

# City of Camilla Stormwater Utility

## *Stormwater Utility User Fee Credit Manual*

November 2010

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## SECTION 1 – GENERAL INFORMATION

Stormwater Utility (SW Utility) user fee credits are made available to private and public entities that undertake specific stormwater management activities to reduce their impact/demand on the City's Stormwater Management Program (SWMP) and the associated costs that would otherwise be expended by the City SWMP. If a customer enacts a specific credit activity that is approved by the City, then the customer will receive a credit on their monthly stormwater user fee bill. Credits will be periodically reviewed by the City for compliance with the applicable standards in the SW Utility Credit Manual (the Manual). Credits are given for both structural and non-structural stormwater management activities.

The Manual outlines the criteria and procedures for the City of Camilla SW Utility customers to secure and maintain a stormwater user fee credit(s) for their property/customer account. An approved SW Utility user fee credit will result in a reduction of the customer's monthly stormwater user fee charge. Implementation of the credit activities by the customer should reduce the impact of stormwater runoff from the subject property on the City's stormwater management system, and corresponding cost to the City to provide SWMP services to that customer. The credit is only applicable for City approved stormwater activities and/or best management practices (BMPs) that are properly designed, constructed (or implemented) and maintained in accordance with this Manual.

### **Definitions**

The definitions included in the SW Utility Ordinance are adopted herein by reference.

*Georgia Stormwater Management Manual (GSMM):* The GSMM is a technical guidance document governing stormwater management design, construction and long-term maintenance activities in Georgia. The GSMM can be found by using the following link: <http://www.georgiastormwater.org/>.

**Summary of Stormwater User Fee Credits**

Table 1 summarizes the user fee credits available to the SW Utility customers.

<b>Table 1: Stormwater User Fee Credit Summary</b>				
<b>Credit Description (Activities, BMPs, etc)</b>	<b>Credit Term</b>	<b>Potential Stormwater User Fee Credit Recipient and Amount</b>		
		<b>Single Family Residential (SFR)</b>	<b>Non Single Family Residential (NSFR)</b>	<b>Stormwater User Fee Credit</b>
<b>User Fee Credits</b>				
Rain Barrels	5 years	x		(up to) 20%
Reduced Impervious Area Footprint for Residential	5 years	x		50%
No Direct Discharge to City Public Drainage System	5 years	x	x	(Up to) 50%
Low-Impact Parcel	5 years	x	x	25%
Natural Area Preservation / Greenspace	Unlimited	x	x	(Up to) 20%
NPDES Industrial Stormwater General Permit	1 year		x	15%
Detention Pond <sup>1</sup>	5 years		x	(Up to) 50%
City Wastewater Systems Operations & LAS Permit Compliance Support	TBD <sup>2</sup>		x	TBD <sup>2</sup>

**Note 1:** Non-residential customers can secure this credit for the proper design, construction and operation of a stormwater detention pond type structure, or comparable stormwater runoff control structure as outlined in this Manual.

**Note 2:** A customer should contact the SW Utility Manager regarding the procedures and eligibility requirements for this credit.

**Stormwater User Fee Credit Policies**

The City has established the following general policies regarding consideration and approval of stormwater user fee credits. Please refer to applicable sections of the City SW Utility Ordinance for additional guidance and requirements pertaining to the stormwater user fee credits.

- Applications for a stormwater user fee credit for existing facilities may be submitted to the City at any time. Approved credits will be applied to the customer’s next stormwater user fee bill following approval. For the initial billing scheduled for January 2011, customers will have until April 30, 2011 to submit their credit applications and have approved credit(s) retroactively applied back to the initial user fee bill (January 2011). Credit applications submitted and approved after April 30, 2011 will be processed as outlined in this Manual.

