollution prevention presentations.

Brief Description of BMP:

The City has hosted a Public Works Facility Open House which allows residents to learn about the City's stormwater pollution prevention practices.

Measurable Goals, including frequencies:

Annually host a Public Works Facility Open House.

Milestones:

Year 1:

Continue to host a Public Works Facility Open House.

Year 2:

Continue to host a Public Works Facility Open House.

Year 3:

Continue to host a Public Works Facility Open House.

Year 4:

Continue to host a Public Works Facility Open House.

Year 5:

Continue to host a Public Works Facility Open House.

Brief Description of BMP:

The Kane-DuPage Soil and Water Conservation District and The Conservation Foundation provide educational programs on topics related to stormwater pollution prevention.

Measurable Goals, including frequencies:
Annually arrange for classroom education on water quality topics in Elgin schools.

Milestones:

Year 1:
Provide classroom education on water quality topics in one or more Elgin schools.

Year 2:
Provide classroom education on water quality topics in one or more Elgin schools.

Year 3:
Provide classroom education on water quality topics in one or more Elgin schools.

Year 4:
Provide classroom education on water quality topics in one or more Elgin schools.

Year 5:
Provide classroom education on water quality topics in one or more Elgin schools.

A.6 Other Public Education
(You may need to go to the next page to fill in this information)

Brief Description of BMP:
The City provides a comprehensive solid waste program designed to encourage recycling and waste reduction, and to reduce litter in Elgin neighborhoods. The City will provide refuse and recycling information on its web page.

Measurable Goals, including frequencies:

Provide refuse and recycling information on the City's web page.

Milestones:

Year 1:
Continue to provide refuse and recycling information on the City’s web page.

Year 2:
Continue to provide refuse and recycling information on the City’s web page.

Year 3:
Continue to provide refuse and recycling information on the City’s web page.

Year 4:
Continue to provide refuse and recycling information on the City’s web page.

Year 5:
Continue to provide refuse and recycling information on the City’s web page.

B. Public Participation/Involvement

Measurable Goals (include shared responsibilities)

Qualifying Local Programs:
Kane County has initiated stream cleanups, hazardous waste collections, and a stream monitoring program. The Fox River Ecosystem Partnership, the Sierra Club, and Friends of the Fox River regularly support clean up and long term maintenance of the Fox River.

× B.2 Educational Volunteer

(You may need to go to the next page to fill in this information)

Brief Description of BMP:

The City has supported river and stream clean-up events by local stakeholder groups.

Measurable Goals, including frequencies:

Annually coordinate a public participation event with a local stakeholder group.

Milestones:

Year 1:

Continue to coordinate a public participation event with a local stakeholder group.

Year 2:

Continue to coordinate a public participation event with a local stakeholder group.

Year 3:

Continue to coordinate a public participation event with a local stakeholder group.

Year 4:

Continue to coordinate a public participation event with a local stakeholder group.

Year 5:

Continue to coordinate a public participation event with a local stakeholder group.

Go to Additional Pages

× B.3 Stakeholder Meeting

(You may need to go to the next page to fill in this information)

Brief Description of BMP:

The City has attended meeting with local stakeholder groups. Topics of discussion included stream clean-up events, classroom education, and water quality monitoring.

Measurable Goals, including frequencies:

Annually attend meetings with stakeholders such as the Kane-DuPage Soil and Water Conservation District, Friends of the Fox River, and Fox River Ecosystem Partnership.

Milestones:

Year 1:

Continue to attend stakeholder group meetings.

Year 2:

Continue to attend stakeholder group meetings.

Year 3:

Continue to attend stakeholder group meetings.

Year 4:

Continue to attend stakeholder group meetings.

Year 5:

Continue to attend stakeholder group meetings.
Brief Description of BMP:

The City has published a non-emergency phone number that residents can use to report illicit discharges, illegal dumping, and other stormwater management issues.

Measurable Goals, including frequencies:

Annually publicize a non-emergency phone number for resident reporting of stormwater management issues.

Milestones:

Year 1:

Publicize a non-emergency phone number for resident reporting of stormwater management issues.

Year 2:

Publicize a non-emergency phone number for resident reporting of stormwater management issues.

