

Date: _____

Addressee:

SUBJECT: STORMWATER SERVICE CHARGE CREDITS – CHELAN COUNTY

Dear _____:

Thank you for your inquiry regarding credits applicable to your stormwater service charge. The information requested in this packet will be required to evaluate the amount of service charge credit which should be applied to your property.

A copy of Chelan County’s procedure in evaluating credits is attached and we encourage you to carefully review this material prior to completing the information requested in the packet.

Your current service fee will continue at the existing rate until your credit application has been reviewed by the County. Based on Chelan County’s Surface and Storm Water Management Utility Resolution that was adopted by the Board of Commissioners on January 22, 2008, a non-single family residential stormwater utility customer or Home Owners Association may be eligible for a service charge credit if their on-site facilities or implemented best management practices (BMP) exceed the County’s stormwater standards and reduce the County’s costs in providing stormwater services. Should a credit result, an adjustment to your account will be made retroactive to the date your complete credit application was received by Chelan County.

If additional information is required or a meeting to discuss the case becomes necessary, you will be contacted by the County. A letter documenting the action taken on your request will be sent immediately after a decision.

Your completed stormwater credit application form should be sent to:

Chelan County Stormwater Utility Program
316 Washington Street, Suite 402
Chelan County, WA

ATTN: SERVICE CHARGE CREDIT

We look forward to working with you toward a successful resolution and thank you again for your inquiry.

Sincerely,

Stormwater Utility Administrator

ON-SITE STORMWATER CREDIT PROCEDURE

DEFINITIONS:

- Stormwater Facilities: Means any facility, improvement, development, property or interest therein, that is made, constructed or acquired for the purpose of controlling, or protecting life or property from, any storm, flood or surplus waters wherever located within the county.
- Hydrologic Response: The manner by which stormwater collects on the property and is conveyed from that property. The principal measures of the hydrologic response may be stated in terms of total runoff volume, as a percentage of total precipitation generated by a storm of given duration, intensity or frequency.
- BMPs: Best Management Practices pertain to the approved methods for nonpoint source pollution reduction which can be effectively applied at a given stormwater customer's location and as listed in the state of Washington Department of Ecology's (DOE's) *Stormwater Management Manual for Eastern Washington* (SMMEW) guidance document for BMPs. The Manual can be found at the following link: <http://www.ecy.wa.gov/biblio/0410076.html>

DISCUSSION

Per Chelan County Resolution 2008-06 adopting the stormwater utility, a non-single family residential stormwater utility customer or Home Owners Association may be eligible for a service charge credit if their on-site facilities or implemented best management practices (BMP) exceed the County's stormwater standards and reduce the County's costs in providing stormwater services. Some properties within the Chelan County stormwater service area, due to the construction and maintenance of stormwater facilities may have a hydrologic response substantially similar to properties with lesser amounts of impervious surface. Any non-single family residential property owner or Home Owners Association that has installed an approved on-site facility may apply for an adjustment of the service charge applied to that specific parcel or development. PROVIDED THAT the resulting adjustment will be commensurate with the facility's mitigating effects on runoff.

A stormwater quality credit shall also be available to any non-single family residential property or Home Owners Association within the Chelan County stormwater service area. In order to qualify for the stormwater credit, a property will implement source or treatment controls which reduce or eliminate pollutants from its stormwater runoff before it enters the County's stormwater system. These source or treatment controls are known as BMPs applicable in whole or in part to specific types of institutional, commercial and industrial operations.

The Utility Administrator may adjust the stormwater utility charge for such properties based on data submitted to the County by the property owner or their agent which demonstrates a hydrologic response substantially similar to that of a property with a lesser amount of impervious surface or environmental impact. The BMPs implemented on the property and the basis for the stormwater quality credit request must be consistent with the BMPs identified in DOE's guidance

document. The Utility Administrator will evaluate each case in determining the appropriate level of service charge adjustment.

The premise behind the stormwater credit is that some properties with on-site facilities do reduce the County's actual stormwater management costs. The reduction in program costs is related to the budget categories for stormwater. These budget categories and percentages follow:

<u>Budget Category</u>	<u>Budget Percentage</u>
Capital Improvements (quantity & quality)	59%
Maintenance	29%
Water Quality Management	8%
Engineering & Project Management	3%
Utility Support	1%

All properties make use of or are directly served by the fixed costs of the utility including maintenance, engineering, water quality/regulatory compliance and utility support. The credit is applicable to the variable portions of the fee which affect stormwater quantity and quality management capital improvements or BMPs at 59% of the Utility's budget.