- Applications for a stormwater user fee credit associated with new development (or redevelopment) sites may be submitted once the BMP is constructed, the BMP has been inspected by representatives of the City (if warranted) and the stormwater user fee charge is scheduled for billing.
- Credits are only approved for (and applied to) eligible customers that meet applicable criteria as set forth in the Manual. The stormwater user fee is being assessed on an individual customer account basis as outlined in the City SW Utility Ordinances. Therefore, credit applications must be made by the entity that is responsible for payment of the public utility account. If the responsible entity for payment of City utility services changes, the new customer must re-apply for the credit with the City regardless if the term has expired or is still active. The new customer may be able to rely on some (or all) of the information from a previous credit application package but it will be the responsibility of the applicant to verify the information within the submitted credit application package.
- A group of customers cannot apply for a credit except as stipulated below. An eligible customer is defined as a property or site that contributes stormwater runoff to the qualifying stormwater detention pond and/or BMP located on the same property/site via natural and/or manmade conveyance systems. If a group of properties/sites are served by a BMP(s), then the credit can be applied to the customer on whose property/site which the BMP resides. This applicant will be referred to as the primary applicant. If the primary applicant provides an agreement between the primary applicant and another customer(s) for which the BMP(s) provides adequate treatment for the applicable credit, the City will consider application of the credit to all customers named in the agreement. The credit shall be applied to all applicants until such time as the primary applicant notifies the City that the agreement is no longer in effect or the term of the credit expires, whichever occurs sooner. If the agreement is revoked by the primary applicant, the credit shall only apply to the primary applicant.
- A common development such as a multi-family apartment complex, which has its own properly designed, constructed, and maintained stormwater BMP(s) should contact the City SW Utility Manager to determine if the property, or the common development customers, are eligible for a credit. For the purposes of the credit, the BMP(s) must be located on a parcel that is platted within the common development and owned by the landlord. BMPs located on City owned property that are operated and maintained by the City are not eligible for a customer credit. Additionally, BMPs that the City maintains through a dedicated maintenance easement, or other legal agreement, on private property are not eligible for private customer credit purposes. Please refer to the City's SW Utility Ordinance for further clarification regarding the City's extent of service policy and its scope of responsibility.
  - For the purposes of awarding the credit, the credit being applied for must be met for the entire common development and must meet the Manual criteria.

- Any resulting credit awarded will be divided among eligible customers within the common development.
- The City will, at its discretion, undertake periodic visual inspections of the BMPs being utilized to obtain a stormwater user fee credit.
- The term of the credit varies based upon the type credit. See Table 1 for stormwater user fee credit terms. During the credit term, the City may conduct random inspections such that any 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 City has the authority to void the credit 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.
- Per City policy, the maximum user fee credit that a customer account can receive is **50%** off their user fee charge amount, unless otherwise approved by the City Manager.

### **Stormwater User Fee Credit Application Process**

The following is a general summary of the stormwater user fee application process.

- The SW Utility customer seeking the credit must submit a complete application package to the City for review based on procedures outlined in the Manual.
- The customer should consult the City's current fee schedule to determine if payment of a credit application review fee is required.
- The City staff, or their designee, will review the application package for completeness and to establish if the request adheres to the applicable criteria in the Manual.
- Any stormwater management system designed and constructed within the City must adhere to the requirements set forth in the City's ordinances, and applicable design standards, such as the GSMM.
- The City may elect to perform an inspection of the customer's site and proposed activity, or to review the non-structural practice being implemented, to ensure conformance to the Manual criteria. As such, the customer must grant the City a Right-of-Entry or access easement as part of the application and approval process. The City may elect to conduct follow up or periodic inspections of the site and credit activities to ensure continued compliance with applicable requirements.
- Approved credits will result in a corresponding credit to the customer's monthly stormwater user fee charge as outlined herein.

