

CITY OF DADE CITY

"Proud Heritage, Promising Future"



Stormwater Utility Policy and Procedures Manual

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Established 1889

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Section 1

Introduction

The purpose of this manual is to describe the policies set forth by the City of Dade City concerning stormwater management fee credits (Credits) and stormwater management fee adjustments (Adjustments). The City of Dade City established a Stormwater Utility Fee by Ordinance 2014-02 and Resolution 2014-02, collectively referred to below as the Stormwater Utility Ordinance. The Stormwater Utility Ordinance provides the City with the authorization to establish and collect fees for the services and Control Measures provided by the City. Opportunities for Credits and Adjustments were also created in the Stormwater Utility Ordinance and this manual provides technical and administrative assistance in applying for them.

The remainder of this section defines terms used throughout the manual and provides background on stormwater management. Section 2 details the process for Stormwater Fee Adjustments, while Section 3 describes the details of the Stormwater Fee Credit Policy. Appendices A through C contain applications, instructions, and checklists to assist Customers with Credits and Adjustments.

1.1 Definitions

All definitions as used in the manual, unless the context clearly indicates otherwise, shall have the meanings assigned in the following sections or as provided in the Stormwater Utility Ordinance. In the event of a conflict, the meaning provided in the Ordinances shall govern. Words not defined in this section will have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

Adjustment - A change made to a Fee to correct an overcharge or an undercharge of a customer's stormwater management fee.

Agricultural Parcel – A Non-Residential Developed parcels with DOR Code of 5000 to 6900.

Agricultural Best Management Practice (BMPs) – The best management practices for agricultural activities adopted by the Florida Department of Agriculture and Consumer Services (FDACS) for the purposes of water conservation or pollutant load reduction. For the purposes of this Ordinance, an approved BMP is one contained in a Notice of Intent to Implement (NOI) submitted and approved to FDACS in accordance with Section 403.067(7)(c).

City Standards – Those standards for design, construction and maintenance of stormwater Control Measures. These standards include the requirements of the Land Development Code, and all other applicable City Ordinances.

Credit – A Fee reduction a customer receives for implementing practices that mitigate the peak discharge or runoff pollution or decrease the City’s cost of maintaining the system beyond standard (base) requirements.

Credit Application – Those applications for New or Existing Stormwater Control Measures.

Customer - The person or entity to which a bill for stormwater fees is sent. Customers may include the owner, or a homeowner's association with responsibility for property or for common areas associated with the property, or a person or entity who has requested in writing to be the recipient of the Fee for a property.

Developed Property – Real property which has been altered from “natural” state by the addition of any improvements such as building, structure, or impervious surface. For new construction, property shall be considered developed pursuant to the Stormwater Utility Ordinance: (1) upon issuance of a certificate of occupancy, or upon completion of construction or final inspection if no such certificate is issued; or (2) if construction is at least 50 percent complete and construction has been halted for three (3) months.

Department of Revenue (DOR) Code – Department of Revenue land use code as defined by Subsection 12D-8.008(2)(c), Florida Administrative Code.

Dwelling Unit – A single unit providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.

Equivalent Residential Unit (ERU) – The median Impervious Area of Residential Developed Property per Dwelling Unit (excluding DOR Codes 0000 and 0400) located within The City of Dade City and as established by Commission resolution.

Existing Stormwater Control Measure – Stormwater Control Measures that were fully constructed and approved by the City under stormwater management standards that existed prior to January 1, 2014.

Fee – The Stormwater Management Fee applied to developed property. The Fee is based upon the equivalent residential unit (ERU) as calculated for the property.

Impervious Area – Roofed and paved areas, including, but not limited to, areas covered by roofs, roof extensions, swimming pools, patios, porches, driveways, sidewalks, parking areas, graveled areas and athletic courts. Impervious surfaces may include, but are not limited to, roofs; roof extensions; patios; balconies; decks (excluding wooden slatted decks); athletic courts; swimming pools (excluding the water area); privately-owned streets, parking areas, driveways, and sidewalks; and any concrete, stone, brick, asphalt, or compacted and/or sealed gravel surfaces. Porous pavers, un-graveled natural footpaths, compacted dirt surfaces, non-compacted gravel

surfaces, water surfaces of lakes and streams, and septic system drain fields are not impervious surfaces.

Maintain or Maintenance – Any action necessary to keep stormwater control measures and devices in proper working condition, so that such Control Measures will continue to comply with applicable City Ordinances to prevent safety hazards, public nuisances, and the failure of stormwater control measures and devices to function as intended. Maintenance includes activities identified on approved stormwater control plans, any applicable stormwater operations and maintenance manual, any applicable agreements or certifications to the City, and those activities outlined in the City’s Ordinances.

New Stormwater Control Measure – Stormwater Control Measures that were fully constructed and approved by the City under stormwater management standards that existed after January 1, 2014.

Non-residential Developed Property – Developed Property that is classified by the Property Appraiser as land use types 0300, 0400, 0500, 0600, 0700, 0800, 0900, and 1000 through 9900 using the Florida Department of Revenue (DOR) Land Use Codes, as amended or supplemented. Non-residential developed property includes, but is not limited to, multifamily; apartments; churches; institutional buildings, whether public or private; hospitals; rest homes; public and private schools, colleges, and universities; institutionally-owned fraternity and sorority houses; dormitories; commercial; office; hotels and motels; industrial buildings; storage areas; parking lots; and land containing non—residential improvements under construction creating impervious surfaces.

