

STORMWATER CREDIT MANUAL

CITY OF SPRINGFIELD, OHIO
ENGINEERING DEPARTMENT



November 2011

Applications for Credits should be sent to:

City of Springfield
Engineering Department
76 E. High St.
Springfield, OH 45502

Attn.: Stormwater Utility Credit

Checks should be made payable to: City of Springfield

For questions regarding the Credit Application, Contact:

City of Springfield
Attn: Sky Schelle
76 E. High St.
Springfield, OH 45502

Phone: (937) 324-7739
Fax: (937) 328-3496
e-mail: sschelle@ci.springfield.oh.us

Overview

A stormwater credit is a reduction in a portion of your stormwater utility service charge available if you do certain things that reduce the impact of stormwater generated from your property. Authority for the stormwater credit is found in the City of Springfield Codified Ordinance Chapter 918.

The City of Springfield established a Stormwater Utility in May 2011, with the passage of Ordinance No. 11-128. The utility provides the City with the authorization to establish and collect just and equitable rates, fees, and charges for the services and facilities provided by the utility system.

Application Procedure

Initial review of Stormwater Utility Credit Applications will be completed within 30 days of the receipt of the application form and fee payment. Application fees are one-time and non-refundable. The application forms will be checked for completeness and accuracy. If the application is found to be complete, accurate and factual, a letter will be sent to the applicant notifying them of approval of the credit. Any application for credit is an acknowledgment from the property owner allowing the City of Springfield right-of-entry to inspect and verify the information submitted on said application. If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of

additional information from the applicant to constitute a complete application, the review will resume and be completed within 30 days of receipt of additional information. Billing adjustments required to implement credits shall be applied retroactively to the date of the customer’s complete credit application. If an application is denied, a letter explaining reasons for the denial will be provided to the applicant. The applicant has the right to appeal this decision, in accordance with the procedures outlined in Chapter 918 of the City of Springfield Codified Ordinance.

What Credits Are Available And Who Qualifies:

- **Quantity credits** – Credits offered to properties that reduce the rate and/or volume of stormwater runoff from the property. An example of an onsite stormwater volume management facility is a detention or retention pond.
- **Quality credits** – Credits offered to properties that reduce pollutants in stormwater runoff through the deployment of Best Management Practices (BMPs) and help manage stormwater. Examples of BMPs that reduce pollutants include infiltration basins, constructed wetlands, vegetative swales, and pervious pavements.

Non-Residential Credits

Pertains to existing and proposed non-residential properties. Maximum credit available is 25 percent.

Quantity Credit

The quantity credit provides benefits for reducing peak flows to the drainage system. It is based on the City’s existing stormwater management ordinance that requires the following:

Table 1 Current Detention Requirements		
Percentage increase in volume of runoff		24-hour “critical storm” for discharge limitation
>/=	<	
0	10	1 year
10	20	2 year
20	50	5 year
50	100	10 year
100	250	25 year
250	500	50 year
500		100 year

Enough storage must be provided so that the peak discharge for the “critical storm” is not increased as the result of new development or redevelopment.

A maximum of 25% quantity credit can be offered to non-residential properties if the peak discharge reduction exceeds the requirements stipulated in the stormwater ordinance. A 10% quantity credit would be granted if the peak discharge for the next level design storm is maintained at or below peak flow for the re-development conditions. A quantity credit of 20% would be provided if the peak discharge for the design storm 2 levels greater than required by the ordinance is maintained at or below peak flows of the pre-development conditions.

For example, if development in a property will increase runoff by 20 to 50 percent from its pre-development levels, the ordinance requires that storage must be provided to maintain the current peak runoff for the 5-year storm event. To obtain a 10% quantity credit, the onsite stormwater management system in the property must include enough storage to maintain pre-development peak runoff conditions for the next greater storm, which is the 10-year event. A 20% quantity credit would be granted if the storage were provided to maintain pre-development peak runoff conditions for the 25-year event. The maximum 25% quantity credit would be granted if the storage is provided to maintain pre-development peak runoff conditions for a design storm 3 levels greater than required by the ordinance is maintained at or below peak flows of the pre-development conditions.

