

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
 NOTICE OF INTENT FOR NEW OR RENEWAL OF  
 GENERAL PERMIT FOR DISCHARGES FROM  
 SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
 (MS4s)**

Input forms in Word format are available via email.  
 terri.lemasters@illinois.gov  
 or by calling the Permit Section at 217/782-0610  
 See address for mailing on page 4

For Office Use Only – Permit No. ILR40 \_\_\_\_\_

**Part I. General Information**

1. MS4 Operator Name: City of Crystal Lake
2. MS4 Operator Mailing Address:  
 Street- 100 W. Woodstock St. City- Crystal Lake  
 State- Illinois Zip Code- 60014
3. Operator Type: City
4. Operator Status: Local
5. Name(s) of Governmental Entity(ies) in which MS4 is located: City of Crystal Lake
6. Area of land that drains to your MS4 (in square miles): 18.52
7. Latitude/Longitude at approximate geographical center of MS4 for which you are requesting authorization to discharge:

Latitude: N42 14 42.78 Longitude: W88 19 24.12  
DEG. MIN. SEC. DEG. MIN. SEC.

8. Name(s) of known receiving waters: *Attach additional sheets (Attachment 1) as necessary:*

- |  |  |
|--|--|
| 1. <u>Crystal Cove Pond</u>              | 2. <u>Drainage Ditch to Squaw Creek</u>                |
| 3. <u>Crystal Lake</u>                   | 4. <u>Waterway at Tile Line Rd. &amp; Hillside Rd.</u> |
| 5. <u>Crystal Creek</u>                  | 6. <u>Woods Creek (North &amp; South Branches)</u>     |
| 7. <u>Kishwaukee River</u>               | 8. <u>Vulcan Lakes</u>                                 |
| 9. <u>Hampton Hills Unnamed Wetlands</u> | 10. <u>Veterans Acres Pond</u>                         |

9. Persons Responsible for Implementation/Coordination of Storm Water Management Program:

<u>Name</u>	<u>Title</u>	<u>Telephone No.</u>	<u>Area of Responsibility</u>
<u>Eric Lecuyer</u>	<u>Dir. of Public Works</u>	<u>815-459-2020</u>	<u>Strom Sewer System Manager</u>
<u>Victor Ramirez</u>	<u>Dir. of Eng. &amp; Bldg.</u>	<u>815-459-2020</u>	<u>Construction Site Engineering</u>
<u>Rick Valent</u>	<u>Supt. of Sewer &amp; Lifts</u>	<u>815-459-2020</u>	<u>Storm Sewer O &amp; M</u>
<u>Gary Mayerhofer</u>	<u>City Manager</u>	<u>815-459-2020</u>	<u>Corporate Manager</u>

Information required by this form must be provided to comply with 415 ILCS 5/39 (2000). Failure to do so may prevent this form from being processed and could result in your application being denied.

**Part II. Best Management Practices (include shared responsibilities) which has been implemented in the MS4 area or proposed to be implemented**

*(Details of BMP implementation for each checked BMP number, e.g., A.1, E.2, is required in Part IV of this NOI.)*

**A. Public Education and Outreach**

- A.1 Distributed Paper Material
- A.2 Speaking Engagement
- A.3 Public Service Announcement
- A.4 Community Event
- A.5 Classroom Education Material
- A.6 Other Public Education

**B. Public Participation/Involvement**

- B.1 Public Panel
- B.2 Educational Volunteer
- B.3 Stakeholder Meeting
- B.4 Public Hearing
- B.5 Volunteer Monitoring
- B.6 Program Coordination
- B.7 Other Public Involvement

**C. Illicit Discharge Detection and Elimination**

- C.1 Storm Sewer Map Preparation
- C.2 Regulatory Control Program
- C.3 Detection/Elimination Prioritization Plan
- C.4 Illicit Discharge Tracing Procedures
- C.5 Illicit Source Removal Procedures
- C.6 Program Evaluation and Assessment
- C.7 Visual Dry Weather Screening
- C.8 Pollutant Field Testing
- C.9 Public Notification
- C.10 Other Illicit Discharge Controls

**D. Construction Site Runoff Control**

- D.1 Regulatory Control Program
- D.2 Erosion and Sediment Control BMPs
- D.3 Other Waste Control Program
- D.4 Site Plan Review Procedures
- D.5 Public Information Handling Procedures
- D.6 Site Inspection/Enforcement Procedures
- D.7 Other Construction Site Runoff Controls

