

CITY OF FAYETTEVILLE

STORMWATER UTILITY



CREDIT MANUAL

FOR

STORMWATER FEES

CITY OF FAYETTEVILLE

NORTH CAROLINA

STORMWATER UTILITY

CREDIT MANUAL

FOR

STORMWATER FEES

**Prepared For:
Stormwater Services**

**Prepared By:
US Infrastructure of Carolina, Inc.
Greensboro, North Carolina**

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SECTION 1: OVERVIEW AND GENERAL INSTRUCTIONS

INTRODUCTION

A stormwater credit is a reduction in your stormwater service fee if you do certain things. There are basically three circumstances by which a developed property will be considered eligible for a stormwater utility service charge credit as follows:

1) **Detention/ Retention Credit**

The property has built and maintains an onsite stormwater detention or retention pond that reduces the impact of stormwater runoff from the property. A credit of up to 30% of the total stormwater fee may be available for a well designed and maintained onsite detention/retention facility.

2) **Water Quality Credit**

The property has built and maintains an onsite stormwater best management practice (BMP) that reduces the pollution impact of stormwater runoff from the property. A credit of up to 30% of the total stormwater fee may be available for a well designed and maintained onsite stormwater BMP.

3) **Industrial NPDES Stormwater Discharge Permit Credit**

The property is classified as industrial and is covered by either an individual or general Industrial NPDES Stormwater Discharge Permit. A credit of up to 20% of the total stormwater fee may be available for an industry that has a valid NPDES Stormwater Discharge Permit and follows a formalized Stormwater Pollution Prevention Plan (SWPPP) along with all associated and required programs.

If a property is eligible for more than one type of credit, those credits shall be cumulative. However, the maximum credit available to any property shall be 80% of the total stormwater fee.

DEFINITIONS

Best Management Practices (BMPs) means structural controls and/or non-structural controls that temporarily store or treat urban stormwater runoff to reduce flooding, remove pollutants, and provide other amenities.

City means City of Fayetteville, North Carolina.

Credit means a reduction in a customer's stormwater service fee given for certain qualifying activities which reduce the impact of increased stormwater runoff.

Detention Facility means a facility, by means of a single control point, which provides temporary storage of stormwater runoff in ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc., for future release, and is used to delay and attenuate peak flow.

Public Drainage System means that portion of any drainage system which carries any amount of stormwater runoff from public streets. The Utility participates in the maintenance of public drainage systems when certain requirements are met by the property owner.

Retention Facility means a facility which provides storage of stormwater runoff and is designed to eliminate subsequent surface discharges.

Routing means an engineering technique described as computation of the movement and attenuation of an inflow hydrograph as it passes through the stormwater system, resulting in a discharge hydrograph at the downstream end of the element such as a pipe, channel, or detention basin, and accounts mathematically for the effects of storage on flow through the element. "Level pool routing" assumes that a retention/detention facility maintains an "even" or "level" surface water elevation.

Stormwater means stormwater runoff, snowmelt runoff, and surface runoff and drainage.

GENERAL POLICIES

There are certain conditions which must be met and applications which must be made that will determine if you actually qualify for a credit and for what amount of credit.

- Credit is given to eligible commercial, industrial, and multifamily properties only. Properties classified as single-family residential are not eligible for any credits regardless of the City's acceptance of functional maintenance for the detention/retention facilities and / or stormwater BMPs in a single-family subdivision.
- The property:
 - 1) has and maintains an onsite stormwater detention or retention pond that meets the design and maintenance standards in the City of Fayetteville's Stormwater Control Ordinance, or
 - 2) has and maintains an onsite stormwater best management practice (BMP) that meets the design and maintenance standards in the City of Fayetteville's Stormwater Control Ordinance, or
 - 3) is classified as industrial and is covered by either an individual or general Industrial NPDES Stormwater Discharge Permit.
- A Maintenance Agreement must be executed by the Owner of detention/retention facilities and / or stormwater BMPs in order for this credit to be approved.

