

Credits Manual

For Non-Residential Properties

Stormwater Utility Program



Public Works Public Works Department
85 South Main Street
Oberlin, Ohio 44074

Prepared by:

KEM / ERC



Table of Contents

I. Introduction.....	3
II. Available Credits.....	4
1. Water Quantity Credit.....	4
2. Water Quality Credit.....	5
3. Regional Residential Facilities Credit	6
4. Education Credit.....	7
5. Watershed Stewardship Credit.....	8
IV. Credit Application Procedures	10
V. Application Data Requirements:	11
VI. Credit Example	12
VII. Instructions for Completing the Application	14
STORMWATER CREDIT APPLICATION FORM	16
VIII. Annual Reporting Requirements.....	18
STORMWATER ANNUAL REPORT & MAINTENANCE AGREEMENT.....	19
STORMWATER EDUCATION CREDIT APPLICATION & ANNUAL REPORT.....	20
IX. SWAC ACTION:	21

STORMWATER CREDIT PROGRAM

I. Introduction

The purpose of the Stormwater Credit Program and this application is to provide both the incentive and opportunity to non-residential property owners and regional residential property owners to obtain credit for conducting good stewardship practices that benefit the operation and maintenance of the City of Oberlin stormwater system and improve water quality. The benefit to the property owner is a reduction in the stormwater service charge by performing an activity or experiencing an actual cost to reduce flows or improve the quality of runoff from their properties that ultimately flow into the City of Oberlin stormwater system or streams, rivers and the Lake. The concept is that the entire community benefits from these enhancements or improvements to the stormwater system through the resulting improvements in water quality and through reduced flooding.

The property owner can reduce the stormwater service charge being assessed to their respective property by performing activities that reduce stormwater volume and improve downstream stormwater quality. Credits are offered for performing the following activities:

- Reducing the impact of stormwater (either quantity or quality) for a property to an acceptable standard; and/or
- Reducing the stormwater cost of service to the City of Oberlin by performing activities on accepted properties that otherwise would have to be performed by and be the responsibility of City of Oberlin staff.

Once a credit is established and approved by City of Oberlin staff, an annual maintenance update will need to be submitted by the property owner as an on-going verification that the Stormwater Control Measures (SCMs) are being maintained and are in good working order.

Additionally, a potential credit may be available as a one-time reduction for a single action on a case-by-case basis. However, this type of credit is extremely rare.

The intent of the credit program is to offer credits primarily to the non-residential properties and only to specific residential (regional) properties but not to individual residential properties. The residential credit will be offered to a homeowner's association that properly operates and maintains a (regional) detention/retention facility for a community and/or subdivision. A single credit "payment" can be made to the homeowner's association (HOA) on an annual basis if the HOA does not have a utility bill in its name. Furthermore, in the situation where a utility bill does not exist in the name of the HOA, it will be the responsibility of individual homeowners to pay their storm water bills. The Credit payment from the City will be paid to the HOA who may allocate the credit payment back to the individual homeowners as the HOA deems appropriate.

The credit program is not available to individual residential properties for the following reasons:

- The stormwater utility program rate structure is based in the impervious area (whole) ERU method and therefore the minimum fee is equal to one whole (ERU). Residential properties only receive the minimum charge of one ERU;
- The cost of providing a credit to residential property owners exceeds the benefit (cost reduction) that the residential property owner would obtain.

The maximum credit any one non-residential property can achieve is 50% of the total property ERU irrespective of the number and amount of credits each property may qualify for.

II. Available Credits

1. Water Quantity Credit

The principle of water quantity credits is based on peak flow and/or volume reduction. Peak flow reduction is based on following the Critical Storm Method for detention basin design. Volume reduction is based on low impact development, reducing impervious area on a site, recycling rainwater and/or increasing infiltration.

- A. For Critical Storm Calculations, the following applies per ODNR Ohio Stormwater Control Guidebook:
- The peak rate of runoff from the critical storm and all more frequent storms occurring on the development area does not exceed the peak rate of runoff from a one-year frequency storm (of 24 hours duration) occurring on the same area under predevelopment conditions.
 - Storms of less frequent occurrence than the critical storm, up to the one hundred year storm, have peak runoff rates no greater than the peak runoff rates from equivalent size storms under pre-development conditions.

