

Green Stormwater Infrastructure Program

Borough of Greenville Stormwater



User Fee Credit Manual

1. Introduction.....	1
1.1. Overview	1
1.3. Stormwater Credits	1
2. Definitions	2-4
3. General Credit Policies	4
3.1. Eligibility	4
3.2. Credit Type	4
3.3. Calculation of Credit	4
3.4. Maximum Credit	4
3.5. Application	5
3.6. Application Forms	5
3.7. Application Deadline	5
3.8. Application Fee	5
3.9. Documentation Requirements	5
3.9.1. Maintenance Documentation Requirements	5
3.9.2. Maintenance Agreement	5
3.10. Application Submission	6
3.11. Credit Approval	6
3.12. Annual Credit Determination	6
3.13. Issuance of Credit	6
3.14. Credit Renewal	6
3.15. Site Inspections	7
3.16. Termination of Credits	7
Credit Application	Appendix A

1. Introduction

1.1. Overview

The Borough of Greenville has established a Stormwater Management Program and User Fee to create a dedicated funding source for the operation and maintenance of the Borough's extensive stormwater infrastructure. All developed parcels in the Borough will be required to pay the fee, which is based on the impervious coverage of the parcel.

A credit program has been created to allow non-residential property owners to apply for credits for implementing and maintaining stormwater Best Management Practices (BMPs) on their parcel(s) to reduce the rate and volume of stormwater that enters the storm sewer system or to provide on-site stormwater quality benefits. By implementing such measures, parcel owners are helping to reduce the demand on the existing system or related Borough services. This manual has been prepared to detail the policies and application procedures for available credits.

The primary goals of the Borough's credit program are to:

- Increase public support for the stormwater fee by enhancing the equity of the fee by recognizing ongoing stormwater management activities on private property which can result in cost avoidance for the Borough's Stormwater Program;
- Maintain a high level of functionality of the existing stormwater infrastructure and maximize the system's current capacity;
- Encourage private investment in installing and maintaining private stormwater management systems.

The Credit policy, which encourages and incentivizes the ongoing operation and maintenance of BMPs on private property, will focus on those activities that help to minimize peak flows and runoff volumes as well as on-going management of those facilities that help to protect local water quality by managing stormwater pollution.

1.2. Stormwater Credits

Non-Residential property owners that install BMPs to reduce the stormwater flow or pollutant loading from their parcels can qualify to receive a reduction in their stormwater fee. BMPs are measures or facilities that prevent or reduce the transport of pollutants and/or control stormwater runoff volume or rate. Implementing such measures reduces the impact a site has on the downstream storm drainage system (both natural and man-made).

2. Definitions

Best Management Practice (BMP): Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, and to promote groundwater recharge. BMPs are used to manage the volume, rate, and water quality of stormwater runoff from a developed parcel. Permanent stormwater BMPs are commonly grouped into one of two broad categories or measures: “structural” or “nonstructural.” Nonstructural BMPs or measures refer to operational and/or behavior-related practices that attempt to minimize the contact of pollutants with stormwater runoff whereas structural BMPs or measures are those that consist of a physical device or practice that is installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scaled retention ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices. Structural permanent stormwater BMPs are permanent appurtenances to the project site.

Credit: The Borough’s Stormwater Credit Program entails three types of credits:

- **Peak Flow Attenuation:** For Stormwater BMPs which manage peak flow in accordance with the Borough's Stormwater Management Ordinance.
- **Volume Control:** For Stormwater BMPs which manage the volume of runoff in accordance with the Borough's Stormwater Management Ordinance.
- **Water Quality:** For Stormwater BMPs which manage water quality in accordance with the Borough's Stormwater Management Ordinance.

Constructed Wetland: A shallow marsh system planted with emergent vegetation that is designed to treat stormwater runoff.

Detention basin: An earthen structure constructed either by impoundment of a natural depression or excavation of existing soil, that provides temporary storage of runoff and functions to reduce stormwater peak flows.

Developed Parcel: A parcel altered from a natural state that contains impervious surface equal to or greater than 500 square feet.

Equivalent Residential Unit (ERU): The measure of impervious ground cover for a typical detached residential property used in assessing the fees for each parcel of developed property, and which has been determined to be 3,122.83 square feet.