- Credit applications for existing facilities may be submitted at any time. However, these credit applications must be received and approved by Stormwater Services prior to April 15 in order for the property to be eligible for the credit on the next billing cycle.
- Credit applications for new facilities may be submitted once the facility is in place. Again, these credit applications must be received and approved by Stormwater Services prior to April 15 in order for the property to be eligible for the credit on the next billing cycle.
- If it is determined by the City that the property submitting a credit application contains portions of a storm drainage system carrying public water, the property owner shall dedicate (at no cost to the City) a storm drainage easement if one does not currently exist. The easements, of such width as determined by the City, shall include all portions of the drainage system on the owner's property which carry public water as well as provide adequate access to the drainage system. For all credit applications where there is a requirement for the dedication of a storm drainage easement, the dedication requirement must be fulfilled prior to final credit being granted.

BASIC PROCEDURES

Some engineering calculations are required to receive the detention/retention and water quality credits. Therefore, certain parts of this application are required to be performed by a registered professional engineer licensed in the State of North Carolina.

Credit applications and certifications for industrial stormwater credits must be completed and signed by a responsible company individual who is knowledgeable of the specific NPDES Stormwater Discharge Permit and the requirements of the Utility.

The basic procedure is to pick up an application packet; perform the necessary analysis if applicable; fill out the application and submit required information. The credit will be instituted by the City after approval of an application.

SECTION 2: DETENTION / RETENTION AND WATER QUALITY CREDITS

AMOUNT OF CREDIT

Detention / Retention

Stormwater credits to the computed Stormwater Service Fees can be obtained for certain stormwater detention/retention facilities owned, operated and maintained by the applicant. Sufficient information must be supplied to the Stormwater Services Manager to verify that the controls meet the following criteria:

- ◆ For the 10-year storm, a 25 percent credit to the computed fee will be given.
- ◆ For the 25-year storm, a 5 percent credit to the computed fee will be given.

The peak runoff rate for developed conditions must be less than or equal to the peak runoff rate for the same property for undeveloped conditions for the entire property. For redevelopment projects, undeveloped conditions shall mean those that existed prior to any development.

The above credits may be cumulative if multiple storms are controlled. The maximum credit shall not exceed 30 percent.

Water Quality

Stormwater credits to the computed Stormwater Service Fees can be obtained for certain stormwater BMPs owned, operated and maintained by the applicant. Sufficient information must be supplied to the Stormwater Services Manager to verify that the controls meet the following criteria:

- ◆ The BMP shall control and treat runoff from the first inch of rain. Runoff volume drawdown time shall be a minimum of 48 hours, but not more than 120 hours.
- ◆ The BMP must discharge the storage volume at a rate equal to or less than the predevelopment discharge rate for the 1-year, 24-hour storm.
- ◆ The BMP shall be designed to have a minimum of 85% average annual removal for Total Suspended Solids (TSS).

If the BMP satisfies the above criteria, the property shall be eligible for a 30 percent credit to the computed fee.

SPECIFIC POLICIES

1. All commercial, industrial, and multifamily properties which have constructed stormwater detention/retention facilities and / or stormwater BMPs and maintain them in accordance to City defined standards may be eligible for a percentage reduction, or credit, in that property's

stormwater service fee. The credit shall only be applied to that portion of the property served by the detention/retention basin and / or stormwater BMP.

