

**STORMWATER UTILITY USER FEE
CREDIT MANUAL**



**STORMWATER UTILITY
NONRESIDENTIAL CREDIT MANUAL
CITY OF GREENSBURG, INDIANA**

March 2022

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CHAPTER 1

INTRODUCTION & BACKGROUND

The purpose of the City of Greensburg Stormwater Utility is to provide for and manage the collection, treatment, drainage, and disposal of city storm and surface water. A stormwater utility is a reliable and dedicated funding source to address the increasing stormwater regulatory requirements and ongoing stormwater infrastructure maintenance and improvements.

The stormwater utility fee is paid by every property owner and is based on two categories of rate payers: residential and nonresidential (commercial, industrial and tax-exempt properties). The fee for residential property is a flat rate of \$7 per residential unit or one Equivalent Residential Unit (ERU). One ERU is equivalent to 3,000 square feet. Nonresidential properties each pay multiples of 1 ERU based on actual impervious, but subject to 1 ERU minimum. Impervious surfaces are rooftops, parking lots and other hard surfaces that prevent stormwater from naturally soaking into the ground.

This credit manual, prepared by Christopher B. Burke Engineering, LLC, provides the necessary information for nonresidential property owners to reduce their stormwater utility fee in exchange for their efforts to reduce the impacts of stormwater runoff from their property on the public infrastructure and waterways.

CHAPTER 2

DEFINITIONS & ACRONYMS

As used in this manual, the following terms shall have the meaning attributed to them as follows:

As-Built Plans – the final set of drawings produced at the completion of a construction project. They include all the changes that have been made to the original construction drawings, including notes, modifications, and any other information that the builder decides should be included.

Best Management Practice (BMP) – structural or nonstructural practices, or a combination of practices, designed to act as effective, practicable means of minimizing the impacts of development and human activities on water quality.

Credit – a reduction in the stormwater user fee through the construction, operation, and maintenance of BMPs that reduces property owner's contribution to stormwater runoff. Credits are available to nonresidential property owners only and the percent reduction is based on the criteria specified in this manual.

Easement – a grant by the property owner of the use of part of the owner's land by another for a specified purpose.

Equivalent Residential Unit (ERU) – the amount of impervious surface on a typical single family residential property. In the City of Greensburg, one ERU is equal to 3,000 square feet.

Green Infrastructure – incorporates vegetation, soil and/or engineered systems specifically designed to treat and store stormwater runoff on-site. These include best management practices that minimize imperviousness (pervious pavement, vegetated roof and stormwater disconnection) and provide distributed volume reduction and/or infiltration (stormwater pond and wetland, bioretention, sand filter, vegetated swale and filter strip)

Gray Infrastructure – use of pipes to dispose of stormwater off-site.

Low Impact Development (LID) – the management of stormwater runoff at the site using conservation, planning, or engineered methods that mimic natural systems to reduce drainage problems and treat polluted runoff.

Nonresidential Property – includes commercial, industrial, tax exempt properties property classes

Operations and Maintenance (O&M) - a written manual, prepared by a professional engineer, that provides a description of operation and maintenance procedures for specific stormwater control facilities for use by operation and maintenance personnel

Residential Property – includes single-family residential, duplex, triplex, condominiums, mobile, multi-family home and Homeowners Association (HOA) property classes

Stormwater Ordinance and Design Requirements – the requirements that must be followed to meet stormwater quality and quantity requirements. Refer to Section 153.15 Stormwater and Section 159.05

Design Requirements of <https://www.cityofgreensburg.com/city-services/engineering-planning-and-zoning/codes-and-ordinances/>

Stormwater Runoff – precipitation in the form of rainfall or ice/snow melt that runs off the land and, untreated, carries pollutants to bodies of water

Stormwater Retrofit – practice of adding new green infrastructure stormwater management features to an existing site to reduce and treat stormwater runoff

Stormwater User Fee – a fee charged to each property based on the potential runoff that would result from that property in a storm event

Stormwater Utility – as a reliable and dedicated funding source to address the increasing stormwater regulatory requirements and ongoing stormwater infrastructure maintenance and improvements

Total Suspended Solids (TSS) – are particulates of soil, metals, organic material and debris that are suspended in a moving body of water. Turbulence keeps the particulates suspended in water allowing the solids to be transported downstream.

