

# Exhibit “A”

## City of Roswell Stormwater Utility

### *Stormwater Utility Credit Manual*

*December 27, 2010*

## Section 1 – Introduction and Overview

Stormwater utility credits recognize efforts by private and public entities to help reduce the City's Stormwater Management Program (SWMP) costs by reducing their Stormwater fee. Credits are generally reviewed and considered annually and support the City's regulatory program compliance activities. Credits are typically given for: detention facilities, best management practices (BMPs) and other activities such as open space & greenspace preservation. Many programs also include innovative programs that involve education and public participation.

This manual outlines the methodology for the City of Roswell (City) Stormwater Utility customers to secure and maintain a stormwater utility rate credit(s) for their property. A Stormwater Utility rate credit, or stormwater credit, represents a reduction in the customer's Stormwater Utility fee. The credit is only applicable for instances where stormwater management best management practices (BMPs) are operated and maintained to reduce the impact of runoff from the subject property on the City's stormwater management systems or in recognition of activities undertaken by the customer to reduce the cost of operating the stormwater management program.

### Credit Program Procedures

- Application submitted and reviewed by City personnel, including a inspection of the facility (if applicable) to insure functionality and appropriateness
- Periodic Renewal – must be renewed at the specified interval (usually one year)
- Activities/Participation results in a credit on the bill following approval of the application

Table 1 summarizes the credits available to property owners within the City. Each credit is explained in further detail later in this manual.

Summary of the City of Roswell Potential Stormwater Utility Credits			
Credit	Term	Potential Stormwater Utility Credit	
		Residential (RES)	Non Single Family Residential (NSFR)
Residential Rain Barrels	3 years	100% first year 25% on-going	
Residential Environmental Technologies	3 years	100% first year 20 % on-going	
Low-Impact Parcel	3 years	25 %	
No Impact Parcel	3 years	100%	
Watershed Stewardship	1 year	5 %	5 %
Septic Tank Maintenance	5 years	25 %	25 %
Water Resources Education Program (only applicable to public and private institutions with at least 500 participates)	1 year		40 %
NPDES Industrial Stormwater General Permit	1 year		5 %
Reduced Imperviousness Parcel	10% removal One-time only		100 %
<b>Unified Stormwater Sizing Criteria:</b>			
Water Quality	3 years		10 %
Channel Protection	3 years		10 %
Overbank Flood Protection	3 years		10 %
Extreme Flood Protection	3 years		10 %

*\* The credits described in this manual are applicable as indicated and are subject to the requirements of the latest version of the Georgia Stormwater Management Manual (GSMM), complete with all appendices and attachments.*

## Definitions

***Credit:*** A reduction in the amount of a customer’s Stormwater Utility fee in recognition of a property’s efforts to mitigate the runoff impact that the property improvements (i.e. impervious areas) have on the City stormwater management system.

***Best Management Practice (BMP):*** Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, flood controls,

operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

Detention Facility: A system which provides temporary storage of stormwater runoff with a designed release of the stored runoff over time to manage the discharge volume, rate, pollutant loading and/or velocity and mitigate the property's impact on the City stormwater management system.

Georgia Stormwater Management Manual (GSMM): A document governing stormwater management activities in Georgia. This document serves as a comprehensive technical handbook for stormwater management design, construction and long-term maintenance.

Impervious Area: Areas that do not allow, or only allow to a small extent, the infiltration of rainfall or stormwater runoff into the soil.

Residential (RES): A developed property that contains a main dwelling by means of a roof and/or interior wall, with each dwelling unit occupying its own parcel. A RES property shall be classified as residential and shall not be, commercial, industrial, institutional, educational, religious, municipal, or recreational.

Non-Single Family Residential (NSFR): A developed property that contains structures utilized for purposes other than a residential dwelling unit. Examples of NSFR properties include those classified as commercial, industrial, institutional, educational, religious, municipal, and recreational.

Retention Facility: A system that provides storage of stormwater runoff, preventing release of a certain volume to a surface water body.

Runoff: Portion of stormwater, snow/ice melt, irrigation, and drainage that is collected in a stormwater management system that does not infiltrate into the soil.

## **General Policies**

The following general policies apply when considering stormwater credits:

- Credits are only applied to eligible customers. Since the stormwater fee is being assessed on an individual parcel basis, a group of customers cannot apply for a credit unless otherwise noted. An eligible property is defined as a property that contributes runoff to the qualifying stormwater BMP located on the same property via natural and/or manmade conveyance systems.
- If a group of properties are served by a BMP(s) then the credit will be applied to the customer on whose property which the BMP resides. This applicant will be referred to as the primary applicant. If the primary applicant provides a memorandum of agreement (MOA) between the primary applicant and another customer for which the BMP(s) provides adequate treatment for the applicable credit, the City will apply the credit to all customers named in the MOA. The credit shall be applied to all applicants until such time as the primary applicant notifies the City that the MOA is no longer in effect or the term of the credit expires, whichever is sooner. If the MOA

is revoked by the primary applicant, the credit shall only apply to the primary applicant.

