



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.

Report Period: From March, 2011 To March, 2012

Permit No. ILR40 0233

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: Village of Orland Hills Mailing Address 1: 16033 S 94th Avenue

Mailing Address 2: _____ County: Cook

City: Orland Hills State: IL Zip: 60487 Telephone: (708) 349-6666

Contact Person: John A. Daly Email Address: jdaly@orlandhills.org
(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- | | | | |
|--|--------------------------|---|--------------------------|
| 1. Public Education and Outreach | <input type="checkbox"/> | 4. Construction Site Runoff Control | <input type="checkbox"/> |
| 2. Public Participation/Involvement | <input type="checkbox"/> | 5. Post-Construction Runoff Control | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

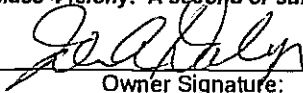
C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))



Owner Signature:

5-31-2012

Date:

John A. Daly

Printed Name:

Village Administrator

Title:

EMAIL COMPLETED FORM TO: epa.ms4annualinsp@illinois.gov

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

IL 532 2585
WPC 691 Rev 6/10
This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

May 31, 2012
Permit #ILR400233
Village of Orland Hills, IL.

2011 – 2012 NPDES reporting period summary

Section A: Best Management Practices

No changes have been made to the proposed BMP's

Section B: Compliance with permit conditions

- A.1 Newsletter:** Four Village newsletters are mailed quarterly to village residents, businesses and surrounding regulatory agencies covering the following eleven topics each year including flood hazard, flood map, flood safety, flood insurance, property protection, permit requirements, substantial improvement requirements, drainage maintenance, stormwater pollution prevention, water quality and natural and beneficial functions. The newsletter also advertises map information service provided through the Building department and flood protection advice.
- A.3 Flood Awareness Week:** Mayor Hastings declared the week of March 7, 2011 as Flood Awareness Week under Proclamation #2011-1005. The proclamation and follow up cable notices encouraged residents and businesses to review the various informative Building Department materials that were being distributed. The annual letter to floodplain residents was sent out March 3, 2011 (copy of letter is attached). A "Guide to Flood Protection" with information on *water quality and environmental issues* is available to residents for reference at the Tinley Park Library, on the Tinley Park Library website (www.tplibrary.org), Park Ace Hardware of Orland Hills & Tinley Park, Home Depot, and copies are available for free at the Village Hall.
- A.4, B.1, B.4 Stormwater Management Committee:** The Village's Stormwater Management Committee meets annually to continue updating and monitoring implementation of the Village's *Flood Protection Plan* and the *Plan Update*. The committee evaluates the outreach programs and prepares a written progress report to the Board each year. The committee is comprised of Village Trustees, the Village Administrator, Building Commissioner, Village Engineer, Public Works, Village Staff and the Village's Floodplain Management Consultant augmented by citizen volunteers. The report is distributed to the media and made available to the public. It is sent to the newspapers that cover the Village of Orland Hills. Copies of this report and of the Flood Protection Plan are available for review at Village Hall, 16033 South 94th Avenue. A notice of its

availability is posted on the Village's website. Residents are encouraged to attend.

- A.5 Classroom Education Material.** Newsletters, articles and the village's Guide are placed in local libraries. The local schools don't allow distribution of paper materials because of green initiatives. The Village will continue to update articles and guide books as information becomes available.
- B.3 Stakeholder Meeting:** Village staff meet a minimum of twice a month for staff meetings to discuss among other things, stormwater management and pollution prevention.
- B.5 Volunteer Monitoring, Reporting:** Reporting by residents of potential ordinance violations can be made to the public works department, building department or police department. The Village has an existing protocol in which reported information is shared between these departments during bi-monthly staff meetings. Residents are encouraged to notify village staff if they see any illegal dumping, excavating or landscaping without a permit or debris & pollutants in the waterways.
- C.1 Atlas:** The Village of Orland Hills has a storm sewer system atlas that shows all conveyance system components including structures, pipes, swales and discharge points. The atlas was recently updated (12.10.10) to include new development and is current. The atlas will be updated yearly or as new development or updates to the storm sewer system occur.
- C.2 Illicit Connection and Illegal Dumping. 51.01. Prohibiting Waste.** No person shall place, deposit, or permit to be deposited in an unsanitary manner upon public or private property within the village, or any area within the jurisdiction of said village, any human or animal excrement, garbage, or other objectionable waste.
- 51.02. Discharge of Polluted Waters Into natural Outlets Or Storm Sewers.** No person shall discharge to any natural outlet within the village or any area under the jurisdiction of said village, or into any storm sewer, any sanitary sewage, industrial wastes, or other polluted waters.
- 51.03. Private Sewer Systems Prohibited.** No person having his residence or place of business within the territorial limits of the village sewerage system shall be permitted to dispose of sewage of such residence or place of business located in said village, otherwise than through the sewer mains of the village, whenever the sewer mains of the sewerage system of said village are adjacent to, or within 100 feet of any subdivided lot, or parcel of real estate.
- 51.21. Unauthorized Connections.** No authorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof, without first having obtained a written permit from the office of the Village Clerk.

