

Department of Stormwater Management
Stormwater Credit Manual

March 2015

City of Greenwood



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PREFACE

Send Application Forms to: Department of Stormwater Management
Stormwater Credit Application
City of Greenwood
300 S Madison Ave
Greenwood, IN 46142

Make Checks Payable to: City of Greenwood

For Questions Regarding the Credit Application, Contact:

Department of Stormwater Management
City of Greenwood
300 S Madison Ave
Greenwood, IN 46142

Phone: (317) 887-4711
E-mail: stormwater@greenwood.in.gov
Website: <http://www.greenwood.in.gov/>

Application Procedure:

Initial review for Stormwater Service Charge Credits shall be completed within ninety (90) days of the receipt of the completed application form and fee payment. A pre-submittal meeting prior to the initial review is recommended between the applicant and the Department of Stormwater Management, which will ensure an efficient submittal process. Application fees are one-time and nonrefundable. The application forms will be reviewed for completeness, accuracy and applicability. If the application is found to be complete, accurate and applicable, a letter will be sent to the applicant notifying him or her of approval of the credit. Any application for credit is acknowledgement of the indemnification statement of this document, and the City of Greenwood's (City) right-of-entry (see attachments for Right-of-Entry Form) to inspect and verify the information submitted on said application. Should deficiencies be found during the review, a letter will be sent out to the applicant's contact person identifying the deficiencies. The applicant will have thirty (30) days to address the deficiencies, and resubmit the required information. Should the applicant fail to provide the required information to the City within thirty (30) days, the application will be considered closed and a new application will be required. Upon receipt of this additional information the review process will resume and be completed within thirty (30) days, or the remainder of the initial ninety (90) day review process, whichever is longer. Adjustments to billing will be made retroactively to the date of the customer's completed credit application. Should the application be denied, a letter explaining reasons for the denial will be provided to the applicant. The applicant has the right to appeal this decision, and may do so in accordance with procedures provided by Greenwood Municipal Code, Article 4, Stormwater Management, as amended from time to time. All credits will be subject to annual

reporting or inspection to remain active. The inspection procedures for stormwater facilities are set forth within Chapter 9 of the Municipal Code, and the annual reporting requirements are set forth within this Stormwater Credit Manual.

SECTION 1 – INTRODUCTION

The Common Council adopted Ordinance No. 12-11 establishing a Department of Stormwater Management, which created the Board of Directors of the Department of Stormwater Management (hereafter, “Board”), to oversee all activities of the Department of Stormwater Management (hereafter, “Stormwater Department”). The Stormwater Department shall perform various management activities such as public education and participation, the elimination of illicit discharges, control of construction site runoff, and pollution prevention.

The primary source of revenue for the Stormwater Department will be the stormwater service charge applied to all developed property within the Stormwater District. Service charges to a property are related to the amount of the impervious surfaces located on the property, which is directly related to the runoff caused by the impervious surface area. Typical impervious surfaces include drives, sidewalks, roofs, any paved surfaces, and compacted aggregate.

The Stormwater Department has developed a system of credits for non-residential property owners who have stormwater control facilities in place to manage and reduce the impact on the drainage system. The maximum credit or combination of credits given to any one property shall be 40%. This manual details the policies and procedures applicable to the stormwater service charge credit program.

Definitions

Best Management Practice (BMP) – Any structural or nonstructural control measure utilized to improve the quality and, as appropriate, reduce the storm water run-off rates. The term includes schedules of activities, prohibitions of practice, treatment requirements, operation and maintenance procedures, use of containment facilities, land use planning, policy techniques, and other practices that comply with Chapter 10 of the Municipal Code.

Example of BMPs:

Stormwater Ponds

- Wet pond
- Wet extended detention pond
- Micropool extended detention pond
- Multiple pond systems

Stormwater Wetlands

- Shallow wetlands
- Extended detention wetland

Bioretention Areas

- Shallow stormwater basins or landscaped areas that utilize engineered soils and vegetation to treat and capture and/or infiltrate stormwater runoff

Manufactured BMPs

- Various designs

Manufactured BMP – A structural BMP designed for stormwater quality treatment constructed of a combination of manmade materials at an off-site facility.

