Soil Erosion and Sediment Control Plan Review and Inspections
Kane/DuPage Soil and Water Conservation District
(630)-584-7960 ext 3

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

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

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

On site Contact's Phone number: ( ) _____ - _____ Site Location County _____

Additional Contacts to receive Reports: _____

Latitude/Longitude: _____ **Nearest Intersection:** _____

Acreage of site disturbance (NPDES ILR10 area, if applicable): _____ **Proposed Land Use:** _____

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 development, regarding soil erosion and sediment control (SESC) plan. Submit an electronic set of plans via email to contact@kanedupageswcd.org, or submit 1 set of physical drawings to the office (mail or drop off). Electronic material correspondence is preferred. Request access to SWCD DropBox for plans that too large to email. One approved copy or approval letter will be returned and is to be kept at the project site.
2. Upon submittal of this application, pay the applicable fee (fee worksheet attached), 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. A refundable pre-construction notification fee should also be included.
3. Notify representatives of the Soil and Water Conservation District of the pre-construction meeting.
4. Allow SWCD, NRCS, or Army Corps of Engineers District representative the right to conduct on-site investigations throughout all active construction phases to determine whether all necessary SESC practices have been installed and are functioning properly.
5. Upon commencement of earthwork or construction, document SESC practices with all information being accurate and complete.
6. Comply with the SWCD's written and verbal recommendations regarding:
   A. The SESC plan and corrections or changes made thereto.
   B. Installation and maintenance requirements of the SESC practices on-site.
7. Pay additional costs incurred by the SWCD in response to repeated non-compliance issues.
8. If any changes occur to the plans, schedules, etc., the applicant shall be responsible for notifying the Soil and Water Conservation District.
9. If SWCD is not contacted (in writing) prior to commencement of construction, and/or notify SWCD one week prior to installation of in-stream work area for USACE projects, the pre-construction notification fee will be forfeited.
10. Pre-Construction fee will be refunded after SWCD is notified (in writing) prior to ground disturbing activities. All refund checks become void after 6 months.
11. If construction does not commence within 36 months of plan approval, the project will be closed. Fees will not be returned.
12. If the project lasts longer than proposed in the Fee Calculator, then KDSWCD can request additional inspection fees from the applicant.
13. All projects, regardless of size, are required to pay a pre-construction notification fee.

Upon receipt of all required information, the SESC plan will be reviewed within **15 working days** and all involved parties will be notified whether or not the plan meets technical standards. All application correspondence should be directed to contact@kanedupageswcd.org.

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

FOR OFFICE USE ONLY SWCD Application No.:

Meets technical standards _____ Does not meet technical standards _____

Date all Information received: _____ Reviewed by: _____ Fee Paid: _____ /MOU _____ Check No: _____

In-Stream: yes ☐ no ☐ Application Processed: yes ☐ no ☐

Table 1	SESC Fee Schedule	Review Fee	Inspect Fee
Section 1	Initial Application Fee		
	Construction Site 0-4 acres	$300	$750
	Construction Site 5-9 acres	$370	$1000
	Construction Site 10-14 acres	$485	$1520
	Construction Site 15-19 acres	$530	$2030
	Construction Site 20-29 acres	$550	$3045
	Construction Site 30-39 acres	$600	$3045
	Construction Site 40-49 acres	$645	$3480
	Construction Site 50-59 acres	$695	$3825
	Construction Site 60-69 acres	$735	$5100
	Construction Site 70-79 acres	$760	$5100
	Construction Site 80-89 acres	$830	$5735
	Construction Site 90-99 acres	$875	$5735
	Construction Site 100-199 acres	$920	$6375
	Construction Site 200-299 acres	$990	$8180
	Construction Site 300-399 acres	$1080	$8555
	Construction Site 400-499 acres	$1125	$9165
**	> 500 acres contact SWCD for a site specific fee		
Section 2	In-Stream or Stream-side work Fee		
	0-2 Month project length	$735	
	2-4 Month project length	$1470	
	4-6 month project length	$2205	
	6-8 month project length	$2940	
	8-10 month project length	$3675	
	10-12 month project length	$4410	
Section 3	Utilities, Railroads, or Linear Projects		
	$425.00 for each wetland impacted/crossed	$425 per wetland	
Section 4	Application Extension Fee		
	1/3 of the Original Review Fee	1/3 of Review	
Section 5	Re-Submittal Fee		
	$110.00	$110	
Section 6	Non-Compliance Fee		
	Will be notified by letter- Billable at	$95/hr	
Section 7	Pre-Construction Notification Fee (All projects)		
	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 Email: contact@kanedupageswcd.org

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 8 and go to step 5)**			
Enter the number of impacted wetlands on line 8		0	Line 8
Wetland impact fee	$	425	Line 9
Multiply line 8 and line 9		0	Line 10
Step 5: Total Fee			
Pre-construction notification fee (Refundable)	$	500.00	Line 11
Sum Lines 2, 5, 7, 10 & 11	**$**	$500.00	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

SitePlanChecklist

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

NarrativeChecklist

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.

☐ **Off-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. Identify the parties responsible for maintenance.