

Appendix B

Forms, Instructions and Checklists for Credits

B.1 Initial Credit Application Instructions

Applicants applying for a Stormwater Facility Credit for the first time must fill out the Credit Application contained in Appendix B.1 and submit the items listed in the Credit Application Checklist. Please note also that the City reserves the right to request additional information if necessary to determine the Credit. Applicants or a Professional Engineer hired by the Applicant should fill out the entire form as completely as possible. The following directions apply to each section of the form.

Section A

Please submit the information requested by the Application including Customer Name, Physical Address, Contact Information and a copy of the most recent Fee from the City.

Section B

Please submit the information requested concerning the Applicant's Engineer including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property for which Credit will be applied. If the property address is different from the Customer's address in Section A, please include in Section C.

Section D

Please indicate the number of acres of onsite drainage area controlled and/or treated by the Applicant's Stormwater Facility by entering the correct amount in the boxes provided. The Applicant shall receive this information from the Professional Engineer that was hired to design the new facility or who has performed the study of an existing facility. The applicant shall submit to the City a detailed topographic map outlining the drainage areas. In addition, the engineer should signify the appropriate design storm events controlled by the Stormwater Facility. For regional credit, please enter the number of acre-feet controlled and/or treated by the regional facility.

Section E

Please signify with a YES or NO in the appropriate box whether an NPDES Industrial or MS4 stormwater discharge permit has been obtained for this property. If so, please describe the elements of the program that help the City comply with the specific requirements included in its NPDES MS4 Phase II Permit in the given box and include a copy of your NPDES Permit and Application with your request for Credit to the City. In addition, please supply the City with any additional information needed to evaluate your program. This information may include documentation of the activities that you perform to stay in compliance with the permit, such as maintenance logs, monitoring information, etc. The negotiated credit for the Customer's additional efforts will be based on the relative benefits offered to the City, based on population served, protection provided, contributing drainage area, or other appropriate metrics.

Section F

A checklist for completion of the application is included in Section F. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the City may request that you re-submit the form before making a determination on the adjustment.

Section G

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. For facilities with multiple owners or customers, the owner having primary responsibility for the management of the facility should sign this section. This section must be complete in order for your application to be processed.

Section H

Please sign and date that you have completed the application for a Credit. If multiple customers exist for the property, all customers must sign this form in order to grant the Credit.

Section I

Section I is for office use only by City of Hutchinson staff.

B.2 Credit Renewal Application Instructions

Applicants applying for a Renewal of an existing credit must complete the Stormwater Fee Credit Renewal Application in Section B.3 and submit the items listed in the Credit Renewal Checklist on the application form. Applicants do not need a Professional Engineer to complete the application. The following sections provide instructions for completing the Credit Renewal form. Most of this information can be copied by the applicant directly from the Initial Credit Application Form.

Section A

Please submit the information requested by the Application including Customer Name, Physical Address, Contact Information and a copy of the most recent City Stormwater Fee.

Section B

Please submit the information requested concerning the Applicant's Engineer including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property. If the property address is different from the Customer's address in Section A, please include in Section C.

Section D

Please indicate the number of acres of onsite drainage area controlled and/or treated by the Applicant's Stormwater Facility by entering the correct amount in the boxes provided. The Applicant shall receive this information from the Professional Engineer that was hired to design the new facility or who has performed the study of an existing facility. The applicant shall submit to the City a detailed topographic map outlining the drainage areas. In addition, the engineer should signify the appropriate design storm events controlled by the Stormwater Facility. For regional credit, please enter the number of acre-feet controlled and/or treated by the regional facility.

Section E

Please signify with a YES or NO in the appropriate box whether an NPDES Industrial or MS4 stormwater discharge permit has been obtained for this property. If so, please describe the elements of the program that help the City comply with the specific requirements included in its NPDES MS4 Phase II Permit in the given box and include a copy of your NPDES Permit and Application with your request for Credit to the City. In addition, please supply the City with any additional information needed to evaluate your program. This information may include documentation of the activities that you perform to stay in compliance with the permit, such as maintenance logs, monitoring information, etc. The negotiated credit for the Customer's additional efforts will be based on the relative benefits offered to the City, based on population served, protection provided, contributing drainage area, or other appropriate metrics.

Section F

A checklist for completion of the application is included in Section F. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the City may request that you re-submit the form before making a determination on the adjustment. The items in the Renewal Application Form are intended to certify that the facility has been maintained properly throughout the past year and that that facility continues to operate as designed for the Credit.

Section G

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. For facilities with multiple owners or customers, the owner having primary responsibility for the management of the facility should sign this section. This section must be complete in order for your application to be processed.

Section H

Please sign and date that you have completed the application for a Credit. If multiple customers exist for the property, all customers must sign this form in order to grant the Credit.

Section I

Section I is for office use only by City of Hutchinson staff.

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Stormwater Fee Initial Credit Application

Section A.

APPLICANT INFORMATION

Customer:

Primary Location/Street Address:

Telephone:

Fax:

E-mail Address:

Section B.

APPLICANT'S REPRESENTATIVE or ENGINEER(if applicable)

Name:

Address:

Telephone:

Fax:

E-mail Address:

Section C.

PROPERTY INFORMATION TO WHICH CREDIT WILL BE APPLIED (attach a copy of your latest utility bill)

Name of Property (e.g. Complex or Development):

Parcel Identification Number (PIN):

Property Address:

Section D.

STORMWATER CONTROL MEASURE CREDIT INFORMATION AND ELIGIBILITY

Check All that Apply to the Property

- Onsite Attenuation Meeting or Exceeding Current City Code
- Onsite Stormwater Treatment Meeting or Exceeding Current City Code
- Regional Attenuation
- Education
- NPDES Industrial Permit w/City Supporting Activities

Describe:

- NPDES MS4 Permit w/City Supporting Activities

Describe:

<input type="checkbox"/>	≤15% Reduction
<input type="checkbox"/>	≤15% Reduction
<input type="checkbox"/>	≤50% Reduction
<input type="checkbox"/>	≤10% Reduction
<input type="checkbox"/>	≤10% Reduction

Total Site Acreage
_____ Acres
Acres Treated for Credit
_____ Acres
_____ Acre-Foot

Total Requested Credit:

Maximum is 85% Credit

Note: If applicable, either 5 or 6 can be checked, not both.

Section E.

STORMWATER NPDES INDUSTRIAL AND MS4 CREDIT INFORMATION AND ELIGIBILITY

Do you have an NPDES Industrial or MS4 Stormwater Discharge Permit? (YES or NO)

If YES, please include a copy of your NPDES permit and application with this Credit application.

If you answered YES to the previous question, please list briefly the activities performed by your program. Attach additional sheets as necessary. Also, please include with your application any information the City would need to evaluate your program:

Section F.**APPLICATION CHECKLIST**

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF): If any information is missing from the request package, you will be asked to complete the request and re-submit. Please note that the County reserves the right to request additional information if necessary

- A copy of your most recent City of Hutchinson Stormwater Utility Fee.
- Site plan as-built construction drawings (signed and sealed by a licensed surveyor or engineer) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area
- Detailed hydrologic and hydraulic calculations using the most current available information and methodology approved by the City that accurately describes the runoff through the site.
- Current City topographic map outlining the on-site drainage area, the drainage area upstream and the location of the credited Stormwater Facility.
- A detailed report that clearly describes how the stormwater facility functions for storm events the facility is designed to control for Credit
- A proposed maintenance schedule submitted by the owner of the Stormwater Facility that describes in detail the maintenance activities for the Stormwater Facility

Section G.**CERTIFICATION STATEMENTS**

PLEASE INITIAL THE FOLLOWING STATEMENTS CERTIFYING THAT YOU HAVE READ AND UNDERSTAND EACH ONE:

- _____ I hereby certify that the information in this application is truthful and accurate.
- _____ I hereby certify that I will Maintain the Stormwater Facility referenced in this application, and I will adhere to the approved maintenance schedule attached to this application.
- _____ I hereby certify that the credited Stormwater Facility will continuously meet all City Standards.
- _____ I hereby grant Hutchinson staff access to the property referenced in this document to inspect the facility or facilities proposed for a stormwater fee credit.
- _____ I hereby certify that I will notify City of Hutchinson should any destruction or damage occur to the facility referenced in this credit application that prevents it from performing as credited.

Owner's Signature

Date

(for multiple owners, representative responsible for management shall sign)

Section H.
SIGNATURE(S)

Signed this _____ day of _____, 20____, by the owners of the property.

OWNER'S SIGNATURE(S) - If multiple owners, all must sign.

PRINT OWNER NAME(S), ADDRESS(ES), PHONE NUMBER(S):

Section I.
OFFICE USE ONLY

Received by City of Hutchinson, Kansas, this _____ day of _____, 20_____.

Application reviewed on this _____ day of _____, 20_____.

Application reviewed by: _____

Credit amount awarded to customer:

Onsite Drainage Area Credit (%): _____

Upstream Tributary Area Credit (%): _____

Education (%)

NPDES Permit Credit (%): _____

TOTAL STORMWATER FEE CREDIT: _____