

Stormwater Utility Fee Credit Application Manual



City of Rocky Mount, North Carolina

May 2010

I. Introduction

The intent of this manual is to outline the City of Rocky Mount's Stormwater Utility Fee Credit Policy and the procedure by which the policy is to be administered. In addition to describing those activities which may be used to qualify for a credit, the manual outlines the administrative and technical basis for determining the extent of the credit and the conditions required to remain eligible for a stormwater fee credit.

A. Definitions

The following definitions are applicable throughout the credit manual and shall have the meanings provided below. If not defined, the terms utilized in this manual shall have the meaning associated with current city standards for stormwater management and design unless the context clearly indicates otherwise. In all other cases, the terms utilized in the credit manual shall have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

Applicant – An applicant is the person or entity financially responsible for the stormwater fee associated with a given account and the stormwater facility to be credited.

Catchment – A catchment refers to the portion of a site which drains to or is associated with one or more stormwater facilities or BMPs. In order to determine the nutrient export associated with a site, the amount of nitrogen and phosphorous which is discharged from the site is determined by tabulating the total from each catchment.

City – City of Rocky Mount, NC

City Standards – City Standards include those standards established by the City for the design, construction, and maintenance of stormwater facilities. These standards include the City's Manual of Specifications, the City's Stormwater Design Manual, the City Code, and all other applicable city policies. These standards are the minimum requirements for Stormwater Control and may be altered or augmented at the discretion of the Stormwater Engineer or Director of Engineering due to unique site conditions and/or preexisting drainage problems within the area.

Credit – A credit shall mean on-going reductions in the stormwater service charge applicable to a given property in recognition of on-site or off-site systems, facilities, measures, or other actions taken

by customers to reduce or mitigate the impact of their property(s) or actions on the quantity or quality of stormwater run-off that would otherwise be managed in the public system. Credits shall be conditioned on the continuing performance of the systems, facilities, measures, or other actions in reference to standards adopted by the City Council upon which the credits are granted, and may be revised or rescinded.

A credit is a conditional fee reduction received for eligible activities that protect water quality by mitigating stormwater quantity and/or quality in excess of the minimum requirements established by the City of Rocky Mount, state and/or federal requirements, and thus decrease the City's cost to operate and maintain its municipal separate storm sewer system (MS4).

Credit Application – A credit application is an application submitted in accordance with the City's Stormwater Utility Fee Credit Policy for an existing or new stormwater facility.

Design Storm – A design storm refers to a rainfall event of a certain size or intensity, duration, and return frequency that is used to calculate the peak stormwater discharge. For example, a 10-YR storm refers to a rainfall event expected to occur an average of once every 10 years or an event which has a 10% chance of occurrence within any given year.

Developed Land – Developed land shall mean property altered from a natural state that contains impervious or partially impervious cover, including buildings, pavement, gravel roads, recreation areas (e.g. tennis courts), etc.

Equivalent Residential Unit (ERU) – An ERU shall mean two thousand five hundred nineteen (2,519) square feet of impervious surface or any fraction thereof. Two thousand five hundred nineteen (2,519) square feet is the statistical average for impervious surface area on a single family lot in the City of Rocky Mount.

Existing Stormwater Facility – An existing stormwater facility is a facility which was approved by the City, fully constructed in accordance with the approved design, and predates implementation of the City's Stormwater Utility and the stormwater utility fee (July 1, 2003).

Facility Maintenance – Facility maintenance refers to the activities required to maintain a stormwater facility in proper working

condition. Required maintenance activities include those outlined in the operation and maintenance agreement and maintenance plan associated with the facility(s) in question, the City's Code of Ordinances, the City's Standard Specifications, the City's Stormwater Design Manual, and any applicable city policies.

New Stormwater Facility – A new stormwater facility is meant to refer to any stormwater facility approved and constructed after implementation of the City's Stormwater Utility and the stormwater utility fee (July 1, 2003).

Peak Discharge – Peak discharge is the maximum rate of flow for water entering or exiting a drainage system or stormwater facility. Discharge is typically measured in cubic feet per second (cfs) and associated with a specific design storm.

