
City of St. Marys Stormwater Utility

Stormwater Utility User Fee Credit Manual

NOVEMBER 2019

TABLE OF CONTENTS

SECTION 1 – GENERAL INFORMATION	1
DEFINITIONS	1
SUMMARY OF STORMWATER USER FEE CREDITS	4
STORMWATER USER FEE CREDIT POLICIES	5
STORMWATER UTILITY USER FEE CREDIT APPLICATION PROCEDURES	6
SECTION 2 – CREDIT POLICY AND PROCEDURES	8
1. RESIDENTIAL GI/LID PRACTICES	9
2. LOW-IMPACT PARCEL	10
3. REDUCED SINGLE-FAMILY RESIDENTIAL (SFR) FOOTPRINT	12
4. NO DIRECT DISCHARGE.....	14
5. WATERSHED STEWARDSHIP	15
6. NON-RESIDENTIAL GI/LID PRACTICES	16
7. NATURAL AREA PRESERVATION.....	18
8. WATER RESOURCES EDUCATION PROGRAM.....	19
9. NPDES INDUSTRIAL STORMWATER GENERAL PERMIT COMPLIANCE	21
10. DETENTION POND CREDIT	22
STORMWATER USER FEE CREDIT APPLICATION FORMS & OTHER MISCELLANEOUS FORMS ...	24

SECTION 1– GENERAL INFORMATION

Stormwater Utility (SW Utility) user fee credits are made available to utility customers that undertake specific stormwater management activities to reduce their impact and/or demand on the City of St. Marys (City) 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 City of St. Marys SW Utility Credit Manual (the Manual). Credits are given for both structural and non-structural stormwater management activities which are detailed within this Manual.

The Manual outlines the criteria and procedures for SW Utility customers to secure and maintain a stormwater user fee credit(s) for their property/customer account. 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 BMPs, activities and/or programs that are properly designed, constructed (or implemented) and maintained in accordance with this Manual.

Definitions

The definitions included in the SW Utility Ordinances will be adopted herein by reference.

Best Management Practice (BMP) shall refer to a technique used in stormwater management to prevent or reduce the amount of pollution generated by non-point sources.

Coastal Stormwater Supplement (CSS) to the Georgia Stormwater Management Manual (GSMM): shall refer to the technical guidance document governing stormwater management design for the southeastern area of the State of Georgia. The CSS to the GSMM can be found by using the following link: <http://www.georgiastormwater.org/>.

Georgia Stormwater Management Manual (GSMM): shall refer to the 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/>.

Green Infrastructure (GI): shall refer to the concept whereby sustainable water resources management practices are implemented for land development (and re-development) projects in an effort to protect, restore, or mimic the natural water

cycle. GI typically involves the use of landscape features to store, infiltrate and/or evaporate stormwater runoff. GI works in concert with Low Impact Development (LID) and the concept is commonly referred to as GI/LID.

Low Impact Development (LID): shall refer to an approach to land development (or re-development) that works with nature to manage stormwater as close to its source as possible to preserve, maintain and/or restore a watershed's hydrologic and ecological functions. LID can be characterized as a sustainable storm water practice that employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that manages stormwater as a resource. Typical GI/LID practices include bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

National Pollution Discharge Elimination System (NPDES) shall refer to the national permit program that addresses water pollution by regulating point sources that discharge pollutants to waters of the United States. NPDES permit program is authorized to state governments by EPA to perform activities of permitting, administration, and enforcement aspects of the program.

Non-Single Family Residential (NSFR) Property shall mean a developed parcel of land that consists of various non-residential land uses including, but not limited to: (1) multi-family, commercial (including mixed commercial & residential), office/institutional, public, transportation, industrial, manufacturing and storage buildings and facilities; (2) parking lots, parks, public and private schools, universities and hospitals; (3) streets, roads, water and wastewater treatment plants; and (4) any other form of use not specifically defined as a single family residential property.

Single-Family Residential (SFR) Property shall mean a developed property containing one residential structure with no more than two dwelling units in or attached thereto, situated upon a single lot of record. Improved property may be classified as SFR even if supplemental accessory structures are present such as garages, carports, storage buildings, guesthouses, servants or caretakers quarters, cottages or barns, or the presence of a commercial use within the residence, as long as such use does not result in significant additional amounts of impervious surfaces. SFR properties shall not include improved property containing structures used primarily for non-residential purposes; manufactured homes located within manufactured home parks where the land is owned by someone other than the owners of the manufactured homes; residential condominium developments with more than two units; or vacant/undeveloped property.