The critical storm for a specific development area is determined as follows:

- Determine by appropriate hydrologic methods the total volume of runoff from a one-year frequency, 24-hour storm occurring on the development area before and after development.
- From the volumes determined in (a), determine the percentage increase in volume of runoff due to development, and using this percentage, select the 24-hour critical storm from this table.

If the percentage of increase in volume of runoff is:

Equal to or Greater than	And less than	The Critical Storm for Peak Rate Control will be
-	10	1 year
10	20	2 year
20	50	5 year
50	100	10 year
100	250	25 year
250	500	50 year
500	-	100 year

To Calculate the Critical Storm:

$$\frac{\text{Post Developed 1 yr storm (ac-ft)} - \text{Pre-developed 1 yr storm (ac-ft)}}{\text{Pre-developed 1 yr storm (ac-ft)}} * 100$$

B. Volume reductions can be achieved by:

- a. reducing the amount of impervious area, through practices such as porous pavement
- b. rainwater harvesting, through practices such as green roofs

Credits will be provided according to the following matrix:

Credit Type	Criteria	Credit
Peak Flow	Meeting Critical Storm Method Standard ³	Up to 10% ²
	Exceeding Design Storm by one level in Critical Storm Method ¹	Up to 30%
Volume	No increase in volume with development or redevelopment	Up to 10%
	25% decrease in volume of stormwater runoff from the 2-yr 24-hr design storm	Up to 30%
Maximum Credit Available (using combination of Peak Flow and Volume)		50%

¹ Example - If the Critical Storm Method shows that a 10-yr design storm is required to meet standards, the applicant would design peak flow calculations based on the 25-yr design storm event.

² The credit applied is 10% to the impervious area that is tributary to the stormwater control measure used to meet the requirement. For Example, if the stormwater control measure has a tributary area that covers half of the impervious area, the 10% credit would apply to the only the impervious area in the tributary area, which in this example would equate to a 5% overall credit to the property owner.

³ This credit only applies to properties that were developed prior to the requirement to meet the critical storm method for stormwater management and desire to construct SCMs that meet the requirements.

2. Water Quality Credit

The water quality credits are offered to properties that perform an activity or activities that improve the quality of the stormwater entering the City of Oberlin stormwater system. This can include “natural” as well as manmade water quality system structures that are properly maintained and are operating for water quality enhancements and reduce the burden on the City of Oberlin stormwater system.

The basis for this credit is Ohio EPA's Construction General Permit in conjunction with the Rainwater and Land Development (RW & LD) Manual, current editions. All criteria for the planning, design, construction, operation, and maintenance for these facilities shall be done in accordance with said guidelines.

Currently all new development with disturbance of one or more acres whether alone or in conjunction with a larger common plan of development, is required to treat the water quality volume (WQv) to ensure compliance with Ohio's Water Quality Standards in OAC Chapter 3745-1.

For water quality credits, WQv shall be calculated in accordance with the requirements of the current Ohio EPA Construction General Permit. Acceptable Water Quality SCMs include those permitted by the current Ohio EPA Construction General Permit.

Credits are also available for Riparian/Wetland Setbacks and Preservation of the 100-Year Special Flood Hazard Area (SFHA)

The Riparian Setback Credit is available to property owners to provide a Riparian Easement to the City of Oberlin that establishes a protected riparian area from the edge of a stream, river or wetland. The credit may be granted as follows:

1. 1 ERU per 50 LF for a 75' wide Riparian Setback Easement
2. 2 ERUs per 50 LF for a 100' wide Riparian Setback Easement.
3. Up to a total of 20% credit is available.

Preservation credits may be granted to properties located all or in part in the Special Flood Hazard area regulated by the City. Preservation credits may be granted to preserve the flood hazard area resulting in the reduction of flood damage, improvements in water quality and reduction of water quantity as follows:

1. A 20% credit may be given for preserving 100% of the special flood hazard area (excluding the floodway) as pervious areas and without altering the existing ground elevations.
2. A credit of up to 20% for projects to replace special flood hazard area (excluding the floodway) by construction of flood storage basins or other SCMs that increase the amount of flood storage, determined and approved by the City Engineer designed to meet specific site situations.

