



## **Water Quality Management Plan Amendment Application Checklists for Facility Planning Area Amendments and Waste Water Treatment Plant Applications**

### **PURPOSE OF THE CHECKLISTS**

These checklists are incorporated into the Water Quality Management Plan Amendment Application and are to be used as a companion to the Process and Procedures Manual. These checklists have been developed to assist the applicant with submitting a complete application for review with the aim of improving the timeframe required for the review process. **Please enclose your completed checklist(s) with the application submittal.**

### **HOW TO USE THE CHECKLISTS**

Effective July 1, 2007, the Chicago Metropolitan Agency for Planning (CMAP) assumed the Northeastern Illinois Planning Commission's former responsibility for the Facilities Planning Area (FPA) process. CMAP is the designated area-wide water quality planning agency for Northeastern Illinois and the advisory comprehensive regional planning agency for northeastern Illinois. Therefore, CMAP needs to act as a consensus builder by promoting good planning. Though not specifically required by the Illinois Environmental Protection Agency (IEPA), non-italicized items on the checklist outline the items needed to specifically address CMAP's regional role and to promote good planning. Italicized items are needed to fulfill the requirements of the IEPA and CMAP.

Checklist A is a list of basic submittals that applicants should include for **both Facility Planning Area amendments and Waste Water Treatment Plant Applications**. Checklist B is a list of submittals for an application for **Boundary Modifications only**. Checklist C is a list of submittals for an application for **Facility Construction or Expansion Application Only**.

# Water Quality Management Plan Amendment Application's General Information and Documentation Checklist

## Checklist A

- \_\_\_ Water Quality Fee for Requested FPA Modification (at \$10 per acre)
- \_\_\_ *Completed Applicant's Signature Page with an original signature*
- \_\_\_ *Contact Information*
- \_\_\_ *Type of Amendment Requested*

## Information and Documentation Checklist

- \_\_\_ *Summary of Requested Amendment*
- \_\_\_ *Complete Facility Plan for those amendments requesting financial assistance from the Illinois EPA. (Criteria Nos. 1, 2, 4 and 5)*
- \_\_\_ *Identify all Facility Planning Areas within 1.5 miles (Criteria Nos. 1, 2, 4 5 and 8)*
- \_\_\_ *Service Area (Existing and Proposed) Information (Criteria No. 5)*
- \_\_\_ *Population, Household and Wastewater Flow Information 20-year planning horizon (Criteria Nos. 2 and 5)*
- \_\_\_ *Facility Information, Including Permitted Capacity, Current Inflow and Current Excess Capacity and also current treatment technology, level of treatment and effluent/compliance data (Criteria No. 5)*
- \_\_\_ *Infiltration Analysis (Criteria No. 5)*
- \_\_\_ *Current Treatment Processes (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *NPDES Permit or Land Application Construction Permit (Criteria Nos. 1 and 5)*
- \_\_\_ *Previous 12 Months Influent and Effluent Data (Tabulated Form) (Criteria Nos. 1 and 5)*
- \_\_\_ *Wastewater Treatment Alternatives considered and why each alternative was not selected (Criteria No. 5)*
- \_\_\_ *Conveyance Alternatives Analysis (with Maps) (Criteria Nos. 4, 5 and 8)*
- \_\_\_ *Cost-Effectiveness Comparison and Discussion of Determination (Criteria No. 5)*
- \_\_\_ *Receiving Waters Information (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Provide documentation on whether treatment facilities are on the IEPA Critical Review List required as part of 20-year treatment planning. (Criteria Nos. 1, 4 and 5)*

- \_\_\_ *Provide documentation on whether treatment facilities are on IEPA Restricted Status List - determination required as part of 20-year treatment planning. (Criteria Nos. 1, 4 and 5)*
- \_\_\_ Existing or Ongoing TMDL Information (Criteria Nos. 1, 4 and 5)
- \_\_\_ Existing or Ongoing Environmental Studies on Waterbodies (Criteria Nos. 1, 4 and 5)
- \_\_\_ Existing or Ongoing Anti-Degradation Analysis (Criteria Nos. 1, 4 and 5)
- \_\_\_ Copies of Existing or Ongoing Biological and Chemical Testing on Receiving Waters (Criteria Nos. 1, 4 and 5)
- \_\_\_ Copy of Most Recent Illinois EPA Stream Assessment Report (Criteria Nos. 1, 4 and 5)
- \_\_\_ *Assessment of Water Quality and Environmental Impacts and Analysis of Mitigation Measures (Criteria Nos. 1, 4, 5 and 8)*
- \_\_\_ Information on complete Costs of Providing Service (Criteria No. 5)
- \_\_\_ *Annual Operation, Maintenance and Replacement Cost Estimates (Criteria No. 5)*
- \_\_\_ Uniform Annual Equivalent Cost (Criteria No. 5)
- \_\_\_ *Financing Information (Criteria No. 5)*
- \_\_\_ Household Costs Information (Criteria No. 5)
- \_\_\_ Letter of endorsement from Designated Management Agency (Criteria No. 6)
- \_\_\_ Documentation of endorsement by all municipalities within the existing Facility Planning Area and within the requested amendment area. (Criteria Nos. 6 and 7)
- \_\_\_ Documentation of endorsement by County. (Criteria No. 8)
- \_\_\_ *Information on Known Development(s) to be Serve, with Maps if Available (Criteria Nos. 2, 4, 5 and 8)*
- \_\_\_ *Maps showing location of All Surface Waters within the requested area (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Maps showing location of all Federal, State or Local Jurisdictional Wetlands within the requested area. This may include County ADID maps, COE approved wetland delineations, and farmed wetlands. (Criteria Nos. 1, 4 & 5)*
- \_\_\_ *Maps showing the location of all Floodplains and their boundaries within the requested area. (Criteria Nos. 1, 4 and 5)*
- \_\_\_ Maps of Watershed Boundaries at 8 HUC (Criteria Nos. 1, 4 and 5)
- \_\_\_ *Maps of all sewer routes (existing and proposed) showing the location of lift stations, the treatment plant location and the discharge point.*
- \_\_\_ Any other relevant maps for all criteria
- \_\_\_ *Anticipated Modifications of Lakes, Streams, Wetlands and/or Floodplains showing method and extent of modification. (Criteria Nos. 1 and 4)*