Offsite Drainage – Any stormwater runoff that did not originate on the subject property and flows to the property overland or through a network of natural or man-made drainage systems.

Pre-Developed Conditions – The condition of a property before development occurs on the parcel.

Post-Developed Conditions – The condition of a property following any development activity on the parcel. For upstream areas, this refers to complete build-out conditions, as determined from current zoning.

Property Owner (Owner) – The owner of a property as shown on the Pasco County Property Appraiser’s records.

Residential Developed Property – Developed Property that is classified by the Property Appraiser as land use types 0000, 0100, and 0200 using the Florida Department of Revenue (DOR) Land Use Codes, as amended or supplemented.

Stormwater Control Measure – Any device constructed to manage stormwater quantity and/or quality. Another term used for a Stormwater Control Measure is Control Measure or Best Management Practice (BMP).

Stormwater Management Design Standards – Information for the design and maintenance of stormwater management Control Measures can be found in the City Ordinances.

Stormwater Management Fee (Fee) – The Fee charged to provide stormwater services to developed land. The Fee is based upon the Equivalent residential unit (ERU) method as calculated for that property.

Stormwater Management System (System) – The network of natural and constructed devices owned or controlled by the City for collecting, storing, treating, and/or transporting stormwater. It includes, but is not limited to, structural drainage systems such as open swales and ditches, catch basins, pipes, inlets, storm sewers, drains, culverts, junction boxes, and other stormwater management Control Measures that affect the quality and quantity of stormwater located within dedicated open public street rights-of-way, permanent drainage easements accepted by the City, and natural stormwater drainage systems owned or controlled by the City.

Stormwater Management Utility Fund – The Stormwater Management Fee and the interest generated by those charges. The fund may only be used to fund stormwater-related services and activities.

Stormwater Services – City stormwater management programs designed to protect water quality and quantity by controlling the level of pollutants in, and the quantity and flow of, stormwater, and the City service of structural and natural stormwater and management systems owned or controlled by the City. Stormwater services include any cost necessary to ensure that all aspects of stormwater quality and quantity are managed in accordance with federal and state laws, regulations and rules, and costs related to the mapping, planning, construction, operation, maintenance, inspection, management and regulation of the stormwater management system and the regulation of impervious surface and stormwater.

Undeveloped Property – Real property that does not contain impervious surfaces including improved land without structures.

Undisturbed Property – Undisturbed property means real property, which has not been altered from its natural state by dredging, filling, removal of trees and vegetation or other activities, which have disturbed or altered the topography or soils on the property.

1.2 Responsibility

The City Manager or his designee has responsibility for the operation and maintenance of the Stormwater Utility. The City Manager or his designee also is responsible for planning, operations, and management of the Stormwater Management System, compliance with the National Pollution Discharge Elimination System (NPDES) MS4 Permit, and enforcement of floodplain regulations and the Stormwater Ordinance.

1.3 Stormwater Management

Development covers land with impervious cover, allowing less stormwater to infiltrate than could under pre-development (natural) conditions. Increased impervious cover leads to larger volumes and higher rates of stormwater runoff, which pose a threat to the public health, safety, and welfare because, if unmanaged, the increased runoff may flood emergency vehicle routes and properties, erode watercourses and channels, and pollute streams and rivers.

Stormwater Management is the practice of managing stormwater runoff in order to avoid water quantity and water quality problems. By mapping, planning, constructing, operating, cleaning, regulating and maintaining natural and constructed stormwater management Control Measures, the City reduces the adverse effects of stormwater and improves the quality of streams, rivers, and lakes in and around the City.

1.4 Stormwater Utility

In order to provide a stable source of funding for the City to provide Stormwater Services, which benefit owners and occupants of developed land in the City and other citizens, the City has established a stormwater utility. The Stormwater Management Fee (Fee) is proportional to the demand for Stormwater Services as measured by the amount of Impervious Area on a property. Impervious Area is the single most important factor affecting the peak rate of runoff, the total volume discharged, and pollutant loadings of stormwater that flows from a property.

1.5 Credits and Adjustments

The City has established opportunities for Customers to receive Credits and Adjustments in the Stormwater Utility Ordinance. Credits are associated with the construction, operation, and maintenance of privately-owned Stormwater Control Measures beyond the minimum standards required by the City or the Southwest Florida Water Management District (SWFWMD). Adjustments are Fee changes meant to correct errors in the information used by the City to determine the Customer's Stormwater Management Fee.

Customers may qualify for Credit when they can demonstrate that their Existing or New Stormwater Control Measure provides cost savings the City would otherwise incur as part of City stormwater management efforts. The Control Measure must

comply with Section 3 et seq. of this manual and exceed the minimum City and SWFWMD requirements for stormwater runoff control.

Non-Residential Developed Lands are eligible for Credits. Single-Family Residential Developed Lands are only eligible for Credits if the Stormwater Control Measure subject to the credit is wholly owned and operated by one entity (such as the owner of a single-family residence or a Neighborhood Association or other legally-recognized organization) and it can be demonstrated that the activity reduces the stormwater management burden caused by each Customer. In such cases, the Credit would only be applied to those dwelling units that are demonstrated to contribute runoff to the qualifying Stormwater Control Measure.