Green Roof: A roof cover with stormwater storage, growth media, and plant material designed to provide water quantity benefits by filtering stormwater and rainfall retention and detention through storage and plant uptake.

Impervious Surface: A surface that prevents the infiltration of water into the ground. Impervious surface (or area) includes, but is not limited to: roofs, additional outdoor living spaces, patios, garages, storage sheds and similar structures, parking or driveway areas, and any private streets and

sidewalks. Any travel or parking areas proposed to initially be gravel or crushed stone without a sealed engineer design for infiltration shall be assumed to be impervious surfaces.

Infiltration Basin: A shallow impoundment that stores and infiltrates runoff over a level, uncompacted, preferably undisturbed, area with relatively permeable soils.

Infiltration Trench: A linear stormwater BMP consisting of a continuously perforated pipe at a minimum slope in a stone-filled trench.

Non-Residential: Any developed parcel not fitting the definition of Residential as defined herein. Non-Residential shall include, but not be limited to, attached single-family houses, multifamily houses (with 4 or more units), townhouses and condominiums, boarding houses, hotels and motels, churches, industrial properties, commercial properties, manufactured home or mobile home parks sharing a common lot, commercial and office buildings, storage areas, parking lots and other impervious areas, parks, recreation properties, public and private schools and universities, hospitals and convalescent centers, office buildings, government properties, and mixed-use properties.

Owner: The owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control of a piece of land. As used herein, owner also refers to, in the appropriate context: (i) any other person authorized to act as the agent for the owner; (ii) any person who submits a stormwater management concept or design plan for approval or requests issuance of a permit, when required, authorizing land development to commence; and (iii) any person responsible for complying with an approved stormwater management design plan.

Porous Pavement: A permeable surface such as porous asphalt, porous concrete, or various porous pavers, which allows water to infiltrate into the subsurface. A stone bed underneath the permeable surface provides temporary storage for peak rate control and promotes infiltration.

Raingarden (or bio-retention facility): An excavated shallow surface depression planted with specially selected native vegetation to treat and capture runoff.

Residential: A developed parcel containing one (1) structure which contains one (1) or more rooms with a bathroom and kitchen facilities designed for occupancy by one (1) family and shall include single-family houses, single-family units (no more than 3 units), manufactured homes, and mobile homes located on individual lots or parcels of lands. Developed parcels may be classified as “Residential” despite the presence of incidental structures associated with residential uses such as garages, carports or small storage buildings. “Residential” shall not include developed land containing: structures used primarily for nonresidential purposes; manufactured homes and mobile home locate within manufactured home or mobile home parks; or other multiple-unit residential properties such as apartments, condominiums and town houses.

Stormwater: Water from a rain or snowfall event that flows across the land and eventually into rivers, creeks, lakes, ditches and canals resulting in debris, sediment, pollutants, bacteria and nutrients from sidewalks, streets, parking lots, and other impervious surfaces washing into gutters, through storm drains, and eventually flowing into creeks and rivers.

User Fee: Sums assessed, imposed and to be collected from each developed lot, parcel, building or portion thereof which uses, benefits from or is serviced by the Stormwater Management System or which discharges stormwater, directly or indirectly, into the public Stormwater Management System, for the use of and the service rendered and improvement of such system. The stormwater fee applied to each base billing unit, or 3,122.83 square feet of impervious surface in the Borough of Greenville. The stormwater user fee rate is set by resolution and may be amended from time to time.

3. General Credit Policies

3.1. Eligibility

To be eligible to receive credits, applicants must be current with their stormwater fees. All developed Non-Residential properties will be eligible for credit provided that a stormwater BMP has been installed and that the owner can demonstrate that the facility is functioning as intended. To ensure consistency and to ensure that reductions in peak rate, volume and water quality pollution are measurable, the policy will only include those facilities that can demonstrate compliance with the Borough's Stormwater Management Ordinance. To provide a legal framework for enforcement, a signed or documented maintenance agreement with the Borough will be required. A copy of the Borough's standard maintenance agreement is included in Appendix B of the Borough's Codified Ordinances Chapter 471 titled "Stormwater Management".