Pre-Developed Conditions – Pre-developed conditions refer to the condition of a property before development of the property occurs.

Post-Developed Conditions – Post-developed conditions refer to the condition of the property once development of the property occurs.

Stormwater – Stormwater shall mean the run-off from precipitation that travels over natural or developed lands to the nearest stream, other conduit, or impoundment and appears in lakes, rivers, ponds, or other bodies of water.

Stormwater Facility (Facility) – A stormwater facility refers to any mechanism that is implemented to address water quality or quantity issues. Stormwater facilities can also be referred to as Best Management Practices (BMPs).

Stormwater Fee – The stormwater fee for a property is the charge established by the City to cover the cost of operating the City's Stormwater Utility. The charge is based on the impervious surface area associated with the property and the average impervious surface area for a single-family residential property within the city limits (Equivalent Residential Unit – ERU).

B. Stormwater Management

In general, land development covers land with impervious cover, thereby reducing the capacity of the land to absorb stormwater. As the percentage of impervious surface area increases, the rate of run-off increases thus generating an increased volume of stormwater. If left unchecked, the increased volume of stormwater

may post a risk to public health and safety as a result of downstream flooding or degradation in water quality.

Stormwater management refers to the practice of implementing programs to protect water quality by monitoring and controlling the level of pollutants in, and the flow of, stormwater. These programs may include, but not be limited to, mapping, planning, design, review, construction, operation, cleaning, maintenance, inspection, regulation, and administration of other activities related to structural and natural stormwater systems.

C. City of Rocky Mount Stormwater Utility and Fee Structure

The City of Rocky Mount Stormwater Utility provides the management structure that is responsible for the stormwater management program and the system that is supported through a rate structure that equitably distributes the cost of the program among the users based on the demand placed on the system.

The City's Stormwater Utility began operations on July 1, 2003. At that time, the City established a schedule of rates and structures to fund the City's stormwater management programs and structural and natural and stormwater drainage systems under the responsibility of the Stormwater Utility. The monthly service charge was established based on the monthly charge per Equivalent Residential Unit (ERU). Each single-family residential unit is billed a flat fee per month based on 1 ERU. Non-residential and multi-family properties are billed a monthly fee based in their equivalent number of ERUs. More specifically, the total impervious surface area for the property is divided by 2,519 square feet (1 ERU) to obtain an equivalent number of ERUs. Once established, the monthly fee is determined by multiplying the number of ERUs by the monthly charge per ERU. The monthly service charge is established by City Council and is set forth in the City of Rocky Mount Administrative Policy Manual. At the time of policy adoption, the monthly charge is set at \$4.25 per ERU per month.

D. Stormwater Credit Policy

The intent of the stormwater credit manual is to recognize and/or promote on-site systems, facilities, measures, or other actions that mitigate the impact and/or improve the quality of stormwater run-off in excess of the minimum regulatory requirements. In order to encourage actions that complement the work of the Stormwater Utility, credit options were developed that assist the City with implementation of the City's Stormwater Management Plan, are consistent with the mission of the Stormwater Utility, and are in keeping with the requirements associated with Tar-Pamlico Regulations and City's NPDES Phase II Stormwater Permit.

While it is the intent of the City to maintain a program to extend stormwater fee credits to property owners subject to the provisions included in this manual, should stormwater regulations change such that the conditions of the Stormwater Credit Program are no longer valid or significantly altered, the City reserves the right to reduce or eliminate the credits available. To protect the interest of the property owner receiving the credit, particularly where an existing facility has been upgraded to satisfy the requirements of the stormwater credit program, the availability of the credit will be made available for a period of 5 years, assuming the facility is maintained and operated in accordance with the conditions of the most recent credit application or credit renewal form and the applicant remains eligible for the credit as outlined in section III of this manual.

II. Stormwater Fee Credit Eligibility

A. Accounts Eligible

In order to effectively manage the stormwater credit program, only non-residential properties may receive a stormwater fee credit. Individual single family residential and duplex, triplex, and quadriplex residential units on individual lots of record **are not eligible** for stormwater credits.