Structural BMP – A structure designed and constructed for the purpose of stormwater quality treatment.

Non-Structural BMP – A BMP that is not constructed by physical means of land disturbance such as education, public information handouts, etc.

Stormwater Runoff Facility – The method, structure, area, system, or other equipment or measures that are designed to receive, control, store, or convey stormwater.

Educational Institution – A public or private institution that provides instructional services to individuals or education-related services to individuals, and employs educators licensed by the State of Indiana.

Municipal separate storm sewer system or MS⁴ - As defined in 327 IAC 15-13-5(42).

National Pollutant Discharge Elimination System (NPDES) – Regulations for storm water discharges as described in the Federal Register, 40 C.F.R. §§122, 123, and 124.

Acronyms

BMP	Best Management Practice
ERU	Equivalent Residential Unit
TSS	Total Suspended Solids

SECTION 2 – CREDIT POLICIES

It is the City's intent to encourage sound technical design practices that reduce the negative impact of development on the drainage system through a simple, but effective, credit system.

What Credits are Available and Who Qualifies:

- *Stormwater Quality Credits* – Credits are offered to properties that reduce pollutants in stormwater runoff through the use of BMPs. Credits will only be granted to those exceeding removal rates as provided in the most recent version of the Stormwater Technical Manual. These credits will also be required to pass annual inspections, as set forth in Chapter 9 of the Municipal Code.
- *Stormwater Quantity Credits* – Credits are offered to properties that reduce the rate and/or the volume of stormwater runoff from the property. Credits will only be granted to those reducing flow rates (i.e. exceeding the standard) as provided in the most recent version of Stormwater Technical Manual. These credits will also be required to pass annual inspections, as set forth in Chapter 9 of the Municipal Code.
- *Retrofit Credits* – Credits are offered to previously developed properties should a property owner decide to upgrade or add facilities to meet or exceed the requirements provided in the most recent version of the Stormwater Technical Manual . These credits will also be required to pass annual inspections, as set forth in Chapter 9 of the Municipal Code.
- *Education Credits* – Credits are offered to educational institutions who educate students and staff about water quality, and the stewardship of natural resources, using state licensed instructors. These credits will also require annual reporting, which are outlined in the Education Credit section of this Credit Manual.
- *Non-Residential* – The Stormwater Department only offers credits to non-residential properties.

Credits are applied on a per parcel basis directly related to the number of effected ERUs. For large parcels with multiple watershed outlet points, the credits may be applied to only the portion of the parcel that contains water quality and/or quantity methods and not the entire parcel area. For properties where multiple watershed outlets occur, a pre-submittal meeting should be scheduled with the City to evaluate the site watershed area and how credits would be applied to the parcel. For example, if a site contains two (2) watersheds and only one (1) watershed has water quantity and/or quality credits, then the credits would apply to the portion of the site with the applicable quantity and/or quality methods.

How to Qualify for Stormwater Quality Credits:

A stormwater quality credit may be made available to non-residential owners that treat stormwater runoff prior to discharging from their properties, and that exceed the stormwater quality requirements in Chapter 10 of the Municipal Code. The current ordinance requires the removal of 80% TSS at either a designated water quality volume or water quality flow rate. The City Stormwater Department shall review and approve all plans and computations for all stormwater control facilities for acceptance prior to initiating the credit process. The review shall be based on the appropriate methodologies set forth in the latest version of the Stormwater Technical Manual.

The credit will be granted in one (1) of two (2) tiers, with the maximum credit awarded of 20%. The tiers will not be cumulative, and a property may only qualify for a single quality credit tier at a time. The tiers shall be determined as follows:

- 1) The first tier may be granted to sites maintaining TSS removal rates of 80% at a volume or flow rate that exceeds the requirements in Chapter 9 by 25%. This first tier may award a 10% credit to the property owner.