Non-Residential Developed Lands that have a DOR code of 5000 to 6900 (agricultural parcels) are also eligible for Credits. For these Agricultural parcels, the Florida Department of Agriculture and Consumer Affairs (FDACS), in conjunction with the Florida Department of Environmental Protection (FDEP), has developed an approved list of best management practices (BMPs) that can control stormwater runoff and pollutants associated with runoff. Agricultural parcels with approved Notices of Intent to Implement (NOI) an approved BMP may receive up to a 85% reduction in Fee as defined in Section 3 of this manual.

The City has also established an appeals process that allows Customers to appeal for Adjustment if they determine their Fee is applied in error as discussed in the Stormwater Utility Ordinance. Section 2 details the policy for Appeals for Adjustment while Section 3 details the Credit opportunities available to Customers.

Section 2

Appeals for Adjustment

Adjustments may be available to a Customer through the appeals process specified in the Stormwater Utility Ordinance. An Adjustment is a change made to a fee to correct an overcharge or an undercharge of a customer's Stormwater Fee. Adjustments are not to be confused with Credits, which are intended to reduce a fee by a percentage reflecting the benefit provided to the City's efforts to operate and maintain the Stormwater Management System by the Customer-implemented stormwater management practices. Adjustment opportunities are detailed below. The reader should not view this document as a sole source but as a guide to assist in interpreting policies set forth in the Stormwater Utility Ordinance. Customers must be subject to a fee for Stormwater Services provided by the City to be eligible for an Adjustment.

2.1 Impervious Area Measurement Adjustment

The City has applied City Property Appraiser data, GIS technology, and development plan reviews to determine the Impervious Area for all properties within the City Limits, using both direct measurement for non-single family residential properties and statistical analysis for single-family residential properties. If a Customer has reason to believe that the Impervious Area for a property as reported by the City is incorrect, the Customer may appeal to the City using the form in Appendix A of this manual.

2.2 Minimum Impervious Area Adjustment

A Fee will not be charged to Customers with less than 400 square feet of Impervious Area. A Customer receiving a fee for property with less than 400 square feet of Impervious Area will be eligible for an Adjustment through the appeals process.

2.3 Exemptions

Most developed land in the City, whether public or private, is subject to a stormwater fee. However, the City will grant exemptions from stormwater fees for specified properties. Exemptions shall not be allowed based on age, tax exemption, or other status of an individual or organization. The following exemptions from stormwater fees are allowed:

- (1) **Undeveloped Property** - As defined in Section 1.
- (2) **Public Roads** - Improved public streets, not including internal roads within public facilities which have been conveyed to and accepted for maintenance by the Florida Department of Transportation, Pasco County, or the City of Dade City and which are used by the general public for motor vehicle transportation.
- (3) **Railroad tracks** – Rails, ties, and ballast are exempt from the Fee. However, railroad stations, maintenance buildings or other developed land shall not be exempted from stormwater fees.

2.4 Process of Appealing for an Adjustment

Adjustments are obtained by participating in the appeals process described above and in the City Code of Ordinances. Any Customer determining that their property qualifies for an exemption or that their Fee is not in proportion to the amount impervious surface on their property may apply for Adjustment by submitting the appeals form in Appendix A to the City Manager or his designee. As part of the submission, the Customer must provide the City with evidence or justification in writing for the correction of the Fee in question. In some cases, the Customer may also be required to submit, at his or her expense, a survey prepared by a registered land surveyor, design calculations prepared by a Florida registered professional engineer, or other information to support the request for an Adjustment. The City Manager or his designee will issue a written determination on a particular matter.

2.4.1 Eligibility of Adjustment

Customers awarded an Adjustment by the City may be eligible to receive the Adjustment retroactive for the past year. Adjustments will not be awarded for any period preceding Fee inception or preceding the date at which the City judges the stormwater runoff generated from the property is inconsistent with the Fee paid.

Section 3

Stormwater Fee Credit Opportunities

A customer may be eligible for a credit under the following circumstances: 1) the customer has installed an onsite Stormwater Control Measure to the standards specified in this document, 2) the customer holds and is in compliance with an NPDES Industrial Permit, or 3) the customer holds and is in compliance with approved Best Management Practices (BMPs) for agricultural uses. The maximum allowable credit for any combination of the three possible methods is 85 percent (refer to Table 3-A). Single-Family Residential Developed Lands are only eligible for credits if the Stormwater Control Measure subject to the credit is wholly owned and operated by one entity (such as a Neighborhood Association or other legally-recognized organization) and it can be demonstrated that the activity reduces the stormwater management burden caused by each Customer. In such instances, each dwelling unit demonstrated to contribute runoff to the qualifying Stormwater Control Measure may be eligible for its equal pro-rata share of the credit unless other arrangements for billing the Stormwater Fee to the Homeowner's Association was made pursuant to the Stormwater Utility Ordinance.

The following sections describe the three types of Stormwater Fee Credit opportunities, eligibility requirements, credit enforcement, and the process of applying for the credit program. The reader should not view this document as a sole source but as a guide to assist in interpreting policies set forth in the Stormwater Utility Ordinance.