2. Single-family residential properties shall not be eligible for a percentage reduction, or credit, in their stormwater service fee regardless of the City's acceptance of functional maintenance for the stormwater detention/retention facilities and / or stormwater BMPs in that single-family subdivision.
3. To receive any credit towards their stormwater service fee, the property owner must insure that: (1) such facility meets design, construction and maintenance standards in effect at the time of construction; (2) a complete Credit Application Form (Form 1) sealed by a professional engineer licensed to practice in North Carolina has been submitted; (3) there has been provided to the City a signed Maintenance Agreement (Form 2) by the owner thereof. See the attached forms.
4. If all requirements and conditions of this section are met, the credits will be available upon successful completion of an application process and successful completion of a City inspection. The credit shall remain in force as long as the facility is maintained in satisfactory condition. The required maintenance of detention/retention facilities and stormwater BMPs is described below.
5. The Rational Method may be used for detention/retention basins draining five acres or less. The SCS Method may be used in all cases. The same method must be used for both pre- and post-development flow conditions.

INSTRUCTIONS FOR CREDIT APPLICATIONS

1. The applicant must prepare hydrologic calculations demonstrating the stormwater facility effectiveness based on a routed hydrologic study through the site using the Rational Method, Soil Conservation Service (SCS) methodology, or an alternate computer modeling program approved by the Stormwater Services Manager.
2. For applications approved by Stormwater Services on or before April 15, any credit granted will be applied to the upcoming August billing cycle. For applications approved after April 15, any credit granted will be effective for the next billing cycle in the following August.
3. Completed applications and supporting documentation must be submitted to the City of Fayetteville Stormwater Services Manager at 433 Hay Street, Fayetteville, North Carolina, 28301.
4. All submittals must be made on 8 ½" x 11" format. Maps, drawings, and diagrams must be folded to 8 ½" x 11" and suitable for filing. All maps and drawings shall be drawn to a scale of no greater than 1 inch equals 40 feet.

5. All engineering calculations and drawings shall be prepared, sealed and stamped by a professional engineer currently registered in the state of North Carolina.

If you need assistance in completing the application or in providing the requested material, please contact the City of Fayetteville Stormwater Services Manager's office at (910) 433-1648.

MAINTENANCE STANDARDS

In order for stormwater retention/detention facilities and stormwater BMPs to operate as they were intended, maintenance must be routinely performed. Improperly maintained stormwater detention/retention facilities and stormwater BMPs do not reduce stormwater impacts effectively. The basic minimum maintenance requirements for all stormwater facilities shall be as outlined in the latest version of the "Stormwater Best Management Practices Manual" as provided by the North Carolina Division of Water Quality.

In order for any property owner to receive any credit, the applicant must submit a Maintenance Agreement for the site's stormwater detention/retention facility and / or stormwater BMPs along with the rest of the credit application. Special maintenance considerations that might be considered by the City must be included in the credit application.

CITY OF FAYETTEVILLE
Form 1 – Detention/Retention and Water Quality Credit Application Form

Instructions:

Fill out this form completely. A separate application must be made for each separate property location. Please insure all detention/retention facilities and / or stormwater BMPs are in a proper state of repair and maintenance.

Fill out and attach a Maintenance Agreement (Form 2).

Mail completed Form and Maintenance Agreement to: City of Fayetteville, Stormwater Services Division, 433 Hay Street, Fayetteville, NC 28301.

Project Information (please type or print in ink)

Name of Project _____

Property Address _____

Parcel Identification Number (PIN) (required) _____

Applicant Information

Name _____

Address _____

Contact Person _____

Telephone Number _____

I hereby request the City of Fayetteville review this application for a stormwater utility service charge credit. I further authorize the City of Fayetteville to inspect the above identified stormwater facility(ies) for the purpose of consideration for a stormwater utility service charge 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 property owner or person financially responsible if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the person financially responsible). I agree to provide corrected information should there be any change in the information provided herein.

Type or print name
Owner/Person Financially Responsible

Title or Authority

Signature
Owner/Person Financially Responsible

Date

Designer Information

Company Name _____

Address _____

Telephone Number _____

Design Engineer _____

North Carolina Registration Number (PE) _____

Site Characteristics

Total Site Area (acres) _____

Impervious Areas: Buildings (square feet) _____

Parking or Driving Surfaces (square feet) _____

Other Impervious Surfaces (square feet) _____

Total Impervious Areas (square feet) _____

Hydrological Characteristics

Provide documentation for Runoff Coefficient, Curve Number, Time of Concentration, Lag Time, Rainfall Intensity, etc. for both pre and post-development conditions.

