

JAMES WILLEY, Chairman
RUDY NEUBERGER, Vice Chairman
MICHAEL W. McCOY, P.E.
 Chairman - Kane County Board
 Tim Harbaugh, Director
 Environmental Management
 Maureen Anderson, Admin. Mgr.
 County Board
 Karen Kosky, Watershed Engineer
 Steve Garrison, Mgr. Of Landfill and
 Stormwater Field Programs
 Kenneth N. Anderson, Jr., Project Mgr.



Kane County Govt. Center
 Building "A", Rm. 227
 719 Batavia Avenue
 Geneva, IL 60134
 Telephone:
 630-232-5971
 or
 630-208-5118
 Fax:
 630-208-5137
 Web Site:
<http://www.co.kane.il.us>

June 10, 2003

TO: Kane County Stormwater Administrators

RE: Certified Community Audits

Ladies and Gentlemen:

I want to take this opportunity to thank you for your continued commitment to our stormwater program. Our stormwater program will only be effective if it is being properly implemented. To accomplish this, we need to develop an audit. We have developed a unique self-audit approach, which we believe will meet our obligations to ensure our stormwater ordinance is being properly and equitably enforced, while minimizing the audit burden to you.

We have developed this self-audit document which you will need to complete. This self-audit was developed by the County under the direction of the Stormwater Committee. We relied heavily on the advice and recommendations of the municipal members of the committee, whose staff will also be completing this self-audit. The time period of January 1, 2002 through May 31, 2003 is the time period being examined for this audit.

We are looking for an honest evaluation of your implementation of the ordinance. We plan to use the results of this process in two ways:

- 1) Evaluate the ordinance, with you, and make revisions as necessary. We will be revising the ordinance in 2004.
- 2) Work with you to come into full compliance with the requirements of the ordinance.

AREA 1	AREA 2	AREA 3	AREA 4	AREA 5	AREA 6	EX OFFICIO
RUDY NEUBERGER County Board District 8	WM. WYATT County Board District 5	CARYL VanOVERMEIREN County Board District 13	DEBORAH ALLEN County Board District 17	LEE BARRETT County Board District 21	BOB KUDLICKI County Board District 25	MICHAEL McCOY County Board Chairman
MARILYN MICHELINI President Montgomery	MARK RUBY President North Aurora	KEVIN BURNS Mayor Geneva	JIM HANSEN President South Elgin	MARK BOETTGER President Carpentersville	JAMES WILLEY Mayor Elburn	SUSAN HARNEY Reg. Plng. Comm. MIKE SAUBER Farm Bureau BILL MORSE Former SMC Chmn.

It is not our goal or intention to punish certified communities for infractions.

That said, serious violations, including floodplain, floodway, and inadequate detention will require investigation and action (just as you would mandate we do to an inadequately designed development which discharges into your jurisdiction).

We are requiring that this self-audit be completed under the direction of the stormwater administrator and approved under resolution by the City/Village Council. For your convenience, the self-audit forms and information may be downloaded from the Kane County website at: www.co.kane.il.us/kcstorm under the “New Information” section, listed “Community Self-Audit Information.” For your reference, a sample resolution for adoption is also available on this website. This must be completed and returned by September 15, 2003. **We strongly encourage you to digitally e-mail your completed forms to us at harbaugh@co.kane.il.us**

As you complete this document, call me with questions or concerns. Please direct questions concerning wetlands or sediment and erosion control directly to Ken Anderson.

Thank you for your assistance.

