Kane-DuPage Soil and Water Conservation District Soil Erosion & Sediment Control Inspections Protocol & Fee Schedule

Representatives of the Kane-DuPage Soil and Water Conservation District (KDSWCD) are authorized to enter upon any land or water within the Village of Elburn for the purpose of inspection of development activity and the verification of the existing condition of soil erosion and sediment control practices (SE/SC) on development sites that are subject to the Soil Erosion & Sediment Control Ordinance of the Village of Elburn. The representative of the KDSWCD who performs the SE/SC inspections shall determine whether the existing soil erosion and sediment control practices are adequate for the existing stage of site development and the existing site conditions. If the performance of any of the existing SE/SC practices is not adequately preventing soil erosion or controlling sediment, recommendations will be made to the Applicant, or his designated representative, by the KDSWCD for corrective measures.

For projects within the scope of this Memorandum, soil erosion and sediment control inspections performed by the KDSWCD do not release the applicant or the contractor from their own regular inspections of the soil erosion and sediment control practices. The applicant or contractor shall adhere to the specifications listed in the Soil Erosion & Sediment Control Ordinance adopted by the Village of Elburn.

Soil Erosion and Sediment Control Plans that have been approved by the Village of Elburn or its authorized agent shall be maintained at the development site or be kept in a readily accessible location, throughout the duration of construction activity.

Copies of the inspection reports will be provided to the Village of Elburn and to the contractor, construction foreman or other party designated by the applicant who is responsible for installation, maintenance and repair of the soil erosion and sediment control practices.

Soil Erosion & Sediment Control Standards and Specifications that are found in the **Illinois Urban Manual** (current edition) will be used to determine whether or not the design, function and capability of the SE/SC practices are providing adequate protection. Requests for changes to the design practices must be approved by the Village of Elburn and the KDSWCD.

Soil Erosion & Sediment Control Inspection Schedule

KDSWCD will:

1. Review erosion and sedimentation control plans prior to issuing the permit for site development and provide an assessment of the adequacy of such plans.
2. Upon request of the Applicant or the City, attend a pre-construction meeting with the Applicant to review implementation of the erosion and sedimentation control plan(s).
3. Perform inspections approximately one time per month during the active construction process.
4. Inspect after a single storm event with a rainfall amount greater than one inch, or any rainfall accumulation of greater than 2 inches within a 48-hour period or periodically as needed.
5. Perform inspections at the request of the Village of Elburn.
6. Citizen complaints will also generate an inspection. Any such complaint should be directed through the Village of Elburn.

In addition:

- For the construction of one single-family home on less than one acre and for other construction activities that will cause minimal site disturbance, a fee of $100.00 will be charged. Minimal site disturbance will be determined by the KDSWCD in consultation with the Village of Elburn
- This fee schedule is subject to change upon an annual review.
- This fee chart is consistent with fees charged for United Sates Army Corps of Engineers (USACE) projects.
- For projects requiring both U.S. Army Corps of Engineers (USACE) Authorization and SESC Permitting, which are permitted separately, an administrative fee $250.00 will be charged the applicant, as well as any additional charges for **Special Case inspections** as may occur.

Special Case Inspection: For re-inspections for violations there will be a fee assessed at **$80.00 per hour**. The fee includes site and travel time, and report preparation.

Soil Erosion and Sediment Control Plan Review
Kane-DuPage Soil and Water Conservation District
(630)-584-7960 x3

FOR OFFICE USE ONLY SWCD Application No.:
Meets technical standards_____ Does not meet technical standards_____
Date all Information received: _____Reviewed by: _____ Fee Paid: _____Check No.:
In-Stream: yes ____ no____ Deposit: yes___ no___ Returned: yes___ no___

	APPLICANT (Owner/Developer)	Erosion Control Consultant/Engineer
Business Name		
Address City/State/Zip		
Contact Name		
E-Mail Address		
Phone		
Fax		

Current Project Name and Phase number: _____ **Location (Municipality):**___Elburn_____

Job site contact person: _____ **E-Mail Address:** _____

On site Contact's Phone number: (_____) -_____-_____ Fax number: (_____) -_____-_____

Village/Municipal contact person: _____ **Phone # (_____)-_____-_____**

Township, range, & section: _____ **Nearest Intersection:**_____

Proposed land use: _____ **Acreage of disturbance:**_____

Army Corps application number (if applicable):_____

Construction start date: _____ **Anticipated construction completion date:**_____

The applicant agrees to the following conditions:

1. Submit all required information listed on the following pages for each phase of development, regarding the soil erosion and sediment control (SE/SC) plan.
2. Upon submittal of this application, pay the applicable fee (see the attached fee schedule), in accordance with total acres of disturbance to the original topography and/or vegetation, in-stream and wetland disturbance, and the length of the project.
3. If the KDSWCD does not receive all required items within **30 days**, the item that has been submitted may be mailed back to you.
4. Notify representatives from the Kane-DuPage Soil and Water Conservation District (KDSWCD) of the pre-construction meeting.
5. Allow a KDSWCD or NRCS representative the right to conduct on-site investigations throughout all active construction phases to determine whether all necessary SE/SC practices have been installed and are functioning properly.
6. Upon commencement of earthwork or construction, document SE/SC site inspections with all information being accurate and complete.
7. Comply with the Kane-DuPage SWCD's written and verbal recommendations regarding:
   A. The SE/SC plan and corrections or changes made thereto.
   B. Installation and maintenance requirements of the SE/SC practices on-site.
8. Pay additional costs incurred by the SWCD in response to repeated non-compliance issues.
9. If any changes occur to the plans, schedules, etc., the applicant shall be responsible for notifying the Kane-DuPage Soil and Water Conservation District.
10. If SWCD is not contacted (in writing) prior to commencement of construction, the pre-construction notification fee will be forfeited.
11. If construction does not commence within 36 months of plan approval, the project will be closed. Fees will not be returned.

Upon receipt of all required information, the SE/SC plan will be reviewed within **15 working days** and all involved parties will be notified whether or not the plan meets technical standards

Applicant's Signature:_____ **Date:**_____

Table 1	SESC Fee Schedule	Review Fee	Inspect Fee
Section 1	Initial Application Fee		
	Residential<1 acre	$100	
	Commercial Site not part of a larger development <1	$250	
	Construction Site 0-4 acres	$253	$586
	Construction Site 5-9 acres	$312	$586
	Construction Site 10-14 acres	$409	$1229
	Construction Site 15-19 acres	$449	$1638
	Construction Site 20-29 acres	$468	$2458
	Construction Site 30-39 acres	$508	$2458
	Construction Site 40-49 acres	$546	$2808
	Construction Site 50-59 acres	$587	$3089
	Construction Site 60-69 acres	$624	$4119
	Construction Site 70-79 acres	$643	$4119
	Construction Site 80-89 acres	$702	$4633
	Construction Site 90-99 acres	$742	$4633
	Construction Site 100-199 acres	$780	$5148
	Construction Site 200-299 acres	$839	$6607
	Construction Site 300-399 acres	$917	$6907
	Construction Site 400-499 acres	$955	$7400
**	> 500 acres contact SWCD for a site specific fee		
Section 2	In-Stream or Stream-side work Fee		
	0-2 Month project length	$600	
	2-4 Month project length	$1200	
	4-6 month project length	$1800	
	6-8 month project length	$2400	
	8-10 month project length	$3000	
	10-12 month project length	$3600	
Section 3	Utilities, Railroads, or Linear Projects		
	$360.00 for each wetland impacted/crossed	$360 per wetland	
Section 4	Re-Submittal Fee		
	1/3 of the Original Review Fee	1/3 of Review	
Section 5	Re-Approval Fee		
	$95.00	$95	
Section 6	Non Compliance Fee		
	Will be notified by letter-Billable at	$80/hr	
Section 7	Pre-Construction Notification Fee (Projects 1 acre +)		
	Refunded upon written notice of construction start date	$500	

For fee calculator, see next page.

For projects > 500 acres or any other unique project as determined by the SWCD Board of Directors, a modified fee schedule may be developed on an individual basis, based upon the size, complexity, and duration. **ALL FEES ARE SUBJECT TO YEARLY INCREASES.

SEND REQUIRED INFORMATION WITH FEE PAYABLE TO:

Kane/DuPage Soil and Water Conservation District Hours: M-F 8:00 a.m. - 4:30 p.m.
2315 Dean Street, Suite 100 Phone: 630-584-7960 x3
St. Charles, IL 60175

This review will be issued on a non-discriminatory basis without regard to race, color, religion, national origin, age, gender, handicap or marital status. The Kane/DuPage Soil and Water Conservation District is a nonprofit organization.