Credit Type	Criteria	Credit
Water Quality	Meeting current WQv Requirements ¹	Up to 10%
	Providing 30% more WQv than required by the current WQv Requirements ²	Up to 30%
	Meeting current WQv Requirements utilizing Infiltration, Bioretention, permeable pavement, or Wetlands	Up to 30%
Riparian/Wetland Setbacks	Meeting setback recommendations in ODNR RW & LD Manual and providing a 75' or 100' setback.	Up to 20%
100 Yr SFHA	Repairing and/or Preserving the 100 Yr SFHA	Up to 20%
Maximum Credit Available		50%

¹ This credit only applies to properties that were developed prior to the requirement for meeting the water quality volume per Ohio EPA's Construction General Permit and desire to implement measures to comply with the permit.

² Example - If current WQv requires $P = 0.9$ inches, this credit would be achieved if WQv is provided for $P = 1.17$ inches.

City of Oberlin Staff will consider alternative SCMs that meet the requirements on a case by case basis.

3. Regional Residential Facilities Credit

The City of Oberlin has approved several policies and procedures that do not allow a reduction to the individual residential stormwater charge. All properties receive a minimum of 1 ERU. This credit will apply only to regional residential facilities owned and operated by a homeowner's association that are properly operating and properly maintained for subdivision (regional) detention/retention facilities. A single credit "payment" will be made to the homeowner's association on an annual basis. It will be up to the homeowner's association to allocate the credit payment back to the individual homeowners.

Credit Type	Criteria	Credit
Peak Flow	Meeting Critical Storm Method Standard ¹	Up to 10%
	Exceeding Design Storm by one level in Critical Storm Method ²	Up to 30%
Maximum Credit Available (using combination of Peak Flow and Volume)		30%

¹ This credit only applies to properties that were developed prior to the requirement to meet the critical storm method for stormwater management and desire to construct SCMs that meet the requirements.

² Example - If the Critical Storm Method shows that a 10-yr design storm is required to meet standards, the applicant would design peak flow calculations based on the 25-yr design storm event.

4. Education Credit

Education credits are provided to public and private schools (K through 12) for the purpose of providing stormwater (flooding, water quality, and watershed management) type education programs to students. To obtain this credit public and private schools are required to teach a stormwater curriculum including programs such as **“Project Wet”** and **“Globe”** which are an example of a spiral water-related curriculum that would provide a basis for credit.

Stormwater education credits of 15% of the Stormwater bill can be granted for approved programs providing public awareness and education on Stormwater issues as follows:

- This credit is available to all schools as defined in the zoning code, public or private that offer a compulsory education curriculum for grades K through 12 or part thereof.
- Where a site is jointly used by a school and another use (e.g. church) the Stormwater fee will be prorated based on usage and the credit will be issued to the school portion of the fee only;
- Where the school or “education” system includes multiple sites at separate addresses/complexes, the Stormwater credit and fee reduction will apply to the individual site and address the credit application pertains to. For example, many public-school systems own many separate properties at separate complexes. Each property and site will be required to either adopt the same credit or submit a separate credit application for each site;
- Water Quality Educational Curriculum for public/private schools shall utilize a water curriculum in grade levels to be determined by the school. Appropriate guides to be used include **Project WET**, **GLOBE**, **Project WILD Aquatic**, and **Healthy Water, Healthy People**. Other water related materials may be utilized with prior approval of the City of Oberlin.
- The programs noted above should be integrated into standard curriculum for at least 20% of the students in the school and at least all the students in one grade level;
- Schools will conduct at least one school-wide awareness activity to be chosen from: water festival day, poster contest, or litter collection day. Additional opportunities include a stenciling project, brochure development, public service announcements, videos, or other projects as approved by City of Oberlin staff.
- To receive educational credits, the school shall submit an application and provide supporting documentation. The application will be due by July 1st of the preceding year the credit is to be given. The plan shall be reviewed and approved by the City of Oberlin prior to implementation of the curriculum. Once approved, the credit shall be applied to the appropriate Stormwater bill.
- Upon completion of the educational curriculum and no later than the end of the school year, the school shall submit an annual report indicating compliance with the approved plan. The annual report shall be broken down by the activity type and indicate the number of participants. If the school did not substantially comply with the plan, the report will include an explanation of the

failure and any needed corrective action. Additional reporting requirements may be required as part of the plan approval and shall be included in the annual report.

- The City of Oberlin will review the annual report. If upon review, the school did not substantially comply with the approved plan, the City of Oberlin may:
 - Require additional activities as a corrective action;
 - Reduce the education credit to a level comparable to compliance;
 - Refuse approval of any new education plan.