Year 3:

Publicize a non-emergency phone number for resident reporting of stormwater management issues.

Year 4:

Publicize a non-emergency phone number for resident reporting of stormwater management issues.

Year 5:

Publicize a non-emergency phone number for resident reporting of stormwater management issues.

Brief Description of BMP:

Kane County has initiated stream cleanups, hazardous waste collection, and a stream monitoring program. The Fox River Ecosystem Partnership, The Sierra Club, and Friends of the Fox River regularly support clean up and maintenance of the river.

Measurable Goals, including frequencies:

Provide a link to stakeholder web pages from the City's web page.

Milestones:

Year 1:

Continue to provide a link to stakeholder web pages from the City's web page.

Year 2:

Continue to provide a link to stakeholder web pages from the City's web page.

Year 3:

Continue to provide a link to stakeholder web pages from the City's web page.

Year 4:

Continue to provide a link to stakeholder web pages from the City's web page.

Year 5:

Continue to provide a link to stakeholder web pages from the City's web page.
C. Illicit Discharge Detection and Elimination

Qualifying Local Programs:

Measurable Goals (include shared responsibilities)

- C.1 Sewer Map Preparation

(You may need to go to the next page to fill in this information)

Brief Description of BMP:

The City has kept an up-to-date Storm Sewer Map as new developments are completed and other storm sewer system improvements occur. The Storm Sewer Map shows all of the City’s stormwater outfalls and all of the waters that receive discharges from those outfalls.

Measurable Goals, including frequencies:

- Annually update the Storm Sewer Map as needed.

Milestones:

Year 1:

- Update the Storm Sewer Map as needed.

Year 2:

- Update the Storm Sewer Map as needed.

Year 3:

- Update the Storm Sewer Map as needed.

Year 4:

- Update the Storm Sewer Map as needed.

Year 5:

- Update the Storm Sewer Map as needed.

Go to Additional Pages

- C.2 Regulatory Control Program

(You may need to go to the next page to fill in this information)
The City has amended its Municipal Code to prohibit non-stormwater discharges to the storm sewer.

Measurable Goals, including frequencies:

Continually enforce the City Code.

Milestones:

Year 1:
Continue to enforce the City Code.

Year 2:
Continue to enforce the City Code.

Year 3:
Continue to enforce the City Code.

Year 4:
Continue to enforce the City Code.

Year 5:
Continue to enforce the City Code.

Industrial and commercial properties have been prioritized for inspection. Inspections are followed up by letters suggesting corrective actions. A final inspection is scheduled once the corrective actions have been completed.

Measurable Goals, including frequencies:

Annually conduct inspections of industrial or commercial properties to determine compliance with the City Code.

Milestones:

Year 1:
Continue inspections of industrial and commercial properties.

Year 2:
Continue inspections of industrial and commercial properties.

Year 3:
Continue inspections of industrial and commercial properties.

Year 4:
Continue inspections of industrial and commercial properties.

Year 5:
Continue inspections of industrial and commercial properties.

C.3 Detection/Elimination Prioritization Plan
(You may need to go to the next page to fill in this information)

C.4 Illicit Discharge Tracing Procedures
(You may need to go to the next page to fill in this information)
The City has developed Illicit Discharge Tracing Procedures and continues to trace all illicit discharges detected by resident reporting, visual dry weather screening, and inspection of commercial and industrial properties.

**Measurable Goals, including frequencies:**

- Annually trace all illicit discharges detected by resident reporting, visual dry weather screening, and inspection of commercial and industrial properties.

**Milestones:**

**Year 1:**

- Continue tracing illicit discharges.

**Year 2:**

- Continue tracing illicit discharges.

**Year 3:**

- Continue tracing illicit discharges.

**Year 4:**

- Continue tracing illicit discharges.

**Year 5:**

- Continue tracing illicit discharges.

- Go to Additional Pages

- C.5 Illicit Source Removal Procedures (You may need to go to the next page to fill in this information)

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The City continues its work to remove all illicit discharges detected by resident reporting, visual dry weather screening, and inspection of commercial and industrial properties.