- C.3 Detection/Elimination: Drainage System Maintenance SOP.** Pursuant to the 1995 *Flood Protection Plan*, the Village adopted its Drainage System Maintenance SOP in November 1995. Ordinance 95-41 on storm sewer, channel and stream dumping was passed on the same day. The Village Engineer also prepared a drainage system atlas which shows all surface drains, basins and storm sewers.
- C.4, C.5 Inspection:** Public Works staff inspects all channels and storage basins. Inspections are completed pre and post storm and at least twice a month. Once a year the entire Village of Orland Hills drainage systems including upstream and downstream areas are inspected during dry weather for Illicit Discharge Detection & Elimination by walking the entire system. An important part of the **SOP** is the inspection and maintenance record keeping that makes this a more formal program. The number of complaints has decreased. At this time no known illicit discharges are occurring.
- C.6 Program Evaluation and Assessment:** Continue to discuss and improve the procedures set in place to manage stormwater and pollution prevention. Discussions take place during bi-monthly staff meetings and the village's Stormwater Management Committee.
- C.7 Visual Dry Weather Screening:** Visually inspect the Village's entire drainage system area including all conveyance system components including structures, pipes, swales and discharge points at least once per year.
- C.8 Pollutant Field Testing:** The village does not conduct field testing. When a possible illicit discharge is found, the village calls *Illinois American Water Company*, they send staff out to test the water. Usually non-polluted naturally occurring water or a broken water main.
- D. Construction Site Runoff Control. Erosion and Sediment Control:** The Village has an existing plan review process for new development and re-development that follows the Village's "Flood Protection Plan" and "Erosion and Sediment Control" ordinances.
- D.1, D.2 Regulatory Control Program: 150.055 General Principles.** **(A)**The requirements of this section shall affect all construction projects that involve disturbing any land area in the village that is 1,000 square feet or more in size, including constructing or improving single family homes. **(B)**Development should be related to the topography and soils of the site so as to create the least potential for erosion. Areas of steep slopes, where high cut and fills may be required, should be avoided and natural contours should be followed as closely as possible. **(C)**Natural vegetation should be retained and protected. **(D)**The smallest practical area of land should be exposed at any one time. **(E)**Prior to site clearing and grading, sediment basins or traps, filter barriers, diversions and other appropriate control measures shall be installed. **(F)**Permanent vegetation and structures should be installed and functional as soon as practical during

development. Native vegetation is preferred for developments near or adjacent to high quality natural areas, wetlands and streams. **(G)**Those areas being converted from agricultural purposes to other land uses shall be vegetated with an appropriate protective cover prior to development. **(H)**All waste generated as a result of site development shall be properly disposed of and shall be prevented from being carried off the site by either wind or water. **(I)**Specifications for erosion control measures shall be in accordance with the "Illinois Urban Manual" (2002) or latest edition.
(Ord. 2004-008, passed 6-16-04)