Fee Calculator and Worksheet

Step 1: Review Fee			
Acres of disturbance*		_____	Line 1
Enter review fee using table 1	$	_____	Line 2
Step 2: Inspection Fee **MUST ENTER AT LEAST 1 YEAR IN LINE 3**			
Length of project (whole years – round up)		_____	Line 3
Enter inspection fee using table 1	$	_____	Line 4
Multiply line 3 and line 4	$	0	Line 5
Step 3: In-Stream or Stream-Side Work Fee (If not applicable, enter $0 in line 7 and go to step 4)			
Length of Work (months – round up)		_____	Line 6
Enter fee using table 2	$	_____	Line 7
Step 4: Linear Project (If not applicable, enter $0 in line 10 and go to step 5)**			
Enter the number of impacted wetlands on line 8		_____	Line 8
Wetland impact fee	$	360	Line 9
Multiply line 8 and line 9	$	0	Line 10
Step 5: Total Fee			
Pre-construction notification fee for projects 1 acre+ (Refundable)	$	_____	Line 11
Sum Lines 2, 5, 7, 10 & 11	**$**	0	Line 12

For all projects above 500 acres in size or any other unique project as determined by the KDSWCD Board of Directors, a modified fee schedule will be developed on an individual basis, based upon the size, scope, complexity, and duration of the project.

****Linear projects refer to roadway or utility projects***

Please remit this worksheet with your payment.

Total Fee = Review Fee + Inspect fee + In-Stream Fee* + Wetland Impact Fee* + Pre-construction notice fee

*if applicable

Site Plan Checklist

The soil erosion and sediment control plan cannot be reviewed until all of the following information is submitted for each upcoming active construction phase:

1. Existing site conditions and natural resources present, including:

_____ Site boundaries and adjacent lands that accurately identify site location
_____ Buildings, roads and utilities
_____ Topography, vegetation, drainage patterns, sub-watershed delineation, critical erosion areas, and any subsurface drainage tiles
_____ Wetland and floodplain delineation - Please show the boundaries on the construction plans.
_____ Adjacent areas that affect or are affecting the project site, e.g. drainage onto or through the site affecting wetlands, streams, lakes, and drainage areas downstream.
_____ Vicinity map.
_____ Show areas where trees and vegetation are to be preserved.
_____ Map legend, including north arrow and scale on all materials submitted.

2. Final site conditions, including:

_____ An accurate depiction of post-construction appearance - e.g. utilities, roads, buildings, open space
_____ Locations, dimensions, cross sections and elevations of all (temporary and permanent) storm water management facilities (including sediment basins), plus inlet and outlet locations Surface flow direction, including sheet flow and concentrated flow direction
_____ Post-construction topography, **final contours should be easily distinguished** (2 foot contour is preferred) including sub-watershed delineations.

3. A complete soil erosion and sediment control plan, including:

_____ Location and detailed drawings of all permanent and temporary soil erosion and sediment control practices.
_____ A schedule outlining the installation of the practices with the responsible parties identified
_____ Inspection, and maintenance schedules with responsible parties identified
_____ Seeding information: rates, species, dates, fertilization, temporary or permanent
_____ Location and dimension of all temporary soil and aggregate stockpiles

4. Locations, dimension & phase timeline of all land disturbing activities, including:

_____ Designate construction limits, areas that will be disturbed and areas of wetland fill
_____ Describe grading and building schedule and phasing timeline
_____ Create and Submit a construction sequence for any in-stream work and/or critical areas

Narrative Checklist

The soil erosion and sediment control plan cannot be reviewed until all of the following information is submitted for each upcoming active construction phase:

_____ **Project description** - Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.

_____ **Existing site conditions** - A description of the existing topography, vegetation, drainage ways, subsurface drain tile, buildings, roads and utilities.

_____ **Adjacent areas** - A description of neighboring areas such as streams, lakes, residential areas, roads, etc. which might be affected by the land disturbance - Describe any adjacent or neighboring activities that may affect the soil erosion and sediment control plan.

_____ **site areas**- Will any other areas be disturbed? Describe any off-site land disturbing activities.

_____ **Critical areas** - A description of areas on the site that have potentially serious problems. For example, steep or long slopes, channels, intermittent streams, and side hill seeps.

_____ **Soil erosion and sediment control measures**- A description of the methods which will be used to control erosion and sedimentation on the site - Control methods should meet the standards in section 4 of the Illinois Urban Manual.

_____ **Construction Sequence** - A sequence of events for construction in and near creeks, streams, or other critical areas.

_____ **Permanent stabilization** - A brief description including specifications of how the site will be stabilized after construction is completed.

_____ **Calculations** - Detailed calculations for the design of temporary sediment basins, permanent storm water detention basins, diversions, channels, etc. Include pre and post development runoff.

_____ **Detail drawings** - Include detail drawings form the Illinois Urban Manual. Any structural practices used that are not referenced to the Illinois Urban Manual or local handbooks should be explained and illustrated with detail drawings.

_____ **Operation and Maintenance** - Provide a schedule of maintenance for all temporary and permanent erosion and sediment control practices to ensure that they perform properly. Ide ntify the parties responsible for maintenance.