In order for a non-residential property to be eligible to receive a stormwater fee credit, a property owner must receive a bill for Stormwater Service provided by the City of Rocky Mount and the credit must apply to developed land containing the facility eligible for the credit. Where the facility is located in a common area such as that associated with an apartment complex or a commercial development, the credit shall be applied based on the allocation of the stormwater fees for the property unless other arrangements are made and approved in conjunction with the stormwater credit fee application. Accounts with past-due balances shall not be eligible

to apply for stormwater fee credits. Credited accounts not paying monthly stormwater charges will be deemed ineligible, result in revocation of credits, and may be billed a surcharged amount to recover improperly issued credits.

B. Maintenance Agreement

In order to remain eligible for a stormwater fee credit, a property owner must agree to adhere to an approved and executed operation and maintenance plan for the facility(s) which qualify for the credit. A generalized review of maintenance activities required in order to remain eligible for a credit is provided in section IV.A of this manual. For new retrofitted facilities, the operation and maintenance agreement provided as part of the plan review and approval process will provide the maintenance plan for the facility(s) and should be submitted as part of the credit application. In the event the credit application is based on an existing BMP or stormwater control feature, an operation and maintenance agreement will need to be submitted and approved as part of the stormwater fee credit application process.

Failure to maintain the facility(s) or to provide the annual inspection report as required by city standards will result in the loss of the credit. This may include, but not be limited to, backbilling the account to recapture improper stormwater fee credits. In addition to providing the proper maintenance and inspection for the facility, the recipient of a stormwater credit is responsible for notifying the City in writing if the facility is compromised or damaged in any way. The City should also be notified in writing of any work that takes place (repair or alteration) that will impact how the facility operates.

C. Right-of-Entry

As a condition of receiving a stormwater fee credit, a property owner must agree to allow the City unrestricted access to inspect the facility(s) associated with the stormwater fee credit. The intent of the inspections will be to verify that the facility is being maintained as stipulated in the operation and maintenance agreement, the conditions on the ground are consistent with the documentation provided in conjunction with the annual inspection report submitted by the stormwater fee credit recipient, and that the facility is operating as intended.

D. Credit Renewal

Stormwater fee credits are provided for a period of one year. In order to continue to receive the credit in future years, the recipient is required to renew the credit application annually. It is the responsibility of the recipient to submit the credit renewal

application to the City's Stormwater Manager and to do so in a manner that insures that the credit remains continuous.

E. Stormwater Fee Credit Implementation

For those stormwater credit applications received (and subsequently approved) within 6 months of adoption of the Stormwater Credit Application Manual, the credit would be available retroactively to time of adoption of the stormwater credit policy. Credit will not be granted for an existing stormwater facility for any time preceding fee inception or for any time period prior to the date in which the stormwater facility was constructed and approved by the City. Documentation will also be required to substantiate maintenance of the facility over the time for which a retroactive credit is requested. Credit applications received after the first 6 months will be processed and become effective on the first full billing cycle following approval of the Stormwater Credit Application by the City. If a credit is applied for and granted, however, no developed property will be billed for less than 1 ERU.

III. Stormwater Fee Credit Options

In accordance with Chapter 21 of the City of Rocky Mount Code of Ordinances, the maximum stormwater fee credit available has been set at 25% of the stormwater service charge for the property in question. This may be achieved through the use of one or more features or activities eligible for a stormwater credit under the stormwater credit policy, but under no circumstances shall the total credit exceed the maximum stormwater fee credit established by City Council.

The options eligible for receipt of a stormwater fee credit are as follows.

A. Peak Flow Reduction

To qualify for the peak flow reduction credit, the peak discharge from the site must be reduced in excess of the city's minimum requirements (at the time of application) for the post-developed stormwater discharge. The City's current design standards require that the post-developed discharge not exceed the pre-development discharge for any given site.

While the city regulates the discharges associated with the 1-YR, 10-YR, and 25-YR design storms, the peak flow credit is based on the 25-YR design storm. For every 10% reduction in the peak discharge for the 25-YR design storm when compared to the pre-developed peak discharge, a credit of 5% will be granted. No credit will be provided for a partial reduction of the post-developed discharge rate (i.e. 10% fee

credit requires 20% reduction). It is also important to note that the credit is predicated on the discharge rate for the **entire** site, not just one discharge point from the site.