Acronyms and Abbreviations

BMP	Best Management Practice
City	City of St. Marys
CSS	Coastal Stormwater Supplement
GSMM	Georgia Stormwater Management Manual
GI	Green Infrastructure
HOA	Homeowners Association
LID	Low Impact Development
Manual	St. Marys SW Utility Credit Manual
MOA	Memorandum of Agreement
NSFR	Non-Single Family Residential
NPDES	National Pollutant Discharge and Elimination System
SIC	Standard Industry Code
SFR	Single-Family Residential
SMWP	Stormwater Management Program
SWP3	Stormwater Pollution Prevention Plan
SW	Stormwater

Summary of Stormwater User Fee Credits

Table 1 summarizes the user fee credits available to the SW Utility customers. Please refer to the ensuing sections of this document for further details on the various credits, policies, procedures, etc. Per City policy, the maximum user fee credit that a customer account can receive is **50%**.

Table 1: Stormwater User Fee Credit Summary			
Credit Description	Potential Stormwater User Fee Credit Customer Types and Amount		
	Single Family Residential (SFR)	Non-Single Family Residential (NSFR)	Stormwater User Fee Credit
Residential GI/LID	x		20%
Low-Impact Parcel	x	x	25%
Reduced SFR Footprint	x		50%
No Direct Discharge	x	x	(Up to) 50%
Watershed Stewardship		x	10%
Non-Residential GI/LID		x	(Up to) 20%
Natural Area Preservation	x	x	(Up to) 25%
Water Resources Education Program		x	50%
NPDES Industrial Stormwater General Permit		x	30%
<i>Stormwater Facility (i.e. Detention Pond, Retention Pond)</i>			
Detention Pond Credit ^{1,2}		x	Up to 30%

¹Residential customers that are part of a larger common development (or subdivision) can collectively apply for credits related to the detention pond credit with approval from the SW Utility Manager.

²Stormwater facilities must be properly maintained and operating in accordance with their original design for a facility to be eligible for 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 Ordinances 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.
- 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 and approved by representatives of the City, and the stormwater user fee charge is scheduled for billing.
- Credit applications must be made by the entity that is responsible for payment of the utility account. If the responsible entity for payment of SW Utility user fee changes, the new customer must re-apply for the credit with the City. 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 is correct and accurate.
- Stormwater user fee credits are issued to individual customer accounts per the policy outlined herein.
- A group of customers cannot apply for a single credit except as stipulated below. If a group of properties/sites are served by a single BMP (i.e. detention pond) or systems of BMPs, then they can collectively receive a credit for that BMP. The owner of the property on which the BMP sits (i.e. the HOA or an individual property owner) would apply for the credits and is considered the "primary" applicant. If the primary applicant provides a memorandum of agreement (MOA) between the primary applicant and another customer(s) for which the BMP(s) provides adequate treatment, 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 occurs sooner. If the MOA is revoked by the primary applicant, the credit shall only apply to the primary applicant.
- BMPs located on City owned property are not eligible for credits. Additionally, BMPs that the City maintains through a dedicated maintenance easement or other legal agreement though lying within private property cannot be used by the customer for credit purposes.

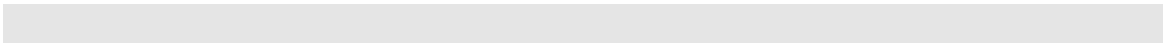
- The City may, at its discretion, undertake periodic visual inspections of the BMPs and/or programs being utilized for stormwater user fee credits by customers to ensure compliance with the Manual. If the BMP is found to be functional and being properly maintained and/or implemented, the credit will remain in effect. Likewise, if the BMP facility is not functional or is not being maintained or implemented, 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.
- The term of the credit is five years. Credits will expire at the end of the fifth year of the cycle, or April 30, 2025, regardless of which date during the year they were approved.
- The City may utilize a certification process for customer accounts that have received a credit to certify that the existing credit is still in place at the end of the five-year term. This certification process will require the customer to demonstrate that their property is still eligible for a credit and continues to meet the criteria outlined in the Credit Manual. Failure of the customer to certify his/her credit as required by the City policy could result in credit revocation. The City will develop the annual certification procedure and make it available to customers via the City website and other methods as deemed appropriate. However, it will be the responsibility of the customer to ensure compliance with the annual certification requirement.