CHAPTER 3

STORMWATER CREDITS

In the City of Greensburg, only nonresidential properties (properties categorized as commercial, industrial, tax exempt property classes) are eligible to earn a maximum 30% credit towards reducing their stormwater user fee. This credit program is intended to encourage Low Impact Development (LID) and best management practices (BMPs) to reduce water quantity and improve water quality, as well as promote public education on the importance of stormwater. The following practices, or combination of practices, are eligible for the maximum total of 30% credit:

1. Low Impact Development Credit
2. Stormwater Quantity Reduction Credit
3. Stormwater Quality Improvement Credit
4. Established Development Credit
5. Accredited Green Building Program Credit
6. Open Space Credit
7. Direct Discharge Credit
8. Industrial National Pollutant Discharge Elimination System (NPDES) Permit Credit
9. Stormwater Education Credit

NOTE: Stormwater retrofit projects will be weighted by the percent of the site treated.

3.1 LOW IMPACT DEVELOPMENT CREDIT

Eligible Users:	Nonresidential, developed at current stormwater standards
Duration of Credit:	3 years
Maximum Credit:	30%
Application Fee:	\$100 non-refundable, due with application
Renewal Fee:	\$100 non-refundable, due January 1 st

- 10% credit for incorporating site planning practices to minimize disturbed areas (protect sensitive areas, riparian buffers and natural flow pathways, minimize total disturbed area and cluster-type development) and actively managed practices to restore disturbed areas (minimize soil compaction, soil amendments/restoration, native revegetation and riparian buffer restoration)
- 20% credit for incorporating additional green infrastructure practices that minimize imperviousness (pervious pavement, vegetated roof and stormwater disconnection) and provide distributed volume reduction and/or infiltration (stormwater pond and wetland, bioretention, sand filter, vegetated swale and filter strip)

3.2 STORMWATER QUANTITY REDUCTION CREDIT

Eligible Users:	Nonresidential, developed at current stormwater standards
Duration of Credit:	3 years
Maximum Credit:	20%
Application Fee:	\$100 non-refundable, due with application

Renewal Fee: \$100 non-refundable, due January 1st

20% credit for over detention of peak discharge through:

- Reduction of the 2-year post-development discharge rate to 70%, or
- For developments with drainage areas less than 10 acres: reduction of the 100-year post-development discharge rate to 50% of pre-development 10-year discharge rate

3.3 STORMWATER QUALITY IMPROVEMENT CREDIT

Eligible Users: Nonresidential, developed at current stormwater standards

Duration of Credit: 3 years

Maximum Credit: 20%

Application Fee: \$100 non-refundable, due with application

Renewal Fee: \$100 non-refundable, due January 1st

- 20% credit for including more than one green infrastructure BMP and greater than 95% TSS removal rate
- 10% credit for incorporating green infrastructure vs gray infrastructure to meet 80% TSS removal rate

3.4 ESTABLISHED DEVELOPMENT CREDIT

Eligible Users: Nonresidential, not at current stormwater standards

Duration of Credit: 3 years

Maximum Credit: 20%

Application Fee: \$100 non-refundable, due with application

Renewal Fee: \$100 non-refundable, due January 1st

1. Development with detention and water quality BMPs but not meeting current stormwater standards
 - 20% credit for retrofitting with at least one additional green infrastructure BMP meeting the current stormwater standards.
2. Development with detention but no water quality BMPs
 - 20% credit for compliance with current stormwater standards in terms of required water quality BMPs.
3. Development with no detention and no water quality BMPs

- 20% credit for compliance with current stormwater ordinance in terms of detention requirements and an additional 10% credit for compliance with current stormwater standards in terms of water quality BMPs.

Stormwater quantity and quality retrofit improvement credits will not be awarded to projects associated with a site improvement that is required to provide detention and water quality to meet existing development requirements.

3.5 OPEN SPACE CREDIT

Eligible Users:	Nonresidential with significant open space (includes Residential Common Areas)
Duration of Credit:	3 years
Maximum Credit:	20%
Application Fee:	\$100 non-refundable, due with application
Renewal Fee:	\$100 non-refundable, due January 1 st

- 20% credit for managing stormwater without connection to a piped stormwater conveyance system. These may include golf courses, parks, sports fields, etc. The property must have less than 30% impervious cover as compared to the entire parcel (or adjacent parcels with the same property owner).