Quality Credit

A quality credit is available for properties that treat runoff prior to discharging from their property. The maximum available credit is 15 percent. The City's stormwater ordinance requires new development or significant redevelopment to capture and treat the runoff resulting from 0.75 inches of rain. This quality credit will be granted for exceeding this requirement. For developed sites that do not plan to redevelop, a quality credit will also be offered for installing or practicing BMPs to reduce pollution in stormwater runoff.

For new development or redevelopment, installing BMPs that treat a volume 25% greater than that required to be treated by the criteria would receive 10% credit.

For existing or proposed development, a maximum 5% credit will be offered for BMPs that reduce storm water pollution. This could include installing BMPs such as inlet inserts that capture sediments, or a bioretention cell. Non-structural BMPs will also receive this credit and an example of this is parking lot sweeping at least biweekly.

Residential Credits

Pertains to existing and proposed residential properties. Maximum credit available is 10 percent.

The residential credits are based on the installation of typical best management practices including rain barrels and rain gardens. A maximum of 10% credit will be provided for installing and maintaining enough rain barrels to capture at least 100 gallons of stormwater. Similarly, a 10% credit will be provided for installing and maintaining a rain garden. Other types of best management practices will be allowed if the homeowner can demonstrate that such practices perform the same function as the rain barrels and rain gardens and provide the same benefit.

General Credit Policy

- It is the responsibility of the property owner to apply for a credit.
- Only the property owner paying the stormwater utility fee can apply for a credit.
- Property owner must be current on city income tax and city utilities to be eligible for a credit.
- Stormwater fee credits are provided for a period of three years for non-residential property. Credit can be terminated at any time if the BMPs are non-functional and ineffective in managing stormwater. In order to continue to receive the credit in future years, the recipient is required to renew the credit application. It is the responsibility of the recipient to submit the credit renewal application to the City's stormwater coordinator and to do so in a manner that insures that the credit remains continuous. Renewal of a credit is subject to submittal of supporting documentation of a functioning on-site storm water management system and submitting a renewal application and application fee of \$75.
- Stormwater fee credits are valid indefinitely for residential properties, but can be terminated at any time if the BMPs do not exist on the property or if they are non-functional and ineffective in managing stormwater.
- Each property owner that has applied for, and receives a credit for stormwater utility, has the private responsibility to inspect and repair their facility to ensure that it is functioning as described in the credit application.

Enforcement Policy

The City reserves the right to review the application for accuracy and/or inspect and review documentation confirming the provision of the BMPs at any time. If, after its review or inspection, the City finds the application to be inaccurate or the projected level of service is not being provided or continued, the customer will be notified in writing and given 45 days to correct the deficiency. The property owner must provide written documentation to the Stormwater Utility Coordinator within 30 days of the original notice by the City that the BMP is being provided or continued as agreed in addition to such evidences as the Stormwater Utility Coordinator reasonably requires showing that the deficiency has been corrected. If, in the opinion of the Stormwater Utility Coordinator, the deficiency is not satisfactorily corrected, the Fee Credit attributable to the deficiency will be terminated on the following billing cycle. Reapplication for Fee Credit will not be

reviewed until the delinquent BMP has been adequately reinstated for three continuous months and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the customer to prove the stormwater management goals are met prior to the credit being reissued.

As a condition of receiving a stormwater fee credit, a property owner agrees to allow the City unrestricted access to inspect the property associated with the stormwater fee credit. The intent of the inspection is to verify that the facility is being maintained properly. Inspections will be performed at the discretion of the City to assure that the BMP is operating as intended.

Application Fee for Credit

A credit application will not be considered complete and will not be processed unless the application fee accompanies it and all appropriate forms and information required in this manual. The credit application fee shall be \$250 for non-residential properties and \$50 for residential properties. Application fees are one-time and non-refundable.

It is the intent of the Engineering Department to process applications within thirty (30) days of the submittal of the complete and correct application package. Billing adjustments required to implement credits shall be applied retroactively to the date of the customer's complete credit application. A pending application for credit shall not constitute a valid reason for nonpayment of the current stormwater utility charges. In the case of new development, stormwater utility charges and the associated credits detailed herein do not apply until construction is complete and as-built data for the stormwater improvement/BMP has been submitted.