Sincerely,

Tim Harbaugh
Director, Environmental Management Department

CITY/VILLAGE OF _____

RESOLUTION NO. _____

**COMPREHENSIVE COUNTYWIDE STORMWATER PROGRAM
CERTIFIED COMMUNITY AUDIT**

Whereas, pursuant to the provisions of Article 11 of the Kane County Stormwater Ordinance (Ordinance No. 00-312, adopted 11/14/00, as amended), the City/Village of _____ was certified by the Kane County Stormwater Management Committee (the "**Committee**"), as a certified community charged with the enforcement of the ordinance within the City/Village; and

Whereas, the implementation and enforcement of the ordinance by the City/Village is subject to periodic review by the Committee; and

Whereas, the Committee has requested that the City/Village complete and certify the attached audit of the City/Village's implementation and enforcement of the ordinance;

Now, therefore, be it resolved by the Mayor/President and City Counsel/Board of Trustees of the City/Village of _____ that the attached audit as completed is true and correct and accurately reflects the enforcement of the ordinance within the City/Village of _____.

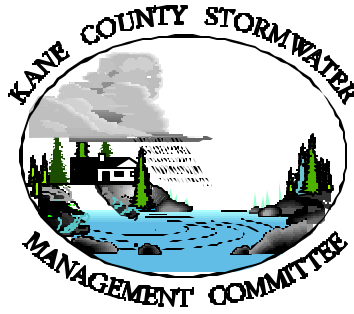
Dated: _____, 2003

Approved: _____, 2003.

Mayor/President

Attest:

Clerk



Kane County Stormwater Ordinance Self-Audit

June, 2003

Name of Certified Community: _____

Name of Stormwater Administrator: _____

Phone Number: _____ Email: _____

Name of individual(s) who served as Qualified Engineer Review Specialists:

Name of individual(s) who served as Qualified Wetland Review Specialists:

What is the date(s) of the current flood insurance study for your community? _____

What are the effective panel numbers and their effective date? _____

*(you should be using the December 20, 2002 FIRM maps)

Describe the steps that your community goes through in reviewing and issuing a stormwater permit from project concept or initial contract to issuance: _____

For each step in the development process, please indicate if stormwater management is examined at that step by marking Y for yes. If your process does not utilize any listed step, mark N/A for not applicable.

☐ Pre-Annexation
☐ Pre-Concept Stage
☐ Concept Stage
☐ Preliminary Plan Stage

☐ Zoning Stage
☐ Improvement Plan Stage
☐ Final Plat Stage
☐ Construction Stage

Describe your procedure with regard to compliance with wetland requirements: _____

Were any violations of the ordinance cited? If yes, please describe this occurrence: _____

How many SSA's have you developed per this ordinance? _____

How many back-up SSA's have you developed per this ordinance? _____

Please detail any stormwater planning, intergovernmental cooperation, or natural resource preservation activities you are completing or have completed over the past two years:

Inspections

How are inspections handled during the construction of developments and at what frequency? _____

What department(s), or outside party, is responsible for these inspections? _____

How are the results of these inspections reported? _____

Who conducts sediment and erosion control inspections? _____

Describe any reporting procedures specifically for sediment and erosion control? _____

Please note any additional information the Stormwater Committee should be aware of: _____

Number of stormwater permits issued in 2002: _____

Number of new single family building permits issued in 2002: _____

Number of new townhome building permits issued in 2002:	_____	_____
	Buildings	Units

Number of new multi-family building permits issued in 2002:	_____	_____
	Buildings	Units

Note:

Single family includes all detached one-family housing units.

Townhome buildings include all buildings with two or more attached one-family housing units separated by a wall that extends from the ground to the roof, with no common heating system or interstructural public utilities.

Multi-family buildings include all buildings with two or more housing units, either one above the other or side-by-side. If they are built side-by-side, they do not have a wall that extends from ground to roof, share a heating system, or have interstructural public utilities such as water supply or sewage disposal.

Please do not include any permits issued for additions or alterations.

Number of new commercial center building permits issued in 2002:	_____	_____
	Centers	Units
Number of new industrial center building permits issued in 2002:	_____	_____
	Centers	Units

Note:

New commercial centers include developments where 2 or more commercial units are located on the same zoning lot. New commercial units include but are not limited to: retail sales and service, restaurants, general business, wholesale, bed and breakfast, day care center, kennel, funeral parlor, cocktail lounge, commercial recreation and entertainment, automotive sales, service and repair, hotel/motel, office, banks.