3.1 Stormwater Control Measure Credit

The City Land Development Code mandates engineered stormwater controls to minimize the qualitative and quantitative impacts of runoff and ensure compliance with federal point source discharge requirements based on the permit conditions provided in NPDES Permit No. FLS000032. For installing and maintaining Stormwater Control Measures exceeding City and SWFWMD requirements specified or incorporated by reference in the Stormwater Utility Ordinance, Customers will be eligible for a maximum credit of 60 percent (refer to Table 3-A). To qualify, Customers must demonstrate that their Existing Stormwater or New Stormwater Control Measure controls the volume and quality of stormwater generated from their immediate property and/or upstream tributary areas. In addition, the Control Measure must exceed City and SWFWMD design criteria existing at the time the credit application was made, effectively reducing City stormwater management costs by reducing the City's stormwater service responsibilities and costs. The Stormwater Control Measure must also meet all applicable laws of the State of Florida.

Credit opportunities are available for Customers with a Stormwater Control Measure that controls runoff from an upstream tributary area, which means a customer is controlling runoff from offsite. A Customer controlling runoff from an upstream area is eligible for a maximum credit of 30 percent (refer to Table 3-A). The credits

available for controlling runoff from offsite are additive with those available for controlling runoff from onsite for a maximum credit of 60 percent. In the case of a Control Measure controlling upstream drainage area, the Post-Developed Condition must be calculated based on complete build-out of the upstream drainage area as determined from current zoning and available City planning documents, subject to review and approval by the City.

3.2 NPDES Industrial General Stormwater Permit Credit

Customers holding NPDES Industrial General Stormwater permits will be eligible for a credit of an amount to be determined by the City on a case-by-case basis not to exceed 25 percent (refer to Table 3-A). The customer will only be eligible for the credit if the customer is performing activities in excess of the basic requirements of the NPDES Industrial permit that help the City comply with specific requirements included in its NPDES MS4 Permit. The negotiated credit for the Customer's additional efforts will be based on the relative benefits offered to the City, based on the population served, protection provided, contributing drainage area, or other appropriate metrics. Customers meeting the minimum requirements of their NPDES Industrial General Stormwater Permit will not be eligible for a credit. The NPDES Industrial Permit Credit may also be received in addition to the Stormwater Control Measure Credit listed above.

3.3 Agricultural BMP Credits

Customers that have DOR codes 5000 to 6900 are identified as Agricultural and will be eligible for a credit for the implementation of FDACS approved best management practices. In order to be eligible, the agricultural parcel will have to submit and provide approval of a Notice of Intent to Implement approved BMP(s) according to Section 403.067(7)c), Florida Statutes. Agricultural parcels that provide to the City documentation of such approval are eligible to an 85 percent credit, subject to the minimum ERU assignment of 1.0 ERU (refer to Table 3-A). Application for the Agricultural BMP Credit is defined in Subsection 3.10 below.

3.4 Eligibility for Credits

Customers must pay a fee for Stormwater Services provided by the City, must meet requirements detailed in Section 3, *et seq.*, and must apply the credit to Developed Lands containing the credited Stormwater Control Measure or in the case of Agricultural Property, apply for a Agricultural BMP credit, to be eligible for a credit. For developments with credited stormwater Control Measures in common areas owned and operated by a Homeowners' Association or other similar entity recognized by the City, each dwelling unit demonstrated to contribute runoff to the credited Stormwater Control Measure shall be eligible for its equal pro-rata share of the credit unless other arrangements for billing the Fee are made pursuant to the Stormwater Utility Ordinance. Other Single-family developed lands are not eligible for credits. Applications and requirements for credits for Stormwater Control Measures apply only to non-Agricultural Properties.

Table 3-A Stormwater Utility Fee Credit Schedule

3.1 Stormwater Control Measure Credit	
1. Onsite attenuation exceeding City / State code requirements by reducing the code required discharge rate by a minimum of 25%	15% Reduction
2. Significant Offsite Attenuation reducing discharge rate by a minimum of 25%	15% Reduction
3. Onsite Stormwater Treatment Exceeding Current City / State Code by 25%	15% Reduction
4. Significant Offsite Stormwater Treatment (minimum 1/2" retention of offsite contributing areas)	15% Reduction
3.2 NPDES Industrial General Stormwater Permit Credit	
5. NPDES Industrial Permit with City Supporting Activities	25% Reduction
3.3 Agricultural BMP Credits	
6. FDACS approved best management practices for Agricultural Use	85% Reduction
Maximum Total Reduction for items 1 through 5 or item 6 = 85% Reduction	

3.4.1 Customers

The Stormwater Utility Ordinance details the manner in which Customers will be billed. As defined in Section 1.1 of this manual, a Customer is the person or entity receiving a bill for Stormwater Services. Customers include the tax payer as defined on the City Tax Rolls. Any Customer receiving a bill for Stormwater Services is eligible to receive a credit if they meet the requirements for a particular credit specified in Section 3, et seq.

3.4.2 Maintenance Agreement

An Owner of a Stormwater Control Measure must agree in writing to maintain the credited Stormwater Control Measure to City Standards and all other applicable standards and state law in order to be eligible for credit. Maintenance activities to be performed are detailed in Section 3.5 et seq. Failure to maintain a Control Measure in strict compliance to City Standards will result in the loss of the credit and possible surcharge to recapture improper credits. The owner of a credited Stormwater Control Measure is responsible for notifying the City if the Control Measure is compromised or damaged in any way or is no longer complying with state law or City Standards. The owner of a credited Stormwater Control Measure must also notify the City if any repair work is performed that may alter the operation of the Control Measure.

