STORMWATER MANAGEMENT UTILITY FEE
FEE CREDIT APPLICATION

Use one application for single properties with multiple SWM facilities, and submit duplicate SWM Facility Description Sheets (page 4 of 6) with application.

OWNER INFORMATION:

NAME:_____

OWNERS LEGAL REPRESENTATIVE_____

TITLE _____

PHONE (day)_____(evening)_____

EMAIL_____

MAILING ADDRESS_____

_____

_____

"I attest that this owner has legal ownership and maintenance responsibility for the SWM facility or facilities included in this application."

OWNER/REPRESENTATIVE'S SIGNATURE:_____ _____

(If multiple owners share maintenance responsibility, submit other owner information on additional copies of this page.)

PROPERTIES SERVED BY THIS SWM FACILITY:

PROPERTY ADDRESS(ES)_____

_____

_____

_____

TAX ACCOUNT NO(s). FROM TAX BILL_____

_____

SUBDIVISION/LOT/BLOCK OR PARCEL # (From plat, deed, etc.)

_____

_____

PROFESSIONAL ENGINEER INFORMATION:

FIRM NAME_____

PROF. ENGINEER NAME:_____

TITLE:_____

STATE & LICENSE NO._____

PHONE (office)_____(cell)_____

EMAIL_____

MAILING ADDRESS:_____

_____

_____

"I certify that this SWM Utility Fee Credit Application and all supporting information was Prepared by me, or by someone under my direct supervision. I have reviewed the Information and attest to its accuracy."

ENGINEER'S SIGNATURE_____

Application received by City:

_____

For City Use Only

FEE CREDIT ELIGIBILITY

1. SWM Fee Credits are for property owners that structurally maintain and operate a private SWM facility. No credit is given as a reimbursement for having previously paid SWM waivers or monetary contributions, or for a SWM facility constructed and subsequently dedicated to the City or placed in an easement for the City to maintain and operate. Credit is given only to the owner(s) with the legal maintenance obligation.

2. Nonstructural SWM facilities are not eligible for a fee credit because they do not typically have a structural maintenance burden. Nonstructural facilities include vegetated swales, recharge infiltration pits, stream buffers, and Low-Impact Development (LID) techniques such as dry wells, rain barrels, rain gardens, and downspout disconnects. LID features on individual residential lots are not eligible for a fee credit.

3. Structural SWM facilities designed to provide only groundwater recharge treatment are eligible for a credit if they are subject to routine structural maintenance.

4. A SWM facility that receives only aesthetic maintenance from the owner is not eligible for a credit. Aesthetic maintenance includes non-essential activities that do not significantly affect the facility's operation or function, such as more frequent mowing, enhanced landscaping or frequent trash removal.

5. SWM facilities that are not certified as functioning as originally designed are not eligible for a credit. The facility must function in accordance with the original design specifications, be operational, and adequately maintained.

Any SWM Utility Fee credit approved through this application is subject to annual recertification for continued credit. Owner must submit a SWM Facility Credit Recertification form and report for DPW approval that certifies the facility continues to be operational and adequately maintained.

KEY DATES FOR FEE CREDIT APPLICATION

A property owner may apply for a SWM Utility Fee credit at any time during the calendar year, but SWM Utility Fees are not prorated for credits approved between billing cycles. Fee credits will be subject to the following schedule:

1) Per the City's " Stormwater Utility Ordinance", a complete and correct fee credit application must be submitted to the City for review before January 1 and approved by March 1 to receive the fee credit on the bill mailed in July of that year. Applications that are approved after March 1 will have the Fee credit applied to the bill for the following year.

2) **IMPORTANT EXCEPTION FOR 2016 –** For the first year's billing cycle ONLY (Fiscal Year 2016), the City will accept fee credit applications through April 15, 2016. Complete and correct applications received by that date will be reviewed in time for the Fiscal Year 2016 SWM Utility Fee billing cycle, and any approved fee credit will be applied to the 2016 bill for the property.

It is the sole responsibility of the property owner to apply for a fee credit. Incomplete or inaccurate applications will be returned to the owner for correction. The City cannot guarantee that subsequent submittals received after the submittal dates listed above will be reviewed and approved by the deadline for that calendar year.