Potential Stormwater Guides for the Education Credits

- **Healthy Water, Healthy People - HWHP** is an EPA approved curriculum that will provide the opportunity to create additional partnerships. The purpose of this publication is to raise educators' awareness and understanding of water quality topics and issues by demonstrating the relationship of water quality to personal, public, and environmental health. This publication gives teachers, students, non-formal educators, water managers, treatment plant operators and citizens an opportunity to explore water quality topics in an interactive, easy-to-use, hands-on format.
- **Project WET (Water Education for Teachers)** - Project WET is a nonprofit water education program and publisher for educators and young people ages 5 to 18. The program facilitates and promotes awareness, appreciation, knowledge, and stewardship of water resources through the dissemination of classroom-ready teaching aids and the establishment of internationally sponsored Project WET programs.
- **GLOBE (Global Learning and Observations to Benefit the Environment)** - GLOBE is a worldwide hands-on, primary and secondary school-based education and science program. For students, GLOBE provides the opportunity to learn by taking scientifically valid measurements in the fields of atmosphere, hydrology, soils and land cover depending upon their local curricula. It also allows them to create maps and graphs on the free interactive web site to analyze data sets while collaborating with scientist and other GLOBE students around the world. You can visit the Globe website at <http://www.globe.gov/>
- **Project WILD Aquatic** - The *Project WILD Aquatic K-12 Curriculum and Activity Guide* emphasizes aquatic wildlife and aquatic ecosystems. It is organized in topic units and is based on the Project WILD conceptual framework. Because these activities are designed for integration into existing courses of study, instructors may use one or many Project WILD Aquatic activities or the entire set of activities may serve quite effectively as the basis for a course of study.

Credit Type	Criteria	Credit
Education	Provide formal stormwater education to 20% of students	15%
Maximum Credit Available		15%

5. Watershed Stewardship Credit

Non-residential property owners are eligible for a Stormwater credit if they participate in an eligible, City of Oberlin approved local watershed stewardship event. To be considered as an eligible event, the event must be set up, organized, and executed through a partnership with citizens, local groups, City of Oberlin, and/or federal agencies and should be identified as a BMP for compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit. In general, eligible watershed stewardship activities will include community stream clean-ups via City of Oberlin approved organizations. To receive credit for participation in an approved Program, the non-residential property owner will need to submit an application and a request for roadway/stream designation. To receive credit for participation in a sanctioned cleanup program, the non-residential property owner will need to submit an application and tentative list of participants. Participants must register at the event and

identify themselves as credit program participants. A single participant may be credited only to one Stormwater property tax bill.

Additionally, businesses can aid in engaging and educating the public about the City of Oberlin's stormwater program. Business owners that are willing to provide such services to the community will also be eligible for a credit. Eligible activities to receive the credit are at the discretion of the City of Oberlin and identified as a BMP for compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit. Other eligible programs outside of those listed below may be considered if they assist with compliance with the City of Oberlin's NPDES Phase II Stormwater Permit. To receive credit for training/education/outreach efforts, the property owner will need to submit an application and a description of the activity.

Credit Type	Criteria	Credit
Adopt a Stream	City of Oberlin Approved Program – Perform litter clean-up on 1 mile of Stream for 1-Yr. Value = 10 ERUs per mile of stream adopted and the clean-ups must be conducted 2 times per year.	Up to 10% ¹
Storm Drain Stenciling	City of Oberlin Approved Value = 1 ERU per 2 storm drains stenciled.	Up to 10%
Sponsor Educational Material Development	City of Oberlin Approved - Poster, Brochure, Essay Contests; Public Service Announcement, Multimedia, etc. Value = 1 ERU per 100 residents reached.	Up to 10%
Litter Collection Day	City of Oberlin Approved - Based on number of participants Value = 1 ERU per 5 people participating	Up to 10%
Other	Other City of Oberlin Approved - Programs or Projects	Up to 10%
Maximum Credit Available		10%

¹ These credits are based on the value provided, however no more than a total credit as indicated in each category is allowed. For example, Adopt a Stream achieves 7 ERUs of credit per mile but the property owner is allowed to achieve no more than 20% overall credit on their stormwater bill for the Adopt a Stream program.