The design of the BMP(s) and the design calculations shall be prepared using software approved for use by the City and in accordance with the methodology outlined in the City's Stormwater Design Manual and/or the State Design Manual (as determined by the Stormwater Manager). In the event the BMP involves retrofitting an existing facility, the credit application shall include a site plan and the appropriate design data to confirm the reduction in the peak discharge.

B. Extended Stormwater Volume Control

In order to qualify for the extended stormwater volume control credit, the project would need to accumulate the volume of stormwater associated with the 25-YR design storm and release this discharge over a 72 to 120 hour period. By extending the detention period, the drainage system would benefit in terms of a reduction in stormwater quantity and improved stormwater quality by reducing sediment and nutrient export from the site.

The design of the BMP(s) shall be based on the 24-hour, Type II center weighted storm event and the 72 to 120 hour time period should start at the end of the storm event (i.e. at the beginning of 25th hour of the analysis). The design calculations shall be prepared using software approved for use by the City and in accordance with the methodology outlined in the City's Stormwater Design Manual. In the event the BMP involves retrofitting an existing facility, the credit application shall include a site plan and the appropriate design data to confirm the criteria for the extended volume control credit are satisfied.

C. Nutrient Reduction

On April 1, 2001 the City of Rocky Mount came under the Phase II Tar-Pamlico Stormwater Rules promulgated by the North Carolina Environmental Management Commission. As a result, new development is required to meet the 30% reduction in nitrogen loading as compared to 1991 levels within the Tar-Pamlico basin while holding phosphorous loadings at 1991 levels. To qualify for the nutrient reduction credit, the nutrient loadings from the site must be reduced in excess of the Tar-Pamlico requirements (at the time of application). The current requirements dictate that nitrogen export be limited to 4.0 lbs/acre/year and phosphorous be limited to 0.4 lbs/acre/year.

For every 0.5 lb reduction in the nitrogen transport (or 0.1 lb phosphorous) a 5% will be granted. As the credit can apply to either nitrogen or phosphorous, the credit would be computed based on the

smaller of the two credits. For example, if a BMP(s) were proposed to reduce the nitrogen export to 3.5 lbs Nitrogen/acre/year (5% credit) and 0.2 lbs Phosphorous per year (10% credit), the site would receive a credit of 5%.

No credit will be provided for a partial reduction in the nutrient export (i.e. 10% fee credit requires 1.0 lb reduction in nitrogen or 0.2 lb reduction in phosphorous). This credit would not apply for projects that make use of the nutrient offset payment option available through the North Carolina Ecosystem Enhancement Program (EEP). It is also important to note that the credit is predicated on the nutrient transport calculated for the **entire** site, not just for one catchment on the site.

The design of the BMP(s) and the design calculations shall be prepared in accordance with the methodology outlined in the City of Rocky Mount Code of Ordinances, the City's Stormwater Design Manual, and/or the State Design Manual. In the event the BMP involves retrofitting an existing facility, the credit application shall include a site plan and the appropriate design data to confirm the reduction in nutrient export.

D. Stormwater Education Program

The Phase II Tar-Pamlico Stormwater regulations require the City to develop an environmental education program to address nitrogen and phosphorous loading issues with the public. As a broad based education program is an important tool to help inform the public about the importance of water quality and the impact of their actions on the quality of this resource, the stormwater education credit is intended to encourage public and private educational institutions catering to grade levels 1 – 8 to assist the City in this effort.

In order to qualify for this credit, the educational program would need to be pre-approved by the City and documentation provided by the school to certify that the program had been carried out as approved in the credit application. Documentation would also be required to confirm the students that participate in the program. The credit is available on a per site basis and provides a credit of 5% per 100 students per year impacted by the stormwater education program. With the exception of the first 100 person increment, partial credit increments will not be granted.