- A residential homeowner's association (HOA) which has its own properly designed, constructed, and maintained stormwater BMP(s) should contact the City Stormwater Manager to determine if a credit can be provided.
- For the purposes of the credit, the BMP(s) must be located on a parcel that is platted within the subdivision and owned by the HOA (or a property owner in the subdivision). BMPs located within City owned greenbelts or rights-of-way are not eligible. Additionally, BMPs that the City maintains through a dedicated maintenance easement or other legal agreement though lying within private property are also ineligible.
- For the purposes of awarding the credit, the credit being applied for must be met for the entire development and must meet the credit conditions. For example, if a credit for channel protection is applied for, the channel protection requirements must be met for the entire development.
- Any resulting credit awarded will be divided among eligible customers within the subdivision.
- Applications for a stormwater credit for existing facilities may be submitted to the City of Roswell at any time. Approved credits will be applied prior to the customer's next billing cycle.
- Applications for a stormwater credit for new construction may be submitted once the BMP is in place or when the Stormwater Utility rate is applied, whichever is later.
- The City will, at its discretion, undertake periodic visual inspections of the BMPs being utilized to obtain a credit. Consequently, a Right-of-Entry or an access easement must be granted to the City for credits to be approved.
- The term of the credit varies based upon the type credit. See **Table 1** for credit terms. During the credit term, the City may conduct random inspections such that each credit could potentially be revoked. If the BMP facility is found to be functional and being properly maintained, the credit will remain in effect. Likewise, if the BMP facility is not functional or is not being maintained, the credit will be voided on the next billing cycle. Before a credit is re-instated, the customer will have to reapply for the credit as outlined in this manual.

## Basic Procedures

Most of the credits in this manual require an application, and some of the credit applications require engineering calculations to verify eligibility to receive the credit. The credits associated with engineering calculations are identified in the manual and the credit application forms. The City requires that these calculations be performed, signed, and sealed in accordance with the professional certification provisions outlined herein. The procedure for filing a credit application includes the following tasks:

- Obtain an application packet from the City.
- If required by the credit, retain a professional engineer to perform the required analysis.
- Submit the completed application with all sections appropriately filled out, and all required information contained within or attached to the application, including the Right of Entry form.
- The City will review and rule on the eligibility of the credit application within 30 days of receipt of the completed Stormwater Utility credit application. Incomplete packages will not be considered by the City and will be returned to the customer for correction/revision. The decision of the City regarding credit eligibility is final.
- If the credit application is approved, the City will apply the stormwater credit to the next billing cycle.
- During the credit term, the City has the right to inspect the BMP facility to ensure it is functioning per the design documents and is being properly maintained.
- Stormwater Utility credits expire automatically at the end of the credit term. A new credit application is required at the end of the credit term. It is the customer's responsibility to ensure that reapplication is made within 90 days of expiration and a maximum of 60 days prior to the credit expiring for the City to review and approve.

## Design and Implementation

Any stormwater management system within the City must follow the recommendations and guidelines presented in Chapter 7 of the **City's Land Development and Environmental Protection Ordinance**, as well as the Georgia Stormwater Management Manual (GSMM). The City's Water Resources Protection Ordinance provides the local framework for stormwater management within the City of Roswell. Technical guidance for implementation of the goals outlined therein was incorporated into the ordinance via the GSMM by reference.

The GSMM can be found on the Internet by using the following link: <http://www.georgiastormwater.org/>. This document discusses stormwater management planning and design, unified stormwater sizing criteria, and specific BMP controls achieving various levels of treatment. The unified stormwater sizing criteria accounts for varying levels of treatment provided for calculating BMP effectiveness.

## **Section 2 – Credit Policy and Procedures**

This section explains the procedures involved in applying for a stormwater credit. The procedures include step-by-step instructions and eligibility requirements for obtaining the Stormwater Utility credit.

### **Residential**

Listed below are the stormwater credits that Residential customers are eligible to apply for. Each credit is explained in more detail in the pages that follow. The Residential customer shall follow the credit application procedures outlined herein for each credit.

- Residential Rain Barrels
- Residential Environmental Technologies
- Low-Impact Parcel
- No-Impact Parcel
- Watershed Stewardship
- Septic Tank Maintenance



## Residential Rain Barrels

The City recognizes that reducing the amount of runoff leaving residential properties via interception and storage in rain barrels not only reduces the demand on the downstream drainage network but also reduces the need for irrigation water from the potable water system. As such, the City has implemented a credit for those residential customers who install rain barrels on their property to intercept rain water from the roof of their house.

### *Credit Description*

A credit shall apply to those Residential customers who can provide documentation that a minimum of one-half of the downspouts from their roof gutter system are connected to rain barrels of at least 40 gallons in size. Upon approval of the credit, the customer shall receive a credit of 100% of the stormwater utility fee for a period of one year. After the first year, the customer shall receive a credit of 25% for the following two years.

Please note: This credit is good for three years, upon re-application for this credit, the credit shall be 25% for all subsequent re-applications and years.

Each Residential customer shall utilize the following procedures:

- The customer shall provide documentation via a sketch of the home and / or photographs of the barrels such that each downspout is connected to an approved rain barrel.
- Approved rain barrels shall consist of a water tight barrel with a capacity of 40 gallons or more which shall allow interception of rain water from a downspout. Additionally, the rain barrel must have a spigot such that stored runoff water can be drained in a controlled manner at a later time.

### *Stormwater Credit Application Procedures*

The Residential customer shall follow the procedures below when applying for a stormwater credit for a Residential Rain Barrel credit:

STEP 1: Obtain a credit application packet from the City.