3.2. Credit Types

The Borough of Greenville currently offers three types of credits for Non-Residential Owners:

- Peak Flow Credit
- Volume Control Credit
- Water Quality Credit

3.3. Calculation of Credits

Credit will only be applied to the owner for every project completed which drains to an eligible BMP facility. This credit will be applied to the whole property after showing that the owner was able to reduce and improve stormwater runoff conditions on the property. The credit will be calculated on a per project basis, that way the impact of each project can be measured and given proper credit.

3.4. Maximum Credit

The maximum amount of the fee on any parcel which will be eligible for credit will be 25%. Credits may be applied cumulatively based upon credit type and will only be applied to the impervious area on-site which drains to an eligible BMP facility.

- For Stormwater BMPs which manage water quality in accordance with the Borough's Stormwater Management Ordinance, the maximum credit will be 5%.
- For Stormwater BMPs which manage the volume of runoff in accordance with

the Borough's Stormwater Management Ordinance, the maximum credit will be 15%.

- For Stormwater BMPs which manage peak flow in accordance with the Borough's Stormwater Management Ordinance, the maximum credit will be 5%.

3.5. Application

The parcel owner (or an approved representative thereof) must submit a completed Stormwater Fee Credit Application Form and all required documentation. Applications and documentation requirements are detailed in the following section.

3.6. Application Forms

Application forms are provided in Appendix A and available on-line at:

www.greenvilleborough.com. Hard copies may be obtained at the Borough office.

3.7. Application Deadline

All credit applications must be received by the Borough by April 30th of each year.

3.8. Application Fee

The application fee is \$25(non-refundable) and must be included with the application form. Fees may be paid by check or money order to *The Borough of Greenville*. The Borough will notify applicants if their applications are incomplete. If complete information is not provided, applications will expire one year from the date of the original submission. Once an application expires, the customer must submit a new credits application with all supporting documentation and fee.

3.9. Documentation Requirements

At the time of application, the owner will need to provide the following documentation:

- Complete and signed application form
- Design documentation/engineering analysis of the BMP facility
- As-built plans and/or construction drawings acceptable to the Borough (for projects utilizing construction drawings, the plans must be accompanied by a letter of certification from the engineer of record that the project was built in accordance with the construction plans)
- Owner's operation and maintenance plan;
- Owner's inspection and maintenance logs for most recent period.

3.9.1. Maintenance Documentation Requirements

In order to be eligible for a credit, the owner must demonstrate (at their expense) that the facility is being maintained. This requirement may be waived if the Borough has recently inspected the facility and has found it to be in good working order.

3.9.2. Maintenance Agreement

In order to be eligible for a credit, a signed or documented maintenance agreement with the Borough is required. Under the maintenance agreement, the owner must allow the Borough access to the site to view and inspect the stormwater BMP at the Borough's discretion. The Maintenance Agreement is located in Appendix B of the Borough's Codified Ordinances Chapter 471 titled "Stormwater Management".

3.10. Application Submission

The completed application, supporting documentation, and non-refundable application fee must be submitted to:

Borough of Greenville Stormwater Program
Borough of Greenville
125 Main Street
Greenville, PA 16125

3.11. Credit Approval

The Stormwater Program Staff and/or Borough Manager will review the required documentation and final approval or denial of the credit application will be issued by the Borough Manager. The applicant will be notified, by letter of the approval or denial of the credits.

3.12. Annual Credit Determination

The Borough has set an annual cap on the credit program of \$20,000 and a cap on any one property Owner of \$2,500. To distribute the available funds equitably, all credit applications need to be received by the Borough by April 30th. Each year, following the receipt and review of all applications, the final credit values will be distributed amongst approved credit holders up to the maximum allowable credit percentages. If the total value of all approved credits exceeds the designated credit program budget, the percentages associated with each credit type will be adjusted until the total value of all credits equals the credit program budget.

3.12.1. Annual Credit Notification

The Borough will issue final credit decisions and inform each credit holder of the value of their final credit(s) by June 30th of each year.

3.13. Issuance of Credits

The Borough will reimburse approved credits in the form of a rebate. As payments may be made on a quarterly basis, the rebate will be applied proportionately to any of the previous payments received within the calendar year prior to issuance of the final credit value and any remaining payments may be adjusted accordingly. If the owner has paid in-full their annual stormwater fee prior to the issuance of a credit, a rebate for the full credit amount will be issued.

