

STORMWATER UTILITY FEE CREDIT MANUAL



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Stormwater Management Program**
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Table of Contents

Introduction.....	1
Criteria for Non-Single Family Residential Properties.....	2
Credit amounts.....	3
Stormwater Utility Credit Eligibility and Application.....	4
Stormwater Quality Credit Calculation	5
Stormwater Quantity Credit Calculation	6

Introduction

Managing and treating Stormwater in the City of Waynesboro is a growing challenge for the City and the Stormwater Program. The reasons for this expanding puzzle are numerous but can generally be categorized as increased regulatory burden, maintaining an aging, existing system, and addressing localized flooding issues through infrastructure installation and upgrades. In 2013 the City fell under new Federal guidelines that increase our responsibilities to manage stormwater through a designation as an MS-4 Community. The MS-4 Program requires the City to maintain a federal permit to discharge stormwater from a storm sewer system to the South River.

This system includes over **75 miles of pipe**, over **7 Miles of Ditches**, over **2,500 Inlet Structures**, over **600 Outlet Structures**, and over **150 stormwater ponds**. These assets have to be monitored and maintained to remain compliant with the permit, including private stormwater basins. The City Stormwater Program is also tasked with working on a list of almost 30 projects to moderate localized flooding and control pollution from our stormwater system to meet federal Chesapeake Bay requirements.

Waynesboro City Council adopted a Stormwater Utility Fee based on the amount of impervious surface on individual parcels. Impervious surfaces that do not allow precipitation to soak through them increase the amount of water from rain or snowmelt that goes to the storm sewer system.

The Stormwater Utility Ordinance allows the Director of Public Works (the director) to adopt policies, procedures, and manuals necessary to manage a system of credits to reduce stormwater utility fees for eligible private systems. This guidance is only intended to assist with interpretation of Chapter 30 of the Code of the City of Waynesboro.

Criteria for Single Family Residential Properties

Single Family Residential (SFR) Properties are single family dwellings not used for commercial, industrial, or institutional purposes. The Public Works Director has the ability to modify the Single Family system for residential properties.

The potential credits for SFR properties are classified as Level 1 and Level 2. Any project implemented to manage rainwater should take care to prohibit flooding or water damage to structures by following guidance on how to design and construct these Best Management Practices (BMPs). The City will refer extensively to the [Homeowner Guide for a More Bay-Friendly Property](#).

1. Level 1 BMPs are smaller scale practices that accomplish moderate stormwater benefits.
2. Level 2 BMPs are more involved practices that will achieve greater water pollution control benefits. These are more intricate projects that will most likely require consultation with a Licensed Professional Landscape Architect or Engineer.

To be eligible for a credit against the stormwater utility fee these criteria must be met:

- (1) The parcel owner must submit a credit application form provided by the City; <https://www.waynesboro.va.us/FormCenter/Public-Works-10/Stormwater-Utility-Credit-Application-166>
- (2) The parcel owner must maintain the practice for the length of the credit term, which is 5 years. After 5 years a parcel owner has the option to reapply for the credit if the practice is functioning as intended.

Credit amounts.

1. The **maximum** credit allowed is fifty (50) percent of the total annual stormwater utility fee. The credits for individual residential practices can be combined; however, the credit will not exceed the stated maximum.
2. Credits for Level 1 and Level 2 BMP's
 - a. A **ten (10) percent** credit is allowed if the BMP is classified as Level 1.
 - b. A **twenty (20) percent** credit is allowed if the BMP is classified as Level 2.
3. At the director's discretion, a credit of up to five percent in addition to that provided in subsection (2) above may be granted for a facility that achieves benefits above those required by the City Code.
4. The owner of an eligible facility that treats off-site impervious surface located within the City may take a credit for treating the off-site impervious surface. The off-site credit amount shall be calculated in the same manner as if the facility was located on the off-site parcel. However, in no case shall the total credit exceed the total amount of the annual stormwater utility fee charged to the parcel owner. Each residential property will be assessed by City Staff to determine the applicable credit.

Stormwater Utility Credit Eligibility and Application

The stormwater BMP credit application is free of charge. To apply for initial credit, of a Level 1 practice, the residential parcel owner must sign to certify the application and for a Level 2 practice the licensed designer's signature and stamp is required to complete the application

The credit is good for a period of five (5) years for the original applicant. The director may revoke the credit if an inspection by the director or a designated representative determines that the facility is no longer being properly maintained or functioning as designed. The parcel owner will have thirty (30) days after having been notified in writing of the deficiency(s) to fix the problems. The director may delay the cancellation of fees if the parcel owner is diligently pursuing work to eliminate deficiencies.

Any maintenance or functional deficiencies must be remedied at the owner's expense before a facility may qualify, or re-qualify (after revocation), for a credit.

For an application to be deemed complete, the following items must also be submitted:

1. **Level 1:**
 - a. A sketch on the application or attached aerial imagery illustrating the location of all planned or existing BMPs and:
 - b. The square footage of any planned or existing rain gardens, channels or filter strips, and conservation landscaping
 - c. Flow paths to these practices and flow paths for discharge from these practices.
 - d. An outline of tree canopy if applying for a tree canopy credit.
 - e. **Level 2:**
2. A drainage area map, drawn to scale, for the facility showing the drainage boundaries and the impervious area treated by the facility in square feet;
3. As-built or other acceptable engineering plans for the facility;
4. A narrative of the known maintenance history of any existing facility, including routine maintenance and significant structural maintenance and repair;
5. Information on any public funds used to construct, repair, upgrade, or retrofit the facility, including the amount and the date(s);
6. Calculations to determine the monetary amount of the claimed credit; and

Level 1 Credit Calculation

A Best Management Practice (BMP) must be demonstrated to have been installed and maintained with the intent of permanently reducing pollution being discharged to the City stormwater system or surface waters to be eligible for a Level 1 Stormwater Utility Credit of up to 10%. The City references the [Virginia Stormwater BMP Clearinghouse Standards and Specifications](#) to determine which facilities are eligible for a stormwater quality credit.

The credit will be applied to the monthly rate and then multiplied by 12 months per year.

$$\text{Credit Earned} = (10\% \text{ Credit}) \times (12) \times (\text{Tier Multiplier}^*) \times (\text{Stormwater Fee Rate})$$

**Tier 1 Multiplier = .5*

Tier 2 Multiplier = 1

Tier 3 Multiplier = 2

Stormwater Quantity Credit Calculation

To be eligible for a Stormwater Quantity Credit of up to 10% a Best Management Practice (BMP) must have been demonstrated to have been designed, constructed, and maintained with the intent of permanently regulating the volume of stormwater being discharged to the City stormwater system or surface waters.

The credit will be applied to the monthly rate and then multiplied by 12 months per year.

Credit Earned = (20% Credit) X (12) X (Tier Multiplier) X (Stormwater Fee Rate)*

**Tier 1 Multiplier = .5*

Tier 2 Multiplier = 1

Tier 3 Multiplier = 2

Approved Level 1 Practices

- Rain Barrels
- Vegetated Filter Strip per *VA BMP Clearinghouse Specifications*
- Roof Drain Disconnection
- Conservation Landscaping per *Homeowner Guide for a More Bay-Friendly Property*
- Homeowner Nutrient Management and Lawn Care
- Tree Canopy Coverage for trees not located in City Right of Way

Approved Level 2 Practices

- Rain Gardens
- Permeable Pavement
- Cisterns
- Impervious Area Removal