

**LAKE COUNTY STORMWATER MANAGEMENT COMMISSION  
SELF-AUDIT CHECKLIST FOR RE-CERTIFICATION  
ADOPTED MARCH 6, 2008**

**RE-CERTIFICATION CHECKLIST FOR THE COMMUNITY OF \_\_\_\_\_**

**PLEASE CHECK ALL BOXES THAT APPLY ON THE FOLLOWING ITEMS**

**A. COMMUNITY IS REQUESTING:**

- Standard Certification
- Isolated Wetland Certification

**B. COPIES OF THE FOLLOWING ARE INCLUDED FOR RE-CERTIFICATION:**

- Fully executed copy of the Petition for Standard Certification
- Fully executed copy of the Petition for Isolated Wetland Certification
- Community Certification Information Form
- Ordinance adopting, at a minimum, most recent WDO provisions
- Contract document for outside EO services or appropriate community authorization
- Contract document for outside CWS services or appropriate community authorization

**C. ENFORCEMENT OFFICER INFORMATION**

- Name \_\_\_\_\_
- Passed EO examination
  - Attended EO training
  - Completed continuing education requirements

**D. CO-ENFORCEMENT OFFICER INFORMATION (if applicable)**

- Name \_\_\_\_\_
- Passed EO examination
  - Attended EO training
  - Completed continuing education requirements

**E. CERTIFIED WETLAND SPECIALIST (for Isolated Wetland Certification)**

- Name \_\_\_\_\_  
LC CWS number \_\_\_\_\_
- Attended CWS training
  - Completed continuing education requirements

**F. PROFESSIONAL ENGINEER**

Name \_\_\_\_\_  
PE license number \_\_\_\_\_ Expires \_\_\_\_\_

**G. NUMBER OF ADDITIONAL STAFF REVIEWING/INSPECTING PERMITS**

Standard reviewers \_\_\_\_\_  
Isolated wetland reviewers \_\_\_\_\_  
Field inspectors / DECIs \_\_\_\_\_ / \_\_\_\_\_  
Certified Floodplain Managers \_\_\_\_\_

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**PERMITTED DEVELOPMENT COMPLIANCE  
BETWEEN THE DATES OF SEPTEMBER 1, 2008 AND JANUARY 1, 2010**

**FOR ALL ANSWERS MARKED "NO", PLEASE ATTACH A SEPARATE SHEET TO CLARIFY FURTHER**

1. **Is your community NFIP compliant?**  
 Yes  
 No  
 N/A
  
2. **Is your community MS4 NPDES compliant?**  
 Yes  
 No
  
3. **Have copies of all applicable plans, reports, engineering calculations, cost estimates, maintenance plans, deed/plat restrictions, etc. been kept for each development permitted?**  
 Yes  
 No  
Number of Watershed Development Permits (WDPs) issued \_\_\_\_\_
  
4. **Have records been kept for all field inspections performed (before, during, and at final walk-through)? Please briefly describe on an additional sheet of paper each site that violations have not been resolved.**  
 Yes  
 No  
Number of development sites placed in violation \_\_\_\_\_  
Number of sites where violations have been resolved \_\_\_\_\_  
Number of sites that have received a stop work order \_\_\_\_\_
  
5. **Do all appropriate sites have a Designated Erosion Control Inspector assigned, and do you have records of such?**  
 Yes  
 No
  
6. **Does your community have a fee-in-lieu of detention requirement for developments that are below the WDO threshold? Please provide a copy of the community's ordinance allowing fee-in-lieu of detention for developments. Please provide a copy of the procedures for assessing fee-in-lieu of detention for developments.**  
 Yes  
 No
  
7. **Have all major developments receiving variances followed the requirements as stated in the WDO? Please describe on an additional sheet of paper all permits receiving variances for WDO provisions. Please include verification that the 30-day review process was followed for major developments.**  
 Yes  
 No  
 No variances issued from major development provisions of the WDO  
Number of sites issued variances \_\_\_\_\_