New industrial centers include developments where 2 or more industrial units are located on the same zoning lot. New industrial units include but are not limited to: manufacturing, light and heavy, food, plastics, paper etc., bottling companies industrial-non-manufacturing assembly, storage, junk, warehousing, extractive-mining and gravel.

Please do not include any permits issued for additions or alterations.

SECTION	QUESTION	YES	NO	N/A
200 (b)	Is detention always required and constructed for developments when:			
	a) Residential development exceeds 2 or more homes on 3 or more acres?			
	b) Multi-family development, exceeds more than 1 acre?			
	c) Commercial or industrial development, exceeds 1 acre or when more than 25,000 square feet is hydraulically disturbed?			
	d) Road projects, exceeds 1 acre of disturbance?			
200 (c) & (d)	Have you approved fee-in-lieu for any detention requirement without a variance?			
201 (c) (1) & (2)	Are all stormwater facilities functional before building permits are issued?			
201 (g)	Is pre-development onsite depressional storage properly preserved at a 1:1 ratio?			
202 (d)	Are field tile investigations completed, are all tiles removed by trench method, are upstream tiles incorporated into the new stormwater system, and are downstream tiles properly capped?			
203 (b) & (c)	Is the post-development release rate less than 0.1cfs/acre, as verified by acceptable event hydrograph routing methods?			
203 (g)	Is retention always provided for directly connected impervious areas?			
203 (h) (7)	Are stormwater storage facilities designed so the pre-development peak runoff rates for the 100-year critical duration rainfall events are not exceeded, assuming the primary restrictor is blocked?			
300 (a)	Are your developments being designed with erosion and sediment control planning?			
300 (a) (1,2)	Are your developments being phased in accordance with erosion and sediment control planning?			
300 (c)	Is runoff from disturbed areas being directed to sediment control measures or devices before leaving the site?			
300 (d)	Have all disturbed sites been shutdown for winter in accordance with the ordinance?			
300 (e)	Have all major erosion control measures been designed so that the hydraulic and hydrologic design requirements have been met?			
300 (g)	Have any areas of disturbance onsite exceeded 40 acres?			
300 (g)	If the areas of disturbance onsite have exceeded 40 acres, has the Administrator approved the larger area?			
300 (h)	Have the erosion and sediment control plans been submitted in accordance with Article 5?			
300 (h) (6)	Have all disturbed sites been inspected weekly or after a one-half inch or greater rainfall event?			
300 (h) (6)	Have required repairs been completed if a failure of any erosion and sediment control measure or device has occurred?			
300 (m)	Has mud or debris tracked onto the road been removed before the end of each workday or sooner as directed by the authority maintaining the roadway?			
300	Have you received any complaints regarding lack of proper erosion and sediment control?			

SECTION	QUESTION	YES	NO	N/A
404 (b)	Are FEMA FIRM BFE's always utilized and adhered to?			
404 (b) (4)	For areas with less than 640 tributary acres, are BFE's specifically determined and verified by approved hydrologic and hydraulic models?			
404 (c) (2) (D)	Do all appropriate use's which change the regulatory floodway or BFE, wait to start construction until a CLOMR is issued from IDNR/OWR and FEMA?			
405 (a)	Has any development occurred in the regulatory floodplain that singularly or cumulatively creates any increase in flood stage or velocity offsite, or a damaging or potentially damaging increase in flood heights or velocity on site, or a threat to the public health, safety, and welfare?			
405 (c)	Have any buildings been built in the existing or proposed regulatory floodplain prior to LOMR being obtained from FEMA unless the building met all the building protection standards of Section 407?			
405 (c)	Have you approved an activity which requires a CLOMR or LOMR?			
409	Are the lowest opening for new developments approved above the FPE?			
410 (a)	Is compensatory storage provided at a ratio of 1.5:1?			
411	Has any structure or building been constructed in the floodway?			
414 (a)	Before any development in or near Waters of the U.S., or in or near isolated wetlands or farmed wetlands, has a written report identifying and evaluating the boundaries, location, limits, area and quality of all onsite wetlands been submitted?			
414 (a)	Has the presence and limits of wetland areas been determined by a wetland delineation conducted in accordance with the 1987 Manual?			
418 (a) (1)	Have required buffers been identified on development plans?			
418 (a) (1)	Have required buffers been protected by appropriate easements on all new p1ats?			
418 (a) (1)	Have maintenance requirements for the buffer been noted on the plat or included as a covenant running with the land in any deed which conveys any portion of the buffer area?			
418 (a) (3)	Have any developments used any buffer width averaging?			
418 (A) (B)	Have all developments complied with the required buffer widths in accordance with Section 418?			
418 (e)	Have all buffers been stabilized in accordance with Section 300?			
418 (i)	Have all buffer areas been established and maintained free from development?			