STEP 2: The customer shall submit the credit application, complete with the relevant documentation and calculations, and a Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved.

The customer shall continue to maintain the Residential Rain Barrels during the full credit term. Renewal of the stormwater utility credit shall be in accordance with the Basic Procedures section of this manual.

## Residential Environmental Technologies

Residential customers are eligible for a stormwater credit if the customer participates in an eligible, City approved residential environmental technology. These stormwater management practices may include but are not limited to such items as cisterns, rain gardens, pervious pavements and infiltration areas. The City wishes to encourage the installation of these types of stormwater management devices to increase the effectiveness of the utility. Instead of a blanket ‘one size fits all’ approach, the City has determined that it would be better for the individual customer to determine what kinds of BMPs they desire. The City shall provide an updated list of the latest approved Residential Environmental Technology devices, and customers are encouraged to work with the City Stormwater Manager to implement approved devices. However, if the customer can prove that an alternative Residential Environmental Technology is effective in controlling stormwater on their property, then upon approval from the City Stormwater Manager, the customer shall be eligible for this credit. In each case, the City will be using the GSMM standards to evaluate the BMP and its eligibility.

### *Credit Description*

A credit shall apply to those Residential customers who can prove that their property has successfully installed a City approved residential environmental technology.

Each Residential customer that wishes to apply for this credit shall work with the City to calculate the effectiveness of the Residential Environmental Technology and be responsible for calculating the total site area, impervious surface area, and natural conservation area. Each Residential customer shall utilize the following procedures:

- Determine the type of Residential Environmental Technology. This must be a City approved technology or, if an alternative method is implemented, the customer must be able to show the alternative devices’ effectiveness in controlling stormwater on their property.
- If the Residential parcel meets all the requirements above, the customer shall receive a credit of 100% of the stormwater utility fee for a period of one year. After the first year, the customer shall receive a credit of 20% for the following two years.

Please note: This credit is good for three years, upon re-application for this credit, the credit shall be 20% for all subsequent re-applications and years.

### Stormwater Credit Application Procedures

The Residential customer shall follow the procedures below when applying for a stormwater credit for a Residential Environmental Technology:

STEP 1: Obtain a credit application packet from the City.

STEP 2: The customer shall identify the BMP being utilized and ensure it is designed, maintained, and operated in accordance with general stormwater management requirements listed in the GSMM.

STEP 3: The customer shall submit the credit application, complete with the relevant documentation and calculations, and a Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation and calculations. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved.

The customer shall continue to maintain the Residential Environmental Technology during the full credit term. Renewal of the stormwater utility credit shall be in accordance with the Basic Procedures section of this manual.

## Low-Impact Parcel

There are several areas in the City where parcels are relatively large and the amount of impervious area, in comparison to the total lot size, is relatively small. These parcels generally have reduced runoff impacts since most of the parcel is in an undeveloped or low impact condition.

### *Credit Description*

A credit shall apply to Residential customers who can prove that their lots comply with the “low-impact” development provisions presented herein. This shall be achieved through the use of large lot Residential parcels and natural area conservation. Low impact parcel credit requirements are included in Table 2:

Table 2 Stormwater Utility Credit Requirements for Low-Impact Parcels	
Parameter	Requirement
Total Impervious Cover (%)	Must be less than 15% of total site area
Total Site Area (Acres)	Must be greater than 2 acres

Each Residential customer that wishes to apply for this credit shall be responsible for calculating the total site area and impervious surface area. Each Residential customer shall utilize the following procedures:

- Determine the total area of the parcel. This must be a minimum of two acres.
- Determine the impervious area for the parcel. The impervious area shall include the structure, driveway, sidewalk (do not include the sidewalk in front of the house next to the street), pool, pool deck, patio, shed, or any other accessory impervious area. The impervious surface must be less than 15% of the total parcel area (pervious area plus impervious surfaces) area of the parcel.
- If the Residential parcel meets all the requirements above, the customer would be eligible for a Stormwater Utility rate credit of 25%.

### *Stormwater Credit Application Procedures*

The Residential customer shall follow the procedures below when applying for a stormwater credit for Low-Impact Parcel:

STEP 1: Obtain a credit application packet from the City.

STEP 2: The customer shall provide a copy of the information where the customer determined total parcel area and total impervious area. Total impervious area shall be detailed to include which portion pertains to the structure, driveway, sidewalk, and other accessory areas. This information should be documented in the form of a sketch that will allow City personnel to verify the measurements, calculations and other pertinent information.

STEP 3: The customer shall submit the credit application, complete with the relevant documentation and calculations, and a Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation and calculations. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved.

Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 25% credit is available for the Low-Impact Parcel credit.

## No Impact Parcel

Residential customers are eligible for a stormwater credit if the customer can demonstrate that through innovative on-site stormwater management practices that the impacts of development have been successfully mitigated. The City believes that it is possible through grading, landscaping and other practices to reduce the resultant runoff from a parcel to a level less than that which existed prior to development.