3.4.3 Right of Entry

In order to be eligible for a Stormwater Control Measure Credit, an Owner of a credited Stormwater Control Measure must first agree in writing that City staff have permission to inspect Stormwater Control Measures on the owner's property at any time. Inspection procedures are detailed in Section 3.6.2. Failure to permit City inspection shall terminate the Credit.

3.4.4 Existing Stormwater Control Measures

Existing Stormwater Control Measures may be eligible for Credit if they meet requirements detailed in Sections 3 et seq. for a particular Credit. Existing Stormwater Control Measures must exceed City and SWFWMD stormwater runoff control requirements at the time the credit application was submitted and must be maintained in accordance with Section 3.6 to be eligible for a credit.

3.4.5 Upgrades

Recognizing that the City's stormwater requirements may evolve in future years, the City will not require current recipients of a Credit to upgrade their Control Measures immediately to conform to future changes in City stormwater requirements. However, once a City standard is changed, the City will only guarantee existing credits for a period of five years provided the Customer Maintains the Control Measure to City Standards and the Control Measure otherwise complies with State law. In the event that a Control Measure has not been upgraded to the new standard at the end of the five-year period, the credit will be terminated.

3.5 Stormwater Control Measure Maintenance

In order to receive a non-agricultural Credit, a Stormwater Control Measure must be privately maintained in strict compliance to City Standards as defined in Land Development Code and State of Florida standards where applicable to ensure that the Control Measure functions as credited at all times. Furthermore, Customers must document all operation and Maintenance activities and provide the City with a report every two years, including an independent engineering inspection by a Professional Engineer licensed to practice engineering in the State of Florida. Required Maintenance activities are described in the following sections.

3.5.1 Required Stormwater Control Measure Maintenance

The following Stormwater Control Measure maintenance activities are required for a Customer to be eligible for a Stormwater Control Measure Credit. These activities are required to ensure that the Control Measure performs as credited, complies with the requirements of the Land Development Code and state law, meets safety standards, and is not a public nuisance. Maintenance activities are required on all drainage structures related to the Control Measure, including the dam, fore bays, inlets, headwalls, velocity dissipaters, spillways, pipes, feeder channels, discharge channels, etc. The owner of a credited Stormwater Control Measure must comply with all

applicable maintenance practices below that are relevant to the credited Control Measure. The following list is not intended to be comprehensive:

- **Debris and Litter Removal** – This activity must be performed after storm events totaling approximately two inches over a 24-hour period or as needed in order to prevent the structure from clogging and failing and to prevent a public nuisance.
- **Erosion and Structural Repair** – Side slopes, emergency spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, revegetating, compacting and/or installing or replenishing rip-rap may be required to correct erosion problems that develop.
- **Mowing** – Side slopes, embankments, emergency spillways, and other grassed areas of stormwater Control Measures should be periodically mowed to prohibit woody growth and to prevent grass from growing over twelve (12) inches in height. More frequent mowing may be required in residential areas by adjacent homeowners or to meet the State of Florida standards. Native grasses, which are water-tolerant, pest-tolerant, and slow growing, are recommended.
- **No Blockages** – Remove sediment or any blockage from pipes, channels, spillways, inlets and outlets as needed to keep the Control Measure in proper working condition.
- **Nuisance Control** – Standing water or soggy conditions within a “dry” Stormwater Control Measure can create nuisance conditions for nearby residents, as defined in the Land Development Code. Common nuisance conditions may include odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionality is required to control these potential problems. In addition, well-maintained and established wetland plants in wet detention ponds or bird nesting boxes around the pond can provide a habitat for birds and predacious insects and fish that can actively serve as a natural check on nuisance insects such as mosquitoes. Cyclical alteration of the water level in the pond or installation of aeration/agitation features will also disrupt most unwanted larval growth.
- **Outlet Control** – Maintain outlet control devices to ensure proper functioning in the control of stormwater velocities at the outlet of the Stormwater Control Measure. Re-vegetating and/or replenishing or installing rip-rap may be required to correct erosion problems at the outlet of Stormwater Control Measure pipes.
- **Removal of Log Jams and Debris** – All stream and ditches within the stormwater system should be inspected periodically for blockages. If identified, the blockages and debris should be removed as quickly as practicable.
- **Sediment Removal** – This activity is to be performed as needed or as required by the City to ensure proper working order of the Control Measure and its related Stormwater Control Measure features (channels, pipes, etc.). Sediment removal is

also required to maintain the required storage volume according to the Land Development Code and those documents incorporated therein by reference.

- **Structural Repairs and Replacement** – Eventually, stormwater control structures will deteriorate and must be replaced. Major structural damage to outlet structures (i.e. cracks, leaks, or failure) must be repaired as soon as possible.

3.6 Enforcement

Inspections and annual documentation are the primary methods employed to monitor credits. Failure to Maintain and operate the Stormwater Control Measure in strict compliance with City Standards will result in the loss of the credit. All credited Stormwater Control Measures are subject to nuisance ordinances of the City as well.