- 2) The second tier may be granted to sites maintaining TSS removal of 80% at a volume or flow rate that exceeds the requirements in Chapter 9 by 25%, and also utilizes a manufactured BMP. This second tier may award a 20% credit to the property owner. It is the intent of this additional credit to have more maintainable water quality controls, which can be more easily verified. Credits for non-manufactured BMPs can be increased to a total of 20% if the property owner performs water quality monitoring for a period of eighteen (18) months, and demonstrates that his/her facility can effectively remove TSS at rates exceeding the standard. An acceptable method/plan of monitoring and reporting shall be determined by the owner, and approved by the Stormwater Department.

Documentation for all proposed manufactured BMPs shall be provided, which shall clearly demonstrate that the BMP will remove the required amount of the particles listed below at the designed peak flow rate or water quality volume:

Runoff Particle Distribution

Particle Size (µm)	% of TSS
250	20
125	40
75	40

Enforcement:

The City reserves the right to review and/or inspect the provisions of the BMPs at any time. If, after the review and/or inspection, the City finds the level of service is not being provided or continued, the property owner will be notified in writing and given thirty (30) days to correct the deficiency. The property owner must provide written documentation to the Stormwater Department within the thirty (30) days of the original notice that the BMP is providing service or continuing service as agreed. If, in the opinion of the Stormwater Department and/or Engineering Division the deficiency is not satisfactorily corrected, the user fee credit previously applied to the site will be terminated effective the following billing cycle.

Reapplication for user fee credits will not be reviewed until the delinquent BMP has been adequately reinstated for three (3) continuous months, and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the applicant to prove the stormwater management goals are met prior to the credit being reissued. As a condition of receiving a stormwater fee credit, a property owner agrees to allow the City unrestricted access to inspect the property associated with the stormwater service charge credit (See attachments for Right-of-Entry Form). The intent of the inspection is to verify that the facility is being maintained properly

How to Apply for Stormwater Quality Credits:

Non-residential owners may qualify for credits when they can demonstrate that their existing or proposed stormwater facilities properly manage stormwater, and exceed the requirements of Chapter 9 of the Municipal Code.

To receive the credit, the property owner must supply to the City the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area. The site plan shall clearly delineate the effective limits of the BMP;
2. Design calculations must be submitted for the existing or proposed stormwater facilities. The calculations shall document the design criteria for the facilities and indicate the facilities efficiency or ability to remove suspended solids and/or dissolved pollutants. Design calculations shall be signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana.
3. Detailed floodplain and floodway information of the site, if it exists;
4. A detailed report that clearly describes how the stormwater facility functions for design storm events for the 2-, 5-, 10-, 25-, 50-, and 100-year events;
5. A submitted Operations and Maintenance (O&M) Manual meeting the requirements of Chapter 9 of the Municipal Code.

6. A \$150 check for the application fee, which will cover the initial review of the application document. The initial review period will be approximately 3 hours, and the City will charge an hourly staff rate of \$75/hour after the initial review. The City reserves the right to use outside consultants for the review process, whose rate shall be determined at the beginning of the review process. The applicant will be notified of the exact rate prior to the beginning of the review process, and will be given an estimate of the time to complete the review. The applicant may request an accelerated review at which time a review period and accelerated review fee will be determined.

How to Qualify for Stormwater Quantity Credits:

A stormwater quantity credit may be made available to non-residential properties that detain/retain stormwater runoff prior to discharging from their property. Properties must exceed the stormwater control requirements in Chapter 9 of the Municipal Code in order to qualify for a quantity credit. The current ordinance requires that "the release rate of stormwater from a development, redevelopment and new construction may not exceed a 2-year pre-developed rainfall event rate for a 10-year post-developed storm, or a 10-year pre-developed rainfall event rate for a 100-year post developed storm (peak flows)." The City Stormwater Department shall review and approve all plans and computations for all stormwater control facilities for acceptance prior to initiating the credit process. The review shall be based on the appropriate methodologies set forth in Section 9 of the Municipal Code and the Stormwater Technical Standards Manual.