The following questions on this page were developed by FEMA for this self-audit

QUESTION	YES	NO	N/A
Have any federally funded actions occurred that are inconsistent with E.O. 11988 on Floodplain Management, which prohibits federal funding of projects located in the floodplain unless there is no practicable alternative?			
Have you experienced any problems interpreting or administering the floodplain regulations of the Kane County Stormwater Ordinance?			
Does your community have current FEMA maps/studies available for public inspection?			
Have you experienced any problems using the FEMA maps/studies?			
If any residential building(s) located in the floodplain have been substantial damaged, have the buildings been brought into compliance with the floodplain regulations of the Kane County Stormwater Ordinance for elevation of lowest floor including basement?			
Have all floodplain development activities including mining, dredging, filling, grading, paving, excavation, drilling and construction of fences received the necessary stormwater permits?			
If any non-residential structure(s) have been structurally dry floodproofed, has a FEMA floodproofing certificate been completed?			
For any buildings been built on crawlspaces, does the inside grade equal the outside grade on at least one side and has a square inch of opening been provided for every square foot enclosed below the base flood elevation? Are the openings located no more than 1 foot above existing grade?			
Have all required federal, state and local permits been received prior to the issuance of a stormwater permit?			
After a flood event, have damage determinations been made for all damaged buildings located in the floodplain to determine substantially damaged structures which must comply with the floodplain regulations of the Kane County Stormwater Ordinance?			
Have all new and replacement water supply systems, wells, sanitary sewer lines and on-site waste disposal systems been designed, permitted, and constructed to ensure that all manholes or other above ground openings located below the flood protection elevation (FPE) are watertight?			
Have any developments in the special flood hazard area (SFHA), included locating or storing of chemicals, explosives, buoyant materials, animal wastes, fertilizers, flammable liquids, pollutants, or other hazardous or toxic materials below the flood protection elevation (FPE) been properly permitted?			
Has your community notified adjacent communities in writing 30 days prior to the issuance of a permit for the alteration or relocation of a watercourse?			
Have manufactured homes and recreational vehicles on site for more than 180 consecutive days been properly permitted to meet the anchoring and elevation requirements of the floodplain regulations of the Kane County Stormwater Ordinance?			
If any tool sheds, detached garages, and other minor accessory structures on an existing single-family platted lot have been constructed with the lowest floor below the flood protection elevation, do they meet the floodplain regulations of the Kane County Stormwater Ordinance?			

