

CITY OF PETERSBURG, VIRGINIA STORMWATER UTILITY PROGRAM NON-RESIDENTIAL/MULTI-FAMILY FEE CREDIT MANUAL



DEPARTMENT OF PUBLIC WORKS

City Hall Annex- 103 West Tabb Street
Petersburg, VA 23803

(804) 733 2355

www.petersburg-va.org

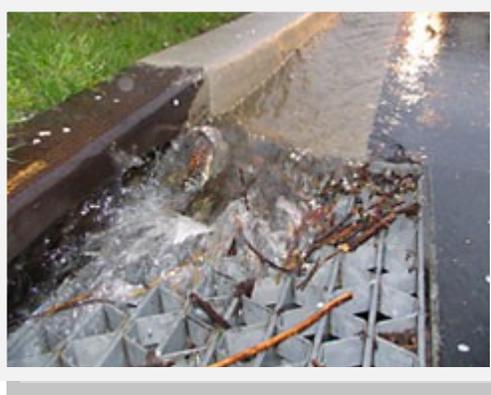
This manual has been adapted with permission and modified from the City of Lynchburg, Virginia manual.

INTRODUCTION

On April 2, 2013, the City of Petersburg approved the implementation of a Stormwater Utility to fund the City's stormwater management program. The ordinance established a stormwater fee at a rate of \$3.75 per Equivalent Residential Unit (ERU).



The Department of Public Works is responsible for meeting permitting requirements of the city's Municipal Separate Storm Sewer System (MS4) permit which include erosion and stormwater controls for development and re-development,



seeking out and eliminating illicit discharges and providing public education on water quality related issues. In addition the City is responsible for the operations, maintenance and improvements for the city owned storm drainage system. This drainage system is similar to the water or wastewater systems which provide a public benefit. The stormwater fee will provide a dedicated funding source to addressing stormwater related issues such as flooding, erosion and water quality problems.

WHAT IS A STORMWATER FEE?

A stormwater utility fee is similar to a water or sewer fee. In essence, customers pay a fee related to the amount of runoff generated from their site, which is directly related to the amount of impervious surface on the site. When a forested or grassy area is paved or replaced with an impervious material, this results in less infiltration of rainfall. A larger amount of rainfall runoff enters the stormwater system causing an increase in demand on the drainage system. Account holders are therefore charged a fee based on the amount of hard (impervious) surface on a property.

The City has determined the impervious area (i.e, hard surfaces such as rooftops, driveways and parking lots) on your lot and has compared it to the average impervious area of a residential lot (2,116 square feet or 1 ERU). 1 ERU is the base rate and non-residential customers are charged in proportion to this base. For example, if your property has four (4) times the amount of impervious area of an average residential customer, you will be charged four (4) times the base rate of \$3.75 per month (i.e. 4 ERUs or \$15). This billing methodology is typical for other stormwater funding programs in Virginia.

WHAT IS A STORMWATER CREDIT?

Properties that install stormwater best management practices (BMPs) to reduce the stormwater volume flowing or pollutant loading from their property to the storm system or surrounding bodies of water can qualify to receive a reduction in their stormwater fee. A BMP is an activity, measure or facility that prevents or reduces the transport of pollutants and stormwater runoff to the storm drainage system. These measures can include on-site practices such as bio-retention and ponds that manage stormwater at its source. The City encourages the use of these devices (often called low impact development or green infrastructure) in the planning of development projects.



As per the City’s Ordinance, only BMPs that provide treatment beyond that which is required in the City’s ordinance or those that result in the reduction in stormwater runoff volume leaving the site are eligible to receive a credit. Traditional peak stormwater runoff controls and devices that meet the existing standards are not eligible. More information on credit eligibility is provided in subsequent sections.

What types of credits are available?

The table outlines the types of credits available to nonresidential and multi-family properties. Before submitting an application, we encourage you to contact the City with questions regarding eligibility.

Credit Category	Commercial, Industrial	Multi-Family Residential
Stormwater Quality	✓	✓
Stormwater Volume	✓	✓
VPDES Industrial Permit Compliance	✓	

The credit amount will be determined based on the type of BMP and percentage of the impervious area of the site that drains to the BMP. The maximum credit allowed is fifty percent (50%) of the stormwater fee for the property being served by the BMP.