3.6.1 Inspection Documentation

Documentation (as measured from the date the Stormwater Control Measure was transferred to operation and approved by the City) must be submitted to the City every two years to continue receiving a Credit. The required documentation consists of the following:

- Inspection report from an independent Professional Engineer licensed to practice engineering in the State of Florida submitted every two years.
- Records demonstrating that required maintenance activities have been completed

3.6.2 Control Measure Inspections

Each Customer that has applied for and received a Credit for a Stormwater Control Measure has the private responsibility to inspect and repair their Control Measure to ensure that it is functioning as credited. In addition, the City reserves the right to inspect Stormwater Control Measures receiving a credit at any time. If the field inspection proves that any of the documentation submitted for continuation of the Credit is not accurate, or the Control Measure is not maintained, or if the Control Measure is not operating as credited, the Credit will be forfeited.

Inspections will be performed at the discretion of the City to assure that a Control Measure is operating as credited (no blockage due to excessive sediment accumulation, logs, or debris).

3.7 Credit Application for New Stormwater Control Measures

The following sections present the typical Credit application process for New and Existing Stormwater Control Measures. The steps described in Section 3.8.1 are recommended to expedite the application process. Steps described in Sections 3.8.2 through 3.8.4 are required to be eligible for any credit.

3.7.1 Preliminary Interaction with the City

Since the calculations and hydrologic analyses involved in the design of a Stormwater Control Measure are complex, a Professional Engineer registered in the State of Florida must design the new Stormwater Control Measure, or must certify the review of any Existing Control Measures or proposed Control Measure upgrades. The public is encouraged to discuss the proposed Stormwater Control Measure with City stormwater management staff to maximize potential credit opportunities and benefits to the City. The City Engineer will evaluate how a proposed Stormwater Control Measure will fit into the drainage scheme of the City, based on general knowledge and the results of stormwater master planning performed for the City's drainage basins, allowing them to provide valuable insight to one designing a Control Measure or to one owning an Existing Control Measure to determine what credit is beneficial. The City determines the final amount of Credit based on the policies of this manual.

3.7.2 Perform Hydrologic Analysis and Design Control Measure

If a Customer decides to install a Stormwater Control Measure, a Professional Engineer licensed in the State of Florida must perform a hydrologic/hydraulic analysis and design a Stormwater Control Measure that will achieve the level of Credit desired by the Customer. Customers seeking credit for an Existing Control Measure should refer to Section 3.8.

3.7.3 Complete Application

Once an engineering analysis has been completed, the Customer should follow the instructions to fill out the application in Appendix B.1. This application along with an engineering report will be submitted to the City for final credit determination. A checklist for submitting a complete application to the City is included in the application form. If approved by the City, any credit awarded will appear on the next bill after the Stormwater Control Measure was fully constructed and approved by the City. Credits will be retroactive to the date the Stormwater Control Measure is approved by the City.

3.7.4 Construction of a New Stormwater Control Measure

If an application is successful, the Customer must construct the new Stormwater Control Measure before the credit takes effect. The Customer must also provide an "as-built" certification to the City which must be sealed by an engineer for all new structures.

3.7.5 Inspection of a New or Existing Stormwater Control Measure

The completed new Control Measure or an existing Control Measure may be subject to inspection by the City to ensure that it will perform as credited.

3.8 Credit Application for Existing Stormwater Control Measures

Credit application procedures for Existing Stormwater Control Measures are similar to those detailed in Section 3.7 for New Stormwater Control Measures. The recommendation described in Section 3.7.1 to consult with the City Engineer may still be useful for the owner of an Existing Stormwater Control Measure that is determining what Credit may be available to them. An engineering analysis as detailed in Section 3.8.2 must be performed for an Existing Stormwater Control Measure to confirm that it exceeds current City and SWFWMD runoff control standards and qualifies for credit. The application in Appendix B.1 must be submitted along with an engineering report as discussed in Section 3.7.3 and the Control Measure may be subject to inspection as detailed in Section 3.6.2 and Section 3.7.5.

3.9 Credit Renewal

Credits granted to a Customer for an Existing or New Stormwater Control Measure are in effect for two-years. In order to continue receiving Credit in future years, a Customer must renew their application every two years. Documentation as discussed in Section 3.6.1 must be submitted along with the renewal application in Appendix B.2. In addition, an inspection of the Stormwater Control Measure by a licensed Professional Engineer must be performed prior to renewing a credit. If the documentation or inspection proves a Stormwater Control Measure is not in compliance with City requirements, credit will be subject to termination. Appendix B.2 contains detailed instructions for completing the renewal application. A checklist is also included with the form to assist the Customer.

3.10 Application for Agricultural BMP Credit

The Customer who is seeking an Agricultural BMP credit should follow the instructions to fill out the application in Appendix C.1. This application along with documentation for the approved NOI will be submitted to the City for final credit determination. A checklist for submitting a complete application to the City is included in the application form. If approved by the City, any credit awarded will appear on the bill after the Agricultural BMP has been fully implemented. Credits will be retroactive to the date the Agricultural BMP is acknowledged by the City.

3.11 Implementation of the Credit

Depending on when an application for a Credit is submitted, whether a Stormwater Control Measure is new or existing and/or when a new Stormwater Control Measure is fully constructed and approved by the City, implementation may be handled differently as described in the following sections. Generally, it is estimated that applications will take ninety (90) days to process. Successful applications will receive Credits as detailed in Subsections 3.11.1 and 3.11.2.