IV. Credit Application Procedures

Submit the Application and Annual Reports via email preferred to the following:

City of Oberlin
Public Works Department
85 South Main Street
Oberlin, Ohio 44074
Phone: (440) 775-7204
stormwater@cityofoberlin.com

The credits offered by the City of Oberlin that appear in Section II of this document are based on the following baseline guidelines. It is recommended to review each of these documents when preparing your credits application.

1. Codified Ordinances of Oberlin, Chapter 1315 – Required Improvements and Design Criteria
2. City of Oberlin Public Works Standards
3. Ohio EPA NPDES Construction General Permit, Current Edition
4. “Rain Water and Land Development”, Ohio’s Standards for Stormwater Management Land Development and Urban Stream Protection. You may download for free at the following location:

http://epa.ohio.gov/dsw/storm/technical_guidance.aspx

The following protocol for property owners that are approved for and accepted into the Stormwater Credits Program applies:

1. The credit policy applies to both new and existing facilities
2. Each property will be limited to a maximum of 50% total credit per property.
3. Credits will be applied to the percent of impervious area impacted. For example, if a detention basin is eligible for credit the credit applies to the impervious area draining to the detention basin. So, if the total impervious area is 3 acres and 1.5 acres drain to the detention basin, the total credit available would be multiplied by a factor of 50%.
4. The Stormwater Credit Program will apply the credit for the year following approval of the credit.
5. For the credit to be continued through the next fiscal year, and subsequent fiscal years, maintenance documentation must be submitted by July 1st of each year. If documentation is not received by said due date, the City reserves the right to revoke the credit for the applicable year. Upon receipt of sufficient documentation, the City may reinstate the credit for the following year.
6. Provide a set of design drawings and calculations of the property water quality benefit, prepared and sealed by a Professional Engineer, registered in the State of Ohio.
7. Construct the management facility in accordance with the plans, specifications and calculations.
8. Provide regular maintenance for the facility in accordance with a suitable maintenance plan to be included with the application.

V. Application Data Requirements:

Supporting data is required for each credit applied for. The type of supporting data varies depending on the type of credit requested as shown below.

Supporting Data Requirements:

The following is a list of potential supporting data that will be required with your credit application submittal. Please provide all pertinent information with your application. This will expedite the City's review process of your credit application. You are encouraged to provide additional information that will be appropriate for your property and assist in evaluating your property's credits.

Site Plans and Surveys

- _____ Adjoining lakes, streams, or other major drainage ways
- _____ Existing and proposed contours
- _____ Impervious delineation and labels (buildings, driveways, etc.)
- _____ Drainage area map, including off-site areas draining through the site
- _____ Size and location of all stormwater structures
- _____ Construction Drawings if not previously approved
- _____ Plat Maps
- _____ Professional Engineer Stamp, Professional Surveyor Stamp
- _____ County Auditor Maps
- _____ Other permits

Calculations

- _____ Hydrologic calculations for undeveloped and developed land uses
- _____ Hydraulic calculations stage-discharge relationships of controls
- _____ Floodplain encroachment calculations

Maintenance Management Plan and Schedule

- _____ Maintenance Management Plan
- _____ Maintenance schedule of all operations that affect the efficiency of the structural control including mowing, sediment removal, cleaning, planting, monitoring, watering, and channel restoration
- _____ Maintenance Agreement

Easement and Deed Restriction for inspection access and long term maintenance of SCM.

- _____ Easement
- _____ Deed Restriction
- _____ Other _____ (Please describe)

Other Data

- | | |
|-------------------------------------|---------------------------------|
| _____ Education Plan | _____ Pollution Prevention Plan |
| _____ Adopt A Stream Application | _____ Spill Prevention Control |
| _____ Clean Up Participation | _____ Counter Measures |
| _____ Other (Please describe) _____ | |