## **Stormwater Utility User Fee Credit Application Procedures**

The following is an overview of the stormwater user fee credit application procedures that a customer should follow to obtain and maintain credits. The credits in this Manual require an application, and some of the credit applications require engineering analysis to demonstrate and verify credit eligibility. The credits associated with engineering analysis are identified in the Manual along with the credit application forms. The City requires that these calculations be performed, signed, and sealed in accordance with the appropriate Georgia professional certification provisions outlined herein. The procedure for submitting a credit application generally includes the following tasks:

- Obtain a copy of the Credit Manual from the City and determine what (if any) credits the customer may be eligible to apply for and fill out the required application materials.
- If required by the credit, retain a Georgia Professional Engineer and/or Land Surveyor and/or Landscape Architect to perform the required engineering analysis.
- Submit the completed credit application with all sections appropriately filled out and attach all the required supporting documentation.
- The City will review the application package and notify the customer if the request is approved or denied within 30 days of receipt of the completed application. Incomplete application packages will not be considered by the City and will be returned to the customer for completion and/or revision.
- If the credit application is approved, the City will apply the stormwater user fee credit to the next customer billing cycle, except those applications submitted prior to April 30, 2011 and approved before May 30, 2011 (i.e. 30 days following the April 30, 2011 deadline).
- During the credit term outlined in the Manual, the City has the right to conduct inspections and/or inquiries to the applicant to ensure conformance to the Manual criteria.
- Stormwater user fee credits expire automatically at the end of the credit term. It will be the responsibility of the customer to renew the credit at the appropriate time by resubmitting the application package for review and approval by the City.
- Stormwater user fee credits are issued to individual customer accounts per the policy outlined herein.

## SECTION 2 – CREDIT POLICY AND PROCEDURES

This section explains the procedures involved in applying for a stormwater user fee credit. The procedures include step-by-step instructions and eligibility requirements for obtaining the SW Utility credit. Table 1 summarizes the stormwater user fee credits that are available to SW Utility customers that demonstrate eligibility. Customers should follow the credit application procedures outlined herein for each credit they desire to secure.

### **Rain Barrels**

#### Eligible Customer Class: SFR

##### *Credit Description*

The City recognizes that reducing the amount of runoff leaving a SFR property/site 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 SFR customers who install rain barrels on their property to intercept and store runoff.

A credit shall apply to those SFR customers who can provide documentation that their downspouts from their roof gutter system are connected to a rain barrel of at least 40 gallons in size. For example, if a home has 4 downspouts then a total of 4 rain barrels would need to be installed to get the maximum credit of 20%. If a homeowner is unable to install rain barrels on all 4 downspouts, then they may install rain barrels on 2 downspouts (or ½ of their total downspouts) and be eligible for one-half of the credit or 10%. Each SFR customer shall utilize the following procedures:

- The customer shall provide documentation via a sketch of the home and/or photographs of the rain barrels such that each downspout is connected to an approved rain barrel device.
- Approved rain barrels shall consist of a water tight barrel with a capacity of 40 gallons or more which results in the interception of runoff 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.
- If the SFR customer meets all the requirements above, the customer would be eligible for a stormwater user fee credit of up to 20% off their stormwater user fee as outlined herein for a period of five years.

##### *Stormwater User Fee Credit Application Procedures*

The SFR customer shall follow the procedures below when applying for a stormwater user fee credit for a SFR rain barrel credit:

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

STEP 2: The customer shall submit the user fee credit application and the executed Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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 SFR rain barrels during the full credit term of five years. Renewal of the stormwater user fee credit shall be in accordance with the procedures outlined in this Manual.

### **Reduced SFR Footprint**

#### Eligible Customer Class: SFR

##### *Credit Description*

The City SW Utility has established the Equivalent Residential Unit (ERU) at 3,360 square feet, and the City has assigned most Single-Family Residential (SFR) parcels a flat rate user fee charge for stormwater services. The user fee charge for a residential parcel that has two utility accounts (i.e. a duplex, etc) has the user fee charge divided equally between the two accounts such that each account is charged 50% of the flat rate user fee for that parcel (or 0.5 ERU each for that parcel). In recognition of the fact that some SFR parcels within City of Camilla have a proportionally smaller impervious surface area than the ERU of 3,360 square feet, a credit is available to those SFR customers with less than 1,680 square feet (or 0.5 ERU) of impervious surface area. If the customer is able to demonstrate that the total impervious surface area on the SFR parcel (including manmade surfaces and natural surfaces that have been compacted) is 1,680 square feet or less, then the customer will receive a 50% reduction off the flat rate user fee charge amount, or a user fee charge equivalent to 0.5 ERU. If a customer secures a Reduced SFR Footprint credit, he/she will have met the maximum allowable credit of 50% and not be eligible for any additional credits.