3.11.1 Credit Applications for New Stormwater Control Measures

Customers submitting a Credit Application for a New Stormwater Control Measure will be eligible to receive the Credit upon approval of the application by the City. However, no Credit will be awarded until the Stormwater Control Measure is fully constructed and approved by the City.

3.11.2 Credit Applications for Existing Stormwater Control Measures

Customers submitting Credit Applications for an Existing Stormwater Control Measure may be eligible to receive Credit retroactive to Fee inception or up to three years prior to approval of the application, whichever is shorter. Credit will not be awarded for applications for an Existing Stormwater Control Measure for any time period preceding Fee inception or for any time period proceeding the date at which the Stormwater Control Measure was fully constructed and approved by the City. However, Customers must be able to prove the Existing Stormwater Control Measure complies with Florida safety standards and other applicable State laws and has satisfied relevant credit requirements detailed in Section 3 et seq. for the time period(s) in question and has been maintained throughout that time period in order to receive the retroactive credit.

Appendix A Forms, Instructions and Checklists For Adjustments

A.1 Appeal for Adjustment Form Instructions

Applicants must fill out the Appeal for Adjustment Form contained in Appendix A.1 and submit the items listed in the Checklist. Please note that the City reserves the right to request additional information if necessary to determine the adjustment.

Applicants 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 Property Owner, Physical Address, Contact Information and a copy of the most recent utility fee

Section B

Please submit the information requested concerning the Applicant's Engineer or Surveyor (if applicable) 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 Owner address in Section A, please include in Section C.

Section D

Please check the box next to the type of adjustment for which you are applying and list your requested change of impervious area in the appropriate spaces. In addition, please attach all documentation needed to justify your claim for an adjustment. Additional information may include:

- a map of the property
- property measurements
- a complete site survey by a registered surveyor or engineer

Section E

A checklist for completion of the application is included in Section E. 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 F

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. This section must be complete in order for your application to be processed.

Section G

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

Section H

Section H is for office use only by City staff.



Stormwater Utility Appeal for Adjustment Application

38020 MERIDIAN AVENUE P.O. BOX 1355
DADE CITY, FL 33526-1355 (352) 523-5050 FAX (352) 521-1422

Section A.

APPLICANT INFORMATION

Property Owner: _____

Primary Location/Street Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Section B.

APPLICANT'S ENGINEER or SURVEYOR (if applicable)

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Section C.

PROPERTY INFORMATION (attach a copy of your latest utility bill)

Name of Property (e.g. Development or Subdivision): _____

Parcel Identification Number (PIN): _____

Property Address: _____

Section D.

DETAILS OF THE APPEAL FOR ADJUSTMENT

Type of Property (circle): single-family, multi-family, other residential, non-residential

PLEASE CHECK THE BOX NEXT TO THE TYPE OF ADJUSTMENT:

Impervious Area Measurement Adjustment

Less than 400 Square Feet of Impervious Area Land Adjustment

Currently Billed Impervious Area: _____ square feet

Proposed Impervious Area: _____ square feet

Please include a detailed description of the reason for the adjustment as an attachment to this application. Also, please provide the City with any property maps or measurements that may be needed to determine your adjustment. A detailed topographic survey may be required in some cases at the expense of the Owner.

Section E.**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 City reserves the right to request additional information if necessary.

- A copy of your most recent City Stormwater Utility Fee
- Complete application form requesting an appeal for Adjustment
- Evidence supporting the basis for the adjustments including the opinion of a certified professional engineer or surveyor where applicable
- Current map outlining the property and disputed impervious areas, where applicable
- Correct parcel identification number (PIN)

Section F.**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 grant the City access to the property referenced in this document to confirm any of the information stated in this application to determine my adjustment.

Section G.**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 NUMBERS(S):

Section H.**OFFICE USE ONLY**

Received by Dade City, Florida, this _____ day of _____, 20_____.

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

Application reviewed by: _____

Determination of Adjustment: **Currently Billed Impervious Area:** _____ **square feet**

Revised Impervious Area: _____ **square feet**

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 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 utility 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 and upstream tributary drainage area (if applicable) controlled 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.

Section E

Please signify with a YES or NO in the appropriate box whether an NPDES Industrial 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. A Professional Engineer registered in the State of Florida is also required to 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. For development with common area Stormwater Facilities such as condominiums, townhomes or cluster unit developments, where fees are pro-rated to the lot owners, the Association may sign and complete the application on behalf of its members.

Section I

Section I is for office use only by City staff.

B.2 Credit Renewal Application Instructions

Applicants applying for a Renewal of an existing credit must complete the Stormwater Fee Credit Renewal Application 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 form if no changes or upgrades have been made to the facility within the past year. However, a Professional Engineer does have to complete the certified inspection report. 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 and upstream tributary drainage area (if applicable) controlled 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.

Section E

Please signify with a YES or NO in the appropriate box whether an NPDES Industrial 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. A Professional Engineer registered in the State of Florida is also required to 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. For development with common area Stormwater Facilities such as condominiums, townhomes or cluster unit developments, where fees are pro-rated to the lot owners, the Association may sign and complete the application on behalf of its members.

Section I

Section I is for office use only by City staff.



