



Stormwater Utility Non-Residential Credit Manual and Application

Table of Contents

I.	Introduction.....	page 1
II.	Available Non-Residential Credits.....	page 1
	1. Non-Residential Stormwater Detention Credit.....	page 1
	2. Non-Residential Stormwater Quantity & Quality Credit.....	page 1
	3. Non-Residential Gravel Credit.....	page 2
	4. Education Credit.....	page 2
	5. Unusual Circumstance.....	page 2
III.	Credit Application Procedures.....	page 2
IV.	Application Data Requirements.....	pages 3
V.	Instructions for Completing the Application.....	pages 3, 4
VI.	Reporting Requirements.....	page 5
VII.	City of North Ridgeville Stormwater Credit Application Form.....	pages 6, 7

I. INTRODUCTION

The purpose of the Stormwater Credit Program and this application is to provide both the incentive and the vehicle to non-residential property owners to obtain credit for conducting proper stormwater management practices that either benefit the operation and maintenance of the City of North Ridgeville stormwater system or improve water quality. The benefit to the applicant is a reduction in the stormwater service charge because of 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 stormwater system. The concept is that the entire community benefits from these enhancements or improvements to the City stormwater system through the resulting improvements in water quality and through reduced flooding.

Once a non-residential credit is established and approved by the Mayor or his designee, a triennial update will need to be submitted by the non-residential property owner/customer as an on-going verification that Best Management Practices (BMPs) 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 following basic guidelines apply to all credits. All properties are assigned a minimum of one ERU (Equivalent Residential Unit) and no credits will be provided that lower the non-residential property ERU to less than one. The maximum credit available is 50% of the total non-residential property ERU. Schools may be eligible for a maximum credit of 75%.

It is the responsibility of the non-residential property owner to submit a stormwater credit application for consideration and obtain continuing approval every 3 years to receive credit for any applicable credits (see Section VI).

II. AVAILABLE NON-RESIDENTIAL CREDITS

1. Non-Residential Stormwater Detention Credit (10%)

Non-Residential property owners with an existing detention basin but do not have the supporting design calculations showing compliance with the requirements for the Stormwater Quantity & Quality credit listed below may be eligible to obtain this credit. *This credit cannot be combined with the Quantity & Quality credit listed below.*

2. Non-Residential Stormwater Quantity & Quality Credit: (up to 50% maximum credit)

Quantity: (25%)

The principle of the water quantity portion of this credit is based on peak flow reduction with the ability to detain the 1% chance storm within the detention basin. Peak flow reduction is based on the critical storm method for detention basin design. Compliance with the critical storm method as detailed in the stormwater management requirements of the City of North Ridgeville, Codified Ordinance 1056, accessible via the website at nridgeville.org.

Quality: (25%)

The water quality portion of this credit requires that properties treat the water quality volume (WQv) to ensure compliance with Ohio's Water Quality Standards in OAC Chapter 3745-1. Refer to City of North Ridgeville Codified Ordinance 1056 for details on this requirement by visiting the city's website at nridgeville.org.

3. Non-Residential Gravel Credit (25%)

The City of North Ridgeville Stormwater Utility Program will consider all gravel areas (drives, storage areas, etc.) as impervious areas due to the limitations of measuring using aerial photography. These gravel areas were not necessarily distinguishable from concrete or asphalt and were included in calculating the impervious areas for non-residential properties. The City acknowledges that gravel surfaces do allow for some infiltration of stormwater flow in a slightly different manner than impervious surfaces. Therefore, a credit for gravel surfaces will be offered. The credit shall only apply to the gravel areas of a non-residential property that has an approved variance from the Board of Zoning & Building Appeals, and does not include all impervious areas of the site.

4. Education Credit (25%)

Education credits may be provided to public and private schools for providing stormwater education programs to students. To obtain this credit, public and private schools are required to teach a stormwater curriculum.

- This credit is available to all schools as defined in the zoning code, public or private that offer a stormwater management component to their education curriculum for grades K through 12, any credited institution of higher learning, 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;
- To receive educational credits, the school shall apply and provide supporting documentation. The application shall be due by November 1st of the preceding year in which the credit shall be given. The plan shall be reviewed and approved by the City prior to implementation of the curriculum. Once approved, the credit shall be applied to the appropriate stormwater bill.
- For credit continuance reporting must be completed according to Section VI of the Stormwater Credit Manual.

5. Unusual Circumstance (50%)

Unusual circumstance credit may be provided when a non-residential property owner is a non-contributor to the drainage system.

- This credit is available under the unusual circumstance where stormwater discharges directly outside the City's storm system.
- This credit exists under the unusual circumstance when ditch maintenance is solely a part of the storm fee, thus the credit maximum is at 50%.

III. CREDIT APPLICATION PROCEDURES

Submit the Application (see Section VII) and ensuing Reporting Requirements (see Section VI) to the following:

City Engineer
City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, OH 44039

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

1. The stormwater credit application shall be submitted by November 1st for the preceding year that the credits would be applied to. Any stormwater credits granted will be reconsidered every three (3) years. The requirements of the City of North Ridgeville's Stormwater Credit Manual do not supersede any State or Federal requirements for maintenance and inspection of Stormwater Management Facilities.
2. Provide regular maintenance for the stormwater management facility in accordance with a suitable maintenance plan included with the application.

IV. 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 supporting data that, **if applicable**, shall be submitted with a credit application submittal (see Section VII for Credit Application).

