



City Engineer
100 Public Square
City of Greenville, Ohio 45331
Phone: (937) 548-4930
<http://www.cityofgreenville.org>

SECTION I: APPLICATION PROCEDURE

NOTE: Only those properties that contain 5 or more Equivalent Residential Units (ERU's) may apply and/or qualify for credits.

Part A: Getting Started

Each of the credits offered by the City of Greenville's stormwater program apply to non-residential properties only and are based on two primary stormwater management standards. We encourage you to use the two primary documents as baseline guidelines for preparing your credits application, as follows:

1. The City of Greenville Zoning and Subdivision Regulations/Codified Ordinances and Engineering Standards; and
2. It is suggested that you obtain a copy of "Rain Water and Land Development" Ohio's Standards for Stormwater Management Land Development and Urban Stream Protection for support documentation from the Ohio Department of Natural Resources, Division of Soil and Water Conservation, Fountain Square Court, Columbus, Ohio 43224 (614) 265-6610 or fax (614) 262-2064. (You can call and order and they will bill you later). This document may also be downloaded from the ODNR website at www.dnr.state.oh.us.

The following are key criteria that must be considered for every credit application:

- The maximum credit to be received will not exceed 50% of the stormwater bill.
- No partial credit will be given for any management practice.
- Length of review by City staff will be within a reasonable time period.
- Credit will only be offered for that portion of the property that the management practice applies.
- Management practices submitted for credit consideration shall meet current City of Greenville drainage requirements where appropriate.
- Flow must be restricted if existing storm sewer cannot be shown as adequate to handle increased discharge.
- All excess stormwater runoff must be retained within the boundaries of the development or stormwater easement and stored in a detention facility as described in Ohio Rainwater and Land Development Manual.
- The application fee will be waived for those applicants that apply for credit before December 31, 2008.

Part B: Assemble Data

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

Supporting Data Requirements:

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

Site Plans and Surveys

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

Calculations

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

Maintenance Management Plan and Schedule

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

Easement and Deed Restriction for inspection access for verification of BMP

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

Other Data

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

Part C: Credit Estimation Calculation

Step 1: Calculate the estimated impervious area of property

- Obtain a “user fee” from the billing statement (quarterly bill).
- Divide quarterly user fee by \$8.85/ERU (\$2.95/ERU monthly) to determine ERU’s.
- Multiply ERU’s by 2,800 sq.ft. to determine the approximate amount of impervious area on site. (**NOTE: Because bills are based on a rounded ERU, the actual impervious area on the property may be different**)

Step 2: Determine area available for credit on site.

- Determine the percentage of property area benefited by the management practice.
- Multiply fraction of property benefited by total impervious area to obtain modified Impervious Area for amended charge.

Part D: Instructions for Completing the Credits Application Form

Section A - Applicant

- Name, address, e-mail and phone number of the person or persons responsible for stormwater charge.
- Account Number from stormwater billing statement.

Again, we encourage you to use the two primary documents as baseline guidelines for preparing your credits application, including the City of Greenville Sub Division Regulations/Codified Ordinances and City Engineering Standards, and it is suggested that you obtain a copy of “Rain Water and Land Development” Ohio’s Standards for Stormwater Management Land Development and Urban Stream Protection. This will be used the primary guidelines and documentation to approve your application. In addition, if you have documentation from other states that offer experimental BMP’s not listed in this application, the City of Greenville will consider “experimental BMP’s that are proven to work as long as the documentation is included as part of your credits application documentation.

Section B - Site Information

- Location where credit is to be applied.
- Impervious area and ERU’s for entire property are based on applicant’s estimate (See Part C- Credit Estimation Calculation above).

Section C – Engineer/Surveyor of Record (If required by credit)

- Name, address, e-mail and phone number of the Certifying Engineer.
- Certification includes engineers stamp.

Section D - Credit Summary

The following is a summary of the final credits that will be offered to the non-residential property owners in the City of Greenville with the attached suggested percent credit reduction which will ultimately be at the discretion of the City Engineer after reviewing the credits³

application.

	<u>Available Credit</u>	<u>Credit Received</u>
Detention/Retention (Minimum Standard)	up to 10%	_____
Detention/Retention (Exceeding Standard)	up to 30%	_____
Water Quality Ponds	up to 30%	_____
Grass Filter Strips	up to 30%	_____
Riparian Water Quality Buffers	up to 30%	_____
Infiltration Trenches	up to 30%	_____
Adopt A Stream/Road	up to 30%	_____
Education	up to 50%	_____

- Applicant lists credits being applied for.

Submit Data, Application and Fee to:

City Engineer
100 Public Square
City of Greenville, Ohio 45331
Phone: (937) 548-4930
<http://www.cityofgreenville.org>

Application Fee:

Applications received prior to December 31, 2008 will not require an application fee. After December 31, 2008, a \$100.00 application fee payable to the City of Greenville will be required in order to process your credits application.

Part E : Final Requirements to Obtain Credit

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

SECTION II: ANNUAL REPORTING REQUIREMENTS:

Annual reporting is required by all credit recipients to maintain the service fee reduction. A letter or report that describes the status, operation and maintenance of each management practice is to be submitted to the City of Greenville, City Engineers Department no later than two weeks (14 days) following the anniversary date of the original credit award. Failure to submit the annual report will result in cancellation of the credit. In addition, the City reserves the right to periodically inspect the credited management practice to assure city requirements are being followed. The annual report will generally require the following information:

- Utility Billing Account Number
- Applicant statement certifying that the conditions under which the credit was originally issued have substantially remained the same;
- Applicant statement certifying that if structural management practices are receiving credit, they are being inspected and maintained within appropriate standards for the management practice;
- Summary of regular inspection results; and
- Summary of maintenance activities.

Submit reports to:

City Engineers Department
City Engineer
100 Public Square
City of Greenville, Ohio 45331
Phone: (937) 548-4930
<http://www.cityofgreenville.org>

Questions and Inquiries Regarding the Credits Application Call: Phone (937) 548-4930

SECTION III: CREDIT APPLICATION FORMS



GREENVILLE STORMWATER CREDIT APPLICATION FORM

SECTION A - APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

Account Number: _____

SECTION B - SITE INFORMATION

Name: _____

Stormwater Billing Account No: _____

Location: _____

Impervious Area: _____ ERU's _____

SECTION C - ENGINEER OF RECORD

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

CERTIFICATION:

Name Title

Signature Date

A. ENGINEER SEAL



**GREENVILLE STORMWATER CREDIT
MANAGEMENT PRACTICE MAINTENANCE AGREEMENT
USE FOR INITIAL APPLICATION AND ANNUAL REPORTING
ANNUAL REPORTS ARE DUE NOT LATER THAN DECEMBER 31ST**

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

PROJECT INFORMATION:

Name of project: _____

Location: _____

Type of management practice: _____

CERTIFICATION:

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

Name

Title

Signature

Date



**CITY OF GREENVILLE STORM WATER UTILITY
EDUCATION CREDIT APPLICATION**

School/Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Choose from the following:

- | | |
|--|--|
| <input type="checkbox"/> Water Festival Day | <input type="checkbox"/> Stenciling Project |
| <input type="checkbox"/> Poster Contest | <input type="checkbox"/> Brochure Development |
| <input type="checkbox"/> Essay Contest | <input type="checkbox"/> Public Service Announcement |
| <input type="checkbox"/> Litter Collection Day | <input type="checkbox"/> Multimedia |
| <input type="checkbox"/> Stream Bank Clean Up | <input type="checkbox"/> Other |

Please describe project chosen: _____

School Administrator _____ Date _____

Approved:

City of Greenville _____ Date _____

Please return completed form to:

City of Greenville
Safety/Service Director
100 Public Square
Greenville, Ohio 45331

NOTE: A DETAILED PROGRAM PLAN MUST BE SUBMITTED AND APPROVED BY THE CITY OF GREENVILLE