E. Select Stormwater Enhancements

The stormwater enhancement credit is intended to provide a credit to property owners that exceed the City's minimum design requirements and construct improvements that address off-site stormwater quality or quantity issues. In general, such improvements would be site specific

and would need to be pre-approved by the City prior to receipt of a credit. In most cases, this option would provide a credit for improvements that address an identified need not easily remedied through the actions of the City's Stormwater Utility. Due to the wide range of projects that may qualify for this credit (e.g. donation of easement for BMP construction on private property), the credit granted will be based on the professional judgment of the Public Works Director or the Stormwater Manager. In general, the credit provided will be commensurate to the degree of benefit associated with the improvement.

F. Individual NPDES Permit

A 20% credit may be given for sites which are subject to Individual NPDES Stormwater Permits through the State of North Carolina and/or EPA. In order for a site to receive this credit, it must be individually permitted and maintain its permit in good standing. Proof of a valid permit, as well as copies of annual reports shall be submitted to the city in order for a property owner to receive or renew the credit.

IV. Stormwater Facility Maintenance and Inspection

A. Required Maintenance

The following stormwater facility maintenance activities are required for a customer to be eligible for a Stormwater Facility Credit. These activities are required to ensure that the facility performs as credited, complies with City standards and State law, meets safety standards, and is not a public nuisance. Maintenance activities are required on all drainage structures related to the facility, including the dam, inlets, headwalls, velocity dissipaters, spillways, pipes, feeder channels, discharge channels, etc. The owner of a credited Stormwater Facility must comply with all applicable maintenance practices below that are relevant to the credited facility.

- Debris and Litter Removal – This activity must be performed after storm events totaling approximately two inches over a 24-hour period or as needed in order to prevent the structure from clogging and failing and to prevent a public nuisance.
- Erosion and Structural Repair – Side slopes, emergency spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, revegetating, compacting and/or installing or replenishing rip-rap may be required to correct erosion problems that develop.
- Mowing – Side slopes, embankments, emergency spillways, and other grassed areas of stormwater facilities should be periodically mowed to prohibit woody growth and to prevent

grass from growing over eighteen inches in height (which is a public nuisance as set forth in the Rocky Mount City Code). More frequent mowing may be required in residential areas by adjacent homeowners or to meet State Dam Safety standards. Native grasses, which are water-tolerant, pest-tolerant, and slow growing, are recommended.

- No Blockages – Remove sediment or any blockage from pipes, channels, spillways, inlets, and outlets as needed to keep the facility in proper working condition.
- Nuisance Control – Standing water or soggy conditions within a “dry” stormwater facility can create nuisance conditions for nearby residents. A public nuisance is defined in the Rocky Mount City Code. Common nuisance conditions may include odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionally is required to control these potential problems. In addition, well-maintained and established wetland plants in wet detention ponds or bird nesting boxes around the pond can provide a habitat for birds and predacious insects and fish that can actively serve as a natural check on nuisance insects such as mosquitoes. Cyclical alteration of the water level in the pond or installation of aeration/agitation features will also disrupt most unwanted larval growth.
- Outlet Control – Maintain outlet control devised to ensure proper functioning in the control of stormwater velocities at the outlet of the stormwater facility. Revegetating and/or replenishing or reinstalling rip-rap may be required to correct erosion problems at the outlet of stormwater facility pipes.
- Removal of Log Jams and Debris – All streams and ditches within the stormwater system should be inspected periodically for blockages. If identified, the blockages and debris should be removed as quickly as practicable.
- Sediment Removal – This activity is to be performed as needed or as required by the City to ensure proper working order of the facility and its related stormwater facility features (channels, pipes, etc.). Sediment removal is also required to maintain the required storage volume per the North Carolina design guidelines.
- Structural Repairs and Replacement – Eventually, stormwater control structures will deteriorate and must be replaced. Major

structural damage to outlet structures (i.e. cracks, leaks, or failure) must be repaired as soon as possible.

B. Annual Documentation

Annual documentation must be submitted to the City to continue receiving a credit. The required documentation consists of the following.

- Annual inspection report from an independent engineer that conforms to City requirements.
- Recently dated photographs showing the condition (including any known damage or disrepair) of a Stormwater Facility. For stormwater ponds, these photos should include views of the outlet structure, all side slopes, vegetated littoral zones, a view from the downstream channel looking upstream at the dam and emergency spillway, a view from the dam showing the condition of the downstream channel, and a view of areas designed to catch sediment (if possible).
- Records demonstrating that required maintenance activities and/or repairs have been completed.