**E. Post-Construction Runoff Control**

- E.1 Community Control Strategy
- E.2 Regulatory Control Program
- E.3 Long Term O&M Procedures
- E.4 Pre-Const Review of BMP Designs
- E.5 Site Inspections During Construction
- E.6 Post-Construction Inspections
- E.7 Other Post-Const Runoff Controls

**F. Pollution Prevention/Good Housekeeping**

- F.1 Employee Training Program
- F.2 Inspection and Maintenance Program
- F.3 Muni Operations Storm Water Control
- F.4 Municipal Operations Waste Disposal
- F.5 Flood Management/Assess Guidelines
- F.6 Other Municipal Operations Controls

### **Part III. Qualifying Local Programs**

*Attach additional sheets (Attachment 2) as necessary:*

*(Describe any qualifying local programs that your MS4 has implemented or will propose to implement)*

**1. Public Education and Outreach:**

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**2. Public Participation/Involvement:**

\_\_\_\_\_

**3. Illicit Discharge Detection and Elimination:**

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**4. Construction Site Runoff Control:**

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**5. Post-Construction Runoff Control:**

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**6. Pollution Prevention/Good Housekeeping:**

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**Part IV. Measurable Goals (include shared responsibilities) implemented by the MS4 in the past 5 years. Also, describe new goals proposed to be implemented by the MS4. Attach additional sheets (Attachment 3) as necessary**

*(BMP No. should match that checked in Part II of this NOI. The applicant may repeat the same BMP No. where more than one BMP of similar type is to be implemented. Where necessary, attach additional sheets to provide more detail on each specific BMP.)*

**BMP No. A.1 – Distributed Paper Materials**

**Brief Description of BMP:** Distribute a variety of paper materials informing the public about storm water or water quality to create better awareness and knowledge of these issues.

**Measurable Goal(s), including frequencies:** The City will develop a questionnaire for the public's input which will be evaluated for communication effectiveness.

**Milestones:** Year 1: Add storm water quality mailer in City water/sewer utility bill.  
Year 2: Work with schools to include literature in environmental classroom material.  
Year 3: Develop questionnaire to be distributed to the public, schools, etc.  
Year 4: Evaluate and assess the program's effectiveness.  
Year 5: Develop new modes of public awareness based on questionnaire feedback.

**BMP No. A.3 - Public Service Announcements**

**Brief Description of BMP:** Publishing information about storm water or water quality in the City newsletter will increase the public's awareness and knowledge of these issues.

**Measurable Goal(s), including frequencies:** The City will publish an article on a storm water or water quality issue in the City Newsletter once a year.

**Milestones:** Year 1: Publish one article for the City Newsletter.  
Year 2: Publish one article for the City Newsletter.  
Year 3: Publish one article for the City Newsletter.  
Year 4: Publish one article for the City Newsletter.  
Year 5: Publish one article for the City Newsletter.

**BMP No. A.4 - Community Event**

**Brief Description of BMP:** Constructing rain gardens or other naturalized storm water management systems will increase the public's interest in them and demonstrate their value for managing storm water.

**Measurable Goal(s), including frequencies:** The City will construct and maintain a rain garden in partnership with other entities, such as the School District or the Park District.

**Milestones:** Year 1: Finish designing a rain garden.  
Year 2: Begin installation and completion of the rain garden.  
Year 3: Perform maintenance to rain garden and record results.  
Year 4: Explore establishing additional rain garden or other naturalized system.  
Year 5: Begin design and approval processes.

**BMP No. A.4 - Community Event**

**Brief Description of BMP:** Continue to support and sponsor annual community events. Promote neighboring community and county related programs.

**Measurable Goal(s), including frequencies:** The City will broaden and coordinate community events with the School and Park Districts while obtaining metrics for measuring their success.

**Milestones:** Year 1: Coordinate communication meetings with local Schools and Park District.  
Year 2: Evaluate available resources within the organizations.  
Year 3: Develop and begin implement workshops and other community events.  
Year 4: Continue with events.  
Year 5: Continue with events.

