

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
WMO PERMIT APPLICATION MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST**

Before the MWRD can accept a Watershed Management Permit application submittal, assign it a permit application number, and initiate engineering review; the submittal must include all the items listed below. Incomplete applications will be returned, unreviewed, to the applicant.

General Submittal Requirements:

1. One (1) copy of this form, checked as appropriate.
2. Two (2) copies of the Watershed Management Permit application (Cover, Schedule A, Schedule B, Schedule C, General Conditions, and Engineering Certifications, both original signatures with seals);
 - Municipality's (Permittee's) signature on permit form (page 9);
 - Owner/developer's (Co-permittee's) signature on permit form (page 9);
 - Design Engineer's signature and seal on permit form (page 8);
 - Municipal/Systems Engineer's signature and seal on permit form (page 8);
 - Inspection Engineer's signature and seal on permit form (page 8);
3. Two (2) copies of plan set (at least one copy with original signature and PE seal). Additional copies or PDF's may be requested prior to approval.
4. One (1) copy of Fee Payment Voucher form & a check for applicable fees (no personal checks accepted).
5. One (1) copy of all supporting documents as required by the applicable submittal checklists.

If you have any questions, please contact MWRD Engineering Department Permit Section at (312) 751-3255.