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. All of 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 (i.e. engineer, surveyor, landscape architect, etc). The procedure for submitting a credit application generally includes the following tasks:

1. 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.
2. The customer should consult the City's current fee schedule to determine if payment of a "Credit Application Review" fee is required. For more information please contact:

City of St. Marys Public Works Department
418 Osborne Street
St. Marys, GA 31558
Phone: 912-510-4000

3. If required by the credit, retain a Georgia Professional Engineer, Landscape Architect, and/or Land Surveyor to perform the required technical analysis.
 4. Submit the completed credit application with all sections appropriately filled out and attach all the required supporting documentation.
 5. The City will review complete application packages and notify the customer if the request is approved or denied within 30 days of receipt of the application. Incomplete application packages will not be considered by the City and will be returned to the customer for completion and/or revision.
 6. 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.
 7. If the credit application is approved, the City will apply the stormwater user fee credit to the next customer billing cycle.
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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 user fee credit.

Listed below are the stormwater user fee credits that SW Utility customers are eligible to apply for and secure. Customers should follow the credit application procedures outlined herein for each credit they desire to secure.

1. Residential GI/LID Practices
2. Low-Impact Parcel
3. Reduced Single Family Residential (SFR) Footprint
4. No Direct Discharge
5. Watershed Stewardship
6. Non-Residential GI/LID Practices
7. Natural Area Preservation
8. Water Resources Education Programs
9. NPDES Industrial Stormwater General Permit Compliance
10. Detention Pond Credit

1. Residential GI/LID Practices

Eligible Customer Classes: Residential

Credit Description

Residential SW Utility customers are eligible for a stormwater user fee credit if the customer implements an eligible, City approved Residential GI/LID practice in a single residential lot. These GI/LID practices may include, but are not necessarily limited to, practices such as rain barrels, cisterns, rain gardens, bio-retention cells, pervious pavements, etc. The City wishes to encourage the installation of these types of stormwater management GI/LID practices to promote and encourage more environmentally responsible and sustainable residential development within the City. The City believes that the customer should first consider which practices are the most appropriate to their parcel and are encouraged to contact the City SW Utility Manager to select the most appropriate Residential GI/LID practice(s) for their site.

A credit shall apply to those customers who can prove that their property has successfully installed an appropriate Residential GI/LID practice. Each customer that wishes to apply for this credit shall work with the City to establish the effectiveness of the Residential GI/LID practice and the customer will be responsible for providing the necessary information in support of the user fee credit application.

Eligible Credit

If the parcel meets all the requirements above, the customer would be eligible for a credit of 20% off their stormwater user fee.

Stormwater User Fee Credit Application Supporting Documentation

The customer shall identify the GI/LID practice or BMP to be utilized and ensure it is designed, maintained, and operated in accordance with general stormwater management requirements outlined in the GSMM and this Manual. The customer shall provide a photograph of the installed practice on their property. City staff reserves the right to inspect the property to ensure that the practice is properly installed prior to issuing a credit. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

2. 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 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:

Parameter	Requirements*
Total Impervious Area (%)	Must be less than 10% of total site area
Total Gross Parcel 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 gross parcel area and impervious surface area. Each customer shall utilize the following procedures:

- Determine the total gross area (TGA) of the parcel. The total gross area of the parcel must be a minimum of two (2) acres. Total gross area includes both pervious and impervious areas.
- Determine the total impervious area (IA) for the parcel. This can be determined through a site survey or by using aerial imagery. The impervious area shall include the structure, driveway, loading dock, sidewalk (do not include the sidewalk in the City right of way), pool deck, patio, shed, or any other accessory impervious area.
 - Calculation: $IA/TGA = 0.10$ (or less)

Eligible Credit

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.