**Part V. Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

**Authorized Representative Name and Title**

**Signature**

**Date**

**Eric R. Lecuyer, Director of Public  
Works**



**June 30, 2009**

**Mail completed form to:**

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF WATER POLLUTION CONTROL  
ATTN: PERMIT SECTION  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276**

*Copy and complete this page if additional pages are necessary:*

**Attachment 1  
Receiving Streams (Continued)**

**11. Undesignated Wetland @ Rt.14 and Railroad Track Viaduct**

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**12. Unnamed Wetland south of Harvest Run**

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**13. Unnamed Wetland west of Hunters West**

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**14. Unnamed Wetland south of Brentwood Estates**

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**15. Unnamed Wetland in Wedgewood Subdivision**

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**16. Unnamed Wetland between Woodcreek Unit 9 and Villages Unit 4 Subdivisions**

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**17. Twin Pond Market Place Pond**

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**18. Holiday Inn Pond**

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*Copy and complete this page if additional pages are necessary:*

**Attachment 2**

**Part III (Continued) Qualifying Local Programs**

*(Describe any qualifying local programs that your MS4 has implemented or will propose to implement)*

**1a. Public Education and Outreach:**

\_\_\_\_\_

**2a. Public Participation/Involvement:**

\_\_\_\_\_

**3a. Illicit Discharge Detection and Elimination:**

\_\_\_\_\_

**4a. Construction Site Runoff Control:**

\_\_\_\_\_

**5a. Post-Construction Runoff Control:**

\_\_\_\_\_

**6a. Pollution Prevention/Good Housekeeping:**

\_\_\_\_\_

Attachment 3

**Part IV. (Continued) Measurable Goals (include shared responsibilities) Implemented in Past 5 Years by MS4. Also, Describe New Goals Proposed to be Implemented by MS4.**

**BMP No. A.6 - Other Public Education**

**Brief Description of BMP:** The City will use other means to communicate to the public the importance of proper storm water management and water quality.

**Measurable Goal(s), including frequencies:** The City will distribute to the public an educational watershed brochure, which has information on BMPs. Review and update the City's storm water webpage annually.

**Milestones:** Year 1: Distribute an educational brochure for watershed awareness.

Year 2: Create a webpage on the City's site specifically dedicated to the MS4 program.

Year 3: Update brochure materials and website.

Year 4: Explore other means of public education.

Year 5: Begin implementation of new public education processes.

**BMP No. B.3 - Stakeholder Meeting**

**Brief Description of BMP:** Stakeholder meetings are conducted for many reasons. They are effective for gather information and communicating plans to the public.

**Measurable Goal(s), including frequencies:** Conduct stakeholder meetings on the 2007 Flooding Study, and other issues as needed. Participate in stakeholder meetings, such as the Kishwaukee watershed planning meetings.

**Milestones:** Year 1: Conduct a stakeholder meeting for areas 1 and 2 of the 2007 Flooding Study.

Year 2: Conduct a stakeholder meeting for the northwest sub-area.

Year 3: Conduct a stakeholder meeting for area 3 of the 2007 Flooding Study.

Year 4: Conduct stakeholder meetings as necessary.

Year 5: Conduct stakeholder meetings as necessary.

**BMP No. C.6 – Program Evaluation and Assessment**

**Brief Description of BMP:** Evaluate the current illicit discharge and detection program for effectiveness and possible improvements.

**Measurable Goal(s), including frequencies:** The success of this program can be measured by the continued proactiveness supported by proper documentation and results.

**Milestones:** Year 1: Develop and adopt an illicit discharge ordinance.

Year 2: Develop a more aggressive inspection and enforcement process.

Year 3: Identify potential high-level violators and create a reoccurring inspection schedule.

Year 4: Create annual schedule for remaining sites.

Year 5: Re-evaluate programs effectiveness for continued success.

**BMP No. C.8 – Pollutant Field Testing**

**Brief Description of BMP:** The success of this program relies on field testing of storm waters for pollutant deficiencies.

**Measurable Goal(s), including frequencies:** To maintain acceptable levels of water quality.

**Milestones:** Year 1: Continue testing existing sites for acceptable water quality.

Year 2: Incorporate additional sites within the City's watershed plan.

Year 3: Continue testing and documenting.

Year 4: Continue testing and documenting.

Year 5: Continue testing and documenting.