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8. **Has an IDNR Community Assessment Visit (CAV) been performed in the community? Please provide a copy of the community's response letter addressed to the IDNR regarding the CAV. Please enclose documentation of all follow-up action taken to resolve CAV issues.**  
 Yes  
 No  
Date of last CAV \_\_\_\_\_  
Number of potential violations cited in the CAV \_\_\_\_\_  
Number of potential violations resolved as noted in the CAV \_\_\_\_\_
9. **Has the community administered all CLOMRs and LOMRs appropriately?**  
 Yes  
 No  
**Have the revisions been submitted to SMC, IDNR/OWR, and FEMA for acceptance, as appropriate?**  
Number of sites with submitted CLOMRs \_\_\_\_\_  
Number of sites with submitted LOMRs \_\_\_\_\_
10. **Has the community followed the WDO provisions when issuing permits for Regulatory Floodplain?**  
 Yes  
 No  
Number of permits issued with Regulatory Floodplain \_\_\_\_\_  
Number of elevation certificates obtained as part of a permitting process \_\_\_\_\_  
Number of flood-proofing certificates obtained \_\_\_\_\_  
Number of sites permitted with Regulatory Floodway appropriate uses \_\_\_\_\_  
Number of permits issued with riverine floodplain areas >640 tributary acres \_\_\_\_\_  
Number of permits issued with riverine flood-prone areas 100-640 tributary acres \_\_\_\_\_  
Number of permits issued with depressional floodplain areas >20 tributary acres \_\_\_\_\_  
Number of permits issued with depressional floodplain areas <20 tributary acres \_\_\_\_\_
11. **Has the community required all applicable local, state and federal permits and approvals?**  
 Yes  
 No  
Number of sites with USACE permits: **required** \_\_\_\_\_ **permitted/approved** \_\_\_\_\_  
Number of sites with IEPA NOI requirements: **required** \_\_\_\_\_ **permitted/approved** \_\_\_\_\_
12. **Have all applicable stormwater components (wetlands, buffers, mitigation areas, detention basins, overland flow paths, emergency spillways, etc.) been placed in deed/plat restricted areas and recorded?**  
 Yes  
 No  
Number of sites with deed/plat-restricted wetlands, buffers, and mitigation areas that have been inspected for encroachments and development-related violations \_\_\_\_\_  
Number of developments with recorded maintenance plans that have been assessed for compliance \_\_\_\_\_
13. **Have as-built plans and calculations been approved as applicable for all completed permitted projects?**  
 Yes  
 No

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14. **FOR IWLC COMMUNITIES ONLY:** Have copies of all applicable wetland reports, maintenance plans, deed/plat restrictions, etc. been kept for each development approved for wetland provisions?

- Yes
- No
- N/A

Number of Isolated Wetland Provisions applications approved \_\_\_\_\_  
Acreage of wetlands impacted (isolated) \_\_\_\_\_  
Acreage of wetland mitigation (isolated) \_\_\_\_\_  
Acreage of wetlands mitigated on-site \_\_\_\_\_  
Acreage of wetland credits purchased in banks \_\_\_\_\_  
Acreage of wetland credits purchased through the SMC WRF \_\_\_\_\_

15. Please provide on an additional sheet of paper an overall assessment of the community's performance over the past re-certification period including any recommendations for future improvement in the permitting process and WDO improvements/recommendations.

I have completed the Community Recertification Procedure to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Company/Agency \_\_\_\_\_

**REGULATORY ADMINISTRATIVE PERFORMANCE - SECTION TO BE FILLED OUT BY SMC**

**FOR ALL ANSWERS MARKED "NO", COMMUNITY SHOULD ATTACH A SEPARATE SHEET TO CLARIFY FURTHER**

16. Have all development-related SMC Citizen Inquiry Responses (CIRS) been documented and responded to?

Please provide each CIRS form received by community throughout re-certification period.

- Yes
- No
- None Received

Number of CIRS received by community \_\_\_\_\_  
Number of CIRS responded to \_\_\_\_\_

17. Have all SMC Community Notification Procedure (CNP) issues been documented and resolved? Please provide each CNP form received by community throughout re-certification period.

- Yes
- No
- N/A

Number of CNPs received by community \_\_\_\_\_  
Number of CNPs resolved \_\_\_\_\_  
Number of CNP points assessed \_\_\_\_\_