**Measurable Goals, including frequencies:**

- Annually remove all illicit discharges detected by resident reporting, visual dry weather screening, and inspection of commercial and industrial properties.

**Milestones:**

**Year 1:**

- Continue removing illicit discharges.

**Year 2:**

- Continue removing illicit discharges.

**Year 3:**

- Continue removing illicit discharges.

**Year 4:**

- Continue removing illicit discharges.

**Year 5:**

- Continue removing illicit discharges.

- Go to Additional Pages

- C.6 Program Evaluation and Assessment (You may need to go to the next page to fill in this information)

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The City periodically evaluates and assesses the effectiveness of its illicit discharge detection and elimination program.
Measurable Goals, including frequencies:

Annually evaluate and assess the effectiveness of the illicit discharge detection and elimination program. Annually revise the program as necessary.

Milestones:

Year 1:
Evaluate and assess the effectiveness of the program. Revise the program as necessary.

Year 2:
Evaluate and assess the effectiveness of the program. Revise the program as necessary.

Year 3:
Evaluate and assess the effectiveness of the program. Revise the program as necessary.

Year 4:
Evaluate and assess the effectiveness of the program. Revise the program as necessary.

Year 5:
Evaluate and assess the effectiveness of the program. Revise the program as necessary.

Brief Description of BMP:
The City has continued to screen outfalls during dry weather to identify potential illicit discharges.

Measurable Goals, including frequencies:

Perform a visual dry weather screening of each City outfall once every 5 years.

Milestones:

Year 1:
Perform visual dry weather screening of 20% of the City's outfalls.

Year 2:
Perform visual dry weather screening of 20% of the City's outfalls.

Year 3:
Perform visual dry weather screening of 20% of the City's outfalls.

Year 4:
Perform visual dry weather screening of 20% of the City's outfalls.

Year 5:
Perform visual dry weather screening of 20% of the City's outfalls.

(Check the box if you need to go to the next page to fill in this information)
Brief Description of BMP:
The City has installed inlet grates cast with "Dump No Waste, Drains to River" for all new inlets installed with street resurfacing projects. Where new inlets were not required, decals were applied to existing inlet structures.

Measurable Goals, including frequencies:

Annually install inlet grates cast with "Dump No Waste, Drains to River" for all new inlets installed with street resurfacing projects or apply decals to existing inlet structures.

Milestones:
Year 1:

Continue to label inlet structures with street resurfacing projects.

Year 2:

Continue to label inlet structures with street resurfacing projects.

Year 3:

Continue to label inlet structures with street resurfacing projects.

Year 4:

Continue to label inlet structures with street resurfacing projects.

Year 5:

Continue to label inlet structures with street resurfacing projects.

Go to Additional Pages

C.10 Other Illicit Discharge Controls

D. Construction Site Runoff Control

Measurable Goals (include shared responsibilities)

Qualifying Local Programs:

☐ D.1 Regulatory Control Program (You may need to go to the next page to fill in this information)

Brief Description of BMP:
The City has enforced the Stormwater Ordinance, which requires erosion and sediment controls.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:
Year 1:

Continue to enforce the Stormwater Ordinance.

Year 2:

Continue to enforce the Stormwater Ordinance.

Year 3:

Continue to enforce the Stormwater Ordinance.

Year 4:

Continue to enforce the Stormwater Ordinance.

Year 5:
Continue to enforce the Stormwater Ordinance.

Brief Description of BMP:

The City has enforced the Stormwater Ordinance, which required erosion and sediment control BMPs.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:

Year 1:
Continue to enforce the Stormwater Ordinance.

Year 2:
Continue to enforce the Stormwater Ordinance.

Year 3:
Continue to enforce the Stormwater Ordinance.

Year 4:
Continue to enforce the Stormwater Ordinance.

Year 5:
Continue to enforce the Stormwater Ordinance.

Brief Description of BMP:

The City has enforced amendments made to the City Code which prohibit non-stormwater discharges to the storm sewer system. These amendments regulate wastes and residues that result from constructing or building a structure.

Measurable Goals, including frequencies:

Continually enforce the City Code.

Milestones:

Year 1:
Continue to enforce the City Code.