The credit will be granted in one (1) of three (3) tiers, with the maximum credit awarded of 40%. The tiers will not be cumulative, and a property may only qualify for a single quantity credit tier at a time. The tiers shall be determined as follows:

- 1) The first tier credit shall be granted to sites that exceed the required stormwater control requirements set forth by the ordinance. A 20% first tier credit shall be granted for detaining the post-developed 100-yr peak flow rate to less than the pre-developed 5-year peak flow rate.
- 2) The second tier shall be granted to sites that exceed the required stormwater control requirements set forth by the ordinance. A 30% second tier credit shall be granted for detaining the post-developed 100-yr peak flow rate to less than the pre-developed 2-year peak flow rate.
- 3) The third tier is for construction of a regional detention facility that collects and detains runoff to the release rates specified in Chapter 9 of the Municipal Code. This credit applies to construction of a regional detention facility that provides benefit to the City of Greenwood by reducing downstream flood waters within areas of undersized infrastructure. The regional basin will be designed within a specific watershed to detain both site and upstream watershed flows in order to limit the release rate downstream. The basin must be in compliance with the City of Greenwood Chapter 9 of the Municipal Code, and approved by the City Engineer. A credit of 40% may be granted to sites providing a regional benefit to the City's Stormwater Management Program.

Enforcement:

The City reserves the right to review and/or inspect the provisions of the stormwater detention/retention facility at any time. If, after the review and/or inspection, the City finds the level of service is not being provided or continued, the property owner will be notified in writing and given thirty (30) days to correct the deficiency. The property owner must provide written documentation to the Stormwater Department within the thirty (30) days of the original notice that the stormwater detention/retention facility is providing service or continuing service as agreed. If, in the opinion of the Stormwater Department and/or Engineering Department, the deficiency is not satisfactorily corrected, the user fee credit previously applied to the site will be terminated effective the following billing cycle.

Reapplication for user fee credits will not be reviewed until the delinquent stormwater control facility has been adequately reinstated for three continuous months, and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the applicant to prove the stormwater management goals are met prior to the credit being reissued. As a condition of receiving a stormwater fee credit, a property owner agrees to allow the City unrestricted access to inspect the property associated with the stormwater fee credit (See attachments for Right-of-Entry Form). The intent of the inspection is to verify that the stormwater control facility is being maintained properly. Inspections will be performed at the discretion of the City to assure that the stormwater control facility is operating as intended.

In addition, to the above credit enforcement provisions, Chapter 9 of the Municipal Code, sets forth further enforcement requirements and potential violations related to the inspection and maintenance of stormwater control facilities. The violations and penalties within Chapter 9 will be enforced in addition to the above credit penalties.

How to Apply for Stormwater Quantity Credits:

Non-residential property owners may qualify for credits when they demonstrate that their existing or proposed stormwater facilities manage stormwater to exceed the stormwater control requirements.

To receive the credit, the property owner must supply to the City the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area. The site plan shall clearly delineate the effective limits of the stormwater detention/retention facilities;

2. Design calculations must be submitted for the existing or proposed stormwater facilities. The calculations shall document the design criteria for the facilities and indicate compliance with the required credit standard to be met. Design calculations shall be signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana.
3. Detailed floodplain and floodway information of the site, if it exists;
4. A detailed report that clearly describes how the stormwater facility functions for design storm events for the 2-, 5-, 10-, 25-, 50-, and 100-year events;
5. A proposed maintenance schedule submitted by the property owner that describes in detail the maintenance activities for the stormwater facility.
6. A \$150 check for the application fee, which will cover the initial review of the application document. The initial review period will be approximately 3 hours, and the City will charge an hourly staff rate of \$75/hour after the initial review. The City reserves the right to use outside consultants for the review process, whose rate shall be determined at the beginning of the review process. The applicant will be notified of the exact rate prior to the beginning of the review process, and will be given an estimate of the time to complete the review. The applicant may request an accelerated review at which time a review period and accelerated review fee will be determined.