### *Credit Description*

The No Impact Parcel will be available to those customers that can demonstrate through scientific studies and documentation that stormwater peak flow values and total stormwater volume leaving the property mimic the conditions that would exist on the property in a naturally wooded state with no development. This analysis should be shown for the 1-, 2-, 5-, 10-, 25-, 50- and 100-year, 24-hour storm events. In order to qualify for this credit, the customer will need to provide the following information:

- Pre-Development runoff rates and volumes leaving their property prior to development in a naturally wooded state.
- Post-Development runoff rates and volumes leaving their property in its current state.
- Description of the methods and calculations utilized to develop the predictions of pre-development and post-development flow rates and volumes.
- Description of the site improvements implemented to induce a reduction in the increased runoff rates and volumes to pre-development conditions or less.
- Description of the Best Management Practices (BMPs) utilized along with supporting calculations demonstrating that the site conforms to the water quality standards for individual site development as outlined in the GSMM (i.e. capture and treat the first 1.2-inches of runoff for 80% TSS removal).
- Maintenance plan for those site features necessary to maintain the reduction in stormwater runoff to pre-development runoff rates and volumes or less.

### *Stormwater Credit Application Procedures*

The Residential customer shall follow the procedures below when applying for a stormwater credit for a no-impact parcel:

STEP 1: Obtain a credit application packet from the City.

STEP 2: The customer shall provide a hydrologic report prepared under the direct supervision and sealed by a Professional Engineer or Professional Hydrologist demonstrating compliance with the requirements outlined above.

STEP 3: The customer shall submit the credit application, complete with the relevant documentation, to the City.

Upon receipt of the credit application, the City shall review the application and documentation. Upon approval, the stormwater credit will be applied starting with the next billing cycle.

If the City Stormwater Manager does not approve of the documentation submitted by the residential customer applying for the Stormwater Utility credit, the City will send a letter to the customer explaining why the credit application was not approved. If the customer reapplies, and the verification results in an approval of the application, the City will notify the customer of the credit amount and the date the credit will become effective.

The customer shall continue to conduct maintenance as per the maintenance plan provided with the original application. The customer may reapply for the credit every three years. If a customer is reapplying for a No Impact Parcel credit and site conditions have not changed since the original application, the application only needs to include a copy of the original hydrological study and certification that all maintenance has been performed per the maintenance plan for re-issuance of the credit. If site improvements have been made to the property then the hydrological study will need to be updated to prove compliance with the standards. A 100% credit is available for a No Impact Parcel Credit.

## Watershed Stewardship

Residential customers are eligible for a stormwater credit if the customer participates in a City approved local watershed stewardship event. Eligible events are set up, organized, and executed through a partnership with citizens, local groups, county, and federal agencies.

### *Credit Description*

In general, eligible watershed stewardship activities will include community programs such as Adopt-A-Stream, Adopt-A-Park and Adopt-A-Mile that require participation in at least 4 events per year. Other eligible programs may be added in the future, but customers should verify activity eligibility with the City Stormwater Manager in advance.

There shall only be one stormwater credit certificate issued per Residential property. Participation may include more than one person. However, the certificate may only be issued for those properties where the customer or adult over the age of 18 that is responsible for paying rent or mortgage is one of the participants, unless otherwise approved by the City Stormwater Manager.

### *Stormwater Credit Application Procedures*

The Residential customer shall follow the procedures below when applying for a stormwater credit for watershed stewardship:

STEP 1: The customer shall secure the appropriate certificate for the City of Roswell's Watershed Stewardship Program event. Attendance at events not sponsored by the City of Roswell is not transferable to the City of Roswell's Stormwater Utility credit program, unless approved by the City Stormwater Manager.

STEP 2: The customer shall submit the credit application, complete with the relevant certificate, to the City.

Upon receipt of the credit application, the City shall verify that applicant is on the roster for the appropriate program. Upon verification, the stormwater credit will be applied starting with the next billing cycle.

If the City Stormwater Manager does not approve of the credit, the City will send a letter to the customer explaining why the credit application was not approved. If the customer reapplies, and the verification results in an approval of the application, the City will notify the customer of the credit amount and the date the credit will become effective.

The customer shall continue to participate in the stewardship events annually to receive a certificate. Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 5% credit is available for watershed stewardship.



## Septic Tank Maintenance

Residential customers are eligible for a stormwater credit if the customer conducts maintenance on existing septic systems located on the resident's property. Residential customers with septic systems can receive a credit by having their septic tanks pumped out on a regular basis, at a minimum of every five years. By submitting documentation in the form of a receipt from a licensed hauler of septic wastes, homeowners would be eligible for a 25% credit for the five years after the septic tank was pumped out. Customers may reapply for this credit at the end of every five year term.

### *Credit Description*

The septic system maintenance credit will be applied to the customer applying for the stormwater credit.

There shall only be one stormwater credit issued per Residential property in which regular maintenance is conducted on the septic system and it shall only be good for a period of five years. It is the customer's responsibility to contact a licensed hauler of septic wastes and submit the proper documentation citing that the septic system has had maintenance conducted on the system.

### *Stormwater Credit Application Procedures*

The Residential customer shall follow the procedures below when applying for a stormwater credit for septic system maintenance:

STEP 1: Obtain a credit application packet from the City.

STEP 2: The customer shall secure the pertinent documentation from a licensed hauler of septic waste.

For the purposes of this manual, a receipt from the hauler will be sufficient if the receipt contains the date the maintenance was performed (must be within 6 months of the date of the application for a credit), the address of the property matching the address on the Stormwater Utility bill and the name of the company performing the work.