**BMP No. D.1 - Regulatory Control Program**

**Brief Description of BMP:** The City is a certified community under the McHenry County Storm Water Ordinance.

**Measurable Goal(s), including frequencies:** The City will maintain its certification and continue to enforce the storm water management ordinance.

**Milestones:** Year 1: Continue to enforce the storm water management ordinance.

Year 2: Continue to enforce the storm water management ordinance and participate in any Countywide ordinance revision reviews.

Year 3: Continue to enforce the storm water management ordinance and recertify with McHenry County.

Year 4: Continue to enforce the storm water management ordinance.

Year 5: Continue to enforce the storm water management ordinance.

**BMP No. D.2 - Erosion and Sediment Control BMPs**

**Brief Description of BMP:** The City is a certified community under the McHenry County Storm Water Ordinance.

**Measurable Goal(s), including frequencies:** The City will document compliance of erosion and sediment control as required by the storm water management ordinance.

**Milestones:** Year 1: Continue to enforce and document erosion and sediment control standards.

Year 2: Continue to enforce and document erosion and sediment control standards

Year 3: Continue to enforce and document erosion and sediment control standards. Explore enhancing documentation process.

Year 4: Continue to enforce and document erosion and sediment control standards.

Year 5: Continue to enforce and document erosion and sediment control standards.

**BMP No. D.3 - Other Waste Control Programs.**

**Brief Description of BMP:** The City will regulate the waste and debris from construction sites which will improve runoff water quality.

**Measurable Goal(s), including frequencies:** The City will amend its storm water management ordinance to regulate waste control problems at construction sites.

**Milestones:** Year 1: No activity during this year.

Year 2: Adopt an ordinance that regulates waste and debris on construction sites.

Year 3: Propose the ordinance for County adoption.

Year 4: Review the ordinance for effectiveness and compliance.

Year 5: No activity during this year.

**BMP No. D.4 - Site Plan Review procedures.**

**Brief Description of BMP:** Site plan review procedures will ensure that each site is reviewed thoroughly and consistently.

**Measurable Goal(s), including frequencies:** Formalize and follow standard review procedures for every project. Require two staff engineers become Certified Floodplain Managers (CFM).

**Milestones:** Year 1: Require one staff engineer become a CFM. Create a review checklist for review procedures.

Year 2: Require an additional engineer become a CFM. Continue to follow standard review procedures.

Year 3: Continue to follow review procedures.

Year 4: Continue to follow review procedures.

Year 5: Continue to follow review procedures.

**BMP No. D.5 - Public Information Procedures**

**Brief Description of BMP:** When the public notifies the City of storm water or erosion control issues, the City will follow up on the complaint until it is resolved.

**Measurable Goal(s), including frequencies:** The City will respond to all inquires and complaints quickly, and use the GovQA web-based tracking system to track complaints and inquiries.

**Milestones:** Year 1: Implement web-based tracking system. Track and respond to all complaints.  
Year 2: Track and respond to all complaints. Propose an agreement with McHenry County Soil and Water Conservation District to coordinate water quality related complaints.  
Year 3: Track and respond to all complaints.  
Year 4: Track and respond to all complaints.  
Year 5: Track and respond to all complaints.

**BMP No. D.6 - Site Inspection/Enforcement Procedures**

**Brief Description of BMP:** The City conducts site inspections to ensure compliance with the storm water management ordinance. Procedures are outlines in the ordinance.

**Measurable Goal(s), including frequencies:** The City will inspect all new developments for compliance with the storm water management ordinance following the procedures in the storm water management ordinance. The City will require inspectors to be Certified Inspectors of Soil and Erosion Control (CISEC)

**Milestones:** Year 1: Continue to follow site review inspection procedures. Require two inspectors to be a CISEC  
Year 2: Continue to follow site review inspection procedures. Require an additional inspector to be a CISEC  
Year 3: Continue to follow site review inspection procedures.  
Year 4: Continue to follow site review inspection procedures.  
Year 5: Continue to follow site review inspection procedures.

**BMP No. E.2 - Regulatory Control Program**

**Brief Description of BMP:** The City is certified to enforce the McHenry County Stormwater Management Ordinance (See BMP D.1). The ordinance requires deed restrictions and maintenance plans.

**Measurable Goal(s), including frequencies:** The City will annually conduct inspections to make sure maintenance plans are being followed.