How to Qualify for Retrofit Credits:

A stormwater credit may be given to property owners that provide water quality or quantity controls to their existing properties. This retrofit credit may be applicable to sites that have existing stormwater control facilities that will be brought up to date, or sites that plan on adding stormwater control facilities to bring it into compliance with Chapter 9 of the Greenwood Municipal Code. Facilities shall be designed in accordance with the City of Greenwood's design standards, and shall be submitted to the City's Stormwater Department for appropriate permits and reviews provided in Section 10-534 (Local Review Process) of the Greenwood Municipal Code. Pre-existing conditions for sites that were developed prior to the acceptance of the City's first floodplain ordinance (Ord. No. 07-21, §3) shall use an existing site condition of undeveloped farm fields, with slopes appropriate to the current conditions. The flow path used for the developed conditions shall also be used for the pre-existing conditions. These conditions may be changed based upon review by the Engineering Division; it is the responsibility of the property owner, or his or her representative, to contact the Engineering Division prior to design to determine appropriate design parameters.

A 5% credit may be given to property owners that upgrade their facilities that control water quality into compliance, and a 5% credit may be given to property owners that upgrade their facilities that control water quantity into compliance. These credits are independent of the proposed water quantity and quality credits, which can also be applied to the site should the property owner decide to apply for those credits.

Enforcement:

The City reserves the right to review and/or inspect the provisions of the BMPs and/or stormwater detention/retention facility at any time. If, after the review and/or inspection, the City finds the level of service is not being provided or continued, the property owner will be notified in writing and given thirty (30) days to correct the deficiency. The property owner must provide written documentation to the Stormwater Department within the thirty (30) days of the original notice that the BMP and/or stormwater detention/retention facility is providing service or continuing service as agreed. If, in the opinion of the Stormwater Department and/or Engineering Division, the deficiency is not satisfactorily corrected, the user fee credit previously applied to the site will be terminated effective the following billing cycle.

Reapplication for user fee credits will not be reviewed until the delinquent BMP and/or detention facility has been adequately reinstated for three continuous months, and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the property owner to prove the stormwater management goals are met prior to the credit being reissued. As a condition of receiving a stormwater fee credit, a property owner agrees to allow the City

unrestricted access to inspect the property associated with the stormwater fee credit (See attachments for Right-of-Entry Form). The intent of the inspection is to verify that the facility is being maintained properly.

How to Apply for Retrofit Credits:

Non-residential property owners may qualify for retrofit credits when they can demonstrate that their proposed stormwater facilities manage stormwater to meet the current stormwater control requirements.

To receive the credit, the property owner must supply to the City the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area. The site plan shall clearly delineate effective limits of the BMPs and/or stormwater detention/retention facilities;
2. Design calculations must be submitted for the proposed stormwater facility/facilities. The calculations shall document the design criteria for the facilities and indicate the compliance to the required credit standard to be met. Design calculations shall be signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana.
3. Detailed floodplain and floodway information of the site, if it exists;
4. A detailed report that clearly describes how the stormwater facility/facilities functions for design storm events for the 2-, 5-, 10-, 25-, 50-, and 100-year events;
5. A proposed maintenance schedule submitted by the property owner that describes in detail the maintenance activities for the stormwater facility or facilities.
6. A \$150 check for the application fee, which will cover the initial review of the application document. The initial review period will be approximately 3 hours, and the City Engineer will charge an hourly staff rate of \$75/hour after the initial review. The City Engineer reserves the right to use outside consultants for the review process, whose rate shall be determined at the beginning of the review process. The applicant will be notified of the exact rate prior to the beginning of the review process, and will be given an estimate of the time to complete the review. The applicant may request an accelerated review at which time a review period and accelerated review fee will be determined.

Non-residential property owners may also qualify for additional credits when they can demonstrate that their stormwater facilities manage stormwater to a level exceeding the current stormwater control requirements. The application procedure will be the same as those provided in the Stormwater Quality and Quantity Sections of this document, as will be the credits awarded to non-residential property owners.

How to Qualify for Education Credits:

A stormwater credit may be given to educational institutions that provide water quality education to their students. This education shall concentrate on the stewardship of water resources and minimization of demand on the City of Greenwood's streams and sewers. This stormwater education will not only assist the City of Greenwood in meeting NPDES permit requirements, but will also instill an appreciation and stewardship of water resources that will benefit and/or decrease the demand on the City's stormwater system.