- **150.056 On-Site Control Measures.** The on-site control measures shall be designed based on the size of the disturbed areas as follows: **(A)**For disturbed areas draining less than one acre, filter barriers (including filter fences, straw bales, or equivalent control measures) shall be constructed to control all off-site runoff as specified in referenced handbooks. Vegetated filter strips with a minimum width of 25 feet may be used as an alternative where runoff in sheet flow is expected. **(B)**For disturbed areas draining more than one acre but less than five acres, a sediment trap or equivalent control measure shall be constructed at the down slope point of the disturbed area in conjunction with other filter barriers. **(C)**For disturbed areas draining more than five acres, a sediment basin or equivalent control measure shall be constructed at the down slope point of the disturbed area in conjunction with other filter barriers. **(D)**Sediment basin and trap design shall provide for both detention storage and sediment storage. The detention storage shall be for equal volumes of "wet" detention storage and "dry" detention storage. Each shall be sized for the two-year, 24-hour runoff from the site. The release rate shall be that rate required to achieve a minimum detention time of ten hours. The outlet structure shall be placed such that it only drains the dry detention storage. **(E)**The sediment storage shall be sized to store the estimated sediment load generated from the site over the duration of the construction period with a minimum storage equivalent to the volume of sediment generated in one year. A sediment removal schedule is required for construction periods exceeding one year. (Ord. 2004-008, passed 6-16-04)
- **150.057 Stormwater Conveyance Channels.** Stormwater conveyance channels, ditches, swales, and diversions, shall convey a ten-year frequency storm without erosion. All channels shall be stabilized within 48 hours, consistent with the following standards: **(A)**For grades up to 4%, seeding in combination with mulch or erosion blankets shall be placed along the channel sides with sod or erosion blanket applied to the bottom. **(B)**For grades of 4% to 8%, sod shall be used. **(C)**For grades greater than 8%, use rock or rip-rap, or reduce the grade using drop structures. (Ord. 2004-008, passed 6-16-04).
- **150.058 Channel Protection.** **(A)**A vegetated buffer strip of at least 25 feet in width shall be preserved and/or re-established, where possible, along existing channels. **(B)**Land disturbance activities in stream channels and construction

vehicle use of channels shall be minimized. **(C)**Temporary stream crossings shall be constructed, where necessary, to minimize erosion. Temporary crossings shall be constructed of non-erosive materials such as rip-rap or gravel. **(D)**The temporary stream crossing shall be completely removed and the stream restored to its preconstruction condition within 48 hours after completion of construction, incorporating appropriate native vegetation. (Ord. 2004-008, passed 6-16-04).

- **150.059 Additional Requirements.** **(A)**Storm sewer inlets and culverts shall be protected by sediment traps or filter barriers meeting accepted design standards and specifications. **(B)**If dewatering devices are used, discharge locations shall be protected from erosion. All pumped discharges shall be routed through appropriately designed sediment traps or basins, or equivalent. **(C)**Each site shall have graveled entrance roads, access drives and parking areas of sufficient length and width to prevent sediment from being tracked onto public roadways. Any sediment reaching a public or private road shall be removed by shoveling or street cleaning (not flushing) before the end of each workday and transported to a controlled sediment disposal area. (Ord. 2004-008 passed 6-16-04).

- **150.060 Plan Requirements.**

An erosion and sediment control plan shall include the following:

- (A) Proposed sequencing schedule, including dates, for:
 - (1) Stripping
 - (2) Installation of temporary on-site control measures and perimeter controls
 - (3) Clearing and grading
 - (4) Construction
 - (5) Installation of storm drainage and paving
 - (6) Final grading, removal of temporary measures and landscaping.
- (B) Location, standard details and design specifics of sediment basins and traps. The design specifics should include outlet details and the drainage area to each measure.
- (C) Location and description of all control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, kind and quantity of mulching for both temporary and permanent vegetative control measures and types of non-vegetative stabilization measures.
- (D) Description of dust and traffic control measures and location and specifications for construction entrances.
- (E) Locations of stockpiles and description of stabilization measures.
- (F) Volumes, locations and methods of stabilization for off-site fill or borrow.
- (G) Provisions for maintenance of control measures, including maintenance schedule.
- (H) Description of permanent stabilization measures.

- (l) Identification (name, address and telephone) of the person(s) or entity responsible for maintenance during and after construction.
(Ord. 2004-008, passed 6-16-04)

D.3 Street Sweeping Program. Streets in the Village are currently swept once per month from April through November. Throughout the year Public Works employees remove debris from the streets between street sweepings.

D.4 Site Plan Review Procedures: The village engineer reviews all site and re-grading plans for compliance with the Village of Orland Hills, MWRD, IEPA and FEMA Code of Ordinances and regulations. See additional attached information. See D-1 & D-2.

D.5 Reporting: Reporting by residents of potential ordinance violations can be made to the public works department, building department or police department. The Village has an existing protocol in which reported information is shared between these departments during bi-monthly staff meetings.