HOW THE FEE CREDIT IS CALCULATED

Fee credits reduce the mapped impervious surface area measurement for the property. Since the fee is based on a property's impervious area, the credit reduces the square feet of impervious area, which reduces the number of ERUs and the fee amount. The credit is intended to offset the owner's ongoing inspection and maintenance costs.
The fee credit is prorated based on the amount of impervious surface area that drains to the SWM facility. The credit does not necessarily apply to ALL impervious area on the property. A drainage area map must be submitted with the application to clearly show the impervious area contribution to the SWM facility.

KNOW THESE TERMS

SWM Quality Control – SWM treatment intended to remove pollutants from smaller storms. This category includes devices such as infiltration trenches, sand filters, bioretention, wetlands and wet ponds, oil/grit separators, and some proprietary devices (ex. StormCeptor, StormFilter & BaySaver). The sizing criteria varies with the year of design.

SWM Quantity Control - SWM treatment intended to slow runoff to reduce erosion in downstream channels. This category includes underground pipe or vault storage and surface detention ponds. Some ponds may be listed as extended detention. The sizing criteria and level of detention varies with the year of design.

SWM Groundwater Recharge Control – SWM treatment that promotes groundwater recharge per Maryland Dept. of Environment's SWM Recharge (REv) criteria. Applies only to facilities that do not also provide WQv control.

Current Standards - SWM facilities approved by the City under the Maryland Department of Environment's current SWM Design Manual standards. The facility must meet the State's design standards that are current at the time of the fee credit application submittal to the City.
Previous Standards – SWM facilities approved by the City under outdated standards, including those facilities approved prior to the MDE SWM Design Manual creation.

SWM UTILITY FEE CREDIT AMOUNTS

	REDUCTION IN ONSITE IMPERVIOUS AREA:			***OFFSITE AREA CREDIT***
Type of SWM	***CURRENT STANDARDS (Based on MDE 2010 SWM Design Manual Standards For Envrionmental Site Design (ESD)***	***PREVIOUS STAND-ARDS***	*No design info available OR SWM facility is not functional, not operating as designed, or requires cleaning, maintenance or repair.*	*Properties with a SWM facility that treats offsite impervious area from other properties, not including public rights-of-way, may receive credit for the offsite impervious area up to the total amount of the SWM Utility Fee for the property containing the SWM facility.*
SWM Quality Control Credit	*25% (Meets WQv standard)*	10%		
SWM Quantity Control Credit	*25% (Meets 10 Year Storm)*	*10%*		
SWM Groundwater Recharge Credit	*10% (Meets Rev standard only)*	*Not applicable*		
Maximum Allowable SWM Utility Fee Credit	*50%*	*20%*	*0%*	*Total amount of SWM Utility Fee for subject property*

SUBMITTAL REQUIREMENTS FOR FEE CREDIT APPLICATION

Submit completed applications to Salisbury Department of Public Works at 125 N. Division Street, Salisbury, MD 21801

1. This completed application form.
2. **Application fee of $150. Fee may be paid by check payable to City of Salisbury.**
3. Drainage area map for the SWM facility showing property lines, impervious areas, SWM facilities and drainage area boundaries. Calculate and label both the drainage area acreage and the impervious area acreage that is treated in the facility. Use one drainage area map for all SWM facilities on the subject property, where feasible.
4. If DPW does not have as-built plans, submit the marked-up set of approved design plans from the inspecting engineer to the City for review with this application.
5. A narrative description of the known maintenance and repair history of the SWM facility, including both routine maintenance and significant structural repairs or improvements.
6. Initial Certification Report prepared by a licensed Professional Engineer, or under the guidance of a Professional Engineer. The report must certify that the facility is functioning as originally designed, is operational, and has been adequately maintained, and it shall be signed and sealed by the responsible Professional Engineer. The report shall include the following information:
   a. The date of inspection, which must have occurred within one year of this application;
   b. Name, title and contact information of inspector, if different from the engineer;
   c. Condition of all features of the facility, including vegetation or filter media, safety devices, spillways, pipes, valves, risers, weirs and other control structures, embankments, slopes, safety benches, storage volumes, inlet and outlet channels, underground drainage, sediment and debris accumulation, and any other items that affect the proper function;
   d. Description of needed maintenance or repairs, and proposed schedule to accomplish these.
7. For multiple owners who share responsibility for a SWM facility, a copy of any legal documents describing the legal arrangements for ownership and maintenance of the facility.