SECTION	QUESTION	YES	NO	N/A
500 (a)	Are stormwater permits required and issued for all activities disturbing more than 5,000 square feet of ground, and any development or substantial improvement in the regulatory floodplain?			
500 (d) (1)	Are all stormwater facility designs and floodplain submittals prepared, signed and sealed by a professional engineer?			
503 (a)	Is all mandatory information, as defined in Section 503 (a) submitted for every permit application?			
503 (b)	Is the application signed and attested by all owners and developers?			
504	Is all mandatory information, as listed in Section 504, included in every plan set submittal?			
505	Is all mandatory information, as listed in Section 505, included in every stormwater submittal?			
506	Is all mandatory information, as listed in Section 506, included in every floodplain submittal?			
507	Is all mandatory information, as listed in Section 507, indicated in every wetland submittal?			
507 (a)	Have all wetland delineations been submitted to the Administrator with a copy to the Director?			
507 (a)	Have all wetland delineations been reviewed by a qualified wetland review specialist?			
507 (a)	Has a qualified wetland review specialist provided to the Administrator a written opinion on the applicability of current federal permits and noting any special procedures which must be followed in connection with the proposed activity?			
507 (b) (1-4)	Have all wetland submittals included:			
	a) Calculation of required buffer?			
	b) All existing and proposed impacted or undisturbed onsite wetlands?			
	c) Location of buffers?			
	d) Planting plan for buffers?			
	e) All required wetland management activities?			
507 (c)	Has any development been permitted by your community that has caused a wetland impact?			
	Has any dredging or filling of any wetland having an FQI greater than 25 occurred in your community'?			
	Has any cumulative wetland dredging or filling in excess of 0.25 acres occurred in your community?			
	Has any dredging or filling occurred within a farmed wetland in your community?			
510	Are record drawings submitted and final inspections completed to verify the development was constructed in conformance with the permit?			

SECTION	QUESTION	YES	NO	N/A
Article 6	Is necessary long-term maintenance provided for in one of the two approved ways:			
	a) Responsibility is dedicated, transferred, or conveyed, and accepted by a public entity and a special service area has been incorporated?			
	b) Responsibility is maintained by a homeowners association or similar association or conveyed to one or more persons and a backup special service area has been incorporated?			
701	Are all necessary inspections being completed?			
702	Has any ordinance violation or permit violation been issued?			
802 (c)	Have wetland impacts been permitted by your community within exempt developments?			
904	Has a variance been issued?			
1002 (c)	Are qualified engineer review specialists reviewing every stormwater permit?			
1002 (c)	Are qualified wetland review specialists reviewing all appropriate permits?			
Article 12	Is appropriate performance security, as defined in Article 12, being provided?			

***If you marked any box with shading, please attach a brief narrative which explains your answer to the question.**

This page only needs to be completed by the following municipalities:

Algonquin, Batavia, East Dundee, Elgin, Huntley, and Montgomery (these multi-county municipalities have requested and received authority to enforce Article 15)

SECTION	QUESTION	YES	NO	N/A
1500	Have you issued any wetland impact and mitigation permits within your community?			
1503 (a) (1)	Has any wetland mitigation been permitted within a wetland mitigation facility?			
1503 (a) (2)	Has any wetland mitigation been permitted through the purchase from a wetland mitigation bank?			
1503 (a) (3)	Has any wetland mitigation been permitted through the payment of a fee-in-lieu of mitigation under Section 1302?			
1503 (b)	Have any wetland impacts been permitted within wetlands with an FQI of less than 7?			
1503 (c)	Have any wetland impacts been permitted within wetlands with an FQI of 7 or more but less than 16?			
1503 (d)	Have any wetland impacts been permitted within wetlands with an FQI of 16 or more but less than 25?			
1503 (e)	Have any wetland impacts been permitted within wetlands with an FQI of more than 25?			
1503 (g)	Has mitigation for wetland impacts upon more than one wetland within a site met the standards applicable to the-highest quality wetland impacted?			
1504 (a)	Have all wetland mitigation plans been in compliance with the requirements of Section 1504?			
1505	Have all required buffers adjacent to wetland mitigation facilities been designed and constructed in compliance with Section 1505?			
1506 (a)	Have an mitigation facilities met the performance standards as set forth in Section 1506?			
1507	For all wetland mitigation facilities have you required monitoring and management for five years?			

***If you marked any box with shading, please attach a brief narrative which explains your answer to the question.**