D.6 Site Inspection/Enforcement Procedures: Permit process requires defined inspections to be completed at certain phases of construction before any other work can continue. Multiple inspections are completed by the village engineer, building dept. and public works.

E.1 Community Control Program. Building Permits: Notes are placed on all large and small blueprints and site plans including but not limited to sheds, decks, fences, pools, etc. stating that 'ALL EXCESS SOIL MUST BE HAULED AWAY PRIOR TO THE "FINAL INSPECTION". "THERE SHALL BE NO ALTERATION OF ANY DRAINAGE SYSTEMS OR SWALES ON THE PERMIT PROPERTY AND/OR THE SURROUNDING PROPERTIES".'

E.2 Post-Construction Runoff Control. 150.061 Extended Construction Shutdown Period. Disturbed areas shall be stabilized with temporary or permanent measures within seven calendar days following the end of active disturbance or redistribution. The condition of the construction site for the winter shut down period shall address proper sediment and erosion control early in the fall growing season. Stabilization measures include seeding, mulching, sodding or erosion control blankets. (Ord. 2004-008, passed 6-16-04). **150.062 Final Site Stabilization.** All temporary control measures shall be disposed of within thirty days after permanent soil stabilization measures have been installed. Trapped sediment and other disturbed soils resulting from the temporary measures shall be permanently stabilized to prevent further erosion and sedimentation. (Ord. 2004-008, passed 6-16-04)

E.3 Long Term O & M Procedures. Before occupancy or final approval, the developer must provide an as-built drawing or plan. Village PE and Building Commissioner review the plan and inspect the site to insure compliance. The

building department and public works department use the as built to inspect and ensure that the project remains in compliance.

- E.4 Pre- Construction Review of BMP Designs:** The Village of Orland Hills has several ordinances in place to insure compliance with BMP's. Every site plan is reviewed by the village engineer and the building commissioner for compliance with those ordinances. The procedure ensures that all site plans for new construction, remodeling projects or any other site work where any material outside of the building envelope is disturbed, be reviewed for compliance with all regulations. See D-1 & D-2.
- E.5 Site Inspections During Construction:** The permit process requires defined inspections to be completed at certain phases of construction and before any other work can continue. Multiple inspections are completed by the village engineer, building dept. and public works.
- E.6** The project is monitored by the contractor/developer and the village staff and engineer for 1 year after completion to insure compliance. The project/development is placed on the village's drainage system SOP and is inspected for compliance as stated. See C-3,4,5.
- F.1 Employee Education.** The Building Commissioner, Village Administrator, and Village Engineer attend stormwater workshops throughout the year. The knowledge and information that is gained from the workshops is relayed to the staff through bi-monthly staff meetings. Village department heads receive training on how to incorporate stormwater management, pollution prevention and good housekeeping techniques into municipal operations. This training is on-going and will be conducted throughout the year.
- F.2 Inspection Maintenance Program:** Public Works staff inspects all channels and storage basins. Inspections are completed pre and post storm and at least twice a month. Once a year the entire Village of Orland Hills drainage systems including upstream and downstream areas are inspected during dry weather for Illicit Discharge Detection & Elimination by walking the entire system. An important part of the **SOP** is the inspection and maintenance record keeping that makes this a more formal program. The number of complaints has decreased. At this time no known illicit discharges are occurring. See C-3,4,5.
- F.3 Municipal Operations Storm Water Control:** Maintenance and washing of the village's fleet is outsourced and fueled off-site. Continue outsourcing the maintenance of the village's fleet. Discuss new ways to incorporate good housekeeping and pollution prevention into the day to day municipal operations.
- F.4 Clean Up Week:** The Environmental Committee along with the Public Works Department hosts a clean-up week. The activity is advertised in the newsletter and on the village's website. The village provides dumpsters throughout the

village and encourages residents and businesses to clean up and remove debris from their properties and surrounding areas.

F.6 Street Sweeping Program. Streets in the Village are currently swept once per month from April through November. Throughout the year Public Works employees remove debris from the streets between street sweepings.