Year 2:
Continue to enforce the City Code.

Year 3:
Continue to enforce the City Code.

Year 4:
Continue to enforce the City Code.

Year 5:
Continue to enforce the City Code.
D.4 Site Plan Review Procedures

<table>
<thead>
<tr>
<th>Brief Description of BMP:</th>
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<tbody>
<tr>
<td>The City has reviewed site plans to ensure conformance to the Stormwater Ordinance.</td>
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<table>
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<tr>
<th>Measurable Goals, including frequencies:</th>
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<tr>
<td>Review all site plans to ensure conformance to the Stormwater Ordinance.</td>
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D.5 Public Information Handling Procedures

<table>
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<td>Annually publicize a non-emergency phone number for resident reporting of stormwater management issues.</td>
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D.6 Site Inspection/Enforcement Procedures

<table>
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</table>
The City has enforced the Stormwater Ordinance, which contains site inspection and enforcement procedures.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:

Year 1:
Continue to enforce the Stormwater Ordinance.

Year 2:
Continue to enforce the Stormwater Ordinance.

Year 3:
Continue to enforce the Stormwater Ordinance.

Year 4:
Continue to enforce the Stormwater Ordinance.

Year 5:
Continue to enforce the Stormwater Ordinance.
E. Post-Construction Runoff Control

Qualifying Local Programs:

Measurable Goals (include shared responsibilities)

☐ E.1 Community Control Strategy  
☒ E.2 Regulatory Control Program

Brief Description of BMP:
The City has enforced the Stormwater Ordinance, which requires post-construction runoff control.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:
Year 1:
Continue to enforce the Stormwater Ordinance.

Year 2:
Continue to enforce the Stormwater Ordinance.

Year 3:
Continue to enforce the Stormwater Ordinance.

Year 4:
Continue to enforce the Stormwater Ordinance.

Year 5:
Continue to enforce the Stormwater Ordinance.

Go to Additional Pages

☒ E.3 Long Term O & M Procedures  
(You may need to go to the next page to fill in this information)
The City has enforced the Stormwater Ordinance, which contains long term operation and maintenance procedures.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:

Year 1:

Continue to enforce the Stormwater Ordinance.

Year 2:

Continue to enforce the Stormwater Ordinance.

Year 3:

Continue to enforce the Stormwater Ordinance.

Year 4:

Continue to enforce the Stormwater Ordinance.

Year 5:

Continue to enforce the Stormwater Ordinance.

E.4 Pre-Construction Review of BMP Designs (You may need to go to the next page to fill in this information)

The City has enforced the Stormwater Ordinance, which requires pre-construction review of BMP designs.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:

Year 1:

Continue to enforce the Stormwater Ordinance.

Year 2:

Continue to enforce the Stormwater Ordinance.

Year 3:

Continue to enforce the Stormwater Ordinance.

Year 4:

Continue to enforce the Stormwater Ordinance.

Year 5:

Continue to enforce the Stormwater Ordinance.

E.5 Site Inspections During Construction (You may need to go to the next page to fill in this information)
The City has enforced the Stormwater Ordinance, which requires site inspections during construction.

Measurable Goals, including frequencies:

Continually enforce the Stormwater Ordinance.

Milestones:

Year 1:
Continue to enforce the Stormwater Ordinance.

Year 2:
Continue to enforce the Stormwater Ordinance.

Year 3:
Continue to enforce the Stormwater Ordinance.

Year 4:
Continue to enforce the Stormwater Ordinance.

Year 5:
Continue to enforce the Stormwater Ordinance.

The City has regularly inspected City-owned detention basins.

Measurable Goals, including frequencies:

Inspect each City-owned detention basin once every five years.

Milestones:

Year 1:
Inspect 20% of the City-owned detention basins.

Year 2:
Inspect 20% of the City-owned detention basins.

Year 3:
Inspect 20% of the City-owned detention basins.

Year 4:
Inspect 20% of the City-owned detention basins.