C. Facility Inspections

Each customer that has applied for and received a credit for a Stormwater Facility has the private responsibility to inspect and repair their facility to ensure that it is functioning as credited. In addition, the City reserves the right to inspect Stormwater Facilities receiving a credit at any time. If the field inspection proves that any of the annual documentation submitted for continuation of the credit is not accurate, or the facility is not maintained, or if the facility is not operating as credited, the credit will be forfeited and the customer must repay the City in the form of a surcharge the amount of credit received during the period for which the City determines the Stormwater Facility was out of compliance.

Inspections will be performed at the discretion of the City to assure that a facility is operating as credited (no blockage due to excessive silt, logs, or debris). Annual inspection is possible with additional inspections of problematic areas following large storm events (two inches of rainfall or more over a 24-hour period).

D. Enforcement

Inspections and annual documentation are the primary methods employed to monitor credits. Failure to maintain and operate the Stormwater Facility in strict compliance with City standards will

result in the loss of the credit and possible surcharge to recapture improper credits. All credited Stormwater Facilities are subject to nuisance ordinances of the City as well.

City of Rocky Mount
Stormwater Management Program
Application for Stormwater Utility Fee Credit

This application for Stormwater Utility Fee Credit should be completed prior to construction of any new BMPs or retrofits built for the purpose of receiving credit. After construction of new BMPs or retrofits, the city requires that a competent registered professional (PE, PLS, RLA) certify that the BMP was constructed per the approved design. For applications requesting credit for existing BMPs, a registered engineer's signed and sealed calculations are sufficient.

A) **Applicant Information:**

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Telephone: (____) _____

B) **Owner's Representative (Engineer/Landscape Architect):**

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Telephone: (____) _____
Registration Number (PE or RLA): _____

C) **Property Information:**

Business Name (if applicable): _____
Address: _____
PIN: _____ Property Size (ac): _____
Utility Account Number: _____

D) **Applicable Credit (See Credit Manual):**

- () ____% Reduced Peak Flow [complete items E, F, G, and H & I (post construction)]
- () ____% Extended Volume Control [complete items E, F, G, and H & I (post construction)]
- () ____% Nutrient Reduction [complete items E, F, G, and H & I (post construction)]
- () ____% Public Education [complete items E and G]
- () ____% Select Stormwater Enhancements [complete items E and G, include any necessary additional documents]
- () ____% Site/Facility holds separate NPDES Stormwater Discharge Permit
_____ [attach copies of permit and annual reports for the last two years]

Total: ____%

E) **Narrative & Supporting Calculations:**

Attach a narrative describing proposed/existing measures for which credit is being applied in detail as well as all supporting calculations and/or documentation required by the Credit Manual. The city reserves the right to require such additional information as it deems necessary to support the proposed fee credit.

City of Rocky Mount
Stormwater Management Program
Application for Stormwater Utility Fee Credit

F) **Operation & Maintenance Requirements:**

() An O&M Agreement **and** BMP Maintenance Plan have been previously recorded for this property, have been sufficient for continued maintenance, and are up to date as of the time of this application.

O&M Agreement is recorded as follows:

Book: _____ **Pages:** _____ - _____ **County:** NASH EDGECOMBE

() An O&M Agreement and BMP Maintenance Plan have not been recorded for this property. Attach a completed and signed O&M Agreement and BMP Maintenance Plan for review and execution by the City of Rocky Mount. This application will be held until these items are approved and recorded.

Book: _____ **Pages:** _____ - _____ **County:** NASH EDGECOMBE

G) **To be signed by Financially Responsible Party:**

Name: _____ Title: _____

Mailing Address: _____

By signing below, I understand that receipt of a stormwater utility fee credit is contingent upon my actions as follows:

1. I (or my representative) must operate and maintain the BMP as described in the recorded Operation & Maintenance Agreement
2. I must submit an annual BMP inspection report to the Stormwater Engineer by September 30 each year. This report must be certified by a N.C. registered professional engineer, landscape architect or land surveyor.
3. I (or my representative) must correct any deficiencies identified in the annual BMP inspection report.
4. I must submit an annual credit renewal application along with the BMP inspection report.
5. I have read the Stormwater Utility Fee Credit Manual. I understand that I must abide by all terms and conditions described in the manual to maintain credit eligibility.