The credit will be good for a minimum of one (1) year. However, the owner will be required to perform proper maintenance of the BMP to continue receiving the credit. The City will inspect these BMPs periodically and may revoke the credit if the BMP is not maintained.

NEW BMP STORMWATER QUALITY CREDIT

A Stormwater Quality credit of up to 20% is available to applicants who have installed an approved Best Management Practice (BMP) that provides for the permanent reduction of pollutants (specifically, Total Phosphorus or TP) from the stormwater runoff leaving their property. The approved list of eligible BMPs is provided below, including reference to approved design specifications.

In order to be eligible for the credit, the applicant must provide engineering certification or calculations to show that the BMP provides for an additional 20% reduction in TP beyond the minimum standard (0.41 lbs/ac/yr).

The amount of credit earned by a property is determined by the percentage of the impervious area on the site that drains to the BMP(s). The following formula will determine the amount of credit earned by a Quality BMP:

$$\text{Credit Earned} = (20\% \text{ Credit}) * (\text{Stormwater Fee}) * (\% \text{ of impervious area treated})$$

All BMPs must be designed, constructed and maintained in accordance with the Virginia Stormwater Management Handbook which can be found at http://www.dcr.virginia.gov/stormwater_management/stormwat.shtml#vswmhnbk. Another source for acceptable design criteria is the Virginia Stormwater BMP Clearinghouse Standards and Specifications. These can be found at www.vwrrc.vt.edu/swc/.

Approved BMPs for Quality credits:

Practice Number	Practice	Design Specification
3	Grass Channel	SW Handbook Min Std. 3.13, VA DCR Design Spec. No. 3
7	Permeable Paver	SW Handbook Min Std. 3.10D, VA DCR Design Spec. No. 7
8	Infiltration	SW Handbook Min Std. 3.10, VA DCR Design spec. No. 8
9	Bio-retention 1	SW Handbook Min Std. 3.11, VA DCR Design Spec. No. 9
	Bio-retention 2	
	Urban Bio-retention	
10	Dry Swale 1	VA DCR Design Spec. No. 10
	Dry Swale 2	
11	Wet Swale 1	VA DCR Design Spec. No. 11
	Wet Swale 2	
12	Filtering Practice 1	SW Handbook Min Std. 3.10, VA DCR Design Spec. No. 12
	Filtering Practice 2	
13	Constructed Wetland 1	SW Handbook Min Std. 3.09, VA DCR Design Spec. No. 13
	Constructed Wetland 2	
14	Wet Pond 1	SW handbook Min Std. 3.06, VA DCR Design Spec. No. 14
	Wet Pond 2	
15	Extended Detention Pond 1& 2	SW Handbook Min Std. 3.07, VA DCR Design Spec. No. 15
NA	Manufactured BMP Systems	SW Handbook Min Std 3.15, SW Technical Bulletin #6

NEW BMP STORMWATER VOLUME CREDIT

A Stormwater Volume credit of up to 50% is available to applicants who install an approved Best Management Practice (BMP) that reduces stormwater volume. These practices reduce the demand or burden on Petersburg’s storm sewers as well as our streams and rivers. Since volume reduction is not currently a requirement in the City of Petersburg, any of the volume reduction stormwater measures listed in the table below constitute an exceedance of the minimum standards and are eligible to receive a credit.

The amount of credit earned by a property is determined by the percentage of the impervious area on the site that drains to the BMP. The following formula will determine the amount of credit earned by a Stormwater Volume BMP:

$$\text{Credit Earned} = (50\% \text{ Credit}) * (\text{Stormwater Fee}) * (\% \text{ of impervious area controlled})$$

All BMPs must be designed, constructed and maintained in accordance with the Virginia Stormwater Management Handbook which can be found at http://www.dcr.virginia.gov/stormwater_management/stormwat.shtml#vswmhnbk. Another source for acceptable design criteria is the Virginia Stormwater BMP Clearinghouse Standards and Specifications. These can be found at www.vwrrc.vt.edu/swc/.