Each customer that wishes to apply for this credit shall be responsible for determining the total amount of impervious surface area on the property using the following approach and procedures:

- Determine the total impervious area for the parcel. The impervious area shall include the structure, driveway (concrete, asphalt, gravel), sidewalk (not including the sidewalk in the City street right of way), pool, pool deck, patio, shed, or any other accessory impervious area.
- The total impervious area determination for the parcel must be documented using one of the following methods unless otherwise approved by the SW Utility Manager: (1) legible aerial photography, (2) Tax Assessor data, or (2) a property plat.
- If the total impervious area of the parcel is 1,680 square feet or less, the customer will be eligible for a 50% credit off the SFR flat rate user fee charge for a period of five years.

##### *Stormwater User Fee Credit Application Procedures*

The customer shall follow the procedures below when applying for a stormwater user fee credit for a Reduced SFR Footprint:

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

STEP 2: The customer shall provide the City the necessary information pertaining to the parcel's total impervious surface area as required herein.

STEP 3: The customer shall submit a user fee credit application and a Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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 user fee credit shall be in accordance with the procedures outlined in this Manual.

### **No Direct Discharge to the Public City Drainage System**

#### Eligible Customer Classes: SFR and NSFR

#### *Credit Description*

A property or site that does not contribute a discernable amount stormwater runoff to the City's public drainage system either directly or indirectly shall be eligible for a No Direct Discharge stormwater user fee credit, if it meets the criteria outlined in this Manual.

The No Direct Discharge credit is typically available to those SFR and NSFR property owners (or customers) who can demonstrate that the following condition exists with regard to their property/site:

- Stormwater runoff after leaving the property does not immediately drain/discharge to a City owned drainage facility and/or system and ultimately drains/discharges to the drainage system of another local government such that the site discharge never ever flows through the City of Camilla public drainage system at any point downstream. The situation where this type of condition would most likely exist is for properties that abut to the City limits and stormwater runoff discharges into Mitchell County.
- A credit of up to 50% off the stormwater user fee charge is available for No Direct Discharge for a period of five years. The total credit may be reduced if part of the site drains to the City's public drainage system. For example, if half the customer's property drained to City of Camilla's system and half drained to Mitchell County's system, that customer would be eligible for a 25% (or half of 50%) credit off their stormwater user fee charge.

#### *Stormwater Credit Application Procedures*

The customer shall follow the procedures below when applying for a stormwater user fee credit for No Direct Discharge:

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

STEP 2: The customer shall provide the City the necessary information pertaining to the drainage conveyance from their property to the appropriate downstream points.

This information should be documented in the form of a topographical based drainage map prepared by a Georgia Professional Engineer, or Land Surveyor, unless otherwise approved by the SW Utility Manager.

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

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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 user fee credit shall be in accordance with the procedures section of this Manual and the requirements listed above.

**Low-Impact Parcel**

Eligible Customer Classes: SFR and NSFR

*Credit Description*

There are some properties/sites in the City where the total impervious area footprint is relatively small as compared to the gross parcel area. The ratio of impervious surface to gross parcel area can result in reduced stormwater runoff impacts since a majority of the parcel is undeveloped. A credit shall apply to SFR and NSFR customers who can prove that their parcel meets the “low-impact” development criteria presented herein. The low impact parcel credit criteria are summarized in Table 2:

<b>Table 2: Stormwater User Fee Credit Criteria for Low-Impact Parcels</b>	
<b>Parameter</b>	<b>Requirements*</b>
Total Impervious Area (%)	Must be less than 10% of total site area
Total Site Area (Acres)	Must be greater than 2 acres