Detention/Retention Facility Data

Is this a regional or site specific detention/retention facility? _____

Results of Hydrologic Calculations		
Peak Flow in cfs for indicated condition		
	Pre-Development Discharge	Post-Development Discharge
10-year storm		
25-year storm		

Attach stage-discharge-storage information in tabular form, storage volume calculations, outlet description, overflow description, runoff calculations, and all other pertinent information necessary to perform a detailed review.

Water Quality Facility Data

Has the first inch of rain been controlled and treated? _____

Is the discharge rate for the 1-year storm equal to or less than pre-development? _____

Is the average annual removal for TSS 85% or better? _____

Attach storage volume calculations, discharge calculations, and all other pertinent information necessary to perform a detailed review.

ENGINEER'S CERTIFICATION:

I hereby certify that the stormwater facility(ies) has (have) been constructed in substantial conformance with the pertinent design requirements and that the stormwater facility(ies) is(are) in an acceptable state of maintenance and repair. I further certify that these calculations, technical details and information provided reflect accurately the condition of the stormwater facility at the time of my inspection.

Signature and Seal of PE

CITY OF FAYETTEVILLE
Form 2 – Stormwater Facility Maintenance Agreement

This AGREEMENT, made and entered into this day of _____, 20__ by and between _____, hereinafter called the “Owner”, and the City of Fayetteville, hereinafter called the “City”.

WITNESS, that

WHEREAS, the Owner is the owner of certain real property described as Tax Map Parcel No. _____ as recorded by deed in the Register of Deeds Office of Cumberland County, North Carolina, (Address _____) hereinafter called the “Property”,

WHEREAS, the Owner desires to operate a stormwater facility located on the Property in such a condition so as to ensure that it will properly function as a stormwater management facility, consistent with its design intent, and qualify the Owner to receive a stormwater utility service charge credit from the City for the Property,

WHEREAS, the City agrees to extend a credit to the annual stormwater fee of the Owner in exchange for the Owner providing in all respects, the required level of maintenance,

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

The stormwater facility for which the fee credit is extended shall be maintained by the Owner to meet the minimum requirements as outlined in the latest version of the “Stormwater Best Management Practices Manual” as provided by the North Carolina Division of Water Quality.

The City reserves the right to periodically inspect the facility. If during such visit the City notes deficiencies, the Owner will be notified in writing with a Notice of Violation. The Notice of Violation will describe the deficiencies that need correction in order for the facility to maintain its credit status. The Notice of Violation will also indicate that the Owner has 30 calendar days to correct the deficiencies at which time a follow-up inspection shall be conducted. If the deficiencies are not rectified to the satisfaction of the City at the time of the follow-up inspection, the City further reserves the right to withdraw the credit effective as of the follow-up inspection resulting in a failure to operate as represented by this agreement.

Owner _____

Date _____

Witness _____

Date _____

Witness _____

Date _____

Stormwater Services Manager _____

Date _____

Witness _____

Date _____

CITY OF FAYETTEVILLE
Form 3 – Checklist for Stormwater Facility Inspection

Instructions to Inspector:

Make contact with the authorized contact from Form 1 to notify and coordinate site inspection. Authorized contact or owner need not be present for site inspection though inspector should make every effort to accommodate authorized contact's availability to accompany inspector.

Fill out the form completely and return to the Stormwater Services Manager.

Any deviations from the supplied site plans should be noted and annotated in red pen on the plans.