Approved BMPs for Volume Credit:

Practice Number	Practice	Design Specification
5	Vegetated Roof 1 or 2	VA DCR Design Spec. No 5
6	Rainwater Harvesting	VA DCR Design Spec. No 6
8	Infiltration 1 or 2	VA DCR Design Spec. No 8

Note: Impervious areas may also be replaced or substituted with various forms of permeable pavement to receive a fee reduction. These practices are not applied as credits, but rather result in a direct 1 to 1 reduction in square footage used to calculate your fee. All permeable pavement must be installed to Virginia DCR Design Spec. No. 7 to receive credit.

STORMWATER VPDES CREDIT

Some activities that take place at industrial facilities, such as material handling and storage, are often exposed to the elements. As runoff from rain or snowmelt comes into contact with these activities, it picks up pollutants and transfers them to the storm sewer system and ultimately into the creeks and rivers of Petersburg. To minimize the impact of these discharges, the Virginia Department of Environmental Quality began requiring industrial facilities to register for a VPDES (Virginia Pollutant Discharge Elimination System) Stormwater General Permit.

Property owners who hold a valid and compliant VPDES Industrial Stormwater Permit and who discharge either to a stream through a private facility or to the Petersburg storm sewer are eligible to receive a 20 % credit. Documentation to receive a credit include the credit application, copy of the VPDES Industrial Stormwater Permit, a copy of the Stormwater Pollution Prevention Plan (SWPPP) and proof of compliance with the permit.

EXISTING BMP STORMWATER CREDIT

Property owners with existing BMPs may also be eligible for a credit. In order to be eligible, the property owner must submit engineering calculations that prove the existing BMP meets the same volume reduction or pollutant reduction required for new BMPs (as documented in previous sections of this manual). If the existing BMP complies with the standards and achieves the same reductions, the property owner will be eligible for the same level of credit as property owners with newly constructed BMPs.

MAKING A CREDIT APPLICATION

Property owners wishing to apply for any of the credits in this manual are encouraged to contact City staff for more information and to determine initial eligibility before expending any time or resources completing the application. If the City and property owner agree upon eligibility, the property owner must comply with the following:

Prior to receiving a stormwater credit, the property owner must submit a completed Non-Residential/Multi-Family General Credit Application (attached to this manual), along with supporting information (including pictures) on the design and installation of the BMP(s). Application and documentation requirements include a complete application, signed Stormwater Maintenance Agreement and design calculations and construction plans.

Once a complete application has been received the Department will review all documentation and the applicant will be notified in writing when an application is approved or denied within 90 days of submittal of a complete application. If an application is denied, the applicant can appeal based on the established appeals procedures.

A credit will not be applied to the Utility Billing Account until the BMP has been constructed and an inspection performed on the practice(s) implemented.

Credit Requirements:

- * Submit all required documentation with the application;
- * The BMP shall remain privately owned and maintained, with the owner having sole responsibility for maintenance and upkeep;
- * The BMP shall not become part of the Stormwater Utility;
- * Continuation of the credit is contingent upon passing periodic inspections of the customers BMPs by City staff.

Submit the Credit Application and supporting documentation to the following:

City of Petersburg
Department of Public Works
ATTN: Stormwater Program Manager
City Hall Annex- 103 West Tabb Street
Petersburg, VA 23803

Maintenance Requirements

In order for an applicant to continue receiving the stormwater credit each BMP(s) installed must be maintained to ensure continued function. The applicant is responsible for having all ongoing maintenance work completed to keep the measure functional.

BMP Inspection checklist: The applicant should maintain on file completed Inspection check-lists with dates of inspections. This information may be requested by the City at any time to verify maintenance is being performed.



Restrictions on credits

Transfer of credit: The stormwater credit applies only to the applicant. Credits do not transfer if ownership changes. A new application must be submitted for new account holders to receive the credit.

Local Community Requirements: The BMP must meet all applicable City of Petersburg building, planning and zoning code requirements.