*\* The requirements were derived from applicable research materials including The Watershed Vulnerability Analysis Report, Center for Watershed Protection, January 2002 and the Georgia Stormwater Management Manual (GSMM), August 2001.*

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

- Determine the total gross area of the parcel. The area must be a minimum of two (2) acres.
- Determine the total impervious area for the parcel. The impervious area shall include the structure, driveway, loading dock, sidewalk (do not include the sidewalk in the City right of way), pool, pool deck, patio, shed, or any other accessory impervious area. The total amount of impervious surface must be less than 10% of the total gross area. Total gross area includes both pervious and impervious areas.

- total parcel area (TPA)
- impervious area (IA)

Calculation:  $TPA / IA = 10\%$  (or less)

- If the parcel meets all the requirements above, the customer would be eligible for a credit of 25% off their total stormwater user fee charge for a period of five years.

#### *Stormwater User Fee Credit Application Procedures*

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

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

STEP 2: The customer shall provide the City the necessary information pertaining to the total gross parcel area and the total impervious surface area. Total impervious surface area shall be detailed to include which portion pertains to the structure, driveway, sidewalk, and other accessory areas that do not allow for infiltration of rainfall and runoff. 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 user fee credit application and the Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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 user fee credit shall be in accordance with the procedures outlined in this Manual.

#### **Natural Area Preservation / Greenspace**

##### Eligible Customer Classes: SFR and NSFR

##### *Credit Description*

The City will grant a stormwater user fee credit for those SFR and NSFR customers that provide for Natural Area Preservation or Greenspace in general accordance with the criteria outlined in this Manual. In general, site conditions that would likely qualify for natural area preservation credit would meet at least one of the following criteria:

- Undeveloped land or pervious land cover on a site that allows for rainfall infiltration.
- Environmentally sensitive land areas such wetlands and lands within stream buffers and/or floodplains.
- Land areas that previously were developed and have been restored to a pervious land cover condition.
- Land areas set aside and permanently protected as part of a conservation development.
- Other approved conditions as determined by the SW Utility Manager.

In general, the customer would be eligible to receive a 1% credit for every 1% of the total area of the property that meets the criteria outline herein; or a percentage amount approved by the SW Utility Manager based on a site's conditions. The customer could receive a maximum of up to a 20% credit for Natural Area Preservation for an unlimited period of time.

*Stormwater User Fee Credit Application Procedures*

The customer shall follow the procedures below when applying for a stormwater user fee credit for Natural Area Preservation:

- STEP 1: Obtain a Manual and credit application packet from the City.
- STEP 2: The customer shall provide the City the necessary information which documents that the site conditions meet the applicable criteria for this credit.
- 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. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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 user fee credit shall be in accordance with the procedures section of this Manual and the requirements listed above.

**NPDES Industrial Stormwater General Permit Compliance**

Eligible Customer Class: NSFR

*Credit Description*

NSFR customers can receive a stormwater user fee credit by complying with applicable NPDES Industrial Stormwater General Permit requirements for industrial facilities. Implementation of the applicable compliance requirements assists the City in addressing water quality impairment issues at the source prior to discharge into the City's publicly-owned drainage system and/or State Waters. 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 (SWP3), a credit application may be filed with the City to secure a credit.

- The credit amount available for NPDES Industrial Stormwater General Permit compliance is 15% off the stormwater user fee charge for a period of one year.