Signature: _____ Date: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a notary public in and for said county and state, certify that _____ personally appeared before me this day, stated that he/she is _____ of _____, and acknowledged the execution of the foregoing instrument on behalf of said authority.

Witness my hand and official seal, this is the _____ day of _____, 20_____.

My Commission Expires _____

Notary Public (Signature)

(Seal)

Notary Public (Printed Name)

City of Rocky Mount
Stormwater Management Program
Application for Stormwater Utility Fee Credit

City of Rocky Mount Use Only: (For structural BMPs)

Design approval granted on _____

Stormwater Engineer

Stormwater Manager

Post Construction:

H) **As-Built Drawings:**

Provide as-built drawings of structural BMPs per City of Rocky Mount Engineering Department Specifications.

I) **Post Construction Certification:**

For newly constructed structural BMPs or retrofits for which credit is sought, a competent registered professional must sign and seal the following statement after construction or installation of retrofits:

I hereby certify that the stormwater management system of _____ has been constructed substantially per the design described in the Stormwater Utility Fee Credit Application approved by the City of Rocky Mount on _____. I further certify that any discrepancies between the as-built condition and the approved design are incidental and have no effect on the system meeting the approved design intent.

Signed: _____

(SEAL)

City of Rocky Mount Use Only:

Final approval granted on _____

Stormwater Engineer

Stormwater Manager

City of Rocky Mount
Stormwater Management Program
Stormwater Utility Fee Credit
Annual Renewal Form

For properties with ongoing stormwater fee credits: Complete this form and submit to the City of Rocky Mount Stormwater Engineer with your Annual BMP Inspection Report. Once approved by the Stormwater Engineer, no further action is necessary for the continuation of stormwater fee credit until the next Annual Inspection Report. In the case of facilities utilizing non-structural BMP's, complete items A, B, and C and attach supporting information showing that the non-structural BMP's remain in place (i.e. copy of most recent NPDES Permit/Annual Report, copy of supporting information for Public Education campaign, etc.).

If additional maintenance is required, or the submitted Annual Inspection Report is insufficient, a copy of this form will be marked as such and returned to the Applicant. It is the Applicant's responsibility to take necessary corrective action prior to September 30th to ensure that eligibility for utility fee credit does not lapse.

A) Applicant Information:

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Telephone: (____) _____

B) Owner's Representative (Engineer/Landscape Architect):

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Telephone: (____) _____
Registration Number (PE or RLA): _____

C) Property Information:

Business Name (if applicable): _____
Address: _____
PIN: _____ Property Size (ac): _____
Utility Account Number: _____

D) To be signed by Financially Responsible Party:

Name: _____ Title: _____
Mailing Address: _____

By signing below, I understand that receipt of a stormwater utility fee credit is contingent upon my actions as follows:

1. I (or my representative) must operate and maintain the BMP as described in the recorded Operation & Maintenance Agreement
2. I must submit an annual BMP inspection report to the Stormwater Engineer by September 30 each year. This report must be certified by a N.C. registered professional engineer, landscape architect or land surveyor.
3. I (or my representative) must correct any deficiencies identified in the annual BMP inspection report.
4. I must submit this annual credit renewal application along with the BMP inspection report.
5. I have read the Stormwater Utility Fee Credit Manual. I understand that I must abide by all terms and conditions described in the manual to maintain credit eligibility.

Signature: _____ Date: _____

City of Rocky Mount Use Only

- () The Annual Inspection Report for the referenced BMP is acceptable.
() **The Annual Inspection Report is not acceptable. Contact the City of Rocky Mount Stormwater Engineer at (252) 972-1340 as soon as possible to discuss necessary maintenance requirements or remedial actions. This annual renewal is considered incomplete until such time as all issues are resolved.**

() The necessary corrections were made on _____ Approved : _____
Stormwater Engineer