User Fee Adjustments

Requests for adjustment of the stormwater user fee shall be submitted through the Stormwater Coordinator, who shall be given authority to administer the procedures and standards, and review criteria for the adjustment of fees as established. After June 30, 2012, the application fee for user fee adjustment is \$250 for non-residential and \$50 for residential properties.

The following procedures shall apply to all adjustment requests of the stormwater user fee:

- Any property owner who has paid their stormwater utility fees, and who believes the Equivalent Stormwater Unit (ESU) component of his stormwater utility fee to be incorrect, may submit an adjustment request.
- The first step in the adjustment process will be a review of the City's calculation of the impervious area. If resolution is not achieved, the City may request the customer to provide supplemental information to the City

Stormwater Coordinator including, but not limited to, survey data prepared by an Ohio registered Professional Land Surveyor (P.L.S.) presenting the amount of impervious area and/or engineering prepared by an Ohio registered Professional Engineer (P.E.). Failure to provide such information may result in the denial of the adjustment request.

- The City Stormwater Coordinator shall respond in writing to all adjustment requests. The response shall provide an explanation of adjustment approval or denial as well as requests for additional information.

Adjustment denials may be appealed to the Stormwater Appeals Panel, as presented in Ordinance No. 918 and also stated elsewhere in this manual.

Credits for Nonresidential Properties

Nonresidential customers may qualify for credits when they can demonstrate that their existing or proposed stormwater facilities manage stormwater.

To receive the credit, the property owner must supply to the City the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or engineer) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area;
2. If water quality credits are requested, design calculations must be submitted for the existing or proposed stormwater facilities. The calculations shall document the design criteria for the facilities and indicate the facilities efficiency or ability to remove both suspended solids and dissolved pollutants.
3. If water quantity credits are requested, design calculations must be submitted for the existing or proposed stormwater facilities. Design calculations shall be based upon hydrologic and hydraulic methodologies approved by the City that accurately describes the runoff and conveyance through the site;
4. Detailed floodplain and floodway information of the site, if it exists;
5. A detailed report that clearly describes how the stormwater facility functions for design storm events for the 1-, 2-, 5-, 10-, 25-, 50-, and 100-year events;
6. A proposed maintenance schedule submitted by the property owner that describes in detail the maintenance activities for the stormwater facility.

Water Quality Credits

Nonresidential customers may receive credits for structural best management practices (BMPs) that provide stormwater quality enhancement. Customers that apply for credits must provide supporting documentation that their existing or proposed facilities are properly designed to provide pollution reduction. Structural BMPs that are eligible for credits include, but are not limited to the following:

- Vegetated Swales and Filter Strips,
- Infiltration and Percolation Basins,
- Percolation Trenches,
- Buffer Strips and Swales,
- Porous Pavement,
- Extended (Dry) Detention Basins,
- Retention (Wet) Ponds,
- Constructed Wetlands, and
- Media Filtration.

Water Quantity Credits

The City's design standards require that stormwater facilities manage the runoff generated from the property's developed area. To qualify for water quantity credits, nonresidential customers must demonstrate that their existing/proposed facilities exceed the management of stormwater generated from their immediate property and from additional upstream drainage areas. Customers that apply for water quantity credits must provide documentation that their facilities exceed the City's current design standards and manages and conveys flow from additional upstream drainage areas. Structural best management practices (BMPs) that are eligible for credits include, but are not limited to the following:

- Stormwater Detention Basins
- Stormwater Retention Basins
- Storm Sewers
- Storm Culverts
- Stormwater Channels

Appeals

An applicant aggrieved by a decision of the Stormwater Utility Coordinator made on an application filed with the City, may file an appeal with the City Clerk along with a processing fee of \$100 for nonresidential properties and \$25 for residential properties; provided that the filing of the appeal is made within fourteen days after the Stormwater Utility Coordinator issues his decision granting or denying the application for credit or fee adjustment. The appeal shall be made to a panel comprised of the City Manager, the Finance Director and the Law Director, or their designees. As part of the submittal, the applicant shall set forth in full or attach a complete copy of the following:

1. The interpretation, ruling, or order requesting appeal from; and
2. The provisions of the City Code or related laws or ordinances. The complainant shall also state, specifically where the interpretation, ruling or order is in error or disputed.

The decision of the appeal panel shall be final. Further appeal shall be to the Court of Common Pleas.