### *Stormwater User Fee Credit Application Procedures*

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

STEP 1: NSFR properties that operate a facility that must secure coverage per its Standard Industry Code (SIC) under the NPDES Industrial Stormwater General Permit are eligible for a stormwater user fee credit. For information regarding NPDES Industrial Stormwater Permit compliance requirements, please go to the Georgia Environmental Protection Division website or the following link:

[http://www.gaepd.org/Files\\_PDF/techguide/wpb/Informational\\_Brochure\\_GAR000000\\_Y2006.pdf](http://www.gaepd.org/Files_PDF/techguide/wpb/Informational_Brochure_GAR000000_Y2006.pdf)

STEP 2: It is the customer's responsibility to obtain a Manual and credit application package from the City. The customer shall complete the application and include the required documents that verify compliance with the NPDES Industrial Stormwater General Permit. At a minimum, the documentation attached to the credit application shall include the following items on the next page:

- Customer address and facility point of contact
- Copy of the current NPDES Industrial Stormwater Permit Notice of Intent (NOI)
- Copy of the annual report of compliance
- Copy of the stormwater pollution prevention plan (SWP3) for the site
- Certification by the responsible party/permit holder that the NOI is current and the SWP3 is being implemented
- An executed Right of Entry Agreement.

STEP 3: Once the application package is complete, the customer shall submit the application to the City for review.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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. In order to maintain the credit, the NSFR customer shall send a copy of an annual report of compliance to the City SW Utility Manager each year. Failure to make the required submittals could result in forfeiture of the stormwater user fee credit.

### **Stormwater Detention/Retention Pond**

Eligible Customer Class: NSFR

#### *Credit Description*

All properties, other than single family residential properties, which have constructed stormwater retention or detention facilities and maintain them in accordance with City standards may be eligible for a percentage reduction, or credit, in that customer's stormwater user fee charge. The overall goal of City is to give a credit to property

owners that are reducing the impact of stormwater generated by their property. By reducing the peak discharge of stormwater from their property, the property owners/customer reduces the burden they impose on the City drainage system and the downstream receiving waterway. The credit shall only be applied to that portion of the property served by the detention basin.

Credits are available under the following general conditions and criteria:

- A minimum of a 20% credit is available to customers that can demonstrate that the peak stormwater discharge rate for the 10-year storm from their stormwater retention/detention facility for a post developed site condition ( $Q_{post}$ ) is no more than the peak stormwater discharge rate before development ( $Q_{pre}$ ) (i.e.  $Q_{post} = Q_{pre}$ ).
- A maximum or **50%** credit is available to customers that can demonstrate that the peak stormwater discharge rate for the 10-year storm from their stormwater retention/detention facility for a post developed site condition ( $Q_{post}$ ) is at least 10% less than the peak stormwater discharge rate before development ( $Q_{pre}$ ) (i.e. a  $Q_{post}$  is 10% less than  $Q_{pre}$ ).
- The City reserves the right to establish the applicable credit for situations that may fall between the various criteria outlined above (i.e. a 30% credit for  $Q_{post}$  being 5% less than  $Q_{pre}$ ).
- The Rational Method may be used for detention/retention basins draining five (5) acres or less. The SCS method must be used for drainage areas larger than 5 acres in size but can be used in all cases if desired. The customer should consult with the SW Utility Manager or his designee prior to performing the engineering calculations to establish the applicable criteria and standards pertaining to their site and the desired credit.

#### *Stormwater User Fee Credit Application Procedures*

The SFR customer shall follow the procedures below when applying for the detention pond user fee credit:

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

STEP 2: The customer shall provide a hydrology report (or comparable document) prepared by and sealed by a Georgia Professional Engineer or Professional Hydrologist demonstrating compliance with the requirements and criteria outlined herein.

STEP 3: The customer shall submit the user fee credit application, an executed Right of Entry Agreement and documentation that the detention pond has been properly maintained to the City.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative 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 perform the necessary maintenance of the detention pond in order to maintain the approved credit. The customer will have to reapply for the credit every five years. If a customer is reapplying for the detention pond credit and the site conditions have not changed since the original application, the application only needs to include a copy of the original design information and certification that all the necessary maintenance has been performed for re-issuance of the credit. If significant changes to the site layout and/or the detention pond have occurred then the City may request that the design information be updated to document compliance with the Manual criteria.