The credit amount may be either 10% or 20%, and a recommendation by the Stormwater Department may be made based on the context of the education materials, the ability for the education to meet the City's NPDES permit requirements and the number of students, 4th grade and above, receiving the education. The Board will make the final decision on the total credits awarded based upon the Department's recommendation.

To receive the full credit of 20%, the curriculum must be scheduled with the intention that all students/members will receive the curriculum at least once during a typical tenure at the institution for a minimum of four (4) contact hours. For example, a typical tenure for high school would be four (4) years, so it would be expected that approximately 25% of students in the school would be taught the curriculum each year and that a student that attended the school for four years would receive the education at least once.

Institutions that do not teach the curriculum in a manner that allows all students to receive it within a typical tenure at the school may receive a partial credit of 10%.

Education credits will be applied to ERUs on parcels containing the educational facilities (schools) only. The Stormwater Department will make the final determination on qualifying parcels.

An approved institution must submit an annual report (See Attachments for Educational Credit Form) of educational activities between May 1st and June 15th of each year during the credit term.

Enforcement:

The City reserves the right to review and approve all education plans and materials related to the application for accuracy. In addition, City staff reserves the right to inspect and review documentation confirming all information submitted is accurate. If, after the review, the City finds the application to be inaccurate the property owner will be notified in writing and given

thirty (30) days to correct the deficiency. The property owner must provide written documentation to the Stormwater Department within thirty (30) days of the original notice by the City that the deficiencies have been corrected. If, in the opinion of the Stormwater Department, the deficiency is not satisfactorily corrected, the user fee credit previously applied to the site will be terminated effective the following billing cycle.

How to Apply for the Education Credit:

1. Submit a description of the educational program, curriculum or program materials, estimated number of students that will receive the education, total number of students in the institution, and State of Indiana Teacher's(s') license number(s) for review by the Department for credit approval.
2. Provide approved educational take-home materials to all targeted students/members at least once annually.
3. A \$30 check for the application fee, which will cover the initial review of the application document. The initial review period will be approximately 3 hours, and the Stormwater Director will charge an hourly staff rate of \$75/hour after the initial review. The Stormwater Director reserves the right to use outside consultants for the review process, whose rate shall be determined at the beginning of the review process. The applicant will be notified of the exact rate prior to the beginning of the review process, and will be given an estimate of the time to complete the review. The applicant may request an accelerated review at which time a review period and accelerated review fee will be determined.

SECTION 3 – CREDIT EXPIRATION, TERMINATION AND RENEWAL

Stormwater Quality and Quantity Credits, as well as the Retrofit and Education Credits, shall expire five (5) years from the initial date on the letter of credit approval. Within the five (5) year period, Facilities that qualified for Stormwater Quality and Quantity Credits, as well as the Retrofit Credits, are required to pass routine annual inspections from the City of Greenwood Stormwater Department to determine if the stormwater runoff facilities are in working order. These inspections are set forth in Chapter 10 of the Municipal Code. Should the results of an inspection cause a stormwater runoff facility to fail resulting in suspension of credit; the property owner will have thirty (30) days to correct the deficiencies. If, after thirty (30) days, the problems have not been properly corrected in the opinion of the Stormwater Department and/or Engineering Division, the credit will be terminated. Property owners whose credits have been terminated may reapply for credits, but will have to resubmit a new General Credit application, supporting material, and fee. In addition to failure of inspection, stormwater service charge credits may be terminated as described below:

- Property transfer or new ownership - A new property owner is required to submit a new General Credit application, supporting material, and fee to reestablish the credit. The new property owner may elect to submit the old O&M manual associated with the existing facilities; however, the old documentation should be checked against the newest version of Chapter 10 of the Municipal Code.
- Failure to maintain facilities as required/indicated in O&M manual –A property owner is responsible to maintain their facilities as outlined within the approved O&M manual. If it is determined that the facilities are not being maintained per the O&M manual, the property owner shall have thirty (30) days to rectify the deficiencies. If after (30) days the deficiencies have not been corrected, all credits applied to the site may be terminated. A new General Credit application, supporting material, and fee may be resubmitted to the City to reestablish the credit.
- Failure to report on Education Credit – The credit holder shall submit annual education as stipulated in the approval documents during the period of May 1st through June 15th of the credit term to prevent credit termination. A terminated Education credit may be reinstated by submission of a new credit application, documents and fee.
- Property alteration – If property alteration occurs such as expansion of impervious surface area (e.g. expansion of parking lots or buildings) the credits previously applied to the property may be terminated.