General Credit Application Procedure

1. Applications must be submitted with all required documentation to the City as described on each application. Applications can be mailed to **City of Springfield Engineering Department, 76 E. High Street, Springfield, OH 45502.**
2. When an application is received, the City will conduct an administrative completeness review of all submitted materials. If the application is not complete, the City will contact the applicant and request the additional information necessary to complete the application.
3. Following the receipt of a complete application, the City will provide a complete review and the applicant will be notified in writing when an application is approved or denied. If an application is denied, the applicant can appeal based on the appeals procedure in the Codified Ordinance 918 and also stated elsewhere in this manual.
4. A separate application must be made for each property location.

General Application - All applicants (Residential and Nonresidential)

Check one:

- This is the first application for credit for this property.
- This is a reapplication for credit or renewal credit after a credit suspension.
- User fee adjustment.

1. Applicant Name
2. Contact Name (if different than applicant)
3. Parcel Number(s)
4. Utility Account Number
5. Property Address: Street Number: City: Zip Code:
6. Mailing Address (if different): Street Number: City: Zip Code:
7. Phone Number:
8. Email Address:
9. Credits Applying For: <ul style="list-style-type: none"><input type="checkbox"/> Individual Residential Property Credit (10% Flat Rate)<input type="checkbox"/> Quality Credit (15% Max.)<input type="checkbox"/> Quantity Credit (25% Max.)
10. Applicant/Contact Signature:
11. Date:

Instructions for completing the General Application

1. Applicant Name – Name of individual property owner.
2. Contact Name – particularly in the case of a non-residential or group application, the name of the contact who is submitting the application.
3. Parcel Number – Each piece of land that is sold has its own parcel number. This information can be found at the County Auditor’s office or website. If there are multiple parcel numbers, attach a separate and complete list to the application, and note in box 3, “See attached list.”
4. The account number can be found on the monthly statement. If there are multiple account numbers, attach a separate and complete list to the application, and note in box 4, “See attached list.”
5. Property Address.
6. Mailing Address – Include if different from box 5.
7. Phone Number – Of primary contact for the application.
8. Email Address – Of primary contact for the application.
9. Credits Applying For – Select the credits for which the applicant is applying. Multiple boxes may be selected.
10. Applicant/contact signature.
11. Date.
12. Fees
 - Credit application and user fee adjustment for nonresidential property is \$250
 - Credit application and user fee adjustment for residential property is \$50
 - Renewal application for nonresidential property is \$75

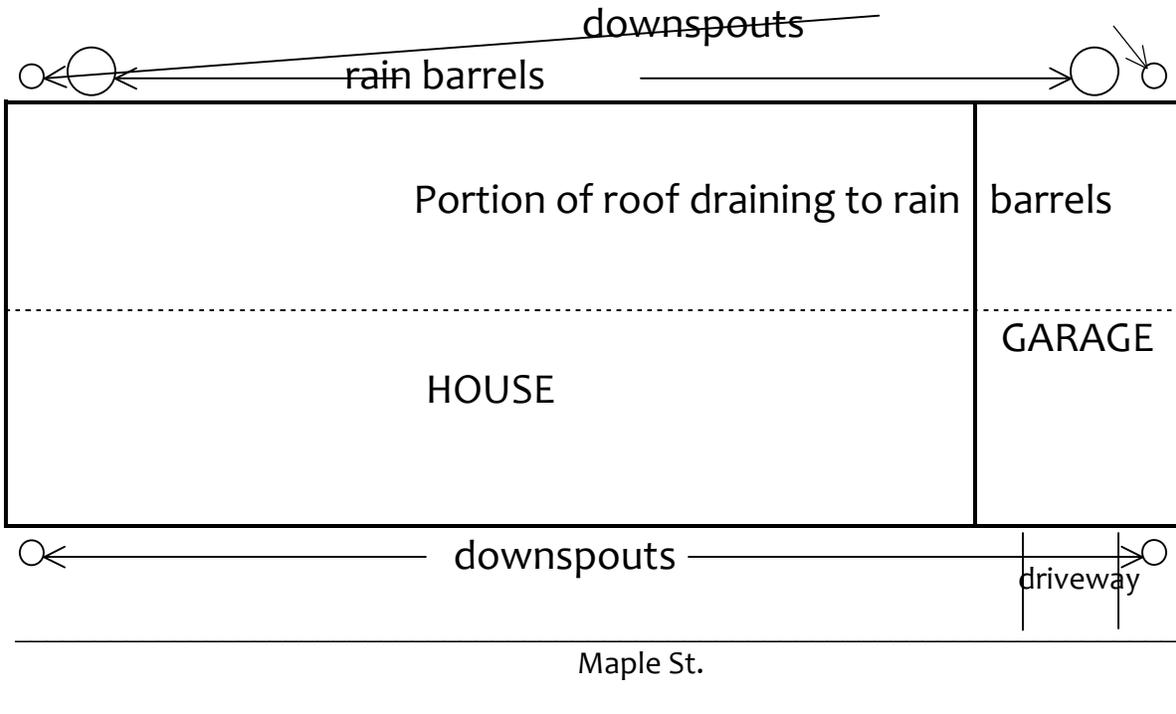
Individual Residential Property Credit Application