In order to maintain eligibility for the credit, the customer must properly maintain the onsite stormwater controls that were documented in the user fee credit application for the term specified in the Manual. Furthermore, all stormwater control design, construction and maintenance shall be done in strict accordance with the City's current ordinances and design standards related to stormwater management.

### **City Wastewater Systems Operations & LAS Permit Compliance Support**

#### Eligible Customer Class: NSFR

##### *Credit Description*

The City owns two wastewater treatment plants (WWTP) and Land Application Sites (LAS) that are designed to meet the City's industrial and public sewer treatment needs. The LAS permits required the City to: (1) develop a Watershed Assessment and Watershed Protection Plan (WPP) to address stormwater runoff related issues within the City; and (2) implement these stormwater management related activities/programs in these plans as "conditional requirements" of the LAS permits. As such, the City's LAS and wastewater treatment operations now have ongoing stormwater management related programs that must be implemented and funded on an ongoing basis by the City.

It has been decided that the provision of financial and technical support by a customer to assist the City with the ongoing operations and funding of the LAS permit and its various requirements would enable a SW Utility customer to receive a credit against their stormwater utility user fee charge. The credit would be in recognition of the financial and technical resources provided to the City by the customer to assist with facility operations and LAS permit compliance. This credit would be limited to specific customers that can demonstrate eligibility and meet the criteria outlined herein.

Credits are available under the following general conditions and criteria:

- A credit may be issued to an eligible customer that provides ongoing financial and technical support for the operation of the City's WWTPs and/or LAS permits through a contractual agreement with the City.
- The credit amount would be based on the agreed upon contribution made by the customer in the form of monetary and approved technical support to the City, and will be set by the SW Utility manager.
- Customers should consult with the SW Utility Manager regarding the procedures and process to secure this credit.

## **Stormwater User Fee Credit Application Forms & Other Miscellaneous Forms**

Stormwater user fee credit applications are required to secure approval of all credits offered in this Manual. The forms and documents attached to the appendices are summarized below.

- Appendix A includes the credit application forms for the SFR stormwater user fee credits described in this Manual.
- Appendix B includes the credit application forms for the NSFR stormwater user fee credits described in this Manual.
- Appendix C includes miscellaneous forms required as part of the stormwater user fee credit application process, including a Right-of-Entry Agreement.

## **APPENDIX A**

- **SFR Stormwater User Fee Credit Application Forms**

**APPENDIX A**

*City of Camilla SW Utility Single Family Residential (SFR) Customer Stormwater User Fee Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each customer account. Follow the steps outlined in the applicable section of this 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 Camilla  
Attn: SW Utility Manager  
30 East Broad Street  
Camilla, GA 31730

I hereby request City of Camilla to review this application for a stormwater user fee credit(s). I further authorize the City to investigate the site characteristics of the above identified parcel for the purpose of evaluation for a stormwater user fee credit(s). I certify that I have authority to make such a request and grant such authority for the City staff (or their designee) to evaluate this property for the purposes of approval or denial of the user fee credit. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

_____	_____	_____
Type or print name	Owner and/or Tenant	SW Utility Account No.
_____	_____	
Signature	Date	

This form must be signed by an individual person who is responsible for the site operations and/or payment of the monthly utility bill. If the responsible person is not an individual person then the form must be signed by an officer, director, partner, or registered agent with authority to execute instruments for the customer account.

**Approval:**

_____	_____	_____
SW Utility Manager	Date	SW Utility Account No.

## APPENDIX A

### SFR Customer Stormwater User Fee Credit Application/Renewal Form

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

	Credit Description	Applicability/Requirements
	Rain Barrels	SFR
	Low Impact Parcel	SFR
	Reduced SFR Footprint	SFR
	No Direct Discharge Parcel	SFR
	Natural Area Preservation	SFR

#### General Customer Information:

Customer Name:	
Stormwater Utility Account Number:	
Mailing Address:	
Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