Stormwater User Fee Credit Application Supporting Documents

The customer shall provide a site plan or map showing 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 site plan or aerial image that will allow City personnel to verify the measurements, calculations and other pertinent information. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

3. Reduced Single-Family Residential (SFR) Footprint

Eligible Customer Class: SFR

Credit Description

The City SW Utility has established the Equivalent Residential Unit (ERU) at 3,700 square feet, and the City has assigned most SFR customers a flat rate user fee charge of 1.0 ERU for stormwater services. In recognition of the fact that some SFR parcels within City of St. Marys have a proportionally smaller impervious surface area than the 1.0 ERU area of 3,700 square feet, a credit is available to those SFR customers with less than 3,700 square feet of impervious surface area on their parcel. If the customer is able to demonstrate that the total impervious surface area on the SFR parcel is 3,700 square feet or less, then the customer will receive the maximum allowable credit of 50% off the flat rate user fee charge amount for SFR customers. 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, compacted soil), sidewalk (not including the sidewalk in the City street right of way), pool deck, patio, shed, or any other accessory impervious area.
- If the SFR property is part of a larger, private, common development, that property may be responsible for their proportional share of the common facilities and private streets. It is recommended that any such customers contact the SW Utility Manager to determine their eligibility for this credit.
- 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) aerial photography or (2) a survey plat prepared by a Georgia Registered Land Surveyor. The impervious area of the residential structure must be measured to the edge of the roof eaves, as opposed to the ground foot print.

Eligible Credit

If the total impervious area of the parcel is 1,850 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 Documentation

The customer shall provide the City the necessary information pertaining to the parcel's total impervious surface area as required herein. The customer shall provide a site plan or map showing 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 plan and aerial image that will allow City personnel to verify the measurements, calculations and other pertinent information. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

4. No Direct Discharge

Eligible Customer Classes: SFR and NSFR

Credit Description

A property or site that does not contribute a discernable amount of 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 residential and non-residential property owners (or customers) who can demonstrate that stormwater runoff, after leaving the property, does not drain/discharge to a City-owned drainage facility and/or system and ultimately drains/discharges to the drainage system of another local government, or a waterway that is not considered part of the City's public drainage system, such that the site discharge never flows through the City's public drainage system at any point downstream. This type of condition would most likely exist for properties that abut the City limits and stormwater runoff discharges into Camden County.

Eligible Credit

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 only a portion of the site drains to the City's public drainage system. For example, if half the customer's property drained to the City drainage system and half drained to Camden County's drainage system, that customer would be eligible for a 25% (or half of 50%) credit off their stormwater user fee charge.

Stormwater Credit Application

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 or plan. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

5. Watershed Stewardship

Eligible Customer Classes: NSFR

Credit Description

SW Utility customers are eligible for a stormwater user fee 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 the City. There shall only be one stormwater user fee credit certificate issued per property/customer account regardless of the number of participants. NSFR customers seeking this credit will have to demonstrate that at least 10 individuals or 10% of their staff or attendees (whichever is less) participated in this event to receive a credit.

In general, eligible watershed stewardship activities may include community programs such as Adopt-A-Stream, City approved Rivers Alive or Great American Cleanup Day (or other City approved stream clean up events), City-approved Storm Drain Marking, etc. Other eligible credit programs may be added in the future, but customers should verify activity eligibility with the City SW Utility Manager in advance. The customer can only receive one watershed stewardship event credit during each year.

Eligible Credit

A 10% credit off the stormwater user fee charge is available for the Watershed Stewardship Credit for a period of five years.

Stormwater User Fee Credit Application Documentation

The customer shall provide the appropriate certificate for the Watershed Stewardship Program event. This information must certify the number of participants and provide the total number of staff, attendees, students, or congregants. Attendance at events not sponsored by the City may be transferable to the City's stormwater user fee credit program, if approved by the City SW Utility Manager. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

6. Non-Residential GI/LID Practices

Eligible Customer Classes: NSFR

Credit Description

NSFR customers are eligible for the GI/LID stormwater user fee credit, if the customer can demonstrate that the on-site GI/LID stormwater management practices can successfully infiltrate the first 1.0” of rainfall in accordance with the GSMM Infiltration standards. Customers may be able to qualify for a partial credit if they can demonstrate that the GI/LID practice infiltrates less than the first 1.0” of stormwater runoff.

The infiltration associated with GI/LID practices must be appropriately documented through technical analysis by a qualified professional (i.e. engineer, surveyor, landscape architect), and must meet the standards of the Coastal Stormwater Supplement to the Georgia Stormwater Management Manual.

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 five years. If a customer is reapplying for a GI/LID Infiltration 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 or changes have been made to the property, then the hydrology study will need to be updated to document compliance with the Manual criteria.