**Milestones:** Year 1: Continue to enforce the ordinance.  
Year 2: Continue to enforce the ordinance.  
Year 3: Continue to enforce the ordinance.  
Year 4: Continue to enforce the ordinance.  
Year 5: Continue to enforce the ordinance.

**BMP No. E.3 - Long Term O & M Procedures**

**Brief Description of BMP:** Long term operation and maintenance procedures will ensure that storm water quality will be maintained into the future.

**Measurable Goal(s), including frequencies:** The City will provide developers with a sample maintenance plan and conduct annual inspections.

**Milestones:** Year 1: Develop and distribute sample maintenance plan. Conduct annual inspections.  
Year 2: Conduct annual inspections.  
Year 3: Conduct annual inspections.  
Year 4: Conduct annual inspections.  
Year 5: Conduct annual inspections.

**BMP No. E.4 - Pre-construction Review of BMP Designs.**

**Brief Description of BMP:** Site plan review procedures will ensure that each site is reviewed in a thorough and consistent manner. The City requires pre-applications meetings for intermediate and large developments.

**Measurable Goal(s), including frequencies:** Formalize and follow standard review procedures for every project. Have at least two staff engineers become Certified Floodplain Managers (CFM).

**Milestones:** Year 1: Have one staff engineer become a CFM. Create a review checklist for review procedures.  
Year 2: Have an additional engineer become a CFM. Continue to follow standard review procedures.  
Year 3: Continue to follow review procedures.  
Year 4: Continue to follow review procedures.  
Year 5: Continue to follow review procedures.

**BMP No. E.5 - Site Inspections During Construction**

**Brief Description of BMP:** Site inspections during construction help ensure that erosion control measures are in place a functioning properly and the project is compliant with the storm water management ordinance.

**Measurable Goal(s), including frequencies:** The City will inspect all new developments during construction for compliance with the storm water management ordinance.

**Milestones:** Year 1: Track all site inspections.  
Year 2: Track all site inspections.  
Year 3: Track all site inspections.  
Year 4: Track all site inspections.  
Year 5: Track all site inspections.

**BMP No. F.1 – Employee Training Program**

**Brief Description of BMP:** The success of Crystal Lake’s MS4 program relies heavily on staff trained in identifying storm water deficiencies.

**Measurable Goal(s), including frequencies:** Educate staff on stormwater pollution awareness.

**Milestones:** Year 1: Research methods and materials to provide effective training.  
Year 2: Identify staff within the organization that will benefit from training in their day to day operations.  
Year 3: Provide training as available.  
Year 4: Provide training as available.  
Year 5: Provide training as available.

**BMP No. F.2 – Inspection and Maintenance Program**

**Brief Description of BMP:** Develop an effective operations and maintenance program.

**Measurable Goal(s), including frequencies:** To reduce the amount of pollution and debris introduced to the MS4 system and receiving waters.

**Milestones:** Year 1: Increase catch basin size of inlets/curb drains during repairs.  
Year 2: Develop a thorough inspection and cleaning program.  
Year 3: Implement program.  
Year 4: Continue with program.  
Year 5: Continue with program.

**BMP No. F.2 – Inspection and Maintenance Program**

**Brief Description of BMP:** Improve upon the City’s street sweeping program.

**Measurable Goal(s), including frequencies:** To reduce the amount of pollution that accumulates on the MS4 streets which has the potential to be introduced to the MS4 system and receiving waters.

**Milestones:** Year 1: Continue street sweeping all City owned roads at least 3 times a year.  
Year 2: Continue with program.  
Year 3: Continue with program.  
Year 4: Continue with program.

Year 5: Continue with program.

**BMP No. F.6 – Other Municipal Operations Controls**

**Brief Description of BMP:** Review advantages and disadvantages of chemicals introduced to the MS4 system.

**Measurable Goal(s), including frequencies:** Increase the usage of less harmful de-icing agents and the elimination of other chemicals used by the community that compromises stormwater quality.

**Milestones:** Year 1: Incorporate automated controls on all trucks outfitted with de-icing agents.

Year 2: Evaluate and expand the usage of de-icing agents, thus reducing the usage of traditional “rock salt.”

Year 3: Research the effects of phosphorous run-off from lawn fertilizers.

Year 4: Adopt restricted usage ordinance of phosphorous if applicable.

Year 5: Evaluate other chemical usages within the community that can compromise stormwater quality.