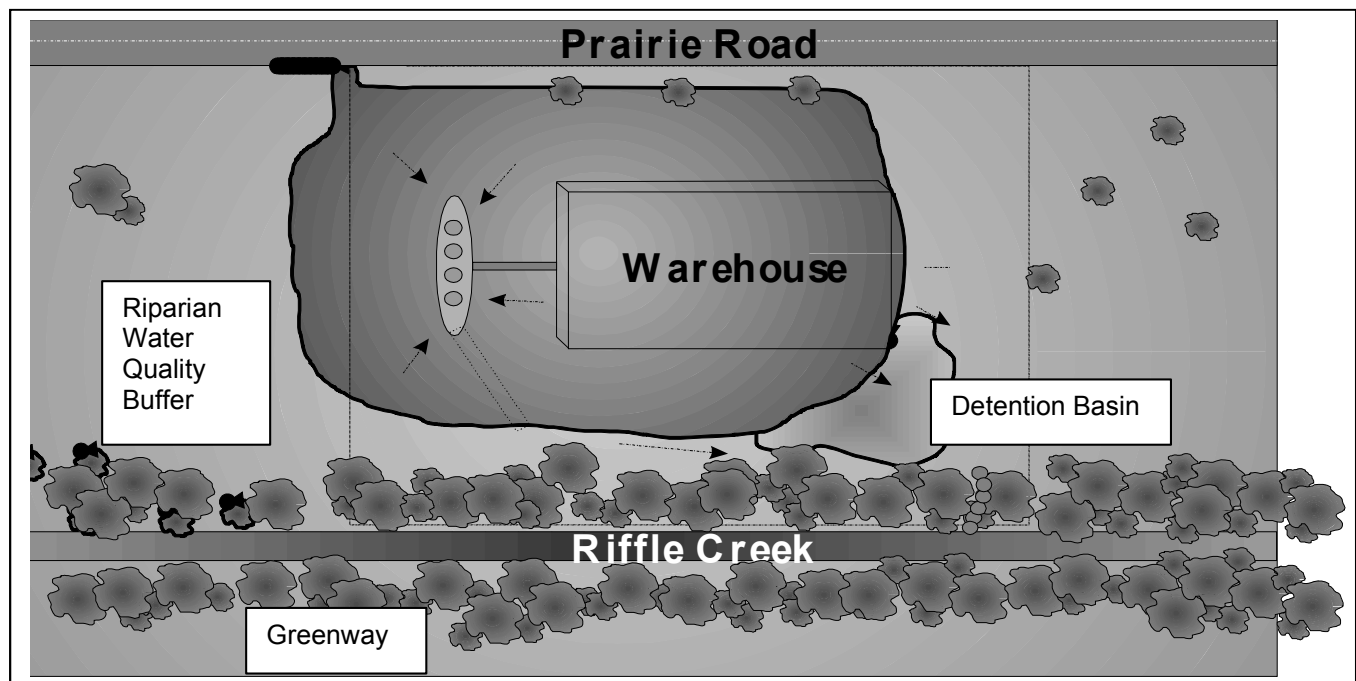
VI. Credit Example

An example credit calculation is shown in this section that is intended to assist in providing a guide for the preparation of a credit calculation for your specific situation and property.

Example:

A developer has submitted preliminary plans to construct a warehouse on a vacant 10-acre site with no existing impervious area. The development includes a warehouse, parking lot, and driveway which equals 3 acres of impervious area. He has submitted an application for two credits including a credit for detention/retention and a credit for a riparian water quality buffer.

The Critical Storm Method requires that all new development detain the 25 year storm. The owner of the property wishes to exceed the minimum requirement and detain the 50 year storm. The owner also wishes to provide a greenway and walking trail along riffle creek which qualifies as a riparian water quality buffer credit



Given:

- 10 acre site with 3 acres of impervious area.
- The detention/retention basin receives 100% of drainage from the impervious area
- The riparian water quality buffer and greenway is 75' wide and 300' long
- 20% credit available for the greenway which is the riparian water quality buffer
- 30% credit available for the detention basin
- The maximum credit allowed for any property is 50%
- 1 Equivalent Residential Unit or ERU is equal to 3,600 square feet of impervious area
- The rate is \$3.00 per ERU per month

Step 1: Calculate the estimated impervious area of property prior to awarding the credit.

- 3 acres x 43,560 (sq. ft. in acres) = 130,680 sq. ft. of impervious area
- Calculate the number of ERU's for the property

130,680 sq. ft. of impervious area divided by 3,600 (ERU) = 36.3 ERUs rounded to 36 ERUs

- Calculate User Fee based on impervious area of property

36 ERUs x \$3.00 = \$108.00 per month = \$1,296.00 per year

Step 2: Determine amount of impervious area subject to credit

Detention/Retention Basin

Measured Impervious Area or MIA = 130,680 sq. ft. * 100% (impervious area) * 30% (credit) = 39,204 sq. ft.