#### Property Information:

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

## **APPENDIX B**

- **NSFR Stormwater User Fee Credit Application Forms**

**APPENDIX B**

*City of Camilla SW Utility Non-Single Family Residential (NSFR) Customer Stormwater User Fee Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each separate customer account. Multiple stormwater controls/credit requests may be included in the application for a single customer location/account. Please ensure all stormwater management facilities have properly designed and constructed, and continue to be properly maintained. Attach all the necessary documentation to support the user fee credit request. Documentation shall include, but not necessarily limited to, the following:

1. Facility site plan with stormwater facilities/controls with delineated drainage areas.
2. Description of stormwater control facilities.
3. Documentation that the stormwater detention/control facilities meet the applicable criteria for the stormwater user fee credit(s).
4. Appropriate professional certification(s), if required per this Manual.
5. Pertinent regulatory compliance documentation, if applicable.
6. Completed Right-of-Entry Agreement (if applicable) and/or a maintenance plan (if applicable) per the requirements of this Manual.
7. Other pertinent information to support the user fee credit request.

Mail completed the completed form as well as the necessary attachments and supporting documentation to:

City of Camilla  
Attn: SW Utility Manager  
30 East Broad Street  
Camilla, GA 31730

I hereby request City of Camilla to review this application for a stormwater user fee credit(s). I further authorize the City to investigate the site characteristics of the above identified parcel for the purpose of evaluation for a stormwater user fee credit(s). I certify that I have authority to make such a request and grant such authority for the City staff (or their designee) to evaluate this property for the purposes of approval or denial of the user fee credit. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

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

\_\_\_\_\_  
Owner and/or Tenant

\_\_\_\_\_  
SW Utility Account No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B**

*City of Camilla SW Utility NSFR Stormwater User Fee Credit Application Form (continued)*

This form must be signed by an individual person who is responsible for the site operations and/or payment of the monthly utility bill. If the responsible person is not an individual person then the form must be signed by an officer, director, partner, or registered agent with authority to execute instruments for the customer account.

**Approval:**

\_\_\_\_\_  
SW Utility Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
SW Utility Account No.

## APPENDIX B

### NSFR Customer Stormwater User Fee Credit Application/Renewal Form

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

	Type Credit	Applicability/Requirements
	Low Impact Parcel	NSFR
	No Direct Discharge	NSFR
	NPDES Industrial Stormwater Permit	NSFR
	Natural Area Preservation	NSFR
	Detention Pond	NSFR
	Wastewater System & LAS Permit Support	NSFR

#### General Customer Information:

Customer Name:	
SW Utility Account Number:	
Mailing Address:	
Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

#### Property Information:

Parcel Address (number and street):	
Parcel Address (City, State and Zip):	
Parcel Identification Number:	
Parcel Location/Name of Development:	
Authorized Property Owner Contact (if different than Customer Name above):	

## **APPENDIX C**

- **Right of Entry Forms**

**APPENDIX C**

***Right of Entry Agreement – Stormwater User Fee Credit(s) Evaluation***

STATE OF GEORGIA, MITCHELL COUNTY

I/We \_\_\_\_\_, the owner and/or tenant (circle which one or both) of the property commonly identified as \_\_\_\_\_, City of Camilla, Mitchell County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to City of Camilla, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary evaluations of onsite stormwater facilities, controls and site activities related to stormwater runoff management on the \_\_\_\_\_ (hereinafter “facility”) located on Land Lot \_\_\_\_\_ in City of Camilla, Georgia.

The undersigned agrees and warrants to waive and hold harmless City of Camilla, 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 City of Camilla, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to City of Camilla herein, the receipt and sufficiency of which is hereby acknowledged, City of Camilla agrees, to perform only visual evaluations, and review pertinent facility records and information, necessary to verify stormwater user fee credit eligibility. I/We, will not/have 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\_\_.

\_\_\_\_\_  
Operator or Owner (identify which one)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Address

\_\_\_\_\_  
My Commission Expires

**City Acknowledgement:**

\_\_\_\_\_  
City SW Utility Manager

\_\_\_\_\_  
Date