All adjustments will remain in effect as long as:

- The property owner has obtained the stormwater permits required by the County and the facility has been constructed in compliance with all approved plans.
- The property owner remains responsible for all costs of operation and maintenance of the facility and/or BMPs and submit annual reports showing that the system has been inspected and maintained properly.
- The County will have access to the stormwater facility and/or BMPs for purposes of inspecting its compliance with design, maintenance and operating standards.
- The applicant will, upon request by the County, re-certify to the County that the conditions resulting in the credit have not been altered and that all conditions remain in effect. Provided that the County may inspect these conditions upon reasonable notice to the applicant.

APPLICATION OF SERVICE CHARGE CREDITS

An analysis of the Utility costs has determined that approximately 59% percent of planned expenditures are variable and directly related to stormwater flows and nonpoint source pollution requiring future investment in capital improvements and/or BMPs. Forty one percent of the Utility's costs are fixed program expenditures not directly affected by fluctuations in flow or water quality. Non-single family residential parcels and Home Owners Associations may receive Utility fee credits of up to 59% by (1) constructing or operating on-site facilities which exceed the County's design standards and reduce the quantity of stormwater runoff and/or improve the quality of stormwater discharged from the site (2) implementing or continuing on-site source or treatment controls referred to as BMPs which improve the quality of the stormwater runoff. The parcel's owner or agent must make application for this credit to the Utility Administrator. If a request for credit is granted, the credit shall be applied to all charges from the time of filing a complete credit application, and will be reflected in a revised billing reflecting the credit.

Stormwater control facilities located on a property which may be credit eligible include detention facilities (hold runoff for a period of time and release it at a controlled rate to the stormwater system), or retention (hold water until it evaporates or infiltrates into the ground). Credit eligibility for non-single family residential property or Home Owners Associations may also be based on implementation of source or treatment controls which reduce or eliminate pollutants from its stormwater runoff before it enters the County's stormwater system. Credit eligible BMPs must be applicable in whole or in part to specific types of operations at the site. The guidelines for BMP's within Chelan County will be those identified in the DOE's guidance document referenced above under "definitions."

The level of credit will be based on the design and operation of constructed stormwater control facilities at the site and/or the number of applicable BMPs that the property owner or Home Owners Association has implemented on the site and which have been approved by the Utility. Provided that, the stormwater credit may amount to no more than a 59% service charge credit from the original/unadjusted fee. In determining the credit amount, the water quantity facilities for the utility are estimated to comprise most of the initial capital costs or approximately 35%. The remaining 24% pertain to the water quality improvements affected by BMPs or on-site facilities. As a property's on-site facilities are determined to exceed the County's current standards for on-site stormwater management, that percentage exceedance will be applied to the 35% credit availability factor to determine the amount of the water quantity credit. As an example, if a property's stormwater facilities manage flows for a 50-year storm, they would exceed the County's standard for the 25-year event by 100% and would therefore be eligible for the total amount of the water quantity credit. The water quality credit amount shall be based on exceeding the performance goals under Chapter 5 - Runoff Treatment of the DOE Manual that is applicable to the property. The resulting percentage of performance goals exceeded will then be applied to the 24% credit availability factor to determine the amount of the water quality credit. As an example, if 80% removal of total suspended solids (TSS) is identified in the DOE Manual as applicable to the site and 90% removal of TSS have been implemented, then the property owner would be eligible for a one-half of the 24% water quality credit amount or 12%.

**CHELAN COUNTY
STORMWATER UTILITY
SERVICE CHARGE CREDIT APPLICATION FORM**

Please complete the following application and return the information to the address listed below:

Parcel Number: _____

Site Location: _____
Street Address County State Zip

Authorized Contact: _____
Name & Title (last, first and title)

Contact Mailing Address: _____
Street Address County State Zip Phone

Non-Residential Property or Home Owners Association? _____

Site Characteristics:

Total Area: _____ ft² Roof Area: _____ ft²
Paved Area: _____ ft² Landscaped Area: _____ ft²
Other Impervious Area: _____ ft²

List Facilities/Best Management Practices in Place: _____

What is the Primary Activity on the Site: _____

Please attach to this application form, a scaled sketch or drawing of the site legal boundaries, the site's approved drainage plan (completed by a Professional Engineer) and its location in the basin. Please show all the buildings, parking, roads, storage, stormwater facilities, landscaped areas and any other improvements impacting the stormwater flows at this site. Provide a short narrative description for the rationale supporting the basis for the service charge credit – quantity and/or quality – being applicable to your site.

Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information.

- Name of Responsible Person (type or print): _____
- Signature & Date: _____