General Information

Inspector's Name: _____ Date Inspected: _____

Attach Form 1 for General Information

Form 3 - Checklist for Stormwater Facility Inspection (continued)

Maintenance and Repair

Description	YES	NO¹
Is facility clear of debris or vegetation that may block outlet?		
Is facility clear of sediment deposits which significantly reduce storage volume?		
Is facility inlet and outlet in good repair to allow proper function?		
Is the facility emergency overflow in proper repair and not eroded?		
Comments on "NO" check marks:		

(1) Note: A "NO" check will void the credit application. When the condition is remedied, a new application may be submitted.

SECTION 3: INDUSTRIAL NPDES STORMWATER DISCHARGE PERMIT CREDIT

One of the goals of the Utility is to protect and improve stormwater quality in Fayetteville. This goal can only be achieved by active participation from local industry whose property has the potential for degrading its stormwater runoff. The State already requires many industries in Fayetteville to obtain and maintain an individual or general NPDES Stormwater Discharge Permit. Since these industries have developed and implemented on-site stormwater quality programs in accordance with these permits, the Utility has developed a mechanism whereby these industrial properties are eligible for a credit.

SPECIFIC POLICIES

Permit Coverage

Industries which have obtained and currently maintain either an individual or general NPDES Stormwater Discharge Permit from the State of North Carolina will be eligible to receive a 20% credit. To receive the 20% credit, an industry must have a valid NPDES Stormwater Discharge Permit and follow a formalized Stormwater Pollution Prevention Plan (SWPPP) along with all associated and required programs.

If an industry desires to receive the 20% credit, the industry must provide the Utility a copy of each of the following:

- 1) For those industries covered by:
 - a) a **General** NPDES Stormwater Discharge Permit, a copy of the Certificate of Coverage (COC) from the North Carolina Department of Environment and Natural Resources, or
 - b) an **Individual** NPDES Stormwater Discharge Permit, a copy of the permit issued by the North Carolina Department of Environment and Natural Resources.
- 2) The Stormwater Pollution Prevention Plan (SWPPP) developed as a permit requirement.
- 3) A completed and signed copy of the "Industrial NPDES Stormwater Discharge Permit Credit Application Form" (Form 4) that is included at the end of this section.
- 4) A completed and signed copy of the "Industrial NPDES Stormwater Discharge Permit Certification" (Form 5) that is included at the end of this section.
- 5) If there are portions of the drainage system on the property that carry public water, a draft copy of the document (deed description or plat) dedicating drainage easements along those facilities should be submitted to the Utility at the time of credit application. This document must describe or show all public drainage system easements as well as access easements which are to be dedicated to the Utility.

The NPDES Stormwater Discharge Permit and all associated and required programs must remain current and valid in order to continue to receive the 20% credit towards the stormwater service charge.

Application Signature Requirement

Credit applications and certifications for industrial stormwater credits must be completed and signed by a responsible company individual who is knowledgeable of the specific NPDES Stormwater Discharge Permit and the requirements of the Utility.

INSTRUCTIONS FOR CREDIT APPLICATIONS

Procedures for submitting Industrial NPDES Stormwater Discharge Permit credit applications are outlined below. Applicants must follow these guidelines to ensure the proper preparation of credit applications. This will ensure that all applicants receive the full credit to which they are entitled.

1. Collect a copy of the facility's: a) Certificate of Coverage (COC) for those covered by a **General** Permit, or the NPDES Permit itself for those having an **Individual** Permit, and b) Stormwater Pollution Prevention Plan.
2. Complete and sign the "Industrial NPDES Stormwater Discharge Permit Credit Application Form" and "Industrial NPDES Stormwater Discharge Permit Certification" form included at the end of this section.
3. If applicable, a draft copy of the document dedicating drainage easements should be prepared describing or showing all public drainage system easements as well as access easements to be dedicated to the City. This document must be submitted as part of the application package.
4. Completed applications and supporting documentation must be submitted to the City of Fayetteville Stormwater Services Manager at 433 Hay Street, Fayetteville, North Carolina, 28301.