STEP 3: The customer shall submit the credit application, complete with the relevant documentation, to the City.

Upon receipt of the credit application, the City shall review the application and documentation from the licensed hauler of septic waste. Upon verification, the stormwater credit will be applied starting with the next billing cycle.

If the City Stormwater Manager does not approve of the documentation submitted by the residential customer applying for the Stormwater Utility credit, the City will send a letter to the customer explaining why the credit application was not approved. If the customer reapplies, and the verification results in an approval of the application, the City will notify the customer of the credit amount and the date the credit will become effective.

The customer shall continue to conduct maintenance on the septic system at a minimum of every five years in order to qualify and receive the stormwater credit. Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 25% credit is available for septic tank maintenance.

## **Non-Single Family Residential (NSFR)**

NSFR customers can apply for the credits listed below provided they meet specified eligibility requirements. Each credit is explained in more detail in the pages that follow:

- Watershed Stewardship
- Septic Tank Maintenance
- Water Resources Education Programs
- NPDES Industrial Stormwater General Permit Compliance
- Reduced – Imperviousness Parcel
- Management of the Stormwater Runoff Water Quality Volume
- Management of the Stormwater Runoff Channel Protection Volume
- Management of the Stormwater Runoff Overbank Flood Protection Volume
- Management of the Stormwater Runoff Extreme Flood Protection Volume

The last four credits listed above are part of the Unified Stormwater Sizing Criteria discussed in the GSMM. These four credits will be discussed as a group under the Unified Stormwater Sizing Criteria heading.

## Watershed Stewardship

Non-Residential customers are eligible for a stormwater credit if the customer participates in a City approved local watershed stewardship event. Eligible events are set up, organized, and executed through a partnership with citizens, local groups, county, and federal agencies.

### *Credit Description*

In general, eligible watershed stewardship activities will include community programs such as Adopt-A-Stream, Adopt-A-Park and Adopt-A-Mile that require participation in at least 4 events per year. Other eligible programs may be added in the future, but customers should verify activity eligibility with the City Stormwater Manager in advance.

There shall only be one stormwater credit certificate issued per NSFR property. Participation may include more than one person. However, the certificate may only be issued for those properties where the customer or adult over the age of 18 that is affiliated with the organization responsible for or is a tenant of the property is one of the participants, unless otherwise approved by the City Stormwater Manager.

### *Stormwater Credit Application Procedures*

The Non-Residential customer shall follow the procedures below when applying for a stormwater credit for watershed stewardship:

**STEP 1:** The customer shall secure the appropriate certificate for the City of Roswell's Watershed Stewardship Program event. Attendance at events not sponsored by the City of Roswell is not transferable to the City of Roswell's Stormwater Utility credit program, unless approved by the City Stormwater Manager.

**STEP 2:** The customer shall submit the credit application, complete with the relevant certificate, to the City.

Upon receipt of the credit application, the City shall verify that applicant is on the roster for the appropriate program. Upon verification, the stormwater credit will be applied starting with the next billing cycle.

If the City Stormwater Manager does not approve of the credit, the City will send a letter to the customer explaining why the credit application was not approved. If the customer reapplies, and the verification results in an approval of the application, the City will notify the customer of the credit amount and the date the credit will become effective.

The customer shall continue to participate in the stewardship events annually to receive a certificate. Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 5% credit is available for watershed stewardship.

## Septic Tank Maintenance

NSFR customers are eligible for a stormwater credit if the customer conducts maintenance on existing septic systems located on the customer's property. NSFR customers with septic systems can receive a credit by having their septic tanks pumped out on a regular basis, at a minimum of every five years. By submitting documentation in the form of a receipt from a licensed hauler of septic wastes, customers would be eligible for a 25% credit for the five years after the septic tank was pumped out. Customers may reapply for this credit at the end of every five year term.

### *Credit Description*

The septic system maintenance credit will be applied to the customer applying for the stormwater credit.

There shall only be one stormwater credit certificate issued per NSFR property in which regular maintenance is conducted on the septic system and it shall only be good for a period of five years. It is the customer's responsibility to contact a licensed hauler of septic wastes and submit the proper documentation citing that the septic system has had maintenance conducted on the system.

### *Stormwater Credit Application Procedures*

The NSFR customer shall follow the procedures below when applying for a stormwater credit for septic system maintenance:

STEP 1: Obtain a credit application packet from the City.

STEP 2: The customer shall secure the pertinent documentation from a licensed hauler of septic waste.

For the purposes of this manual, a receipt from the hauler will be sufficient if the receipt contains the date the maintenance was performed (must be within 6 months of the date of the application for a credit), the address of the property matching the address on the Stormwater Utility bill and the name of the company performing the work.

STEP 3: The customer shall submit the credit application, complete with the relevant documentation, to the City.

Upon receipt of the credit application, the City shall review the application and documentation from the licensed hauler of septic waste. Upon verification, the stormwater credit will be applied starting with the next billing cycle.

If the City Stormwater Manager does not approve of the documentation submitted by the NSFR customer applying for the Stormwater Utility credit, the City will send a letter to the customer explaining why the credit application was not approved. If the customer reapplies, and the verification results in an approval of the application, the City will notify the customer of the credit amount and the date the credit will become effective.

The customer shall continue to conduct maintenance on the septic system at a minimum of every five years in order to qualify and receive the stormwater credit. Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 25% credit is available for septic tank maintenance.

## Water Resources Education Programs

It is the goal of the City of Roswell to strongly and financially encourage both public and private organizations to educate and inform the public on the importance of surface water, ground water and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the City's water resources. Consequently, the property which is used as a site to teach an environmental science curriculum that includes an eligible water resources education program may receive a credit against the stormwater user fee charge.

### *Eligibility*

The education credit shall be available to all public or private organizations, which teach the Water Wise program or any program approved by the City Stormwater Manager:

- The credit shall be available to properties which allow organizations to teach at least 500 participants in an approved program.
- No other curriculum shall be eligible for such credit unless granted by the City Stormwater Manager.

### *Amount of Credit*

The education credit will not exceed 40% of the total user fee charge. Education credits may be taken in conjunction with, and in addition to, other credits available under this section that the customer is eligible to secure.

### *Stormwater Credit Application Procedures*

Prior to submittal of the application, a person responsible for the property shall certify to the City Stormwater Manager, that a water resources based curriculum has been taught at the facility / property and the extent to which such curriculum is being taught.

The following additional information should be provided to help assess the credit eligibility:

- Address of site (property) and point of contact.
- Approximate number of participants that have been taught the curriculum (must be at least 500).

## NPDES Industrial Stormwater General Permit Compliance

By complying with NPDES Industrial Stormwater General Permit requirements for industrial facilities, NSFR customers are helping the City address potential water quality issues onsite before they are discharged into the public drainage system and/or Waters of the State. Therefore, these properties are eligible for a Stormwater Utility credit. If the NSFR customer has properly secured coverage under the NPDES Industrial Stormwater General Permit, and is in compliance with all applicable requirements (i.e. development and implementation of a Stormwater Pollution Prevention Plan (SWPPP)), a credit application may be filed with the City.

### *Stormwater Credit Application Procedures*

The following requirements will apply for NSFR customers who qualify for an NPDES Industrial Stormwater General Permit Stormwater Utility credit:

Step 1: NSFR properties that operate under compliance with their NPDES Industrial Stormwater General Permit are eligible for a credit in their Stormwater Utility fee. The credit shall only be applied to that portion of the property covered by the permit.

Step 2: It is the customer's responsibility to obtain a credit application from the City. The customer shall complete the application, attaching any required documents verifying compliance with the NPDES Industrial Stormwater General Permit. At a minimum, the documentation attached to the credit application shall include the following:

- Address of site and point of contact
- Copy of the current NPDES Industrial Stormwater Permit NOI
- Copy of a summary annual report of compliance
- Copy of the SWPPP
- Certification by the responsible party/permit holder that the SWPPP is being implemented

Step 3: Once complete, the application shall be submitted to the City.

Upon receipt of the credit application, the City shall review the documentation and upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved. Upon approval, the credit will be applied at the next billing cycle following approval. The maximum credit amount available for NPDES Industrial Stormwater General Permit compliance is 5%.

The NSFR customer shall continue to send a copy of an annual summary report of compliance to the City Stormwater Manager and continue to comply with their NPDES Industrial Stormwater General Permit requirements. The customer will be responsible for sending the annual report to the City. Failure to do so will nullify the Stormwater Utility fee credit. The NSFR customer shall also prepare and submit a Right of Entry Agreement.



## Reduced Imperviousness Parcel

The City desires to promote the reduction of impervious cover in the watersheds in Roswell and has developed this credit for NSFR customers who voluntarily choose to reduce the amount of existing impervious surface on their property. The removal of impervious surfaces from the NSFR property will result in a reduction of runoff and will therefore be classified as a Reduced – Imperviousness Parcel.

### *Credit Description*

A credit shall apply to those NSFR customers who can prove that they have successfully removed impervious surfaces from their property and replaced the areas with a pervious area. Customers who can show that they have removed 10% of the existing impervious surfaces on their property shall qualify for this credit for a period of one year.

Parameter	Requirement
Impervious Cover (%)	Removal must be equal to or greater than 10% of the existing impervious surface

### *Stormwater Credit Application Procedures*

Each NSFR customer that wishes to apply for this credit shall be responsible for calculating the total site area, impervious surface area, impervious area removed and total impervious area replaced with pervious area. Each NSFR customer shall utilize the following procedures:

Step 1: Determine the impervious area for the NSFR parcel. The impervious area shall include the structure, driveways, parking lots, sidewalks (do not include the sidewalk in front of the NSFR property next to the street), patios, sheds, or any other ancillary impervious area. Develop and coordinate this plan illustrating which impervious areas will be removed as part of the credit application with the Water Resources Division staff. The impervious surface removed must be at least 10% of the total impervious surface area of the parcel.

Step 2: Coordinate the plan with the City to determine if any zoning or land disturbance permits / variances need to be secured prior to removal of the impervious surfaces.

Step 3: Remove the impervious surface areas identified in the plan and vegetate the area disturbed prior to submittal of an application for credit to the City.

Step 4: Submit a credit application to the City including the plan showing the area of impervious surface removed and documenting that it reduced the total impervious area of the site by at least 10%.

Upon receipt of the credit application, the City shall review the documentation and calculations. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved.