- \_\_\_ *Stormwater Management Ordinances (Criteria No. 4)*
- \_\_\_ *Soil Erosion and Sediment Control Ordinances (Criteria No. 4)*
- \_\_\_ *Floodplain Management Ordinances (Criteria No. 4)*
- \_\_\_ *Stream and Wetland Protection Ordinances (Criteria No. 4)*

## **Checklist B**

### **Additional Information and Documentation Checklist Boundary Modification**

- \_\_\_ *Geophysical Information (Criteria Nos. 1, 4, 5 and 8)*
- \_\_\_ *Legal Descriptions of Existing FPA and of Requested Amendment Area*
- \_\_\_ *Maps of Existing FPA and Requested Amendment Area*
- \_\_\_ *Letters of Support from Affected FPA(s) (if Amendment Area is currently within FPA) (Criteria Nos. 6 and 7)*
- \_\_\_ *Existing land uses and zoning within the amendment area with requested map (Criteria Nos. 2, 4 and 8)*
- \_\_\_ *Existing land uses adjacent to the amendment area with requested map (Criteria Nos. 4 and 8)*
- \_\_\_ *Description of all known developments adjacent to the amendment area with the requested map (Criteria Nos. 2, 6, 7 and 8)*
- \_\_\_ ***Planned land uses within the amendment area (Criteria Nos. 2, 7 and 8)***
- \_\_\_ *Most recent Comprehensive land use plan (Criteria No. 8)*
- \_\_\_ *Future land use map (Criteria No. 8)*
- \_\_\_ ***Planned land uses adjacent to the amendment area (Criteria Nos. 7 and 8)***
- \_\_\_ *Current corporate boundaries of all municipalities within 1.5 miles of the amendment area with map (Criteria Nos. 5, 7 and 8)*
- \_\_\_ *Current zoning of the amendment area with map (Criteria Nos. 2 and 8)*
- \_\_\_ *Current zoning adjacent to the amendment area with the requested map (Criteria Nos. 7 and 8)*
- \_\_\_ *Approximate acreage within the existing FPA to be developed for non-agricultural uses (Criteria Nos. 2 and 8)*
- \_\_\_ *Known approximate acreage within the amendment area to be developed for non-agricultural uses (Criteria Nos. 2 and 8)*
- \_\_\_ *Approximate acreage within the amendment area already developed for non-agricultural uses (Criteria No. 8)*
- \_\_\_ *Criteria or basis for boundaries of amendment area (Criteria Nos. 2, 4, 5, 6, 7 and 8)*
- \_\_\_ *County soil maps of the amendment area with requested table (Criteria Nos. 5 and 8)*
- \_\_\_ *Sewage conveyance facilities on private agricultural land within the amendment area (Criteria Nos. 5 and 8)*
- \_\_\_ *Identification of Agricultural Conservation and Protection Areas (Criteria No. 8)*

- \_\_\_ *Documentation of public notice to the Illinois Department of Agriculture (Criteria No. 8)*
- \_\_\_ *Description of existing Wastewater Conveyance System (with maps) within Amendment Area and/or Within 1.5 Miles of Boundary (Criteria Nos. 1, 4, 5, 6 and 7)*
- \_\_\_ *Description of existing Wastewater Treatment Plant (with maps) within Amendment Area and/or within 1.5 Miles of Boundary (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Water Quality in Surface Waters of Amendment Area (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Impaired Waterways Status of Waters in Amendment Area (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Anticipated Impacts on Surface Waters in Amendment Area and Proposed Mitigation Measures (Criteria Nos. 1, 4 and 5)*

## **Checklist C**

### **Additional Information and Documentation Checklist Facility Construction or Expansion**

- \_\_\_ *Service Area (Existing and Proposed) Information (Criteria Nos. 2 and 5)*
- \_\_\_ *Facility Plan for those amendment requesting financial assistance from the Illinois EPA (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Treatment Processes Proposed for New/Expanded Treatment Plant (Criteria Nos. 1 and 5)*
- \_\_\_ *Map of spray irrigation areas, soils maps, and drain tile locations (Criteria Nos. 1 and 4)*
- \_\_\_ *Anticipated Effluent Quality (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Description of Discharges to High Quality and/or Low Flow Waterbodies (Criteria Nos. 1, 4 and 5)*
- \_\_\_ *Sludge Handling and Disposal Alternatives (Criteria No. 5)*
- \_\_\_ *Discussion of Nearest Publicly-Owned Wastewater Sewer and Treatment Facility (if Proposed Treatment Plant is to be Privately Owned) (Criteria Nos. 1, 4 and 5)*

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