3.6 DIRECT DISCHARGE CREDIT

Eligible Users:	Nonresidential, directly discharging stormwater runoff into a major waterbody
Duration of Credit:	3 years
Maximum Credit:	10%
Application Fee:	\$100 non-refundable, due with application
Renewal Fee:	\$100 non-refundable, due January 1 st

- 10% credit for discharging stormwater runoff directly into a major waterbody and not requiring any city maintenance or other services to manage stormwater. Pollutants carried by stormwater runoff must be treated prior to leaving the site and the release rate must be controlled to prevent flooding and erosion at the discharge point.

3.7 INDUSTRIAL NPDES PERMIT CREDIT

Eligible Users:	Nonresidential, National Pollutant Discharge Elimination System (NPDES) permit holders
Duration of Credit:	3 years
Maximum Credit:	10%
Application Fee:	\$100 non-refundable, due with application
Renewal Fee:	\$100 non-refundable, due January 1 st

- 10% credit for NPDES permit holders with definable stormwater management and water quality improvement practices.

3.8 CERTIFIED GREEN BUILDING CREDIT

Eligible Users:	Nonresidential, developed at current stormwater standards
Duration of Credit:	3 years
Maximum Credit:	5%
Application Fee:	\$25 non-refundable, due with application
Renewal Fee:	\$25 non-refundable, due January 1 st

- 5% credit for having met the site requirements of a certified green building through LEED, BOMA Go Green/Go Green Plus, Green Globes, The Living Challenge, or equivalent green building rating systems.

3.9 STORMWATER EDUCATION CREDIT

Eligible Users:	Public or private school properties
Duration of Credit:	1 year
Maximum Credit:	30%
Application Fee:	\$25 non-refundable, due with application
Renewal Fee:	\$25 non-refundable, due January 1 st

- 20% credit for an approved educational program that educates 75% to 100% of the grade levels about stormwater management.
- 10% credit for an approved educational program that educates 50% to 74% of the grade levels about stormwater management.

The following includes a list of readily available educational resources that could be implemented to receive the Stormwater Educational Credit. Other resources, or modifications to these resources, may be used if they are approved by the City Engineer.

Decatur County Soil & Water Conservation District (<http://www.decatourcounty.in.gov/soil-and-water>)

IDEM Classroom Resources (<http://www.in.gov/idem/nps/3459.htm>)

IDNR Project WET (<http://www.in.gov/dnr/fishwild/7546.htm>)

USEPA Essential Resources for the Stormwater Program
(https://www3.epa.gov/npdes/pubs/sw_resource_list.pdf)

USEPA Lesson Plans, Teacher Guides and Online Environmental Resources
(<https://www.epa.gov/students/lesson-plans-teacher-guides-and-online-environmental-resources-educators>)

USGS Education Resources (<https://www.usgs.gov/science-support/osqi/yes/resources-teachers/>)

CHAPTER 4

CREDIT RESTRICTIONS

Maximum Available Credit: The maximum credit available to any individual property is a total of 30% of their stormwater utility bill, even if their total credit exceeds 30%. Credits will not be applied to the stormwater utility bill until the application is approved and the BMP(s) has been constructed and inspected by the city.

Weighted Benefit/Partial Credit: Where noted, stormwater retrofit projects will be weighted by the percent of the site treated. For example, if a commercial site retrofits the landscaped islands in the parking lot to bioretention then only the area of the parking lot where the runoff that is stored and treated will be considered for credit.

Application Process: The applicant should receive written notification of their award or denial of a stormwater utility user fee credit within 60 days of submitting their completed application. The application process does not relieve the property owner from payment of stormwater user fees in full during the review process. The credit will be applied within the next two billing cycles after approval. The credit period will begin when the credit is applied to the billing cycle.

Credit Duration: All credits are 3 years in length except for the Stormwater Education Credit which must be renewed annually. Credit renewals are due January 1st. Credits expire when a property changes ownership or the renewal application is not submitted. Credit period begins when the credit is applied to the bill.

Transferring Credits: Credits do not transfer with a change in property ownership; for the property to continue to receive the credit, the new owner must apply. This policy does not apply to projects that meet the requirements of the Permanent BMP Section below.

Stormwater Requirements: All BMPs must be designed (and approved by a Professional Engineer) and installed according to the City of Greensburg's Stormwater Ordinance and Standards. Approval of an application does not absolve the applicant from obtaining all other approval/permits from the engineering department and any other city departments necessary to complete the project.

City's Right to Inspect: The city has the right to inspect BMP(s) at any time while the credit is valid. If the BMP(s) has not been installed or maintained properly, the Board of Works reserves the right to cancel the credit until the issue is solved.

City's Right to Terminate a Credit: The City of Greensburg may revoke a stormwater credit for reasons such as inaccuracy or missing application/re-application information, or failure to meet BMP maintenance requirements. The city will notify the applicant in writing and allow 30 days to correct the deficiency. Within the 30-day period, the applicant must submit written documentation that the deficiency has been corrected. Upon review and site inspection (if warranted), the Board of Works will, in writing, award or deny the credit.

Applicant's Right to Appeal: The applicant may appeal the award or denial of a credit to the Board of Works within 60 days of the receipt of the credit notice per City Code.

CHAPTER 5

CREDIT APPLICATION PROCESS

There are three types of applications in the City of Greensburg stormwater credit process: the initial application, installation verification application and renewal application. The process for each is described below.

Completed applications should be submitted to:

City of Greensburg
Engineering Department
Attn: City Engineer
314 W Washington St
Greensburg, IN 47240

Applicants are encouraged to discuss their stormwater credit application throughout the process with the City Engineer at rmay@greensburg.in.gov or 812-663-3344.

Completed applications will be reviewed by city staff and forwarded to the Board of Works for consideration. Upon 60 days of receiving the installation verification and renewal application packages, the applicant will be notified, in writing, of their award or denial of a stormwater credit. Incomplete applications will be returned to the applicant with deficiencies identified in writing.

The application process does not relieve the property owner from payment of stormwater user fees in full during the review process. The credit will be applied within the next billing cycles after approval. The credit period will begin when the credit is applied to the billing cycle.

5.1 INITIAL APPLICATION

The initial application is to be submitted to indicate the applicant's interest in installing or instituting one or more BMPs. This also applies to applicants who wish to reapply if the credit on their property has been terminated or canceled. The following steps must be completed, and all attachments must be submitted to be considered. Applicants are advised not proceed until the Initial Application has been approved by the city.

5.1.1 Getting Started

- ☐ Review the City of Greensburg Stormwater Credit Manual
- ☐ Review the City of Greensburg Stormwater Ordinance and Standards
- ☐ Review the credit application form either in **Attachment 1** of this manual or at <https://www.cityofgreensburg.com/city-services/engineering-planning-and-zoning/permits/>
- ☐ Discuss the stormwater credit project with the City Engineer

5.1.2 Gather Supporting Documentation

- ☐ Site map certified by a Professional Engineer showing impervious area, stormwater infrastructure, stormwater flow paths, contours and stormwater BMP(s) for credit
- ☐ Construction details of BMP(s) and supporting water quality and water quantity calculations certified by a Professional Engineer
- ☐ Operation and Maintenance Plan for each credited BMP
- ☐ *For NPDES Permit Credit:* site map as listed above and a copy of the NPDES permit with stormwater management and water quality improvement BMP identified
- ☐ *For Certified Green Building Credit:* provide proof of certification and points towards the site component
- ☐ *For Education Credit:* provide a description of the program

5.1.3 Calculate Estimated Credit

- ☐ Calculate stormwater credit showing the drainage area treated and volume stored by BMP(s) certified by a Professional Engineer
- ☐ Show the difference in terms of ERUs by dividing the existing and credited impervious area by 3,000 square feet
- ☐ *For Education Credit:* provide a percentage and the grade levels of the students to be included for credit
- ☐ Review credit calculations with the City Engineer

5.1.4 Submit Credit Application, Attachments and Fee

- ☐ Complete the application as directed; check "Initial Application"
- ☐ Assemble supporting documentation and estimated credit (5.1.2 and 5.1.3 above)
- ☐ Submit the completed initial application, attachments and fee

5.2 INSTALLATION VERIFICATION APPLICATION

The installation verification application is to be submitted once the BMP(s) have been installed or an implementation plan prepared (Education Credit only), the applicant must submit this application and the required attachments to be considered for credit. If the BMPs have already been installed, the applicant may submit the initial application and installation verification application at the same time.