If the NSFR parcel meets all the requirements above, the customer would be eligible for a Stormwater Utility rate credit of 100% of the revised stormwater bill applicable for 1 year. Additionally, the NSFR customer will likely qualify for a permanent reduction in stormwater fees through the reduction in impervious surface area fees calculated for the parcel.

# Unified Stormwater Sizing Criteria

## *Credit Description*

The four treatment levels of the unified stormwater sizing criteria include water quality, channel protection, overbank flood protection, and extreme flood protection. **Table 5** presents each treatment level with a description of each, as provided in the Georgia Stormwater Management Manual (GSMM).

Treatment Level	Maximum Available Credit	Description <sup>1</sup>
Water Quality	10%	Treat the runoff from 85% of the storms that occur in an average year. Per the GSMM, this equates to providing water quality treatment for the runoff resulting from a rainfall depth of 1.2 inches. Reduce average annual post-development TSS loadings by 80%.
Channel Protection	10%	Provide extended detention of the 1-year storm event released over a period of 24 hours to reduce bankfull flows and protect downstream channels from erosive velocities and unstable conditions.
Overbank Flood Protection	10%	Provide peak discharge control of the 25-year storm event such that the post-development peak rate does not exceed the predevelopment rate to reduce overbank flooding.
Extreme Flood Protection	10%	Evaluate the effects of the 100-year storm on the stormwater management system, adjacent property, and downstream facilities and property. Manage the impacts of the extreme storm event through detention controls and/or floodplain management.

1) Description of each treatment level is as published in Chapter 1.3 of the GSMM (August 2001).

The various options available for providing the desired level of treatment can be found in the GSMM. Volume 2, Chapter 1.3 provides an overall comparison of BMP options as they apply to the four levels of the unified stormwater sizing criteria. Volume 2, Chapter 3 provides more detailed information on each BMP. Design examples for a select number of BMPs are provided in Volume 2, Appendix D.

## *Stormwater Credit Application Procedures*

Upon receipt of the credit application, the City shall review the documentation and calculations. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application,

the City will send a letter to the customer explaining why the credit application was not approved.

*NOTE: All work associated with pursuit of a Stormwater Utility fee credit shall be done in strict accordance with the City's current ordinances related to the management of stormwater runoff.*

## **Credit Applications**

Credit applications are required for all credits included in this manual. Appendix A provides the credit application forms for the applicable credits described in this manual. Appendix B contains miscellaneous forms required as part of the Stormwater Utility credit application process, including a Right-of-Entry Agreement and a City inspection form.

## **APPENDIX A**

**A-1: Stormwater Utility Credit Application Forms**

**A-2: NPDES Industrial Stormwater General Permit Credit Application Form**

## **Appendix A-1**

### **Stormwater Utility Credit Application Forms**

**CITY OF ROSWELL**

*Residential Stormwater Utility Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each separate property location. Follow the steps outlined in the applicable section of this Credit Manual. Attach all appropriate documentation to support this request, as outlined herein.

Fill out and attach appropriate documentation. Mail completed form (with attachments) to:

City of Roswell  
Attn: Stormwater Manager  
Public Works/Environmental Dept  
38 Hill Street  
Roswell, GA 30075

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**Place a check next to the credit being applied for with this application:**

	<b>Type Credit</b>	<b>Applicability/Requirements</b>
<input type="checkbox"/>	Residential Rain Barrels	Residential
<input type="checkbox"/>	Residential Environmental Technologies	Residential
<input type="checkbox"/>	Low Impact Parcel	Residential
<input type="checkbox"/>	No Impact Parcel	Residential
<input type="checkbox"/>	Watershed Stewardship	Residential
<input type="checkbox"/>	Septic Tank Maintenance	Residential

**General Information:**

Owner Name:	
Owner Mailing Address:	
Owner Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

**Property Information:**

Account Number:	
Parcel Address (number and street):	
Parcel Address (city and state and zip)	
Parcel Location/Development:	
Authorized Contact, if different than owner:	

**CITY OF ROSWELL**

*Residential Stormwater Utility Credit Application Form (continued)*

I hereby request the City of Roswell to review this application for a stormwater service fee credit. I further authorize the City of Roswell to investigate the impervious area characteristics of the above identified parcel for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
City Stormwater Manager

\_\_\_\_\_  
Date



**CITY OF ROSWELL**

*Right of Entry Agreement – Stormwater Utility Credit Inspection*

STATE OF GEORGIA  
FULTON COUNTY

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_, the City of Roswell, Fulton County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to the City of Roswell, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary inspections of onsite stormwater controls and site activities related to stormwater runoff management on the \_\_\_\_\_ (hereinafter “facility”) located on Lot \_\_\_\_\_ subdivision in the City of Roswell, Georgia.

The undersigned agrees and warrants to waive and hold harmless the City of Roswell, its agents, employees, contractors, and subcontractors, for damage of any type, or any claim or action, either legal or equitable that might arise out of any activities on the above described property that are conducted by the City of Roswell, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to the City of Roswell herein, the receipt and sufficiency of which is hereby acknowledged, the City of Roswell agrees, to perform only visual inspections, and review pertinent facility records, necessary to verify stormwater utility credit eligibility.

I/We, will not receive(d) any compensation for this Right of Entry agreement.