Credits will **NOT** be renewed infinitely, and will expire after the fifth year of the initial credit application. Property owners will be required to reapply for stormwater credits, which will carry all the applicable fees and review processes. The terms of the credits and qualifications for the credits may have changed, and it is the responsibility of the property owners to review the latest versions of all applicable City standards and ordinances.

ATTACHMENTS

Application for Stormwater Service Charge Credit – General Application

Check One: <input type="checkbox"/> Initial Application <input type="checkbox"/> Reapplication <input type="checkbox"/> Renewal (Education Credits Only)			
Owner or Owner’s Representative (Contact):		Property Parcel Number:	
Property Address:			
Contact Phone Number:		Contact Email:	
Mailing Address (if different than property address):			
Credit for Consideration (check all that apply):			
<input type="checkbox"/> Stormwater Quality Credit (<input type="checkbox"/> Tier One <input type="checkbox"/> Tier Two) – Attached: <ul style="list-style-type: none"> <input type="checkbox"/> Supporting drawings and calculations <input type="checkbox"/> O&M Manual <input type="checkbox"/> Executed Right of Entry Form <input type="checkbox"/> Application Fee of \$150.00 			
<input type="checkbox"/> Stormwater Quantity Credit (<input type="checkbox"/> Tier One <input type="checkbox"/> Tier Two <input type="checkbox"/> Tier Three)– Attached: <ul style="list-style-type: none"> <input type="checkbox"/> Supporting drawings and calculations <input type="checkbox"/> O&M Manual <input type="checkbox"/> Executed Right of Entry Form <input type="checkbox"/> Application Fee of \$150.00 			
<input type="checkbox"/> Retrofit Credits - Attached: <ul style="list-style-type: none"> <input type="checkbox"/> Supporting drawings and calculations <input type="checkbox"/> O&M Manual <input type="checkbox"/> Executed Right of Entry Form <input type="checkbox"/> Application Fee of \$150.00 			
<input type="checkbox"/> Education Credit – Attached: <ul style="list-style-type: none"> <input type="checkbox"/> Description of education program (list of education tools used, estimated number of students that will complete education, & total number of students enrolled) <input type="checkbox"/> Teacher(s) License Number(s) <input type="checkbox"/> Stormwater Education Credit Form <input type="checkbox"/> Application Fee of \$30.00 <input type="checkbox"/> Letter of Credit Approval (Only check for credit renewal) 			
5. SIGNATURE:			
<i>Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.</i>			
Owner’s Signature	Print Name	Title	Date

Instructions to Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be inspected on the same property.
2. If you are applying for Stormwater Quality or Quantity Credits, complete and attach a Right-of-Entry Form. One form may be completed for multiple stormwater facilities on the same property.
3. If you are applying for Education Credits, complete and attach the Stormwater Education Credit Form. Applicants must also submit all license numbers of the teachers that will be providing the educational materials.
4. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.greenwood.in.gov/>), to ensure that they have all the required information necessary to submit their applicable credits.
5. Mail the completed form, appropriate attachments, and a check for the appropriate amount to:

City of Greenwood
Stormwater Department
300 S. Madison Ave.
Greenwood, IN 46142

Initial application fees are considered cumulative, with a maximum initial application fee charged of \$480.00. Additional hourly fees may be incurred should the review take longer than the initial 3 hours.

Instructions to Education Renewal Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be inspected on the same property.
2. Complete and attach the Stormwater Education Credit Form, and associated educational materials (Copies of initial materials may be used if the plan and materials did not change).
3. Attach the signed letter of credit approval from the Department of Stormwater Management.
4. Mail the completed form and appropriate attachments to:

City of Greenwood
Stormwater Department
300 S. Madison Ave.
Greenwood, IN 46142

City of Greenwood

Application for Stormwater User Fee Credit – Education Credit Form

Instructions: Applicant must provide adequate documentation to demonstrate to the City of Greenwood’s Stormwater Department that sufficient focus and instruction upon Stormwater management issues and water quality protection are covered in the time frame suggested. Please summarize all appropriate documentation in the table below, and attach all necessary documentation. This form shall be used for both the initial application, and the annual report.

Institution: _____

Parcel Number: _____

Owner: _____

Property Address: _____

Contact Person: _____

Phone Number: _____

Email: _____

Method and Tools for Stormwater Education	Grade Level(s)	Number of Students Annually	Percent of Total Students	Contact Hours

Instructions to Applicants:

6. Fill out this form completely. A separate application must be made for each separate property location. Additional sheets can be added if the applicant deems the provided space insufficient for its application. The additional sheets shall be formatted similarly to this application. For the initial application an estimation for the column “Number of Students Annually” may be made.
7. Applicants are encouraged to review the credit manual, which can be found on the City’s website (<http://www.greenwood.in.gov/>), to ensure that they have all the required information necessary to submit their applicable credits.
8. Attach this form and samples of educational materials to the General Application form, which can be found on the City’s website.

Instructions to Renewal Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location. Additional sheets can be added if the applicant deems the provided space insufficient for its application. The additional sheets shall be formatted similarly to this application.
2. Applicants are encouraged to review the credit manual, which can be found on the City’s website (<http://www.greenwood.in.gov/>), to ensure that they have all the required information necessary to submit their applicable credits.
3. Attach this form to the General Application form, which can be found on the City’s website.

City of Greenwood Right-of-Entry Agreement

I/We, _____, owner(s) of the real property commonly known as _____ (hereafter “property”), in the City of Greenwood, Johnson County, Indiana, in consideration of possible credit against stormwater utility fees due for the property payable to the City of Greenwood, Indiana, do hereby grant and freely give without coercion the right of access and entry to said property at reasonable times to the City of Greenwood, its employees, agents, representatives, contractors and subcontractors, for the purpose of performing necessary inspections of onsite stormwater management controls and site activities related to stormwater runoff management on the property.

The undersigned agree/agrees and warrant/warrants to waive, and to hold harmless the City of Greenwood, its employees, agents, representatives, contractors and subcontractors from, any and all claims or actions, legal or equitable, arising from, out of, or related to the inspection activities on the property performed by the City of Greenwood, its employees, agents representatives, contractors and subcontractors pursuant to this Right-of-Entry Agreement.

The City of Greenwood, in consideration of the rights granted to it herein, the sufficiency and receipt of which are hereby acknowledged, agrees to limit the inspection activities to visual inspections and review of relevant records necessary to verify stormwater credit eligibility.

I/We have not received, nor shall I/We receive, any compensation for this Right-of-Entry Agreement.

For the consideration and purposes set forth herein, I/We set my/our hand/hands this _____ day of _____, 20____.

Owner:

Owner:

Printed: _____

Printed: _____

STATE OF INDIANA)
) SS:
COUNTY OF JOHNSON)

Before me, the undersigned, a Notary Public in and for said County and State, this ___ day of ___, 20___, personally appeared ___, Owner/Owners and acknowledged the execution of the foregoing Right-of-Entry Grant as his/her/their voluntary act and deed.

My Commission Expires: _____, Notary Public
Resident of _____ County

City of Greenwood:

Printed: _____
Title: _____

STATE OF INDIANA)
) SS:
COUNTY OF JOHNSON)

Before me, the undersigned, a Notary Public in and for said County and State, this ___ day of ___, 20___, personally appeared ___, and acknowledged the execution of the foregoing Right-of-Entry Grant as his/her/their voluntary act and deed.

My Commission Expires: _____, Notary Public
Resident of _____ County