Step 3: Determine the amount of ERU's available for credit reduction

Detention/Retention Basin

39,204 sq. ft. / 3,600 = 10.9 rounded to 11 ERU Credits

Riparian Setback

1 ERU per 50 lf, for a 25' Riparian Setback

300 lf of setback / 50 lf = 6 ERUs

Total Credit Reduction = 11 ERU + 6 ERU = 17 ERU = 47% Reduction*

*50% Reduction is the maximum allowed.

Step 4: Determine estimated credit and modified Stormwater service fee

Reduction (\$) = 17 ERU Credit * \$3.00 per month * 12 Months = \$612.00

Estimated Stormwater District Bill = \$1,296.00 – \$612.00 = \$684.00 (reduced Stormwater bill after credit reduction per year)

VII. Instructions for Completing the Application

Section A - Applicant

- Refer to and complete the application contained at the end of this document.
- Name, address, e-mail and phone number of the person or persons responsible for stormwater charge.

It is encouraged to use the primary “baseline guidelines” for preparing your credits application, as referenced in Section III. These will be used as the primary guidelines and documentation to approve your application. In addition, documentation from other states that offer experimental SCM's not listed in this application that are proven to work, will be considered, as long as the documentation is included as part of your credits application documentation. It will be the responsibility of the parcel owner to provide the documentation necessary to evaluate the "experimental SCM applied for, if applicable.

Section B - Site Information

- Location where credit is to be applied (if the SCM does not pertain to 100% of the parcel).
- Impervious area and ERU's for entire property are based on applicant's estimate (See Section IV - Credit Example above).
- Parcel Number located on the top right hand corner of the Real Estate Tax Bill statement.

Section C - Certification

Property Owner signature

Section D - Credit Summary

The City of Oberlin staff will review and assign a stormwater credit with a maximum of 50% credit to any one property.

Submit Data, Application and Fee to:

Submit this Application and Annual Reports via email preferred to the following:

City of Oberlin
Public Works Department
85 South Main Street
Oberlin, Ohio 44074
Phone: (440) 775-7218
stormwater@cityofoberlin.com

Final Requirements to Obtain Credit

- Step 1:** Construct the SCM in accordance with the approved plans, specifications, and design calculations and obtain an inspection of the SCM by City of Oberlin Staff. Credit will become effective when the structure and/or credit requirements have been completed and operating properly as certified by City of Oberlin staff.
- Step 2:** Provide an easement, deed restriction, or land purchase agreement that restricts the use of the property for anything but the intended SCM. Submit copy of recording instrument (i.e. plat).
- Step 3:** Provide regular maintenance for the facility in accordance with the maintenance management plan
- Step 4:** Submit an annual management and maintenance report on each facility. At the discretion of City of Oberlin Staff, inspections may be performed to confirm the operation and maintenance of the applied management practice or compliance with the approved management plan.

Questions and Inquiries Regarding the Credits Application Call: (440) 775-7218.

**CITY OF OBERLIN
STORMWATER CREDIT APPLICATION FORM
ONE TIME APPLICATION DUE BY JULY 1ST TO BECOME EFFECTIVE THE FOLLOWING YEAR**

SECTION A - APPLICANT

Applicant Name:	Contact Name:
Applicant Address:	
City:	State: Zip:
Phone:	Email:

SECTION B - SITE INFORMATION

Permanent Parcel Number:		
Property Address:		
City:	State:	Zip:
Credit(s) Applying for:		
Quantity: <input type="checkbox"/> Peak Flow - 10% <input type="checkbox"/> Peak Flow - 30% <input type="checkbox"/> Volume - 10% <input type="checkbox"/> Volume - 30%	%* <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Industrial NPDES: <input type="checkbox"/> Industrial
Quality: <input type="checkbox"/> Quality - 10% <input type="checkbox"/> Quality - 30% <input type="checkbox"/> Riparian/Wetland Setback	%* <input type="text"/> <input type="text"/>	Education: <input type="checkbox"/> Education - For Education Credits fill out the Education Application
Regional Residential: <input type="checkbox"/> Peak Flow - 10% <input type="checkbox"/> Peak Flow - 30%	%* <input type="text"/> <input type="text"/>	Direct Discharge: <input type="checkbox"/> Direct Discharge
		Watershed Stewardship <input type="checkbox"/> Adopt a Stream <input type="checkbox"/> Storm Drain Stenciling <input type="checkbox"/> Sponsor Educational Material Development <input type="checkbox"/> Litter Collection Day <input type="checkbox"/> Other:
*% of total impervious area that reaches SCM. Total Maximum credit cannot exceed 50%.		