For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

**CITY OF ROSWELL**

*Residential Stormwater Utility Credit Application Form (continued)*

I hereby request the City of Roswell to review this application for a stormwater service fee credit. I further authorize the City of Roswell to investigate the impervious area characteristics of the above identified parcel for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
City Stormwater Manager

\_\_\_\_\_  
Date

**CITY OF ROSWELL**

*Non-Residential Stormwater Utility Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each separate property location. Multiple stormwater controls may be included in the application for a single property location. Please ensure all stormwater management facilities are in a proper state of repair and maintained. Attach all appropriate documentation to support this request. Documentation shall include:

1. Site plan with stormwater facilities and contributory drainage area.
2. Description of stormwater control facilities.
3. Appropriate pages from Volume 2 of the Georgia Stormwater Management Manual (August 2001, or as amended) identifying design requirements for each on-site stormwater control.
4. Documentation that the stormwater control facilities meet one or more criteria for the user fee credit (technical report). If credit is being sought under the *Unified Stormwater Sizing Criteria* credit, then the following documentation must be submitted with the application: 1) an as-built with a survey that has been completed within at least one year from the date of the SWU credit application. Call 770-641-3707 to obtain a copy of the as-built check list from the Water Resources Engineer, and 2) An executed BMP maintenance agreement outlining ongoing maintenance requirements for the stormwater infrastructure.
5. Seal by professional engineer licensed in Georgia (does not apply to educational credit).

Fill out and attach a Right-of-Entry Agreement. Mail completed form (with attachments), and Right-of-Entry to:

City of Roswell  
Attn: Stormwater Manager  
Public Works/Environmental Dept  
38 Hill Street  
Roswell, GA 30075

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**Place a check next to the credit being applied for with this application:**

	<b>Type Credit</b>	<b>Applicability/Requirements</b>
<input type="checkbox"/>	Watershed Stewardship	NSFR
<input type="checkbox"/>	Septic Tank Maintenance	NSFR
<input type="checkbox"/>	Reduced – Impact Parcel	NSFR
<input type="checkbox"/>	Water Resources Education Program	NSFR
<input type="checkbox"/>	Water Quality	NSFR - requires PE
<input type="checkbox"/>	Channel Protection	NSFR - requires PE
<input type="checkbox"/>	Overbank Flood Protection	NSFR - requires PE
<input type="checkbox"/>	Extreme Flood Protection	NSFR - requires PE

**General Information:**

Owner Name:	
Owner Mailing Address:	
Owner Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

**CITY OF ROSWELL**

*Non-Residential Stormwater Utility Credit Application Form (continued)*

**Property Information:**

Account Number:	
Parcel Address (number and street):	
Parcel Address (city and state and zip)	
Parcel Location/Development:	
Authorized Contact, if different than owner:	

I hereby request the City of Roswell to review this application for a stormwater service fee credit. I further authorize the City of Roswell to inspect the above identified stormwater facility(ies) for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
City Stormwater Manager

\_\_\_\_\_  
Date

**Appendix A-2**

**NPDES Industrial Stormwater General Permit Credit Application Form**

**CITY OF ROSWELL**

*NPDES Industrial Stormwater General Permit Compliance Credit Application/Renewal Form*

**Instructions:**

Fill out this form completely. A separate application must be made for each separate property location. One application must be submitted for each separate NPDES Industrial Stormwater General Permit. Please ensure all NPDES permitted facilities are in a proper state of repair and maintained.

Fill out and attach the following:

- NPDES permit
- Previous year’s annual report
- Copy of the Stormwater Pollution Prevention Plan (SWPPP)
- Right of Entry Agreement

Mail the completed forms, annual report, the NPDES Industrial Stormwater Permit NOI, and SWPPP to:

City of Roswell  
 Attn: Stormwater Manager  
 Public Works/Environmental Dept  
 38 Hill Street  
 Roswell, GA 30075

---

<b>Account Number:</b>	
<b>Property Owner Name:</b>	
<b>Property Address:</b>	
<b>Property City/Zip Code:</b>	
<b>Property Owner E-mail Address:</b>	
<b>Property Owner Phone/Fax Number:</b>	
<b>Mailing Address:</b>	

I hereby request the City of Roswell to review this application for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (This form must be signed by the financially responsible person if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **APPENDIX B**

## **Right-of-Entry Agreement**

**CITY OF ROSWELL**

*Right of Entry Agreement – Stormwater Utility Credit Inspection*

STATE OF GEORGIA  
FULTON COUNTY

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_, the City of Roswell, Fulton County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to the City of Roswell, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary inspections of onsite stormwater controls and site activities related to stormwater runoff management on the \_\_\_\_\_ (hereinafter “facility”) located on Lot \_\_\_\_\_ subdivision in the City of Roswell, Georgia.

The undersigned agrees and warrants to waive and hold harmless the City of Roswell, its agents, employees, contractors, and subcontractors, for damage of any type, or any claim or action, either legal or equitable that might arise out of any activities on the above described property that are conducted by the City of Roswell, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to the City of Roswell herein, the receipt and sufficiency of which is hereby acknowledged, the City of Roswell agrees, to perform only visual inspections, and review pertinent facility records, necessary to verify stormwater utility credit eligibility.

I/We, will not receive(d) any compensation for this Right of Entry agreement.

For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address