A. Site Plans and Surveys

- Adjoining lakes, streams, or other major drainage ways
- Existing 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
- Professional Engineer Stamp, Professional Surveyor Stamp
- County Auditor Maps
- Other permits

B. Calculations (all required)

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

C. 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 BMP Easement
- Deed Restriction

Other (please describe) _____

D. Other Data

_____ Education Plan

_____ Pollution Prevention Plan

_____ Adopt A Stream Application

_____ Spill Prevention Control

_____ Clean Up Participation

_____ Counter Measures

Other (please describe) _____

V. INSTRUCTIONS FOR COMPLETING THE APPLICATION

Section I – General Applicant Information

- Refer to and complete the application contained within this document.
- Name, address, e-mail and phone number of the person or persons responsible for stormwater utility fee payments.

It is imperative you provide as much supporting data as feasible to prepare your credit application, as referenced in Section IV (page 3) of the Stormwater Credit Manual. These will be used as the primary guidelines and documentation to approve your application. In addition, documentation from other states that offer experimental BMP's not listed in this application that are proven to work, will be considered, if the documentation is included as part of your credit application documentation. It will be the responsibility of the non-residential property owner to provide the documentation necessary to evaluate the "experimental BMP applied for, if applicable.

Section II – Registered Professional Certification

- Registered Professional Engineer Signature

Section III – Credit Request and Application Fee

The application fee is **\$170.00** (non-refundable). Fee is based on two (2) hours (\$85/hour) of Engineer Review time. Application Fee will be adjusted annually per the approved hourly rate charge per North Ridgeville Codified Ordinance Section 1444.22 (b), Fees for Engineering Plan Review and Inspections.

- Location where credit is to be applied (if the BMP does not pertain to 100% of the parcel).
- Impervious area and ERU's for entire non-residential property are based on applicant's estimate
- The initial application fee will be waived for new non-residential properties that have received approval for stormwater management facilities from the City of North Ridgeville in the same year as the non-residential property applies for a stormwater utility credit(s). Future application fees will not be waived.

Section IV – Owner Certificate and Right-of-Entry

- Non-Residential Property Owner Signature and Certification

Submit Data and Application

Submit this Application and Ensuing Annual Reports to:

City Engineer
City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, OH 44039

Final Requirements to Obtain Credit

- Step 1: Construct the stormwater management facility in accordance with the approved plans, specifications, and design calculations and obtain an inspection of the stormwater management facility by a State of Ohio Licensed Professional Engineer, in good standing and approved by the Mayor, and/or his designee. Credit will become effective when the structure and/or credit requirements have been completed and operating properly as certified by a State of Ohio Licensed Professional Engineer, in good standing and approved by the Mayor, and/or his designee.
- Step 2: Provide an easement, deed restriction, or land purchase agreement that restricts the use of the non-residential property for anything but the intended stormwater management facility. Submit copy of recording instrument (i.e., plat).
- Step 3: Provide regular maintenance for the stormwater management facility in accordance with the maintenance management plan.
- Step 4: Submit a triennial management and maintenance report on each stormwater management facility. At the discretion of the Mayor, and/or his designee, inspections may be performed to confirm the operation and maintenance of the applied management practice or compliance with the approved management plan.

VI. REPORTING REQUIREMENTS

Reporting is required every three (3) years by all stormwater credit recipients to maintain the service fee reduction. A letter or report that describes the status, operation and maintenance of each stormwater management practice is to be submitted to the City with any corresponding maintenance agreements, no later than the first week of November, every three (3) years, after initial stormwater credits are approved. Failure to submit the triennial report may result in the immediate cancellation of any applicable credits.

In addition, the City reserves the right to periodically inspect the credited stormwater management facility to assure City requirements are being followed. The triennial reports will generally require the following information:

- Parcel number and address;
- 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;
- Summary of annual inspection reports completed by a State of Ohio Licensed Professional Engineer, in good standing.

VII. CITY OF NORTH RIDGEVILLE NON-RESIDENTIAL STORMWATER CREDIT APPLICATION FORM

See Pages 6 & 7

STORMWATER CREDIT APPLICATION

I. General Information

Owner

Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Email: _____

Registered Professional

Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Email: _____

Authorized Representative (if not Owner)

All correspondence pertaining to this Application should be communicated to:

Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Email: _____

II. Registered Professional Certification

I certify that all maps, plans, and supporting documentation are an accurate representation of the subject property and its current condition, and that the required calculations have been performed as per acceptable standards:

Registered Professional (print): _____

Registration Number: _____

Signature of Professional

Date

III. Credit Request and Application Fee

The application fee of **\$170.00** (non-refundable) must be submitted with this application. Fee is based on two (2) hours (\$85/hour) of Engineer Review time. Application fee will be adjusted annually per the approved hourly rate charge per North Ridgeville Codified Ordinance Section 1444.22 (b), Fees for Engineering Plan Review and Inspections. The application fee can be paid by check or money order to the City of North Ridgeville.

_____ Impervious Area Reduction:

_____ Impervious Area Managed:

*An Application Fee may be waived if the non-residential property's stormwater management facility was recently approved by the City of North Ridgeville. See Section V, pages 3 and 4, for details.

IV. Owner Certificate and Right-of-Entry

I certify that the information contained in this Application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the approved Stormwater Credit(s) will be based upon information provided, and the City may revoke the credit if the later determines the information provided is inaccurate. I hereby grant permission to the City, its authorized agents and employees, to enter the Property upon providing 48 hours written notice and, in any case, at reasonable times and without unreasonable disruption to inspect the Property to ensure that the provided information accurately represents the current stormwater management conditions.

Signature of Owner/Authorized Representative

Date

Print Name

Return completed application to:

Engineering Department
City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, OH 44039

Phone: (440) 353-0842

Fax: (440) 353-0823