FORMS FOR CREDIT APPLICATION SUBMITTAL

The forms and checklist for applying for the Industrial NPDES Stormwater Discharge Permit Service Charge Credit are contained on the following pages. The following items are included in this section:

- ◆ *Industrial NPDES Stormwater Discharge Permit Credit Application Form*
- ◆ *Industrial NPDES Stormwater Discharge Permit Certification*
- ◆ *Industrial NPDES Stormwater Discharge Permit Credit Application Checklist*

If the applicant desires to receive credit for an Industrial NPDES Stormwater Discharge Permit and Detention/Retention and / or Water Quality, the applicant must fill out both credit applications in Sections 2 and Section 3. However, the maximum total amount of credit an

applicant may receive is 80%. Please note that the Detention/Retention and Water Quality Credit application must be completed and signed by a registered Professional Engineer.

CITY OF FAYETTEVILLE
Form 4 – Industrial NPDES Stormwater Discharge Permit Credit Application Form

Instructions:

Fill out this form completely. Please insure that all associated and required programs as per your SWPPP are current and valid.

Fill out and attach an Industrial NPDES Stormwater Discharge Permit Certification (Form 5).

Mail completed Form and Certification to: City of Fayetteville, Stormwater Services Division, 433 Hay Street, Fayetteville, NC 28301.

Applicant Information (Financially Responsible Entity) (please type or print in ink)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Telephone: (____) _____

Property Owner Information (if different from above)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Property Information

Property Location: _____

Receiving Water's Name: _____

Parcel Identification Number (PIN) (required): _____

Property Size (acres): _____

Brief Description of Industrial Activities at Location: _____

Permit Information

Date of Certificate of Coverage (**General** Permit)

or NPDES Stormwater Discharge Permit (**Individual** Permit): _____

Date SWPPP completed: _____

The above 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

CITY OF FAYETTEVILLE
Form 5 – Industrial NPDES Stormwater Discharge Permit Certification

This form is to be submitted with the application packet to the Utility by an industry that desires to receive a 20% credit towards their stormwater service charge. The form must be completed and signed by a responsible company official who is knowledgeable of the specific NPDES Stormwater Discharge Permit and the requirements of the Utility.

I, the undersigned, certify under penalty of law, that _____
_____ (company name)
located at _____ (address) is
subject to the NPDES Stormwater Discharge Permit requirements, have obtained said
individual permit or certificate of coverage for an applicable General Permit, and have
developed and implemented a written Stormwater Pollution Prevention Plan (SWPPP) and
all associated and required programs.

I also certify that this facility does not currently have any discharges of non-stormwater to
the municipal separate storm sewer system except for those which are permitted.

I understand that I am to inform the Utility immediately of any changes in the status of the
Permit, or certificate of coverage, and all associated and required programs. I understand
that the Permit, SWPPP, and all associated and required programs must remain current
and valid in order to receive a 20 percent credit towards the stormwater service charge. I
also understand that credit continuance is contingent upon continuing compliance with the
above certifications.

Type or print name, Company Official

Signature, Company Official

Permit Number (if applicable)

Title of Company Official

Certificate of Coverage Number

Date Signed

Date SWPPP Implemented

CITY OF FAYETTEVILLE

Form 6 – Industrial NPDES Stormwater Discharge Permit Credit Application Checklist

General Information / Requirements

- _____ Signed and completed “Industrial NPDES Stormwater Discharge Permit Credit Application Form”

- _____ Signed and completed “Industrial NPDES Stormwater Discharge Permit Certification”

- _____ A copy of the facility’s Certificate of Coverage (COC) for a **General** Permit or the NPDES Stormwater Discharge Permit for an **Individual** Permit

- _____ A copy of the facility’s Stormwater Pollution Prevention Plan (SWPPP) developed as a permit requirement

- _____ Final recorded document (deed description or plat) dedicating storm drainage and access easements, where applicable