Stormwater Utility Initial Credit Application

38020 MERIDIAN AVENUE P.O. BOX 1355
DADE CITY, FL 33526-1355 (352) 523-5050 FAX (352) 521-1422

Section A.
APPLICANT INFORMATION

Customer: _____

Primary Location/Street Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Section B.
APPLICANT'S ENGINEER

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

- | | | |
|---|--------------------------|---------------|
| 1. Onsite Attenuation Exceeding Current City / State Regulations | <input type="checkbox"/> | 15% Reduction |
| 2. Significant Offsite Attenuation | <input type="checkbox"/> | 15% Reduction |
| 3. Onsite Stormwater Treatment Exceeding Current City / State Regulations | <input type="checkbox"/> | 15% Reduction |
| 4. Significant Offsite Stormwater Treatment | <input type="checkbox"/> | 15% Reduction |
| 5. NPDES Industrial Permit w/City Supporting Activities | <input type="checkbox"/> | 25% Reduction |

Describe: _____

Total Requested Credit:
Maximum is 85% Credit

Section E.
STORMWATER NPDES INDUSTRIAL CREDIT INFORMATION AND ELIGIBILITY

Do you have an NPDES Industrial 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 City reserves the right to request additional information if necessary.

- A copy of your most recent 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 / State that accurately describes the runoff through the site.
- Current 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 City 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 the City 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)

- _____ I hereby certify that the credited Stormwater Facility or Facilities meet all City Standards.

Engineer's Signature _____ Date _____

Affix Seal Here



Stormwater Utility Renewal Credit Application

38020 MERIDIAN AVENUE P.O. BOX 1355
DADE CITY, FL 33526-1355 (352) 523-5050 FAX (352) 521-1422

Section A.
APPLICANT INFORMATION

Customer: _____

Primary Location/Street Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Section B.
APPLICANT'S ENGINEER

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

- | | | |
|---|--------------------------|---------------|
| 1. Onsite Attenuation Exceeding Current City / State Regulations | <input type="checkbox"/> | 15% Reduction |
| 2. Significant Offsite Attenuation | <input type="checkbox"/> | 15% Reduction |
| 3. Onsite Stormwater Treatment Exceeding Current City / State Regulations | <input type="checkbox"/> | 15% Reduction |
| 4. Significant Offsite Stormwater Treatment | <input type="checkbox"/> | 15% Reduction |
| 5. NPDES Industrial Permit w/City Supporting Activities | <input type="checkbox"/> | 25% Reduction |

Describe: _____

Total Requested Credit:
Maximum is 85% Credit

Section E.
STORMWATER NPDES INDUSTRIAL CREDIT INFORMATION AND ELIGIBILITY

Do you have an NPDES Industrial 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 City reserves the right to request additional information if necessary.

- A copy of your most recent Stormwater Utility Fee.
- Records demonstrating that required maintenance activities have been completed.
- Certified inspection report complying with the City Stormwater Ordinance
- Recently dated photographs showing the condition (including any known damage or disrepair) of a stormwater facility. For stormwater ponds, these photos should include views of the outlet structure, all side slopes, vegetated littoral zones, a view from the downstream channel looking upstream at the dam and emergency spillway, a view from the dam showing the condition of the downstream channel, and a view of areas designed to catch sediment (if possible).

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 City 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 the City 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)

- _____ I hereby certify that the credited Stormwater Facility or Facilities meet all City Standards.

Engineer's Signature _____ Date _____

Affix Seal Here

Appendix C
Forms, Instructions and Checklists
For Agricultural BMP Credits

C.1 Agricultural BMP Credit Application Instructions

Applicants applying for an Agricultural BMP Credit must fill out the Credit Application contained in Appendix C.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 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 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 B.

Section C

This section confirms that the Agricultural BMP credit is pertinent to the customer's property. Please check the box as appropriate and indicate the percent reduction. Note that the minimum assignment for all non-residential developed properties is 1.0 ERU so that the application of a credit that results in an ERU less than 1.0 will be assigned 1.0.

Section D

A checklist for completion of the application is included in Section D. 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 E

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 F

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 G

Section G is for office use only by City staff.



Stormwater Fee Agricultural Credit Application

38020 MERIDIAN AVENUE P.O. BOX 1355
DADE CITY, FL 33526-1355 (352) 523-5050 FAX (352) 521-1422

Section A.
APPLICANT INFORMATION

Customer: _____

Primary Location/Street Address: _____

Telephone: _____ **Fax:** _____

E-mail Address: _____

Section B.
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 C.
AGRICULTURAL BMP CREDIT INFORMATION AND ELIGIBILITY

1. Notice of Intent to Implement Approved Agricultural BMP

Total Requested Credit:
Maximum is 85% Credit

Section D.
APPLICATION CHECKLIST

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF): If any information is missing from the request package complete the request and re-submit. Please note that the City reserves the right to request additional information if needed.

- A copy of your most recent City Stormwater Utility Fee.
- A copy of the Notice of Intent to Implement an approved Agricultural BMP.
- A copy of the acknowledgement or approval of the NOI from FDACS.

Section E.
CERTIFICATION STATEMENTS

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

____ I hereby certify that the information in this application is truthful and accurate.

____ I hereby certify that I will notify Pasco County should any destruction or damage occur to the BMP 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 F.

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 G.

OFFICE USE ONLY

Received by Dade City, Florida, this _____ day of _____, 20_____.

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

Application reviewed by: _____

Credit amount awarded to customer: **Total Agricultural BMP Credit Percentage** _____%