Right to Inspection. The City may inspect the BMP at any time during the year. If the BMP is not functioning as approved or has not been maintained, the City reserves the right to cancel the stormwater credit until a new application is received and the property owner proves that all maintenance work has been performed to return the BMP to a fully functional condition.

HOAs or POAs

A Homeowners or Condominium Association can apply on behalf of its members for the Stormwater Credit. The Association must own and have legally-binding responsibility to maintain an approved BMP. The Association must document its legally binding agreement with the property owners who will be receiving the stormwater fee credit to provide funding necessary to maintain the BMP. If a credit application is approved, the credit will be applied to each account holder listed as a member of the Association whose property drains to the BMP.

USEFUL RESOURCES

Virginia Stormwater BMP Clearing-house Design standards and calculations
<http://www.vwrrc.vt.edu/swc/>

Virginia Stormwater Management Handbook Design standards and calculations
http://www.dcr.virginia.gov/soil_and_water/stormwat.shtml#vswmhnbk

The Center for Watershed Protection
Fact sheets, design guidance, and reference materials
<http://www.cwp.org/>

Low Impact Development Center
Fact sheets, design guidance, and reference materials
<http://www.lowimpactdevelopment.org/>

Chesapeake Bay Foundation
Rain garden, rain barrel, and native planting information.
<http://www.cbf.org/>

U.S. Green Building Council
Fact sheets, design guidance, and reference materials
<http://www.usgbc.org/>

Environmentally Sensitive Landscaping
Fact sheets, design guidance, and reference materials
www.epa.gov/GreenScapes

Alliance for the Chesapeake Bay
Rain barrel and native landscaping information.
<https://www.allianceforthebay.org/>

Interlocking Concrete Pavement Institute
Fact sheets, design guidance, and reference materials
<http://www.icpi.org/>

Pervious Concrete
Fact sheets, design guidance, and reference materials
<http://www.perviouspavement.org/>



Stormwater BMPs help manage the quantity and quality of stormwater runoff to local streams and waterways



Non-Residential/Multi-Family Stormwater Credit Application

Applicant Information

Full Name: _____
 Last First M.I.

Address: _____
 Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

E-mail Address: _____

Mailing Address : _____
(if different than property address)

Parcel ID Number _____ Billing Account # _____

Credit Information

Check One:

- This is the first credit application for this property.
- This is a new credit request or reapplication.
- This is a reapplication after a credit suspension.

Type of Credit

Check all that apply:

- New BMP Stormwater Quality Credit**
 Type of BMP utilized: _____
 Design Calculations included
 Construction plans or as-built drawings included
 Signed Stormwater Maintenance Agreement included
- New BMP Stormwater Quantity Credit**
 Type of BMP utilized: _____
 Design Calculations included
 Construction plans or as-built drawings included
 Signed Stormwater Maintenance Agreement included
- Stormwater VPDES Credit**
 Copy of VPDES Industrial Stormwater Permit included
 Copy of Stormwater Pollution Prevention Plan (SWPPP) included
 Documentation of permit compliance from regulating authority
- Existing BMP Stormwater Credit**
 Type of BMP utilized: _____
 Design Calculations included
 Construction plans or as-built drawings included
 Proof of maintenance or current performance



Non-Residential/Multi-Family Stormwater Credit Application

Additional BMP or Credit Information

Please attach to this form any additional, pertinent information regarding your BMPs such as pictures, maintenance logs, plans, etc. The City reserves the right to request additional information where necessary to evaluate this application

Property Fee Credit Calculation Worksheet

Stormwater Quality Credit (new or existing)

Impervious area treated, % "A": _____

Fee Credit %, % = % impervious area treated x 20% (A x B): _____

Stormwater Volume Credit (new or existing)

Impervious area treated, % "A": _____

Fee Credit %, (%) impervious area treated x 50% (A x B): _____

Stormwater VPDES Credit

Fee Credit %, 20% _____

Total Proposed Credit (not to exceed 50%) _____

Owner Certification

By signing below, I hereby certify that I own or live at the property and I further declare, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief.

Signature: _____

Date: _____

Mail to:

Department of Public Works
Attn: Stormwater Program Manager
City Hall Annex - 103 West Tabb Street
Petersburg, VA 23803