3.14. Credit Renewal

Stormwater credits will be valid for one (1) year after which they will require renewal. Prior to expiration, a credit renewal application must be submitted to the Borough along

with annual maintenance records for the previous year. The Borough will allow self-certification of maintenance and inspection records to be submitted at the time of renewal.

Note: Credits will need to be renewed in order for the owner to continue to receive credit on their stormwater fee. Should the owner fail to submit a renewal application, the credit(s) will expire.

The Borough may require expired credits to undergo recertification/re-application.

3.15. Site Inspections

After a customer submits a credit or credit renewal application, the Borough may inspect the parcel(s) to verify the information provided in the application and in the supporting documentation. It is the responsibility of the owner to allow the Borough access to the parcel. Following submission of a credit or credit renewal application, the customer shall grant the Borough, its employees or authorized agents permission to enter the parcel on providing forty-eight (48) hour written notice and, in any case, at reasonable times and without unreasonable disruption, to inspect the parcel to ensure that the information provided in the application accurately represents the current parcel conditions.

If a Borough inspection determines that the facility is not being maintained, the credit can be revoked. The Borough may choose to withhold credit until the owner can demonstrate the BMP has been restored to good working order and appropriate maintenance plans are in place.

3.16. Termination of Credits

The Borough may review and terminate any approved credits at any time if the BMPs associated with those credits are found to be improperly maintained and/or not adequately functional or the owner fails to restore the BMP to good working order following notification by the Borough.

Appendix A

Borough of Greenville Stormwater User Fee Credit Application



This application is for property owners to use to apply for credit on their stormwater fee for Best Management Practices (BMPs) implemented and maintained on their property. Applications must be filled out in their entirety and all required supporting documentation and a \$25 application fee must be included.

Applications must be received no later than April 30th.

Date:	Applicant Name:
Organization(if applicable):	
Mailing Address:	Email:
	Phone Number:
	Signature:

Credit Type(s) (Check Applicable Box)		
<input type="checkbox"/> Peak Flow Attenuation	<input type="checkbox"/> Volume Control	<input type="checkbox"/> Water Quality
BMP Type(s): (Check Applicable Box)		
<input type="checkbox"/> Detention Basin <input type="checkbox"/> Green Roof <input type="checkbox"/> Infiltration Basin <input type="checkbox"/> Infiltration Trench <input type="checkbox"/> Raingarden/Bio-retention Basin <input type="checkbox"/> Constructed Wetlands <input type="checkbox"/> Porous Pavement		
Property Address:	Impervious Area of Parcel (square feet):	

Parcel ID No:	Stormwater Account No:
Provide a brief description of the size, location, age, and condition of BMP(s) utilized for the requested credit:	

Checklist (please include the following documents with this application):
<input type="checkbox"/> Completed and signed application. <input type="checkbox"/> Application fee (non-refundable) of \$25, made payable to “ <i>The Borough of Greenville</i> ”. <input type="checkbox"/> Design documentation/engineering analysis of the BMP facility. <input type="checkbox"/> As-built plans and/or construction drawings. <input type="checkbox"/> Letter of certification from the owner’s engineer stating that the project was built in accordance with the construction plans (for projects utilizing construction drawings). <input type="checkbox"/> Signed Maintenance Agreement. <input type="checkbox"/> Owner’s Operation and Maintenance Plan. <input type="checkbox"/> Owner’s inspection and maintenance logs for the past 12 months (if applicable).

FOR BOROUGH USE ONLY

Received By:	Date Received:
Reviewed By:	Date Reviewed:
Parcel Serviced by BMP:	
<input type="checkbox"/> Application Fee Paid	<input type="checkbox"/> Application Administratively Complete
<input type="checkbox"/> Executed Maintenance Agreement	Total Parcel Fee: \$_____
Credit Value	
<input type="checkbox"/> Peak Flow (5%):	<input type="checkbox"/> Volume Control (15%):
	<input type="checkbox"/> Water Quality (5%):
Total % Credit (Max 25%):	
Parcel _____% / 100% * _____ SF of IA serviced / 3122.83 SF / ERU _____ * \$75/ERU _____	
Total Credit: \$_____	New Stormwater Fee: \$_____