Eligible Credit

A credit of up to 20% off the stormwater user fee charge is available for stormwater infiltration for a period of five years. The total credit may be reduced if part of the site does not infiltrate stormwater to the standards outlined above.

Stormwater User Fee Credit Application Procedures

The customer shall provide a hydrology report prepared by and sealed by a Georgia Professional Engineer or Registered Land Surveyor or Registered Landscape Architect demonstrating compliance with the requirements and criteria outlined herein:

- Pre-Development runoff rates and volumes leaving the property prior to development.
- Post-Development runoff rates and volumes leaving their property in its current, developed condition.

- Documentation regarding site groundwater table conditions and the impacts (if any) those conditions have on surface water infiltration.
- Description of the methods and calculations utilized to develop the predictions of pre-development and post-development flow rates and volumes.
- Description of the stormwater controls and other site improvements that have been implemented to reduce the post-development runoff rates and volumes.
- Description of the stormwater controls and GI/LID practices utilized along with supporting data demonstrating that the site conforms to the infiltration and water quality standards for an individual site development as outlined in the GSMM.
- Maintenance plan for those site features necessary to maintain the reduction in stormwater runoff discharge rates and volumes to pre-development runoff conditions or less.

Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

7. Natural Area Preservation

Eligible Customer Classes: SFR and NSFR

Credit Description

The City will grant a stormwater user fee credit for those customers that provide for Natural Area Preservation in accordance with the criteria outlined in this Manual. In order for a customer to be eligible for this credit, the customer must demonstrate that at least one acre of contiguous green space will be preserved. In general, land that would likely qualify for natural area preservation credit must be undeveloped and in its natural state.

In order for a SW Utility customer to qualify for this credit, the natural area must be permanently protected through a conservation easement or other deed restriction, or the land set aside and permanently protected as part of a conservation subdivision development.

Eligible Credit

The customer would be eligible to receive a 1% credit for every 1% of the total area of the property that is permanently protected. The customer could receive a maximum of up to a 25% credit for Natural Area Preservation for an unlimited period of time.

Stormwater User Fee Credit Application Procedures

The customer shall provide the City the necessary information which documents that the site conditions meet the applicable criteria for this credit. This information should be documented in the form of a site plan and map, which is prepared and sealed by a Georgia Professional Engineer or Land Surveyor, unless otherwise approved by the SW Utility Manager. A copy of the conservation easement agreement or deed restriction that creates the permanent protection must also be included. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

8. Water Resources Education Program

Eligible Customer Classes: NSFR (Public & Private Education Institutions)

Credit Description

The City encourages and supports the efforts of both public and private organizations to educate and inform the public on the importance of water resources management issues. In an effort to further encourage this type of educational activity, the City shall offer a stormwater user fee credit to eligible customers that meet the criteria outlined in this Manual.

The Water Resources Education Program credit shall be made available to all public or private educational institutions that meet the criteria set forth herein and that conduct approved educational activities as part of their day-to-day curriculum. Eligible institutions would include, but not necessarily be limited to, Camden County Public Schools (inside the City) and other comparable private schools as well as public and private universities located inside the City limits.

In order to be eligible for this credit, the education program taught must be consistent with the City's stormwater management program and must also be pre-approved by the City SW Utility Manager.

- The credit shall be available to eligible customers that teach at least 250 students in an approved Water Resources Education Program, unless otherwise approved by the SW Utility Director.
- The program should address the following elements: stormwater runoff/pollution prevention, water quality, water conservation, and/or recycling.

Eligible Credit

Approved credit applications will result in the award of a 50% credit to the customer's stormwater user fee. The "per customer account" credit may not total more than 50% and credit may only be applied to the property where the educational activities are taught. Credits cannot be applied to administrative facilities, dormitories, bus lots, parking lots, and other impervious areas that are not associated with the educational facility where the approved environmental classes are taught.

Stormwater User Fee Credit Application Procedures

The following information shall be provided to the City in order to receive approval of the Water Resources Education Program credit:

- The person responsible for the customer account shall certify to the City SW Utility Manager that a water resources based curriculum is being taught at the facility and the details regarding the program.
- Name of the customer applying for the credit.
- Address of site (property) and the point of contact.
- Approximate number of participants that have been taught the approved curriculum.

Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

9. NPDES Industrial Stormwater General Permit Compliance

Eligible Customer Classes: NSFR

Credit Description

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. 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 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.

In order to maintain the credit, the 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.

Eligible Credit

The credit amount available for NPDES Industrial Stormwater General Permit compliance is 30% off the stormwater user fee charge for a period of five year.

Stormwater User Fee Credit Application Procedures

The customer shall complete the application and include the required documents that verify compliance with the NPDES Industrial Stormwater General Permit. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application. At a minimum, the documentation attached to the credit application shall include the following items below:

- 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 SWP3
- Certification by the responsible party/permit holder that the NOI is current and the SWP3 is being implemented
- An executed Right of Entry Agreement.

10. Detention Pond Credit

Eligible Customer Classes: NSFR*

** SFR customers that are part of a larger common development (or subdivision) that has a privately maintained storm water control that was designed and constructed under the then current storm water design regulations can collectively apply for the credits related to the Detention Pond Credit, after consultation with the SW Utility Manager to establish eligibility.*

The Detention Pond Credit has been designed for older detention ponds that were approved and constructed under the current design standards and regulations.

The overall goal of City is to give a credit to eligible customers 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 10% credit is available to customers who can demonstrate that their detention pond captures and treats the first 1.2 inches of runoff.
- A minimum of 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 of **30%** 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.
- The facility must be in good working order and the customer must demonstrate that routine maintenance of the facility has been and will continue to be conducted in accordance with professional standards.
- This credit is not available for any portion of a parcel where a No Direct Discharge credit was secured unless otherwise approved by the SW Utility Manager.

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.

Stormwater User Fee Credit Application Procedures

The customer shall follow the procedures below when applying for the detention pond user fee credit: The customer shall provide a hydrology report (or comparable document) prepared by and sealed by a Georgia Professional Engineer or Georgia Registered Land Surveyor or Registered Landscape Architect demonstrating compliance with the requirements and criteria outlined herein. The customer shall submit an executed Right of Entry Agreement, an ongoing maintenance plan, and documentation that the facility/detention pond has been properly maintained to the City. Please refer to pages 6 and 7 for the steps (or checklist items) to be accomplished for each credit application.

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 residential (or SFR) stormwater user fee credits described in this Manual.
- Appendix B includes the credit application forms for the non-residential (or 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 St. Marys SW Utility 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 St. Marys Public Works Department
Attn: SW Utility Manager
418 Osborne Street
St. Marys, GA 31558

I hereby request City of St. Marys 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

Property Owner

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

Residential 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
	Residential GI/LID Practices	Residential
	Low Impact Parcel	Residential
	Reduced SFR Footprint	Residential
	No Direct Discharge	Residential
	Natural Area Preservation	Residential

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 St. Marys SW Utility 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. Appropriate pages from Volume 2 of the GSMM (latest version) identifying design requirements for each on-site stormwater control.
4. Documentation that the stormwater control facilities meet one or more criteria for the stormwater user fee credit(s).
5. Appropriate professional certification(s), if required per this Manual.
6. Pertinent regulatory compliance documentation, if applicable.
7. Completed Right-of-Entry Agreement (if applicable) and/or a maintenance plan (if applicable) per the requirements of this Manual.
8. 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 St. Marys Public Works Department
Attn: SW Utility Manager
418 Osborne Street
St. Marys, GA 31558

I hereby request City of St. Marys 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

SW Utility Account No.

Signature

Date

APPENDIX B

City of St. Marys SW Utility Non-residential 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

Non-residential 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	Non-residential
	No Direct Discharge	Non-residential
	Watershed Stewardship	Non-residential
	Non-Residential GI/LID Practices	Non-residential
	Natural Area Preservation	Non-residential
	Water Resources Education Program	Non-residential
	NPDES Industrial Stormwater Permit	Non-residential
	Detention Pond Credit	Non-residential

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 Form

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

STATE OF GEORGIA, CAMDEN COUNTY

I/We _____, the owner and/or tenant (circle which one or both) of the property commonly identified as _____, City of St. Marys, Camden 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 St. Marys, 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 St. Marys, Georgia.

The undersigned agrees and warrants to waive and hold harmless City of St. Marys, 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 St. Marys, 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 St. Marys herein, the receipt and sufficiency of which is hereby acknowledged, City of St. Marys 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