5.2.1 Gather Supporting Documentation

- ☐ Proof of BMP(s) recorded on property deed
- ☐ As-built plans certified by a Professional Engineer
- ☐ Right-of-way agreement
- ☐ Operation and Maintenance agreement
- ☐ *For Education Credit:* provide a copy of the implementation plan

5.2.2 Submit Application, Attachments and Schedule Site Visit

- ☐ Complete the application as directed; check “Installation Verification”
- ☐ Assemble supporting documentation (5.1.1 above)
- ☐ Submit the installation verification application and attachments
- ☐ Contact the City Engineer to schedule a site visit
- ☐ Upon approval, the applicant will receive a letter confirming the stormwater credit

5.3 CREDIT RENEWAL APPLICATION

A credit renewal application is required every 3 years except for the Stormwater Education Credit which is renewed annually. Renewal applications are due January 1st. To continue receiving credit, the applicant must submit a renewal application and required attachments.

5.3.1 Gather Supporting Documentation

- ☐ Copies of maintenance records
- ☐ Color photographs of BMP(s)
- ☐ Document any changes to the site plan and/or BMP(s) from the initial application and installation verification application
- ☐ Show continuing to meet TSS reduction (Stormwater Quality Improvement Credit)
- ☐ Calculate estimated credit (5.1.3 above)
- ☐ *For Education Credit:* provide a report summarizing the program, document any changes from implementation plan and calculate estimated credit (5.1.3 above)

5.3.2 Submit Application and Attachments

- ☐ Complete the application as directed; check “Renewal Application”
- ☐ Assemble supporting documentation (5.3.1 above)
- ☐ Submit the completed renewal application, attachments and fee
- ☐ Upon approval, the applicant will receive a letter confirming the stormwater credit

ATTACHMENT 1

STORMWATER UTILITY CREDIT APPLICATION



**CITY OF GREENSBURG STORMWATER USER FEE
NONRESIDENTIAL CREDIT APPLICATION**

APPLICATION TYPE: ☐ Initial Application ☐ Installation Verification ☐ Renewal Application											
COMPANY NAME:	CONTACT:										
EMAIL:	PHONE:										
MAILING ADDRESS:											
PROPERTY ADDRESS:											
STORMWATER ACCOUNT:	ERU BEFORE CREDIT: ERU AFTER CREDIT:										
CREDIT(S) APPLYING FOR: <table border="0"><tr><td>☐ Low Impact Development Credit</td><td>☐ Direct Discharge Credit</td></tr><tr><td>☐ Stormwater Quantity Reduction Credit</td><td>☐ NPDES Permit Credit</td></tr><tr><td>☐ Stormwater Quality Improvement Credit</td><td>☐ Accredited Green Building Program Credit</td></tr><tr><td>☐ Established Development Credit</td><td>☐ Stormwater Education Credit</td></tr><tr><td>☐ Open Space Credit</td><td></td></tr></table>		☐ Low Impact Development Credit	☐ Direct Discharge Credit	☐ Stormwater Quantity Reduction Credit	☐ NPDES Permit Credit	☐ Stormwater Quality Improvement Credit	☐ Accredited Green Building Program Credit	☐ Established Development Credit	☐ Stormwater Education Credit	☐ Open Space Credit	
☐ Low Impact Development Credit	☐ Direct Discharge Credit										
☐ Stormwater Quantity Reduction Credit	☐ NPDES Permit Credit										
☐ Stormwater Quality Improvement Credit	☐ Accredited Green Building Program Credit										
☐ Established Development Credit	☐ Stormwater Education Credit										
☐ Open Space Credit											
APPLICANT SIGNATURE:	DATE:										

Submit completed application to:

City of Greensburg
Engineering Department
Attn: City Engineer
314 W Washington St
Greensburg, IN 47240

ATTACHMENT 2

CITY RECORDING FORM

FOR CITY USE:

APPLICANT:	PROPERTY ADDRESS:
DATE RECEIVED:	STORMWATER ACCOUNT:
CREDIT(S) APPLYING FOR: ☐ Low Impact Development Credit ☐ Direct Discharge Credit ☐ Stormwater Quantity Reduction Credit ☐ NPDES Permit Credit ☐ Stormwater Quality Improvement Credit ☐ Accredited Green Building Program Credit ☐ Established Development Credit ☐ Stormwater Education Credit ☐ Open Space Credit	
☐ APPROVED ☐ NOTICE TO BILLING	ERU BEFORE CREDIT: ERU AFTER CREDIT: TOTAL PERCENT CREDIT:
☐ DENIED (Reason)	
STAFF SIGNATURE:	DATE:
RENEWAL DATE:	