Section C: Monitoring data

No monitoring data has been collected this reporting period

Section D: Stormwater Activities

See attached implementation schedule

Section E: Notices

Not applicable

Section F: Construction projects

The Village of Orland Hills has paid for no construction projects during the reporting period

IL 40-0233 Cook County
 VILLAGE OF ORLAND HILLS

SUMMARY AND SCHEDULE OF PROPOSED BEST MANAGEMENT PRACTICES

MINIMUM CONTROL MEASURE	3/9 - 3/10	3/10 - 3/11	3/11 - 3/12	3/12 - 3/13	3/13 - 3/14
A. PUBLIC EDUCATION AND OUTREACH					
A.1 Newsletter articles	Q	Q	Q	Q	Q
A.3 Flood Awareness Week	A	A	A	A	A
A.4 Community Event (Stormwater Man Committee)	A	A	A	A	A
A.5 Keep articles and guide books up to date	A	A	A	A	A
B. PUBLIC PARTICIPATION / INVOLVEMENT					
B.1 Stormwater Management Committee	A	A	A	A	A
B.3 Staff Meetings	M	M	M	M	M
B.4 Public Hearing (Stormwater Man Committee)	A	A	A	A	A
B.5 Volunteer Monitoring	O	O	O	O	O
C. ILLICIT DISCHARGE DETECTION AND ELIMINATION					
C.1 Review Drainage System Atlas	A	A	A	A	A
C.2 Review Ordinances	A	A	A	A	A
C.3 Review Drainage System Maintenance SOP	A	A	A	A	A
C.4 Review Illicit Source Tracing Procedure	A	A	A	A	A
C.5 Review Illicit Source Removal Procedure	A	A	A	A	A
C.6 Evaluate and Assess Illicit Source Program	A	A	A	A	A
C.7 Visual inspection of drainage system	A	A	A	A	A
C.8 Report identified pollutants	O	O	O	O	O
D. CONSTRUCTION SITE RUNOFF CONTROL					
D.1 Enforce and review regulatory ordinances	O	O	O	O	O
D.2 Enforce and review sed and erosion cont ord	O	O	O	O	O
D.3 Street sweeping	M	M	M	M	M
D.4 Enforce and review site plan review procedures	O	O	O	O	O
D.5 Resolve citizen complaints	O	O	O	O	O
D.6 Perform site inspections / enforce ordinances	O	O	O	O	O
E. POST CONSTRUCTION RUNOFF CONTROL					
E.2 Enforce final site stabilization ordinance	O	O	O	O	O
E.3 Require AS-BUILTS	O	O	O	O	O
E.4 Enforce and review regulatory ordinances	O	O	O	O	O
E.5 Perform site inspections / enforce ordinances	O	O	O	O	O
F. POLLUTION PREVENTION / GOOD HOUSEKEEPING					
F.1 Employee training	O	O	O	O	O
F.2 Follow drainage system maintenance SOP	O	O	O	O	O
F.3 Discuss ways to incorporate good practices	O	O	O	O	O
F.4 Host Clean-up Week	A	A	A	A	A

O - Ongoing
 A - Annually
 Q - Quarterly
 M - Monthly



VILLAGE OF ORLAND HILLS

FLOOD AWARENESS WEEK MARCH 7th – 12th 2011

March 3, 2011

Dear Resident:

YOU are in a floodplain. According to FEMA (Federal Emergency Management Agency), your property is located within the boundaries of the floodplain as established by this federal agency. The Village of Orland Hills wants to make you aware of the flood hazard to your property, what the Village is doing about flooding, and some things you can do in addition to the Village's efforts.

The Village Building Department at the Village Complex provides the following:

- Information on whether a property is in a mapped Floodplain and related Flood Insurance Rate Map data;
- Records of past flooding;
- Advice on how to protect a building from water problems;
- Guidance on the laws that govern construction and property improvements;
- Site visits to view the cause and possible solutions to a problem.
- Guidance on how to improve yard drainage from stormwater.

Flood maps and flood protection references are also available at the Tinley Park Public Library. A copy of the Village's updated "Guide to Flood Protection" is available at the Village Hall. The new guide has a new look and will be filled with additional information on flood proofing, protection and prevention along with information on wetlands and water quality issues. This publication is also available at the Tinley Park Library or use their website at www.tplibrary.org. This publication is available at the Orland Hills Village Complex at no cost.

Guides are also available for reference in the plumbing aisle of your local hardware store, Park Ace Hardware Orland Hills & Tinley Park.. Home Depot Orland Park..

If you have any questions on this information, please contact Joe Ennesser or Karen Klukis in our Building Department at 708- 349-4887.

Sincerely,

Joseph D. Ennesser
Building Commissioner