IMPORTANT NOTICE

Any maintenance or functional deficiencies must be remedied at the owner's expense before the SWM facility qualifies for a SWM Utility Fee credit. In addition, maintenance or safety deficiencies will be addressed by DPW in accordance with terms of the facility's SWM Easement and Maintenance Agreement.

TO PREPARE THIS APPLICATION, YOU WILL NEED:

1. The applicant's engineer will require a copy of the as-built engineering design plans to prepare the inspection report. If DPW does not have as-built plans, the engineer must obtain approved design plans from DPW and mark up these plans with as-built information. Submit the marked-up as-built plans to the City for review with this application.
2. The engineer will need to obtain a drainage area map for the SWM facility. If this is not part of the as-built or approved engineering design plan set, it should be available from the owner or original design engineer's files or the City's project file. If no drainage area map is available (possible for older SWM facilities), the engineer must prepare one for the fee credit application.
3. For calculating the impervious areas draining to a SWM facility, the engineer may use the impervious area shown in the original design plans or as-built plans. If the original drainage area map does not include impervious areas, the engineer may obtain a pdf of the property's impervious area from DPW and add this information to the drainage area map.
4. The engineer may need information about the SWM treatment design standards from the original SWM facility design description and computations if this is not listed on the plans. This information should be available from the owner's or original design engineer's files or from the City's project file.

Copies of as-built or approved design plans and of SWM facility description/computation booklets are generally available from DPW. As of July, 2014 engineering plans are $____/printed sheet, and ____cents/page for 8.5x11" booklets. Contact DPW at 410-548-3170 or come to DPW counter to place order for plans or other file information. Allow 3-5 business days for orders to be completed for pick-up.

STORMWATER MANAGEMENT FACILITY DESCRIPTION SHEET

Submit a separate SWM Facility Description Sheet for each facility on this property

SWM Facility Name and/or Number: _____

Use ID number, name or label shown on as-built or approved design plans

Type of SWM Facility: _____

List specific BMP type, such as underground sand filter, infiltration trench, bioretention, StormFilter, extended-detention wet pond, underground pipe storage, dry pond, etc.

Salisbury DPW Design Sheet Number: _____

This number is written on the bottom right corner of the City's copy of as-built/approved design plans for the SWM facility.

Year SWM Facility was approved (see City's approval stamp on as-built/design plans): _____

This is SWM Facility # _____of_____(total # of facilities) for this property.

Designed to meet SWM Treatment Standards: (check all that apply to THIS FACILITY)

SWM Quality Control:

1" Rainfall Event (i.e., WQv or Water Quality Volume): _____ Woods in Good Condition Pe:_____inches

Other (describe): _____

Drainage Area to this facility (sq. ft.): _____

Onsite Impervious Area draining to this facility (sq. ft.): _____

Offsite Impervious Area draining to this facility (sq. ft.): _____

SWM Quantity Control:

10-year Post/10-year Pre-development control: _____

2-year Post/2-year Pre-development control: _____

Other (describe): _____

Drainage Area to this facility (sq. ft.): _____

Onsite Impervious Area draining to this facility (sq. ft.) _____

Offsite Impervious Area draining to this facility (sq. ft.) _____

SWM Groundwater Recharge Control (i.e., REv or Recharge Volume): _____

(applies to a facility that provides ONLY recharge treatment per MDE SWM Design Manual)

Drainage Area to this Facility (sq. ft.): _____

Onsite Impervious Area draining to this facility (sq. ft.): _____

Offsite Impervious Area draining to this facility (sq. ft.): _____

***** ALL DRAINAGE AREAS AND IMPERVIOUS AREAS SHOULD MATCH DRAINAGE AREA MAP*****

Have public funds (from City of Salisbury, County, State or Federal agencies) been used to build, repair, upgrade or retrofit this facility?

YES _____ NO _____

If yes, give details: _____

_____

_____

_____

***** FOR DPW STAFF USE ONLY: *****

SWM Facility Credit Worksheet

SWM Facility Name and/or Number: _____

Use ID number, name or label shown on engineering plans

This is SWM Facility# _____ of _____ (total # of facilities) for this property.

SWM Facility Accepted for SWM Utility Fee Credit?	YES	____	NO	____
A. Was designed to meet a SWM Quality, Quantity, or Recharge standard (either current or previous standards)?	YES	____	NO	____
B. Is operational and functioning as designed?	YES	____	NO	____
C. Has been maintained/needs no maintenance at this time?	YES	____	NO	____
D. Report and application completed by a Prof. Engineer?	YES	____	NO	____
E. City has as-built engineering plans?	YES	____	NO	____

If credit request denied, give details: _____

_____

_____

_____

_____

_____

SWM FACILITY CREDIT CHART				
Total Impervious Area (sq. Ft.) to SWM Facility	**Qualifies for this credit:**		Reduce Impervious Area By This Amount (sq. ft.)	Credited Impervious Surface Measurement (sq. ft.) Draining to SWM Facility
	SWM Quality Credit		0	0
	SWM Quantity Credit		0	0
	SWM Groundwater Recharge Credit		0	0
	Maximum Allowable SWM Utility Fee Credit		0	0
Sample Calculation:				
	SWM Quality Credit	25%	25,000	75,000

FEE CREDIT APPLICATION – REVIEW ACTIONS

Submittal or Action Taken	Date Submitted To City	Action Taken by DPW	Date Returned To Applicant
First Submittal of Complete Application & Documentation			

***** FOR DPW STAFF ONLY: *****

SWM Utility Fee Credit Calculation Worksheet

City Records Information Property Owner: _____

Tax Account Identification Number: _____

Property's mapped impervious surface area **BEFORE FEE CREDITS (sq ft):** _____

Year of aerial photography from GIS mapping: _____

Number of ERUS **BEFORE FEE CREDITS:** _____

Annual SWM Utility Fee **BEFORE FEE CREDITS** (based on original # of ERUs w/o credits) _____

SWM Facility Credited Impervious Surface Measurement Totals (add data from other worksheets if there are multiple SWM facilities for this property.)			
SWM Facility Name or Number		Credited Impervious Surface Measurement (sq. ft.) from SWM Facility Credit Chart	
Total No. of SWM Facilities Receiving Credits	0	Total Credited Impervious Area (sq. ft.)	0
Plus Remaining Untreated Impervious Area on Property (sq. ft.)			
Total Impervious Area for Entire Property After Fee Credits (sq. ft.):			0

Number of ERUs For Entire Property After Fee Credits

(equals total impervious area / 2,250 sq. ft. and rounded to next highest whole number): _____**ERUs**

FY_____ SWM Utility Fee Annual Rate = _____ times _____ ERUs for entire property **AFTER FEE CREDIT**

Fiscal year current year's annual rate

Equals Annual SWM Utility Fee INCLUDING FEE CREDITS _____

If credit application is approved after deadline for current billing year's cycle, the SWM Utility Fee's Annual Rate may not have been determined yet for the following year. An estimate may be made using the current annual rate, but this must be updated during the City's budget preparation in Spring of the following year's billing cycle.

Does this fee credit apply to the current year's billing cycle?
(For FY2016, approved on or before April 15, 2015?) *YES* _____ *If yes, use currently adopted SWM Utility rate.*

Does this fee credit apply to next year's billing cycle?
(For FY2016, approved after April 15, 2015?) *YES* _____ *If yes, the fee above is an **ESTIMATE.** Recalculate fee credit amount next Spring using next Fiscal Year's rate set by Mayor and Council.*

Staff Updates made to: Credit application's annual rate calc.? _____ Billing Records for ERUs? _____

GIS mapping of impervious area? _____ GIS mapping of fee credits? _____

Checked by: _____ **Date Approved or Denied:** _____