1. Applicant Name:
2. Credit Applying For: <ul style="list-style-type: none"><input type="checkbox"/> Rain Garden # of downspouts draining to rain garden _____ (if applicable) *See attached General Guidelines for Rain Garden Design<input type="checkbox"/> On-Site Stormwater Storage<ul style="list-style-type: none"><input type="checkbox"/> rain barrels <input type="checkbox"/> other on-site stormwater storage# of downspouts draining to on-site storage _____ Volume of on-site storage _____ gallons<input type="checkbox"/> Pervious Pavement Pervious pavement type <input type="checkbox"/> paving blocks <input type="checkbox"/> grid or grass pavers <input type="checkbox"/> pervious concrete or asphalt Pervious pavement installed is _____ square feet.<input type="checkbox"/> Other _____
3. <input type="checkbox"/> Photograph of SCM as installed is attached (if applicable).
4. Sketch of property with SCM shown (see instructions for sketch requirements).
5. Owner certification: <ul style="list-style-type: none"><input type="checkbox"/> I hereby certify that I own this property and I further declare, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief.
6. Applicant/Contact signature:
7. Date:

Instructions for completing the Individual Residential Property Credit application

1. Applicant Name – Name of individual property owner.
2. Credits Applying For – Select the stormwater control measure (SCM) that is being submitted for credit approval. Appropriate implementation of any one (1) approved SCM is sufficient to receive the credit. Implementation of additional SCMs cannot increase the Individual Residential Property Credit beyond 10%.
3. Photograph of SCM As Installed – Attach a photograph of the installed SCM that indicates the date the photo was taken (if applicable.)
4. Sketch of property with SCM shown – Include a sketch of the property for which the credit is to be applied. This can be a hand-drawn sketch. The sketch should represent an aerial view of the property and include at a minimum the house, driveway, SCM(s), and road. If applying for the On-Site Stormwater Storage credit, applicant must also show the location of the downspouts that drain to the storage device, and indicate the portion of the roof that drains to the downspouts. See example sketch below for a typical rain barrel installation.
5. Owner Certification – Check the box to certify that you are the owner of the property, and that all information provided is true.
6. Applicant/Contact Signature.
7. Date.

Sketch of typical rain barrel installation:



General Guidelines for Rain Garden Design

The following is excerpted from “Water Resources Development Criteria Standards Manual Supplemental General Guidance for Rain Garden Design,” Fort Wayne, Indiana, January 2009.

Rain gardens may function independently or be integrated into a larger stormwater treatment system. They should be designed with consideration to their recreational, aesthetic, and wildlife function as well as treatment capacity. A rain garden should be constructed to retain a ponding depth of 4- to 8-inches. To avoid nuisance insects, such as mosquitoes, the size of the rain garden should be increased or the soil type amended so that ponding is limited to two days or less. Clay soil will usually require amendment with materials including topsoil, compost, sand, peat moss, and/or other organics. An engineered soil matrix consisting of 50% sand, 25% compost, and 25% topsoil is recommended. Rich organic material and/or mulch should be placed around plants within the garden to retain moisture, limit weed growth, and aid in the removal of heavy metals from stormwater runoff. Rain gardens shall be placed, at minimum, ten feet away from building foundations and the overflow path should not interfere with adjoining property drainage patterns. Early spring is the optimal season for construction and planting in order to take advantage of spring rains. Rain gardens may need to be watered during dry periods while the plants are getting established throughout the first growing season.