Year 5:
Inspect 20% of the City-owned detention basins.
F. Pollution Prevention/Good Housekeeping

Measurable Goals (include shared responsibilities)

Qualifying Local Programs:

- F.1 Employee Training Program (You may need to go to the next page to fill in this information)

Brief Description of BMP:
The City has provided stormwater pollution prevention training for its Public Works Department. The training covered topics such as: good housekeeping for municipal operations; maintenance of green infrastructure; and illicit discharge detection and elimination.

Measurable Goals, including frequencies:

Conduct formal stormwater pollution prevention training for the Public Works Department annually.

Milestones:

Year 1:
Continue to conduct formal stormwater pollution prevention training for Public Works employees.

Year 2:
Continue to conduct formal stormwater pollution prevention training for Public Works employees.

Year 3:
Continue to conduct formal stormwater pollution prevention training for Public Works employees.

Year 4:
Continue to conduct formal stormwater pollution prevention training for Public Works employees.

Year 5:
Continue to conduct formal stormwater pollution prevention training for Public Works employees.

Go to Additional Pages

- F.2 Inspection and Maintenance Program (You may need to go to the next page to fill in this information)
The City has developed written Inspection and Maintenance Procedures, including procedures for tracking inspections and maintenance of the stormwater management system.

Measurable Goals, including frequencies:
Continually maintain the stormwater management system. Annually review the Inspection and Maintenance Program for effectiveness and update the program as needed.

Milestones:
Year 1:
Conduct regular inspection and maintenance. Review the program for effectiveness and update the program as needed.

Year 2:
Conduct regular inspection and maintenance. Review the program for effectiveness and update the program as needed.

Year 3:
Conduct regular inspection and maintenance. Review the program for effectiveness and update the program as needed.

Year 4:
Conduct regular inspection and maintenance. Review the program for effectiveness and update the program as needed.

Year 5:
Conduct regular inspection and maintenance. Review the program for effectiveness and update the program as needed.

Brief Description of BMP:
The City has developed a Stormwater Pollution Prevention Plan for its municipal operations. The plan describes the potential sources of stormwater pollutants related to operations at various City facilities, the stormwater management measures and controls used to prevent pollution, potential future BMPs, and forms for periodic inspections.

Measurable Goals, including frequencies:
Continually implement the Stormwater Pollution Prevention Plan. Annually review the plan for effectiveness and update the program as needed.

Milestones:

Year 1:
Implement the Stormwater Pollution Prevention Plan and update as needed.

Year 2:
Implement the Stormwater Pollution Prevention Plan and update as needed.

Year 3:
Implement the Stormwater Pollution Prevention Plan and update as needed.

Year 4:
Implement the Stormwater Pollution Prevention Plan and update as needed.

Year 5:
Implement the Stormwater Pollution Prevention Plan and update as needed.
Brief Description of BMP:

A Municipal Operations Waste Disposal Plan is included in the City's Inspection and Maintenance Procedures.

Measurable Goals, including frequencies:

Continually implement the Municipal Operations Waste Disposal Plan. Annually review the plan for effectiveness and update the program as needed.

Milestones:

Year 1:

Implement the Municipal Operations Waste Disposal Plan and update as needed.

Year 2:

Implement the Municipal Operations Waste Disposal Plan and update as needed.

Year 3:

Implement the Municipal Operations Waste Disposal Plan and update as needed.

Year 4:

Implement the Municipal Operations Waste Disposal Plan and update as needed.

Year 5:

Implement the Municipal Operations Waste Disposal Plan and update as needed.

Go to Additional Pages

- F.5 Flood Management/Assess Guidelines
- F.6 Other Municipal Operations Controls
Part III. Certification

I certify under penalty of law that this document an all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fines and imprisonment.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony (415 ILCS 5/44(h)).

Joseph Evers, P.E.  
Authorized Representative Name

City Engineer  
Title

Date  
9/25/13

Authorized Representative Signature

You may complete this form online and save a copy locally before printing and signing the form. It should then be sent to:

Illinois Environmental Protection Agency  
Bureau of Water  
Division of Water Pollution Control  
Attn: Permit Section  
P.O. Box 19276  
1021 North Grand Avenue East  
Springfield, IL 62794-9276

Information required by this form must be provided to comply with 415 ILCS 5/39 (2000). Failure to do so may prevent this form from being processed and could result in your application being denied.