SECTION C - CERTIFICATION

I hereby request consideration for a Stormwater Credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated Management Practice to the prescribed criteria according to City of Oberlin requirements. I hereby release the City of Oberlin from any maintenance responsibility whatsoever on the above identified management practice located on my property. I agree to provide corrected information should there be any change in the information provided herein.

_____	_____
Name	Title
_____	_____
Signature	Date

Submit Data, Application and Fee to:

Submit this Application and Annual Reports via email preferred to the following:

City of Oberlin
Public Works Department
85 South Main Street
Oberlin, Ohio 44074
Phone: (440) 775-7218
stormwater@cityofoberlin.com

Final Requirements to Obtain Credit

- Step 1:** Construct the SCM in accordance with the approved plans, specifications, and design calculations and obtain an inspection of the SCM by City of Oberlin Staff. Credit will become effective when the structure and/or credit requirements have been completed and operating properly as certified by City of Oberlin staff.
- Step 2:** Provide an easement, deed restriction, or land purchase agreement that restricts the use of the property for anything but the intended SCM. Submit copy of recording instrument (i.e. plat).
- Step 3:** Provide regular maintenance for the facility in accordance with the maintenance management plan
- Step 4:** Submit an annual management and maintenance report on each facility. At the discretion of City of Oberlin Staff, inspections may be performed to confirm the operation and maintenance of the applied management practice or compliance with the approved management plan.

Questions and Inquiries Regarding the Credits Application Call: (440) 775-7218.

VIII. Annual Reporting Requirements

Annual reporting is required by all credit recipients to maintain the service fee reduction. A letter or report that describes the status, operation and maintenance of each management practice is to be submitted to the City of Oberlin with the following Maintenance Agreement no later than July 1st of each year. Failure to submit the annual report will result in cancellation of the credit. In addition, the City of Oberlin reserves the right to periodically inspect the credited management practice to assure City of Oberlin requirements are being followed. The annual report will generally require the following information:

- Parcel Number located on the top right hand corner of the Real Estate Tax Bill statement
- Applicant statement certifying that the conditions under which the credit was originally issued have substantially remained the same;
- Applicant statement certifying that if structural management practices are receiving credit, they are being inspected and maintained within appropriate standards for the management practice;
- Summary of regular inspection results; and
- Summary of maintenance activities.

Submit Annual Maintenance Reports to:

Submit this Application and Annual Reports via email preferred to the following:

City of Oberlin
Public Works Department
85 South Main Street
Oberlin, Ohio 44074
Phone: (440) 775-7218
stormwater@cityofoberlin.com

Questions and Inquiries Regarding the Credits Application Call: (440) 775-7218.

**CITY OF OBERLIN
STORMWATER ANNUAL REPORT & MAINTENANCE AGREEMENT**

**DUE BY JULY 1ST TO STAY IN EFFECT FOR THE FOLLOWING YEAR
FOR ANNUAL MAINTENANCE REPORTING**

SECTION A - APPLICANT

Applicant Name:	Contact Name:	
Applicant Address:		
City:	State:	Zip:
Phone:	Email:	

SECTION B - SITE INFORMATION

Permanent Parcel Number:		
Property Address:		
City:	State:	Zip:

CERTIFICATION:

I hereby certify that I have authority to make a request and authorization for this property for continued credit. I further certify that the SCM's for which I have received credit continue to be in operation and I have performed the prescribed inspections and maintenance per City of Oberlin requirements. I hereby release the City of Oberlin from any maintenance responsibility whatsoever on the above identified management practice located on my property. I agree to provide corrected information should there be any change in the information provided herein.

_____ Name	_____ Title
_____ Signature	_____ Date

**CITY OF OBERLIN
STORMWATER EDUCATION CREDIT APPLICATION & ANNUAL REPORT**

DUE BY JULY 1ST TO BECOME EFFECTIVE THE FOLLOWING YEAR

School: _____

Contact Name: _____

Address: _____

Phone #: _____ Email: _____

Program(s) Offered: _____

A) Twenty percent of students will participate in water quality in-service program.

Please list:

Teacher (s) Name	Grade/ Subject	# Students	Contact Number	Email

Attach additional information as needed.

School Administrator

Date

Approved:

City of Oberlin

Date

IX. **SWAC ACTION:**

Approved: _____

Date: _____