Site Selection – The area required for an effective rain garden is dependent on characteristics of the drainage area, impervious area, site soil conditions, and types of vegetation. The rain garden should be placed where runoff leaves a site or in a low area where water can collect. The necessary garden size can range from 10 to 40 percent of its catchment area, or the contributing drainage area. If infiltration rates are less than 0.10-inches per hour (typical of clay loam soil), the design may necessitate an engineered soil mix to promote infiltration.

Several factors may limit the effectiveness of water quality treatment and retention in a rain garden. The slope of the site, depth of the rain garden, existing soil type, and available area for the rain garden may all contribute to design challenges.

Vegetation – Native wetland or mesic wetland species facilitate improved rates of infiltration due to dense and deep-growing roots. These plants may add aesthetic qualities to a landscape. Vegetation must withstand both frequent dry conditions and periodic inundation; rain gardens should be designed to drain within a maximum of 48 hours. Deep-rooted perennials are ideal in these circumstances.

CITY OF SPRINGFIELD

Water Quality and Quantity BMP Credit Application Form NON-RESIDENTIAL PROPERTIES

Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be inspected on the same property.

Site Location: _____
Street Address

_____ City State Zip

Parcel Number(s): _____

Authorized Contact: _____
Name & Title (last, first and title)

Contact Mailing Address (If different than Site Location):

_____ Street Address City State Zip

_____ Phone Fax Email

TYPE of BMP on Site (circle the one(s) that apply)

- | | | | |
|----------------|-----------------------|-------------------|-------------|
| Detention Pond | Underground Detention | Green Roof | Bio-Swale |
| Retention Pond | Constructed Wetland | Floatable Skimmer | Sand Filter |
| Bio-Retention | Permeable Pavement | Stream Buffer | |

Proprietary Device (list type) _____

Other BMPs: _____

Describe additional Stormwater Quality / Quantity Practices (attach additional documents if needed): _____

Attach the supporting documents:

- Letter seeking BMP credit addressed to City of Springfield Stormwater Coordinator
- See sheet 7 & 8 – for required information

Property Owner Certification:

I hereby request consideration for a Credit and further authorize the City of Springfield to inspect the above identified stormwater facility(ies) for the purposes of assessment for possible stormwater utility fee credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated BMPs to the prescribed criteria stated in the maintenance plan attached.

Type or print name

Title or Authority

Signature

Date

**CITY OF SPRINGFIELD, OHIO
STORMWATER MANAGEMENT UTILITY
ESU ADJUSTMENT**

DATE:

UTILITY BILLING ACCOUNT NUMBER:

PROPERTY ADDRESS:

PARCEL NUMBER(S):

TYPE OF DEVELOPMENT:

PARCEL AREA (square feet):

BILLED NUMBER OF ESUs:

REASON FOR ESU ADJUSTMENT:

- Incorrect amount of impervious area
- Parcel Identification
- Other, explain:

Attach supporting documents and letter seeking adjustment to: **City of Springfield, Stormwater Coordinator**

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

DATE:

APPLICATION APPROVED: YES NO

CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:

**CITY OF SPRINGFIELD, OHIO
STORMWATER MANAGEMENT UTILITY
PETITION TO APPEAL**

DATE:

COMPLAINANT:

COMPLAINANT'S ADDRESS:

UTILITY BILLING ACCOUNT NAME:

UTILITY BILLING ACCOUNT NUMBER:

PARCEL NUMBER(S):

PARCEL'S ADDRESS:

TYPE OF DEVELOPMENT (Check one):

- Residential, \$25 processing fee
- Non-residential, \$100 processing fee

Reason for Appeal (State where a City ruling, interpretation, or order is erroneous and attaché a copy of said ruling, interpretation or order from the City, or specify City provision or applicable City Code exemption):

The Appeal has been reviewed by the City of Springfield Stormwater Appeals Panel on _____ 20____. On this date, The Stormwater Appeals Panel

approved denied the requested appeal. Comments or conditions:
