

CITY OF LANCASTER, PENNSYLVANIA

STORMWATER MANAGEMENT FEE (SWMF)



POLICIES AND PROCEDURES MANUAL

Prepared for:

City of Lancaster

Department of Public Works

February 27, 2014

Amended November 2015

Amended November 2018

Amended March 2019

Amended August 2021

Amended February 2023

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1.0: Introduction

The purpose of this manual is to establish policies and procedures for the City of Lancaster Stormwater Management Program for determining impervious area (IA), establishing the tier assignments, billing and collection, and the credit process under and pursuant to Ordinance No. 1-2014 adopted by Lancaster City Council on February 25, 2014 and with an effective date of March 17, 2014 to fund stormwater management activities.

The City of Lancaster has previously adopted the Subdivision and Land Development Ordinance, Code of the City of Lancaster (City Code) Chapter 265-36, Administration Ordinance No. 15-1997, as amended, and Stormwater Management Ordinance, City Code Chapter 260, Administration Ordinance No. 13-2012, as amended, as required by Phase II of the National Pollutant Discharge Elimination System (NPDES) authorized by the 1972 amendments to the Clean Water Act, the Pennsylvania Department of Environmental Protection. The Stormwater Management Ordinance, City Code Chapter 260, Administration Ordinance No. 13-2012, as amended, is maintained as a separate document and regulates the following:

- Construction activities disturbing more than one acre of land,
- Discharges of prohibited non-stormwater flows into the stormwater conveyance system,
- Stormwater drainage improvements related to development of lands located within the City of Lancaster,
- Drainage control systems installed during new construction,
- Grading of lots and other parcels of land,
- The design, construction, and maintenance of stormwater drainage/quality facilities and systems, and
- Inspection, maintenance, record keeping, and reporting of the above.

Inadequate planning and management of stormwater runoff throughout a watershed can harm surface water resources by changing the natural hydrologic patterns, accelerating stream flows (which increase scour and erosion of stream beds and stream banks, thereby elevating sedimentation), destroying aquatic habitat, and elevating aquatic pollutant concentrations and loadings such as sediments, nutrients, heavy metals and pathogens. Groundwater resources are also impacted through loss of recharge; stormwater is an important water resource which provides groundwater recharge for water supplies and baseflow of streams, which also protects and maintains surface water quality.

A comprehensive program of stormwater management is fundamental to the public health, safety, welfare and the protection of the residents of the City of Lancaster, their resources and the environment in order to control items such as flooding, erosion and pollution.

The collection and conveyance system for stormwater includes underground pipes, but also includes conduits, inlets, culverts, catch basins, gutters, ditches, channels, detention ponds, streets, curbs and drains. The nature of stormwater is that any system to control stormwater must be designed for, and funds must be expended to control peak flow, total runoff volume and pollution in the stormwater. These three factors all relate to and are driven by impervious surface; once property is developed, peak flow, runoff volume and pollution all increase greatly. Peak flow

occurs most often during periods of intense rainfall and/or when the ground is saturated (can accept no more water) or is arid (concrete like surface resulting from overly dry conditions). Because of the effect of weather on stormwater (e.g. extended dry or wet periods), no developed property can always accept all stormwater, and all developed properties therefore generate stormwater runoff.

In a developed, urban environment such as the City of Lancaster, each developed property generates runoff and therefore, uses or is in some fashion connected with, serviced by or benefited by the stormwater sewerage, which normally functions by collecting stormwater from a property and/or by preventing stormwater from entering another property system and other maintenance activities required under the Federal Clean Water Act such as street sweeping.

Stormwater is heavily polluted when there has not been rain for a period of time, and sediment, yard waste, animal waste, pesticides, herbicides, oil and grease can be found in stormwater. Impervious surface is a primary indicator of the generation of stormwater and usage of the stormwater sewerage system. The effects of stormwater runoff can be minimized by using project designs that maintain the natural hydrologic regime and sustain high water quality, groundwater recharge, stream baseflow and aquatic ecosystems.

Federal and state regulations require the City of Lancaster to implement a program of stormwater controls. On October 23, 2012, the Green Infrastructure Advisory Committee (GIAC) presented a report to the City of Lancaster on “Impervious Area Fee Policy Options and Recommendations”, which summarized the City’s stormwater program needs and policy options for funding those program needs. The City is facing numerous drivers requiring changes to the way it manages urban stormwater runoff, all of which are addressed in the City’s Green Infrastructure (GI) Plan. These drivers include increased regulatory requirements for managing the quantity and quality of stormwater runoff, as well as maintenance requirements to ensure facilities are kept in working order with appropriate repair and replacement. The report recommended that the City of Lancaster reconvene the GIAC to advise the City on options to manage stormwater and options to fund those stormwater management obligations.

The GIAC worked with City staff to define those program needs, level of service and costs, and evaluated alternative funding options that support the need for a dedicated funding source. The GIAC recommended creation of an impervious area based fee, referred to as the Stormwater Management Fee, that would be paid by all City properties in direct proportion to the amount of impervious area that is on their property using a system of tiers as presented in this manual. In addition, the Committee recommended that the City establish a system of credits to incentivize property owners to build and maintain stormwater management systems on their property.

The Committee’s recommendations to charge a fee are based on a lengthy review and analysis of the real costs associated with the management and maintenance of the City’s stormwater management system. The fee recommended by the Committee is intended to recoup such costs and is based upon the determination that the City of Lancaster has no other means by which those costs can be recovered.

2.0: Definitions and Acronyms

2.1. Definitions

A. In addition to the terms defined in Ordinance Number 1-2014 which are incorporated by reference, as used in this manual, the following terms shall have meanings attributed to them as set forth below. All words not defined in this Manual or Ordinance No. 1-2014 shall be construed as defined in standard dictionary usage.

- **As-Built Plans** – a drawing or drawings accurately indicating the location and design details of all improvements installed in relation to development of a property or site.
- **Base Rate** - the dollar rate per Base Unit calculated by the Director, recommended by the Mayor and adopted by the City Council from time to time by Resolution.
- **Base Unit** - one thousand (1,000) square feet of impervious surface.
- **Best Management Practice (BMPs)** - the definition as set forth for the same in Chapter 260 of the Code of the City of Lancaster.
- **Board of Appeals** -the City of Lancaster Stormwater Board of Appeals created and acting in accordance with the terms of the Stormwater Management Fee Ordinance, Ordinance No. 1-2014.
- **Compacted Gravel** – a gravel, crushed stone, or rock surface that impedes or prevents the infiltration of stormwater into the soil. Such surfaces are subject to vehicular or equipment traffic or may be used as a roadway, driveway, alley or parking surface.
- **Condominium Property** - a Property subject to a condominium regime established under the Pennsylvania Uniform Condominium Act.
- **Conveyance** – any structural facility for transferring stormwater between two points, including public streets, roads, alleyways, and highways; curb and gutter; inlets, catch basins, manholes, and structures; pumping stations; pipes and culverts; outfalls; channels, legal drains, creeks, ditches, swales, and streams; retention or detention facilities; and other structural components and equipment that transport, move or regulate stormwater.
- **Credit** – a reduction in the stormwater Management Fee for a stormwater user, based upon the attainment of criteria specified in Chapter 6 of this manual.
- **Customer** - any Property Owner or Tenant of Property who is listed as a customer of the City of Lancaster on the City of Lancaster billing records for water and/or sewer billings for the property given a notice of assessment under this Ordinance and whom is contractually responsible for payment of the Stormwater Management Fee.
- **Department** - the Department of Public Works.
- **BMP Manual** – Pennsylvania Stormwater Best Management Practices Manual (PA DEP Document No. 363-0300-002), as amended, which serves as the official guide for stormwater management principles, methods, and practices in Pennsylvania.
- **Detention Facility** – a facility that collects and stores stormwater runoff thereby reducing the rate at which runoff is discharged from the property.

- **Developed** - that manmade changes have been made to a property, which changes may include, but are not limited to, buildings or other structures for which a building permit must be obtained under the requirements of the [Pennsylvania] Building Code and this manual, mining, dredging, filling, grading, paving, excavation or drilling operations, or the storage of equipment or materials.
- **Development** - a project that consists of subdividing land or adding buildings and other improvements to individual parcels of land.
- **Director** - the Director of the Department of Public Works of the City of Lancaster or the Director's designee.
- **Discharge** – the flow of any stormwater runoff, pollutant, or other substance into or from the stormwater system.
- **Drainage Area** - that area that contributes runoff to a single point, measured in a horizontal plane.
- **Easement** – a grant by the property owner of the use of part of the owner's land by another for a specified purpose.
- **Green Infrastructure (GI)** - small-scale stormwater management practices, nonstructural techniques, and better site planning to mimic natural hydrologic runoff characteristics and minimize the impact of development on water resources. Methods to design GI practices are specified in the BMP Manual.
- **Impervious Surface (Impervious Area)** - any surface that prevents or limits the infiltration of water into the ground. Any structure, building, parking area, driveway, road, street, sidewalk, patio, deck, and any area of concrete, asphalt, pavement, compacted gravel, packed stone, stone, brick, tile, swimming pool, or artificial turf, and highly compacted soil shall be considered “impervious surface” if they prevent or limit infiltration. Impervious surface also includes any area used by or for motor vehicles or heavy commercial equipment, regardless of surface type or material, including any road, road shoulder, driveway, or parking area.
- **Improvements** - any physical addition or change to land of a public or private nature, including but not limited to earthmoving activity, streets, utilities, permanent street monuments, street lighting, fire hydrants, curbs, sidewalks, paving, and stormwater controls.
- **Infiltration** - the passage or movement of water into the soil surface.
- **Pervious Surface Area** – the horizontal surface area of property covered with materials that include, but are not limited to, undisturbed land, tilled agricultural land, ponds, lawns (grass and landscaped areas), and fields, such that the infiltration of stormwater is allowed or encouraged.
- **Property** - each parcel of real estate located within the City of Lancaster.
- **Property Owner** - the owner of record for a given Property within the City, as registered in the City's real estate database.

- **Property Manager** - a person, company or other entity hired by a property owner to manage a Property.
- **Residential** – any single family detached, semidetached or attached dwelling, or a dwelling unit within a multifamily residential building containing four or fewer dwelling units.
- **Stormwater** - water that originates from precipitation.
- **Stormwater Management** - the collection, conveyance, storage, treatment, and control of stormwater as needed to reduce accelerated stream channel erosion, flood damages and water pollution.
- **Stormwater Management Activities** – Activities conducted by the Stormwater Utility and the City of Lancaster that benefit Stormwater Utility customers and allow the City to comply with federal and state laws and regulations. Some of the activities of the Stormwater Utility include stormwater monitoring and sampling; storm drain marking; street sweeping; public stormwater system maintenance and cleaning; capital improvement projects for flood control; stormwater quality education; erosion and sediment control; post-construction stormwater quality and illicit discharge detection and elimination.
- **Stormwater Management Facility** - an infiltration device, filtering device, stormwater pond, stormwater wetland, hydrodynamic structure, or other innovative practice designed and constructed to control stormwater to reduce accelerated stream channel erosion and pollution of surface waters, constructed after December 2006 in a manner consistent with the BMP Manual. A stormwater management facility does not include environmental site design practices or any nonstructural stormwater management system. The following list includes descriptions for common stormwater management facilities.
 - **Cistern** – structures designed to intercept, store and reuse runoff from rooftops.
 - **Constructed Filters** – structures or excavated areas containing a layer of sand, compost, organic material, peat, or other filter media that reduce pollutant levels in stormwater runoff by filtering sediments, metals, hydrocarbons, and other pollutants.
 - **Constructed Wetlands** –shallow marsh systems planted with emergent vegetation that are designed to treat stormwater runoff.
 - **Deep Stormwater Injection Well** - stormwater drainage wells that have been bored, drilled, or driven to a depth greater than the largest surface dimension and constructed to deliver stormwater via a subsurface distribution system. (Regulated by USEPA as Class V stormwater drainage well.)
 - **Downspout Disconnection** – disconnection of roof leaders from conventional stormwater conveyance systems (e.g., gutters, storm drains, etc.) and allowing runoff to be collected and managed on site, typically in combination with a managed vegetated area or a volume control BMP such as a dry well, seepage pit, or rain garden. Downspout disconnection also includes the redirection of roof leaders to well-established vegetative areas of adequate length and moderate slope as described in Section 6.3.4 of this manual.

- **Dry Extended Detention Basin** – an earthen structure constructed either by impoundment of a natural depression or excavation of existing soil, that provides temporary storage of runoff and functions hydraulically to attenuate stormwater runoff peaks.
- **Dry Well** – a variation on an infiltration system that is designed to temporarily store and infiltrate rooftop runoff. Dry wells are often also called seepage pits.
- **Filter Strips** – a relatively flat, permanent, maintained strip of planted or indigenous vegetation located between nonpoint sources of pollution and receiving water bodies for removing or mitigating the effects of stormwater pollutants such as nutrients, pesticides, sediments, and suspended solids through sheet flow.
- **Green Roof** – an extensive roof cover of vegetation that is grown on and completely covers an otherwise conventional flat or slightly sloped roof (<30°slope), giving the roof hydrologic characteristics that more closely match surface vegetation than the roof.
- **Infiltration Basin** – a shallow impoundment that stores and infiltrates runoff over a level, uncompacted, (preferably undisturbed area) with relatively permeable soils.
- **Infiltration Trench** – a shallow trench with a level bottom in permeable soil that is backfilled with clean-washed aggregate. The trench surface may be covered with grass, stone, sand, or trees. Typically, it contains a perforated pipe that runs through the aggregate and has a level bottom.
- **NPDES Permits** - a current National Pollutant Discharge Elimination System permit. For purposes of this policy, it refers to PAG-03, Discharges of Stormwater Associated with Industrial Activities.
- **Pervious Pavement w/ Infiltration Bed** – a Green Infrastructure (GI) technique that combines stormwater infiltration, storage, and structural pavement consisting of a permeable surface underlain by a storage/infiltration bed comprised of uniformly-graded, clean-washed stone built on uncompacted soil. Pervious surfaces may consist of porous asphalt, porous concrete, or permeable pavers.
- **Proprietary Water Quality Filters and Hydrodynamic Devices** – a broad spectrum of structural BMPs of varying size and function designed to remove pollutants from stormwater runoff as part of a conveyance system. These devices may include city-approved prefabricated stormwater treatment structures utilizing settling, filtration, absorptive/adsorptive materials, vortex separation, vegetative components, and/or other appropriate technology to remove pollutants from stormwater runoff.
- **Rain Garden (i.e., Bioretention)** – an excavated shallow surface depression that consists of a soil bed planted with suitable non-invasive (preferably native) vegetation that filters stormwater through the soil planting bed before being either conveyed downstream by an underdrain system or infiltrated into the existing subsoil below the soil bed.
- **Rock Bin** – see dry well.
- **Seepage Pit** – see dry well.

- **Subsurface Infiltration Beds** – a highly pervious media, such as uniformly graded aggregate, designed to provide temporary storage and infiltration of stormwater runoff beneath the proposed surface grade.
- **Tree Canopy** – for purposes of this policies and procedures manual, tree canopy means a disconnection of impervious area for existing or newly proposed trees that extend over, or is in close proximity to, impervious area.
- **Tree Trench** – a facility designed to capture, filter, and store stormwater runoff to promote evapotranspiration through uptake by trees and is built to the specifications of the City’s Tree Manual: Regulations and Standards for Arboriculture Work.
- **Vegetated swale** – a broad, shallow channel, densely planted with a variety of trees, shrubs, and/or grasses. It is designed to attenuate and in some cases infiltrate runoff from adjacent parking lots, buildings, and other impervious surfaces, allowing some pollutants to settle out in the process.
- **Wet ponds/Retention Basins** – stormwater basins that include a substantial permanent pool for water quality treatment and additional capacity above the permanent pool for temporary runoff storage.
- **Stormwater Management Fee (SWMF)** - an assessment levied by the City to cover the cost of constructing, operating, and maintaining stormwater management facilities and fund expenses related to the City’s compliance with NPDES permit requirements under applicable state law based on the impact of stormwater runoff from impervious areas of developed land in the City.
- **Stormwater Management Fund** - the Stormwater Management Fund described in Section 4.0, Billing and Collection.
- **Stormwater Management System** - natural areas, environmental site design practices, stormwater management measures, and any structure through which stormwater flows, infiltrates, or discharges from a site.
- **Stormwater Quality** - a measurement of pollutant loadings from stormwater runoff. An increase in stormwater quality is a reduction of the amount of pollutants in the stormwater runoff.
- **Structural Maintenance** - the inspection, construction, reconstruction, modification, repair, and cleaning of any part of a stormwater management facility undertaken to assure that the facility remains in the proper working condition to serve its intended purpose and prevent failure. Structural maintenance does not include landscaping, grass cutting, or trash removal.
- **Watershed** - the total drainage area contributing runoff to a single point.
- **Undeveloped Land** - vacant land with no added improvements, such as structures, buildings and infrastructure.

2.2. Acronyms

BMP - Best Management Practice

DEP - Pennsylvania Department of Environmental Protection
DCNR - Pennsylvania Department of Conservation and Natural Resources
EPA - United States Environmental Protection Agency
FEMA - Federal Emergency Management Agency
GIAC – Green Infrastructure Advisory Committee
IA - Impervious Area
MS4 - Municipal Separate Storm Sewer System
NPDES - National Pollutant Discharge Elimination System
SWMF - Stormwater Management Fee
TSS - Total Suspended Solids
USDA - United States Department of Agriculture

3.0: Stormwater Management Fee Determination

3.1. SWMF Calculations and Impervious Surface Measurements

The City utilizes a tiered approach that is based on the amount of Impervious Area (IA) on a given property. This method groups properties within a range of IA, which are then assessed based on the average. For larger parcels over 3,000 square feet, an actual calculation is made of IA and applicable fee applied.

Three (3) rate structure options were evaluated using impervious estimates based on aerial photography and digitization of IA included in the City’s geographic information system. For the three (3) rate scenarios, the tiering method rate structure, which is applied to all properties, was used. The tiering method groups all properties within a range of IA, which are then assessed a fee based on an average IA for that range. Based on feedback from the GIAC, using a rate structure based on four tiers was preferred over using actual IA or lumping all properties by type because it represents the most reasonable and equitable method.

Public streets and sidewalks within the public right-of-way shall not be used in the calculation of the IA of a property for purposes of determining the SWMF applicable to it. Access drives to individual properties shall be measured to the edge of the public right-of-way and used in the calculation of the IA for the property to determine the SWMF. When improvements are made to any property, the property owner/developer shall provide the Stormwater Bureau the IA measurements (in square feet) for the completed project in order for that property to be accurately billed.

The Stormwater management Fee shall be based on a percentage of the Base Rate, as follows:

Tier 0: The fee for each Tier 0 Property is zero. No fee will be charged for Tier 0 properties.

Tier 1: The fee for each Tier 1 Property is 50 percent of the applicable Base Rate.

$$\text{Base Rate} \times 0.50 = \text{Annual SWMF. Monthly Fee} = \text{Annual SWMF}/12$$

Tier 2: The Fee for each Tier 2 Property is 150 percent of the applicable Base Rate.

$$\text{Base Rate} \times 1.50 = \text{Annual SWMF. Monthly Fee} = \text{Annual SWMF}/12$$

Tier 3: The Fee for each Tier 3 Property is 250 percent of the applicable Base Rate.

$$\text{Base Rate} \times 3.50 = \text{Annual SWMF. Monthly Fee} = \text{Annual SWMF}/12$$

Tier 4: The Fee for each Tier 4 Property is calculated as the number of base units assigned to the Property in accordance with the following procedure: The Director determines the number of Base Units for a Tier 4 Property by dividing the Property's actual impervious surface area by the Base Unit (1,000 square feet).

$$\text{Actual Impervious Area}/1000 = \text{Number of Base Units}$$

$$\text{Number of base Units} \times \text{Base Rate} = \text{SWMF}$$

Table 3-1 shows the IA range for the four-tier rate structure.

Table 3-1. Tiers and Impervious Area Range

Tier Assignment	Impervious Area
Tier 0	0 - 300 sq ft
Tier 1	301 - 1,000 sq ft
Tier 2	1,001 - 2,000 sq ft
Tier 3	2,001 - 3,000 sq ft
Tier 4	3,001 or more sq ft

The Director computes the Stormwater Management Fee by multiplying the number of Base Units assigned to the Property by the Base Rate. The Base Rate utilized by the Director shall be the Base Rate established from time to time by Resolution of City Council in accordance with the provisions of Ordinance No. 1-2014. If the property is a Condominium Property, the Director may calculate the SWMF to be billed in equal shares to the condominium units owners by dividing the total number of base Units by the number of individual condominium units and then multiplying that by the Base Rate to determine the amount billable to each condominium unit owner or in such other manner as may be promulgated by the Director based on square footage, types of condominium units or other similar classification and calculations.

4.0: Billing and Collection

A stormwater management fee is imposed on each and every property, lot, parcel of land, building or premises that contains impervious surface. The Director prepares the necessary data for collecting the Stormwater Management Fee from Property Owners subject to the SWMF Ordinance, including the identification of every parcel of Property to be charged and the amount of the SWMF. In 2014, the first year of the assessment of the Stormwater Management Fee, all Properties were issued an assessment notice by the City of Lancaster with the Property's estimated

SWMF and the basis of that fee. No later than June 30 each year thereafter, assessment notices will be issued for only newly developed Properties or Properties where the impervious surface has been modified, increased or decreased, including but not limited to land developments and subdivisions. For Properties in Tiers 0, 1, 2 and 3 where the modified impervious surface is the result of a small or very small project in accordance with SWM Ordinance, an assessment notice will be issued only if such modification is done in a manner that the Tier will change.

The City of Lancaster will include the Fee as a separate line item on the water and/or sewer utility bill for each Property subject to the Fee. For those Properties, without a water and/or sewer account with the City of Lancaster, the Fee will be charged and invoiced on a separate Stormwater Management Fee bill/invoice. In both cases, the Fee must be paid in the same manner and within the time frame required for payment of water and/or sewer bills.

A Property Owner, whose Property is subject to the Fee, may delegate responsibility for the payment of the Fee to customers and/or property management companies in the same manner as payment responsibility for water and/or sewer bills. The Property Owner remains responsible for payment of the Fees, in the instance that the party to whom the Property Owner has delegated the payment to has failed to make payment.

Should the Fee not be paid when due, a finance charge shall accrue thereon monthly at the same rate as finance charges accrue on unpaid City of Lancaster water and/or sewer bills.

The City of Lancaster shall deposit all payments collected into the City Stormwater Management Fund. The Stormwater Management Fund shall be used by the City solely for (i) the implementation and management of the stormwater program, (ii) constructing, operating, and maintenance of stormwater facilities; and (iii) payment for other project costs and performance of other functions or duties authorized by law in conjunction with the maintenance, operation, repair, construction, design, planning and management of stormwater facilities, programs and operations.

5.0: Review and Appeals Process

5.1. Petitions for a Review and/or Adjustment

Within thirty (30) days of the date of any assessment, a Property Owner may file a petition for review and/or adjustment to the Director in writing if the Property Owner believes that the Property which is the subject of the notice of assessment has been improperly tiered or that the Fee has been calculated incorrectly.

When submitting a petition for review and/or adjustment of the Fee as set forth above, the Property Owner must include a detailed statement of the basis for the appeal and documents supporting the owner's assertion that the Property should be assigned to a different Tier, or that the impervious area measurements used to calculate the number of Base Units for the Property are incorrect. The appropriate forms are provided on the City's website at www.cityoflanasterpa.com/government/stormwater. The request will be acted on within 45 business days.

If the Director concludes that the petition for review and/or adjustment should be granted, the City of Lancaster will adjust the Property Owner's bill and refund any overpayment for the current levy year to the Property Owner or apply a credit on the subsequent bill equal to the adjustment amount.

No appeals may be taken to the Appeals Board unless and until a petition for review and/or adjustment has been filed with and ruled upon by the Director.

5.2. Requests for Adjustments; Appeals

A Property Owner may appeal any decision of the Director in writing to the Stormwater Appeals Board, not later than thirty (30) days after receipt of the Director's denial in whole or part of the Property Owner's petition for adjustments/reconsideration.

When submitting a petition for appeal of the assessment of the Fee as set forth above, the Property Owner must include a detailed statement of the basis for the appeal and documents supporting the owner's assertion that the Property should be assigned to a different Tier, or that the impervious area measurements used to calculate the number of Base Units for the Property are incorrect, and pay a non-refundable fee of two hundred dollars (\$200) for the handling of appeals.

If the Appeals Board concludes that the appeal should be granted, the City of Lancaster will adjust the Property Owner's bill and refund any overpayment for the current levy year to the Property Owner or apply a credit on the subsequent bill equal to the adjustment amount.

Any appeals from a decision of the Appeals Board shall be made to the Court of Common Pleas of Lancaster County, Pennsylvania in accordance with the Local Agency Law of the Commonwealth of Pennsylvania.

6.0: Stormwater Management Fee (SWMF) Credits

6.1. Credits Available to Property Owners

An annual reduction in the stormwater management fee, also known as a SWMF credit, may be available to property owners to reduce their annual stormwater management fee and to offset the additional cost of maintaining their facilities, thus providing an incentive for implementing stormwater management practices. The credit amount that a property can receive varies based on the specific qualifying conditions that significantly mitigate the effects of increased stormwater runoff and pollution from a property. The criteria for determining the credit level is based on the type of facility and percent of IA treated. If it is determined that a SWMF credit is to be granted, the adjustments will be made in the form of a credit against future stormwater management fees. Final approval of all SWMF credits will be at the discretion of the Director of Public Works.

If IA from offsite properties is treated by private stormwater management facilities, a credit may be considered only when all property owners have executed easement and/or other agreements, as applicable, and provided copies thereof to the City with the stormwater management fee credit application.

The Director may issue a maximum credit to a property owner as specified in the application provided by the Department only if the property contains a stormwater management system and the system is maintained in accordance with the maintenance requirements of the Department.

A property owner using City grants to help pay for GI improvements will also be eligible to receive credits, provided they apply for the credits.

6.2. Credit Application

To receive a SWMF credit, the Property Owner must apply to the Director using the applicable form included in Appendix A.

6.2.1. Credit Approval

Once approved, the credit is valid for a maximum of two (2) years, except Education Credits which are valid for one (1) year. To renew the credit, the Property Owner must reapply to the Director on the applicable credit form included in Appendix A not later than October 31 of the year the credit expires.

The credit shall become effective on the first day of the Property's next monthly or quarterly billing cycle, following the approval of the credit.

6.2.2 Credit Denial and Appeals

The Director may deny a credit for good reason, including failure to submit a complete credit application with sufficient documentation of BMP construction to demonstrate the facility meets credit eligibility criteria or failure to meet minimum maintenance requirements.

The Property Owner may appeal the Director's decision regarding the issuance or non-issuance of a credit within thirty (30) days after that decision to the Board of Appeals. All such appeals shall be in accordance with Section 5.0.

6.3. Eligible Credit Allowance

Credits will be provided based on the matrix presented in Table 6.1. Individual structural stormwater management facilities and their credit values are presented in Table 6.2. Credits may be available for Best Management Practices (BMP) implemented, constructed or reconstructed after December 30, 2006, and in a manner consistent with the design criteria set forth in the Pennsylvania Stormwater Best Management Practices Manual (PA DEP Document No. 363-0300-002), as amended, or newer design guidance, this Policy and Procedure Manual and all applicable City codes and regulations.

6.3.1. Maximum Credit

The maximum aggregate SWMF credit for any individual property is fifty percent (50%) of the original stormwater management fee determined in accordance with this manual, regardless of how many individual credits for which the property qualifies.

Table 6-1. Eligible Credit Types

Credit Type Description	Maximum Credit
Structural Peak Rate (Flood) Controls	25%
Structural Volume Controls/Green Infrastructure	50%
Structural Water Quality Controls	25%
Non-Structural Controls	15%

NPDES Industrial Stormwater Permitted Sites	15%
Education Credit	15%
Maximum % Credit Applied to Annual Charge	50%

Table 6-2. Structural Stormwater Management Facilities

Peak Rate (Flood) and Water Quality Facilities – 25%	Volume Controls/ Green Infrastructure - 50%
Constructed wetland	Pervious pavement with infiltration bed
Wet pond/retention basin	Rain garden/bioretenion
Dry extended detention basin	Dry Well/Seepage Pit
Constructed wetland	Subsurface infiltration bed
Constructed Filter	Infiltration trench
Proprietary Water Quality Filters & Hydrodynamic Devices	Infiltration Berm & Retentive Grading
Vegetated Swale	Infiltration basin
Vegetated Filter Strip	Runoff Capture & Reuse – Cistern
Tree Trench with Soil Restoration or Amendment	Deep Stormwater Injection Well
Riparian Buffer Restoration	Green Roof

6.4. Education Credits (Not included in Table 6-2)

Eligible Users: Public/private school properties

Credit Type: Annual

Renewal: Annual

Maximum Credit: 15% (based on education credit in Table 6-1)

Education credits are available to all public and private schools or school systems (K-12). In order for a school or school system to receive a SWMF education credit, the school must implement an educational program that educates and informs the students on the importance of preserving and restoring the source and integrity of water resources (stormwater, ground water and/or surface waters). The educational program may include educational posters, take-home materials, classroom lessons, field trips, etc. Programs may be developed by the Pennsylvania Department of Environmental Protection (DEP), the Pennsylvania Department of Conservation and Natural Resources (DCNR), the United States Environmental Protection Agency (EPA) the United States

Geological Survey (USGS), or a school official. Programs developed by other organizations may be considered eligible for credit. Some resources and example materials can be found at:

- EPA NPDES Stormwater Outreach Materials and Reference Documents (<http://cfpub.epa.gov/npdes/stormwatermonth.cfm#materials>)
- EPA Teacher Resources and Lesson Plans (<http://www.epa.gov/students/teachers.html>)
- EPA Water Science and Technology for Students and Educators (<http://water.epa.gov/learn/resources/>)
- USGS Education Resources (<http://education.usgs.gov/>)

To qualify for the credit, the educational program must be submitted to the City, along with the appropriate credit application form, by the school principal or superintendent for consideration for approval by the Director (or designated representative). The program may be taught in grades Kindergarten (K) through twelve (12). The maximum credit for a school or school system shall be fifteen percent (15%) of the original SWMF determined in accordance with this manual for the corresponding property or properties and will be tiered based on the proportion of grade levels taught as compared to the total number of grade levels within the school or proportion of student population taught, as described below. The Department will make the final decision on the total credit awarded.

- A. Tier One Education Credit:** A ten percent (10%) Tier One Education Credit is available to a school or school system for an approved educational program which educates 50% to 74% of the grade levels or student population within the school or school system.
- B. Tier Two Education Credit:** A fifteen percent (15%) Tier Two Education Credit is available to a school or school system for an approved educational program which educates 75% to 100% of the grade levels or student population within the school or school system.

EXAMPLE 1: An approved educational program is completed for two (2) of four (4) grades levels in a school. Therefore:

Tier One credit achieved: (50% of grade levels) = 10% credit off the SWMF for the school property where the courses are taught.

EXAMPLE 2: An approved educational program is completed for all grade levels in a school. Therefore:

Tier Two credit achieved: (100% of grade levels) = 15% credit off the SWMF for the school property where the courses are taught.

EXAMPLE 3: An approved educational program is completed for 80 students in a school with a student population of 100 students. Therefore:

Tier Two credit achieved: (80% of student population) = 15% credit off the SWMF for the school property where the courses are taught.

On or before July 1, the qualifying school shall certify to the Director the programs that meet the curriculum criteria for education credit eligibility were taught in the previous academic year or will be taught in the upcoming academic year.

6.5. Structural Credits Calculations

Eligible Users: All properties with green infrastructure facilities

Credit Type: Annual

Renewal: Every two years

Maximum Credit: 50%

SWMF credits are available to all properties that implement GI practices which eliminate stormwater runoff from the site for all storms up to and including a one-inch storm and encourages infiltration (where soils are appropriate for infiltration practices), or reuse of captured stormwater. Credit will also be considered on a case-by-case basis for other types of structural stormwater facilities or control devices which reduce stormwater runoff to the municipal stormwater conveyance system based on Tables 6-1 and 6-2 and the Pennsylvania Stormwater Best Management Practices Manual and the BMPs identified therein.

GI practices should minimize site disturbance, preserve and recreate natural landscape features, reduce impervious surfaces, increase drainage flow paths, increase or enhance off-line stormwater storage, encourage detention and infiltration, and utilize native, drought-tolerant plants. General guidelines for infiltration and runoff reduction are available through the EPA and in the Pennsylvania BMP Manual.

The maximum SWMF credit shall be fifty percent (50%) of the current stormwater management fee determined in accordance with this manual. The total credit shall be based on the amount of impervious area (IA) that is managed or flows to the GI practice as compared to the total IA within the property, rounded to the nearest whole percent.

EXAMPLE 1: A property with 10,000 square feet of IA installs a rain garden which handles stormwater runoff flows from a parking lot with an area of 2,000 square feet (20% of the IA on the property). Therefore:

$(20\% \text{ of total IA}) \times (50\% \text{ maximum credit}) = 10\% \text{ total credit on the SWMF for that property.}$

EXAMPLE 2: A property installs rain gardens and cisterns which handle the stormwater runoff flows from 100% of the IA on the property. Therefore:

$(100\% \text{ of total IA}) \times (50\% \text{ maximum credit}) = 50\% \text{ total credit on the SWMF for that property.}$

EXAMPLE 3: A property with 1,600 square feet of IA installs an infiltration trench which handles the stormwater runoff flows from 90% of the IA on the property. Therefore:

$(90\% \text{ of total IA}) \times (50\% \text{ maximum credit}) = 45\% \text{ total credit on the SWMF for that property.}$

EXAMPLE 4: A property with 80,000 square feet of IA installs a detention basin which handles stormwater runoff flows from a parking lot with an area of 80,000 square feet (100% of the IA on the property). Therefore:

$(100\% \text{ of total IA}) \times (25\% \text{ maximum credit}) = 25\% \text{ total credit on the SWMF for that property.}$

6.6. Non-Structural Best Management Practices

The following Non-Structural BMPs are designed to prevent stormwater generation before stormwater-related problems are generated.

6.6.1. Tree Canopy Credits

To be eligible for credits, tree canopy must meet the following criteria:

- Any medium or large tree species, as defined in Chapter 273 of the Code of the City of Lancaster, is eligible for credit, except those listed as invasive by City, State, or Federal guidance.
 - www.dcnr.state.pa.us/forestry/plants/invasiveplants/index.htm.
- All new and existing trees shall meet the following minimum setbacks:
 - 5-foot from occupied buildings
 - 5-foot from underground utility lines
 - 2-foot from edge of any paved surface, including but not limited to sidewalks, driveways, and patios.
- New trees must be at least 1.5-inch caliper and at least 6 feet tall. Caliper of new trees is measured at 6" – 12" from ground level.
- Existing trees must be at least 4-inch diameter at breast height (DBH) to be eligible for this credit, unless it was previously approved for credit as a new tree. DBH is measured at approximately 4 feet 6 inches from ground level. To determine diameter, measure the circumference of the tree. Convert the circumference measurement to diameter by dividing the circumference by π ($\pi=3.14$).
- New trees shall be planted in accordance with the following soil volume and planting area guidelines:
 - Medium trees – 300 cubic feet soil volume
 - Large trees – 500 cubic feet soil volume
- A credit for managing the equivalent of 144 square feet of impervious area is permitted for each new tree planted in accordance with these specifications.
- A credit for managing impervious area equal to 144 square feet for every 5 inches DBH is permitted for existing tree canopy.
- The maximum credit granted for both new and existing trees is 15%.
- Existing trees must be deemed to be in good health and properly cared for.

6.6.2. Downspout Disconnection

The following requirements shall apply to vegetated receiving areas for disconnected roofs:

- A maximum of 500 square feet of roof shall drain to each disconnected downspout.
- The downspout shall redirect stormwater away from the building a minimum of 5 feet from homes with crawlspaces or 10 feet for homes with basements.

- The receiving vegetated area shall be a rectangular shape at least twice as long as it is wide. The length in the direction of flow shall be a minimum of 0.04 times the area of the roof that drains to it (ex. $0.04 \times 500 = 20$ feet).
- The vegetated receiving area shall be at least 5 feet from any other impervious surface.
- The downspout shall discharge in the center of upslope end of the vegetated receiving area.
- The downspout shall be equipped with a splash pad.
- The vegetated receiving area shall not include any built-upon area.
- Vegetated receiving areas shall have a uniform transverse slope of 5 percent or less.

6.6.3. NPDES Industrial Stormwater Permitted Sites

Applicant(s) shall submit a complete copy of an active, fully-compliant Industrial Stormwater NPDES Permit from the PA DEP.

6.7. Off-Set Credit

Offset credit are credits for projects completed on a property other than the property for which the credit is being applied based on an agreement amongst the affected property owners. The City will allow offset credits solely at the discretion of the Director on a case-by-case basis and based on the benefit to the City sewer system based on the off-set program the PA DEP is promulgating for nutrient trading and off-set practices based on the same credit matrix described in Section 6.3.

6.8. SWMF Credit Application Process

For credit review, the property owner must submit the Stormwater Management Fee Credit Application accompanied by the application review fee and all required documentation to the Department of Public Works. Credit applications will be reviewed by the Director. The application process does not relieve the property owner of payment of stormwater management fees during the review process.

The Director will give written notification of the credit determination within sixty (60) days upon receipt of a complete credit application package. The written notification shall state the conditions of the issuance of the SWMF credit and effective date of the credit. The Department staff will review for accuracy all plans, materials, and documentation related to the application. If, after review, the application or documentation is found to be deficient, the applicant will be notified in writing and given ninety (90) days to correct the deficiency, or the applicant will be required to file a new application. If all deficiencies are corrected within ninety (90) days and application for credits are approved, credits will take effect on the next monthly or quarterly billing cycle.

6.8.1 SWMF Credit Application Requirements

Applications for SWMF credits shall consist of the Credit Application found in Appendix A along with the detailed technical information listed below before the application will be considered complete. Incomplete applications will be returned and not considered for further review until all required information is submitted.

Structural Best Management Practices

Small Projects. A copy of an approved Small Projects (First Flush) permit shall be submitted, in addition to the photos of the facility. For facilities built before 2015 for which a Small Projects (First Flush) permit is not available, a legible sketch plan and photos shall be submitted. The sketch plan shall include, at a minimum, the following information:

- Project Name and Address
- Total lot area in square feet (Lot Area = Lot Width x Lot Depth)
- Location and area of all existing impervious surfaces (buildings, patios, sidewalks, etc.) including location of all structures on adjacent properties within 10 feet of proposed facilities.
- Location and description of existing stormwater management facilities (BMPs) including, at least, date of construction, BMP type, BMP size, BMP volume.
- Total impervious area in square feet, outlined on the sketch, managed by each stormwater management facility (BMP)

Large Projects and/or Land Developments. A copy of an approved, Large Stormwater Project Application, or the applicable Land Development Plan sheets shall be submitted, and photo(s) of facility or facilities. For facilities built before 2015 and did not have a stormwater permit or were not part of a land development, the following shall be submitted.

- Sketch Plan, drawn at an appropriate scale and showing the following:
 - Project Name and Address
 - Total lot area in square feet (Lot Area = Lot Width x Lot Depth)
 - Location and area of all existing impervious surfaces (buildings, patios, sidewalks, etc.) including location of all structures on adjacent properties within 10 feet of proposed BMP.
 - Location and description of existing stormwater management facilities (BMPs) including, at least, date of construction, BMP type, BMP size, BMP volume.
 - Total impervious area in square feet, outlined on the sketch, managed by each stormwater management facility (BMP)
- Notarized affidavit attesting the sketch is true and accurate to the best of applicant's knowledge.
- Maps delineating drainage areas and/or watersheds, indicating overland flow paths with drainage flow arrows, and which impervious areas flow to the BMP(s).
- Photo(s) of BMP(s)
- Calculations to verify drainage system has capacity to meet the design criteria for the requested credit.
- Proposed maintenance schedule detailing property owner's maintenance activities for the stormwater facility.

- Copies of all annual inspection reports performed since the date of BMP installation.
- Executed right-of-entry agreement (See Stormwater Policy and Procedure Manual, Appendix B)

Nonstructural Best Management Practices

Tree Canopy Credits. To be eligible for credits, new and existing tree canopy must meet the criteria in §6.6.1 in the SWMF Policies and Procedures manual. A site plan and photos showing the following information shall be submitted:

- Approximate location and species of all trees for which credit is being requested.
- Caliper of new trees measured at 6” – 12” from ground level.
- Diameter at breast height (DBH) of existing trees. DBH is measured at approximately 4 feet 6 inches from ground level. To determine diameter, measure the circumference of the tree. Convert the circumference measurement to diameter by dividing the circumference by π ($\pi=3.14$).

Downspout Disconnection Credits. To be eligible for credits, the downspout disconnection must meet the criteria in §6.6.2 in the SWMF Policies and Procedures manual. A site plan and photos showing the following information shall be submitted:

- The location, size in square feet and dimensions of the receiving areas for disconnected downspout(s).
- Type(s) of vegetation planted in the receiving area.
- Slope of the receiving area.

NPDES Industrial Stormwater Permitted Sites. Applicant(s) shall submit a copy of an active, fully-compliant Industrial Stormwater NPDES Permit from the PA DEP.

6.9. Credit Expiration, Termination, and Renewals

6.9.1. Credit Expiration and Renewals

Stormwater Management Fee Credits will expire at the end of their renewal period (maximum of two years following approval by Director). New property owners will need to apply for renewal to be eligible for continued credit. To renew the credit, the Property Owner must reapply to the Director on the credit application form included in Appendix A not later than October 31 of the year the credit expires. All renewed credits shall become effective January 1 the year following the date of the renewal application and will remain valid for two (2) calendar years with an expiration date of December 31.

6.9.2. Credit Termination

Upon written notice, the Director may terminate a credit for good reason, including failure to meet credit conditions or failure to meet minimum maintenance requirements. In the event a credit is terminated by the Director, the credit currently applied to the property will be terminated effective the next billing cycle following the date of termination notice unless an appeal is filed in accordance with the following section.

6.9.3. Appeal of Credit Termination

A Property Owner aggrieved by the Director's decision to terminate a credit may appeal the same to the Board of Appeals within 30 days of receipt of written notice from the Director of termination of the credit, provided that the written request for appeal is accompanied by documentation supporting Property Owner's appeal (e.g., plans, materials, etc.) and any applicable fees.

The Department staff reserves the right to review for accuracy all plans, materials, and documentation related to the appeal application. A decision will be made within thirty (30) days. If, after review, the application or documentation is found to be inaccurate, the applicant will be notified in writing and given thirty (30) days to correct the deficiency.

6.10. Inspections

Upon application for a SWMF credit, or in connection with an annual self-inspection report (see Section 6.11 below), the applicant shall grant the City a right-of-entry to inspect the site that is the subject of the application, with no less than 24-hour prior notice, in order to verify the information submitted and to confirm compliance with applicable program requirements set forth in this manual. If, after its review or inspection, the City finds the application (or annual self-inspection report) to be inaccurate or the facility (BMPs) to be out of compliance, the applicant will be notified in writing (Notice) and given up to sixty (60) days to correct the inaccuracy or non-compliance.

Within 60 days following the applicant's receipt of the Notice, the applicant must provide to the City written documentation and evidence (Notice Response) satisfactory to the City that the application (or annual self-inspection report) has been corrected and/or that the facility (BMPs) is in compliance with all applicable program requirements. If the inaccuracy in an application (or annual self-inspection report) has not been corrected or the facility (BMPs) is not in compliance as required by the Notice and this manual (as determined by the City), or if the property owner fails to provide a Notice Response to the City within the 60-day period, the SWMF Fee credit will be terminated effective the date of the next monthly or quarterly billing cycle following the 60-day period pursuant to the Notice.

Right of Entry forms are provided in Appendix B.

6.11. Annual Self-Inspection Reports

If a property has been given a SWMF credit pursuant to this manual, the property owner must submit to the City an annual self-inspection report for the property. The report must be submitted by July 31st of each year and must show or document compliance to the City's satisfaction with all program requirements for the reporting period of July 1 to June 30 of the preceding year. If the annual self-inspection report is incomplete or is not submitted to the City by the deadline for reporting, the property shall be considered to be in non-compliance with the SWMF credit program requirements; and, the SWMF credit will be suspended. The SWMF credit suspension will remain in effect for three (3) months and will not be reinstated until the completed annual self-inspection report is submitted to the City with documentation, to the City's satisfaction, that the program for which the credit is being given is being implemented as intended.

APPENDIX A

STORMWATER MANAGEMENT FEE REVIEW AND/OR ADJUSTMENT AND CREDIT FORMS

STORMWATER MANAGEMENT FEE REVIEW AND/OR ADJUSTMENT FORM

Complete and return this form to:

City of Lancaster
 Department of Public Works
 120 North Duke Street, P.O. Box 1599
 Lancaster, PA 17608-1599
 Phone: 717-291-4739; Fax 717-291-4772
<http://cityoflancasterpa.com/government/stormwater>
 Email dblack@cityoflancasterpa.com

1. PROPERTY OWNER INFORMATION

Owner's Name _____

Project Address _____

Owner's Mailing Address _____

Phone/Fax _____ Email _____

Water Utility Account Number: _____

Tier¹: _____ Impervious Area¹: _____

¹Tier and Impervious Area (IA) information can be found on the Stormwater Management Fee Notice of Assessment

Fee: Amount: _____ **Date:** _____

Type of Appeal: (Check all the boxes that apply and provide documentation where indicated)

- Existence:** Impervious surfaces or structures whose existence or identification is believed to be incorrect as billed.
Please describe your appeal in the fee appeal description area provided on page two of this form. Please indicate which structures or surfaces that have been either removed by you or which structures or surfaces have been misidentified by the City on your stormwater utility bill. Please include a photo of the area in question either in printed form or attached in digital form to an email.
- Area:** Impervious surfaces or structures differ in size than billed.
Tier 1 to 3 Parcels - Please provide the measurements of all impervious surfaces at this location on an attached sketch or a certified survey or recorded plat created within the past 12 months, indicating the area in square feet of all impervious surfaces on the property.
Tier 4 Parcels - Please provide a copy of a certified survey or recorded plat created within the past 12 months, indicating the area in square feet of all impervious surfaces on the property. Go to <http://cityoflancasterpa.com/government/stormwater> for descriptions of impervious surfaces.
- Incorrect Stormwater Class (Tier):** Tier category for this parcel incorrectly assigned based on impervious area for the parcel. Please provide the same documentation as in "Area" above.

Appeal Description Area: *(please attach additional sheets and photographs if necessary)*

Verification of appeal information:

All appeals will be subject to verification via geographic information systems using aerial photography and or satellite imagery. At the discretion of the City of Lancaster Stormwater Program staff, a site visit may be conducted for ground measurement of the impervious surface in question.

Property owners may not appeal the inclusion of gravel surfaces as an impervious surface on their stormwater fee. In addition, the presence of stormwater facilities, including but not limited to green roofs and porous pavers, are eligible for a stormwater management fee credit and therefore are not eligible for an adjustment.

All appeals will be reviewed by the Stormwater Program staff, and a response will be mailed to the address as indicated under contact information above. Please allow 30 days from the delivery of the appeal form for a reply.

Certification

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. By signing below, I agree to allow the City of Lancaster Stormwater Program staff or inspectors on site to review and verify the above information.

Signature

Print Name and Date

For City of Lancaster Use Only:

DPW Staff Person Assigned. Name: _____

Site Visit Conducted. Date: _____

Notes (attach separate sheet if necessary)

Petition for Review Denied Date Denied: _____

Reason for denial: Insufficient Information Tier correct Other _____

Petition for Review Approved Date Approved: _____

Appeal Requested Date: _____

Appeal Heard by Appeals Board Date: _____

Appeal Denied Date Denied: _____

Reason for Denial: _____

Appeal Granted Date Approved: _____

Action Approved: _____

Corrected impervious area (square feet)

Corrected Tier

Date correction made to billing/official correspondence sent to customer

City Use Only: File Number _____ Date Received _____

Approvals: Stormwater _____ Director of Public Works _____

STORMWATER MANAGEMENT FEE CREDIT APPLICATION

Complete and return this form to:

City of Lancaster
 Department of Public Works
 120 North Duke Street, P.O. Box 1599
 Lancaster, PA 17608-1599
 Phone: 717-291-4739; Fax 717-291-4772
<http://cityoflanasterpa.com/government/stormwater>
 Email dblack@cityoflanasterpa.com

1. PROPERTY OWNER INFORMATION

Owner's Name _____
 Project Address _____
 Owner's Mailing Address _____
 Phone/Fax _____ Email _____
 Water Utility Account Number: _____
 Tier¹: _____ Impervious Area¹: _____

¹Tier and Impervious Area (IA) information can be found on the Stormwater Assessment Notice

Is this application for the renewal of credits: Yes _____ No _____

This form shall be used for both initial application and renewal.

2. STORMWATER CREDIT TYPES AND CALCULATION

The types of Credits available are described on the next page. Use this form for Structural, Non-structural and NPDES Credits. For education credits use the SMWF Credit Application – Education Program Form.

Percent Fee Reduction Equation: $A \times B \div C = D$

Example (below): $50\% \times 8000 \div 10000 = 40\%$

3. STRUCTURAL STORMWATER MANAGEMENT FACILITIES ELIGIBLE FOR CREDIT AND MAXIMUM AVAILABLE CREDIT

	A	B	C	D
Credit Type <i>See Table on Back</i>	Maximum Credit Available for Credit Type <i>See Table on Back</i>	Total Square Feet Drainage Area <i>i.e., area of IA that drains to BMP</i>	Total Square Feet of IA¹	Percent Fee Reduction
<i>Example: Rain garden/ bioretention</i>	50%	8000	10000	40%
		TOTAL % FEE REDUCTION		

Peak Rate (Flood) and Water Quality Facilities – 25%	Volume Controls/ Green Infrastructure - 50%
Constructed wetland	Pervious pavement with infiltration bed
Wet pond/retention basin	Rain garden/bioretention
Dry extended detention basin	Dry Well/Seepage Pit
Constructed wetland	Subsurface infiltration bed
Constructed Filter	Infiltration trench
Proprietary Water Quality Filters & Hydrodynamic Devices	Infiltration Berm & Retentive Grading
Vegetated Swale	Infiltration basin
Vegetated Filter Strip	Runoff Capture & Reuse – Cistern
Tree Trench with Soil Restoration or Amendment	Deep Stormwater Injection Well
Riparian Buffer Restoration	Green Roof

REQUIRED DOCUMENTATION

Applications for structural SWM Fee credits shall be submitted with the following documents specific to their size. Incomplete applications will be returned and not considered for further review until all required information is submitted. Complete and attached the Facilities Schedule for all eligible stormwater management facilities.

Small Projects. A copy of an approved Small Projects (First Flush) permit shall be submitted, in addition to the photos of the facility. For facilities built before 2015 for which a Small Projects (First Flush) permit is not available, a legible sketch plan and photos shall be submitted. The sketch plan shall include, at a minimum, the following information:

- Project Name and Address
- Total lot area in square feet (Lot Area = Lot Width x Lot Depth)
- Location and area of all existing impervious surfaces (buildings, patios, sidewalks, etc.) including location of all structures on adjacent properties within 10 feet of proposed facilities.
- Location and description of existing stormwater management facilities (BMPs) including, at least, date of construction, BMP type, BMP size, BMP volume.
- Total impervious area in square feet, outlined on the sketch, managed by each stormwater management facility (BMP)

Large Projects and/or Land Developments. A copy of an approved, Large Stormwater Project Application, or the applicable Land Development Plan sheets shall be submitted, and photo(s) of facility or facilities. For facilities built before 2015 and did not have a stormwater permit or were not part of a land development, the following shall be submitted.

- Sketch Plan, drawn at an appropriate scale and showing the following:
 - Project Name and Address
 - Total lot area in square feet (Lot Area = Lot Width x Lot Depth)

- Location and area of all existing impervious surfaces (buildings, patios, sidewalks, etc.) including location of all structures on adjacent properties within 10 feet of proposed BMP.
- Location and description of existing stormwater management facilities (BMPs) including, at least, date of construction, BMP type, BMP size, BMP volume.
- Total impervious area in square feet, outlined on the sketch, managed by each stormwater management facility (BMP)
- Notarized affidavit attesting the sketch is true and accurate to the best of applicant’s knowledge.
- Maps delineating drainage areas and/or watersheds, indicating overland flow paths with drainage flow arrows, and which impervious areas flow to the BMP(s).
- Photo(s) of BMP(s)
- Calculations to verify drainage system has capacity to meet the design criteria for the requested credit.
- Proposed maintenance schedule detailing property owner's maintenance activities for the stormwater facility.
- Copies of all annual inspection reports performed since the date of BMP installation.
- Executed right-of-entry agreement (See Stormwater Policy and Procedure Manual, Appendix B)

4. NON-STRUCTURAL STORMWATER BMPS ELIGIBLE FOR CREDIT

New and existing trees and downspout disconnection are eligible for credit. The maximum credit permitted is 15%.

Tree Canopy Credits. To be eligible for credits, new and existing tree canopy must meet the criteria in §6.3.X in the SWMF Policies and Procedures manual. A site plan and photos showing the following information shall be submitted:

- Approximate location and species of all trees for which credit is being requested.
- Caliper of new trees measured at 6” – 12” from ground level.
- Diameter at breast height (DBH) of existing trees. DBH is measured at approximately 4 feet 6 inches from ground level. To determine diameter, measure the circumference of the tree. Convert the circumference measurement to diameter by dividing the circumference by pi ($d=C/\pi$; $\pi, \pi=3.14$).

Downspout Disconnection Credits. To be eligible for credits, the downspout disconnection must meet the criteria in §6.3.X in the SWMF Policies and Procedures manual. A site plan and photos showing the following information shall be submitted:

- The location, size in square feet and dimensions of the receiving areas for disconnected downspout(s).
- Type(s) of vegetation planted in the receiving area.
- Slope of the receiving area.

5. NPDES INDUSTRIAL STORMWATER PERMITTED SITES shall submit a copy of an active, fully-compliant Industrial Stormwater NPDES Permit from the PA DEP.

I, as property owner or designee, hereby certify that the information contained in and attached to this application is true and accurate to the best of my knowledge and that the BMP(s) for which I seek credit are in good working order. I acknowledge that no person shall modify, remove, fill, landscape or alter any stormwater management BMPs, facilities, areas, or structures without the written approval of the City of Lancaster. I understand that false information may result in a notice of violation and/or termination of SWMF credits. I also authorize City representatives to enter my property, with no less than twenty-four-hour prior notice, to investigate or ascertain the condition of the stormwater management facilities on my property

Property Owner's/Agent Signature

Date

Facilities Schedule. Complete for all on-site stormwater management facilities.

CISTERN	
Impervious area treated	_____ square feet
Cistern dimensions	length ____ ft. x width ____ ft. x height ____ ft. OR diameter ____ ft. x height ____ ft.
Cistern volume	_____ cubic feet
Drawdown for use or release schedule	
DRY WELL	
Impervious area treated	_____ square feet
Tank unit or perforated pipe dimensions	length ____ ft. x width ____ ft. x height ____ ft. OR diameter ____ ft. x height ____ ft.
Dimensions of stone buffer	length ____ ft. x width ____ ft. x height ____ ft. OR diameter ____ ft. x height ____ ft.
INFILTRATION TRENCH	
Impervious area treated	_____ square feet
Diameter of perforated pipe	_____ inches
Length of gravel trench	_____ inches
Width of gravel trench	_____ inches
Height of gravel trench	_____ inches
PERMEABLE PAVERS	
Impervious area treated	_____ square feet
Surface area of permeable pavers	_____ square feet
Depth of bedding course	stone size thickness (inches)
Depth of base course	stone size thickness (inches)
RAIN GARDEN	
Impervious area treated	_____ square feet
Surface area of rain garden	_____ square feet
Ponding depth of rain garden	_____ inches
Soil drains greater than 3.5" of water in 24 hours	<input type="checkbox"/> YES <input type="checkbox"/> NO
TREE CANOPY	
Tree(s) species	
Quantity/size of new trees	Quantity Caliper inches
Total diameter at breast height (DBH) of existing trees	_____ inches
DOWNSPOUT DISCONNECTION	
Impervious area treated	_____ square feet
Dimensions of vegetated receiving area	length ____ ft. x width ____ ft. x height ____ ft.
Area of vegetated receiving area	_____ square feet
Type of vegetation	



City Use Only: File Number _____ Date Received _____ Approvals: Stormwater _____ Director of Public Works _____

**STORMWATER MANAGEMENT
FEE CREDIT APPLICATION – EDUCATION PROGRAM**

Complete and return this form and attachments to:

City of Lancaster
 Department of Public Works
 120 North Duke Street, P.O. Box 1599
 Lancaster, PA 17608-1599
 Phone: 717-291-4739; Fax 717-291-4772
<http://cityoflanasterpa.com/government/stormwater>
 Email dblack@cityoflanasterpa.com

1. PROPERTY OWNER INFORMATION

School Name _____
 Property Address _____
 Mailing Address _____
 Contact Person _____
 Phone/Fax _____ Email _____
 Water Utility Account Number: _____
 Tier¹: _____ Impervious Area¹: _____

¹Tier and Impervious Area (IA) information can be found on the Stormwater Assessment Notice.

Is this application for the renewal of credits: Yes ___ No ___ Use this form for both initial application and renewal.

2. STORMWATER PROGRAM INFORMATION

Instructions: Applicant must provide adequate documentation to demonstrate to the City of Lancaster Stormwater Program 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 below, and attach additional supporting documentation, which may include may include educational posters, take-home materials, classroom lessons, field trips photos, etc. Refer to the Stormwater Management Fee Policies and Procedures Manual for more information on suggested teaching materials, credits amounts, and renewal process.

All Grade Levels Offered: _____ to _____ School Year: _____ to _____
Total Attendance of Students in School: _____

Program 1. Title: _____
 Grade Level(s) in Program: _____
 Percent of Total Students in Program: _____
 Total Number of Students Served by Program: _____
 Description of Program 1: _____

Program 2. Title: _____
Grade Level(s) in Program: _____
Percent of Total Students in Program: _____
Total Number of Students Served by Program: _____
Description of Program 2:

Program 3. Title: _____
Grade Level(s) in Program: _____
Percent of Total Students in Program: _____
Total Number of Students Served by Program: _____
Description of Program 3:

School Principal or Superintendent's Signature

APPENDIX B

RIGHT-OF-ENTRY AGREEMENT, INDEMNIFICATION AGREEMENT AND
SWMF CREDIT APPLICATION AFFIDAVIT FORMS

City of Lancaster

Right-of-Entry Agreement

I/We, _____, owner(s) of the real property commonly known as _____ (hereafter “property”), in the City of Lancaster, Lancaster County, Pennsylvania, in consideration of possible credit against stormwater Management Fees due for the property payable to the City of Lancaster, Pennsylvania, do hereby grant and freely give without coercion the right of access and entry to said property at reasonable times to the City of Lancaster, 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 hereby affirm/affirms that he/she/they is/are the owner(s) of the above-referenced property and has/have authority to enter into this Agreement and grant Right-of-Entry.

The undersigned agree/agrees and warrant/warrants to waive, and to hold harmless the City of Lancaster, 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 Lancaster, its employees, agents, representatives, contractors and subcontractors pursuant to this Right-of-Entry Agreement.

The City of Lancaster, 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:

Printed: _____ Printed: _____

COMMONWEALTH OF PENNSYLVANIA)

) SS.:

COUNTY OF LANCASTER)

ON THIS, the ____ day of _____, 20__, before me, a Notary Public, the undersigned officer, personally appeared _____ and _____ who acknowledged themselves to be _____, and that as such _____ being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission expires:

COMMONWEALTH OF PENNSYLVANIA)

) SS.:

COUNTY OF LANCASTER)

ON THIS, the ____ day of _____, 20__, before me, a Notary Public, the undersigned officer, personally appeared _____ who acknowledged himself or herself to be the Mayor of the City of Lancaster, Pennsylvania, and that he or she as Mayor being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission expires:

Indemnification Agreement

In consideration for permission to construct or install a stormwater improvement / best management practice (BMP) to their property, _____

(“Owners”) herby agree to and acknowledge the following:

1. Owners shall construct or install a stormwater improvement / BMP in substantial compliance with Chapter 260: Stormwater Management and Construction Site Regulations (Ord. No. 13-2012 and all subsequent amendments) City of Lancaster, Pennsylvania, on the following described real estate and premises situated in the City of Lancaster, Lancaster County, Pennsylvania, to wit: See legal description(s) attached as Exhibit A.

2. After completion of the construction or installation by Owners and approval by the City, the stormwater improvement / BMP shall remain a privately owned and maintained stormwater improvement / BMP, shall not be accepted by the City, and shall not become a part of the maintenance program of the Lancaster Stormwater Utility. All maintenance responsibility and liability shall be and remain with the Owners, their personal representatives, heirs, grantees, successors, and assigns.

3. Owners, their personal representatives, heirs, grantees, successors, and assigns shall indemnify and hold harmless the City of Lancaster, its officers, agents, and employees from any and all claims, actions, causes of action, judgments, damages, losses, costs, and expenses (including attorney's fees) arising out of or resulting from the construction, installation, maintenance, or operation of the stormwater improvement / BMP.

4. This Agreement shall run with the real estate described above and shall be binding upon Owners, their personal representatives, heirs, grantees, successors, and assigns so long as the stormwater improvement / BMP or any part of it shall be used by them. At such time as the stormwater improvement / BMP shall cease to be so used, this Agreement shall immediately terminate, and this instrument shall be of no further force and effect.

5. Owners warrant that they are the owners in fee simple of the above-described real estate, are lawfully seized thereof, and have the legal authority to execute this Agreement, and affirm that no unauthorized alterations of this document have taken place.

IN WITNESS WHEREOF, Owners and the City have executed this Agreement on this

_____ day of _____, 20_____.

Signature of Owner Signature of Owner

Printed Name

Printed Name

COMMONWEALTH OF PENNSYLVANIA)

) SS.:

COUNTY OF LANCASTER)

ON THIS, the ____ day of _____, 20__, before me, a Notary Public, the undersigned officer, personally appeared _____ and _____ who acknowledged themselves to be _____, and that as such _____ being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission expires:

COMMONWEALTH OF PENNSYLVANIA)

) SS.:

COUNTY OF LANCASTER)

ON THIS, the ____ day of _____, 20__, before me, a Notary Public, the undersigned officer, personally appeared _____ who acknowledged himself or herself to be the Mayor of the City of Lancaster, Pennsylvania, and that he or she as Mayor being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission expires:



SWMF Credit Application Affidavit

I, _____, swear or affirm under penalty of law that I am owner or designee of the owner of _____ and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that the BMP(s) for which I seek credit are in good working order. I acknowledge that no person shall modify, remove, fill, landscape or alter any stormwater management BMPs, facilities, areas, or structures without the written approval of the City of Lancaster.

Affiant

COMMONWEALTH OF PENNSYLVANIA)

(SS.:

COUNTY OF LANCASTER)

ON THIS, the ____ day of _____, 20__, before me, a Notary Public, the undersigned officer, personally appeared _____ and _____ who acknowledged themselves to be General Partners of Hager Parking Properties, LP, a Limited Partnership, and that as such General Partners being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission expires: