



# City of Perry Stormwater Utility

## *Stormwater Utility Credit Technical Manual*



July 2013

## Section 1. Overview

The Stormwater Utility Technical Credit Manual (manual) outlines the methodology for the City of Perry (City) Stormwater Utility customers to secure and maintain a potential stormwater utility rate credit(s) for their property. A Stormwater Utility rate credit, or stormwater credit, represents a reduction in the customer's Stormwater Utility fee. The credit is only applicable for instances where stormwater management best management practices (BMPs) are properly implemented and maintained to reduce the impact of runoff from the subject property on the City's stormwater management systems or in recognition of activities undertaken by the customer to reduce the cost of operating the stormwater management program. A maximum of up to 100% is possible in association with the No Direct Discharge Credit. The maximum allowable credit is 50% for customers that demonstrate eligibility for the other credits identified in this manual. The only exception to the 50% maximum credit would be for select educational institutions which may be able to secure an educational credit of 50% as well as additional credits beyond 50% associated with operation of onsite stormwater controls (i.e. detention ponds). The education credit may only be obtained by a public or private school which agrees to teach an environmental science curriculum that includes an eligible water resources education program at the primary or secondary level.

The various credits described in this manual are applicable as indicated and are subject to the requirements of the latest version of the *City of Perry Stormwater Local Design Manual (LDM)*. **Table 1** summarizes the potential credits available to Utility Customers within the City. Each credit is explained in further detail later in this manual.

**Table 1: Summary of City of Perry Potential Stormwater Utility Credits**

Credit	Term	Potential Stormwater Utility Credit	
		Single Family Residential (SFR) <sub>1</sub>	Non Single Family Residential (NSFR)
Low-Impact Parcel	3 years	25%	
No Direct Discharge	3 years		100%
NPDES Industrial Stormwater Permit	1 year		10%
Water Resources Education Program <i>(only applicable to public and private institutions)</i>	1 year		50%
<b>Detention Pond Credits</b>			
Pre-development v. Post-development Discharge	3 years	20% - 35%	20% - 35%
Water Quality	3 years	10%	10%
Channel Protection	3 years	10%	10%
Flood Protection	3 years	20%	20%

Note 1: Residential detention ponds that are maintained by the City of Perry are not eligible for credits.

Note 2: Maximum credit allowed is 50% (except for educational institutions which qualify for the education credit).

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## Definitions

*Credit*: A reduction in the amount of a customer's Stormwater Utility fee in recognition of a customer's efforts to mitigate the runoff impact that the property improvements (i.e. impervious areas) have on the City stormwater management system.

*Best Management Practice (BMP)*: Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, flood controls, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

*Detention Facility*: A system which provides temporary storage of stormwater runoff with a designed release of the stored runoff over time to manage the discharge volume, rate, pollutant loading and/or velocity and mitigate the property's impact on the City stormwater management system.

*City of Perry Stormwater Local Design Manual (LDM)*: A document governing stormwater management activities in the City of Perry, Georgia. This document serves as a comprehensive technical handbook for stormwater management design, construction and long-term maintenance.

*Impervious Area*: Areas that do not allow, or only allow to a small extent, the infiltration of rainfall or stormwater runoff into the soil.

*Single Family Residential (SFR)*: A developed property that contains one residential dwelling unit designated for that use. A SFR property shall be classified as residential and shall not be multi-family residential (MFR), commercial, industrial, institutional, educational, religious, municipal, and recreational.

*Non-Single Family Residential (NSFR)*: A developed property that contains structures utilized for purposes other than a residential dwelling unit. Examples of NSFR properties include those classified as MFR, commercial, industrial, institutional, educational, religious, municipal, and recreational.

*Retention Facility*: A system that provides storage of stormwater runoff, preventing release of a certain volume to a surface water body.  
*Runoff*: Portion of stormwater, snow/ice melt, irrigation, and drainage that is collected in a stormwater management system that does not percolate into the ground.

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## General Policies

The following general policies apply when applying stormwater user fee credits to customer accounts:

- Credits are only applied to eligible customer accounts. Since the stormwater fee is being assessed on an individual customer basis, a group of customers cannot apply for a credit unless otherwise noted. An eligible customer shall be the legal owner of a property or operator which has the primary / legal responsibility for operation and maintenance of a qualifying stormwater BMP located on the same property or development.

If a group of customers are served by a BMP(s) then the credit will be applied to the eligible property owner / customer on whose property which the BMP resides. This applicant will be referred to as the primary applicant. If the primary applicant provides a memorandum of agreement (MOA) between the primary applicant and another customer for which the BMP(s) provides adequate treatment for the applicable credit, the City will apply the credit to all customers named in the MOA. The credit shall be applied to all applicants until such time as the primary applicant notifies the City that the MOA is no longer in effect or the term of the credit expires, whichever is sooner. If the MOA is revoked by the primary applicant, the credit shall only apply to the primary applicant.

- A residential homeowner's association (HOA) which has its own properly designed, constructed, and maintained stormwater BMP(s) should contact the City Stormwater Manager to determine if a credit can be provided.

For the purposes of the credit, the BMP(s) must be located on a parcel that is owned by the HOA or a resident in the HOA. BMPs located within City owned greenbelts or rights-of-way are not eligible. Additionally, BMPs that the City of Perry maintains through a dedicated maintenance easement or other legal agreement though lying within private property are also ineligible for credits.

For the purposes of awarding the credit, the credit being applied for must be met for the entire development and must meet the credit manual criteria. For example, if a credit for channel protection is applied for, the channel protection requirements must be met for the entire development.

Any resulting credit awarded will be applied to all customers within the subdivision to which the HOA applies for and that meets the eligibility criteria.

- Applications for a stormwater credit for existing facilities may be submitted to City of Perry at any time after September 1, 2013. Stormwater Utility accounts must be current and paid in full for a credit application to be considered.
- Applications for a stormwater credit for new construction may be submitted once the BMP is in place or when the Stormwater Utility rate is applied, whichever is later.

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- The City will, at its discretion, undertake periodic visual inspections of the BMPs being utilized to obtain a credit. Consequently, a Right-of-Entry or an access easement must be granted to the City for credits to be approved.
  - The term of the credit varies based upon the type credit. See **Table 1** for credit terms. During the credit term, the City will conduct random inspections such that each credit could potentially be revoked. If the BMP facility is found to be functional and being properly maintained, the credit will remain in effect. Likewise, if the BMP facility is not functional or is not being maintained, the credit will be voided on the next billing cycle. Before a credit is re-instated, the property owner will have to reapply for the credit as outlined in this manual.

The City will execute the storm water user fee credit policy for the initial billing period as described below:

*Initial Billing Policy and Time Period (November 2012 to September 2014)*

- The City of Perry will review each non-residential customer account between November 2012 and August 2013 and adjust the initial billing amount for these accounts based on ERUs computed. Based on the City's preliminary review of the parcel characteristics associated with each customer account, the City will assign the user fee credits that will likely apply to the parcel/account for the remainder of the initial billing period.
- The City will notify customers in writing of the credits that have been applied to their account. Once the customers have been so notified, these credits will remain effective for a period of 12 months. Over the 12 month period ending on September 1, 2014, it will be the responsibility of the customer to complete the credit application forms, compile the necessary data, perform the appropriate calculations/analysis (if necessary) and submit this information into the City for review and approval.
  - The City will assign the No Direct Discharge credit to each non-residential account at the onset of billing and the customer will **not** be required to prove eligibility for this credit.
- The City will review the information submitted for all credits other than No Direct Discharge and render a decision as to the eligibility of the particular credit(s) for each account as follows:
  - If the City confirms the eligibility of the credit, the customer's bill will stay the same.
  - If the City cannot confirm the eligibility of the credit, the credit will be removed from the account and the customer's bill will be adjusted accordingly.
  - If the customer demonstrates that the credit amount should be increased, the City will adjust the bill amount accordingly.

After the billing period ending in September 2014, the City will process customer credit applications on an individual basis in accordance with the policies and procedures outlined in this manual.

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## **Basic Procedures**

Most of the credits in this manual require an application, and some of the credit applications require engineering analysis to verify eligibility to receive a credit. The credits which require engineering analysis are identified in the manual and the credit application forms. The City requires that these calculations be performed, signed, and sealed in accordance with the professional certification provisions outlined herein. The procedure for filing a credit application includes the following tasks:

- Obtain an application packet from the City.
- If required by the credit, retain a professional engineer to perform the required analysis.
- Submit the completed application with all sections appropriately filled out, and all required information contained within or attached to the application.
- The City will review and rule on the eligibility of the credit application within 30 days of receipt of the completed Stormwater Utility credit application. Incomplete packages will not be considered by the City and will be returned to the customer for correction/revision. The decision of the City regarding credit eligibility is final.
- If the credit application is approved, the City will put the stormwater credit into affect with the next billing cycle.
- During the credit term, the City has the right to inspect the BMP facility to ensure it is functioning per the design documents and is being properly maintained.
- At the end of the credit term, the credit will automatically expire. It is the property owner's responsibility to ensure that an application is made prior to the credit expiring. Reapplication must be made to receive a credit. A new credit application is required at the end of the credit term.

## **Design and Implementation**

Any stormwater management system within the City must follow the recommendations and guidelines presented in the City's Water Resources Protection Ordinance, as well as the LDM. Technical guidance for implementation of the goals outlined therein was incorporated into the ordinance via the LDM by reference.

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## **Section 2. Credit Policies and Procedures**

This section explains the procedures involved in applying for a stormwater credit. The procedures include step-by-step instructions and eligibility requirements for obtaining the Stormwater Utility credit.

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## Single Family Residential (SFR) Customer Credits

Listed below are the stormwater credits SFR property owners or customer accounts are eligible to apply for. Each credit is explained in more detail in the pages that follow. The SFR property owner/customer shall follow the credit application procedures outlined herein for each credit.

- Low-Impact Parcel
- Detention Ponds (see NSFR Credits)

### Low-Impact Parcel

There are areas in the City where parcels are relatively large and the amount of impervious area, in comparison to the total lot size, is relatively small. These parcels result in a reduction of runoff impacts since most of the parcel is in an undeveloped or low impact condition.

#### *Credit Description*

A credit shall apply to those SFR property owners who can prove that their lots comply with the “low-impact” development provisions presented herein. Typical characteristics that shall apply are included in **Table 2**:

*Table 2: Credit Requirements for Low-Impact Parcels*

Parameter	Requirement
Impervious Cover (%)	Must be less than 15%
Total Site Area (Acres)	Must be greater than 2 acres

Each SFR property owner/customer that wishes to apply for this credit shall be responsible for calculating the total site area, impervious surface area, and natural conservation area. Utilize the following procedures:

- Determine the total area of the SFR parcel. This must be a minimum of two acres.
- Determine the impervious area for the SFR parcel. The impervious area shall include the structure, driveway, sidewalk (do not include the sidewalk in front of the house next to the street), pool, pool deck, patio, shed, or any other accessory impervious area. The impervious surface must be less than 15% of the total (pervious area plus impervious surface) area of the parcel.
- If the SRF parcel meets all the requirements above, the customer would be eligible for a Stormwater Utility rate credit of 25%.

#### *Stormwater Credit Application Procedures*

The SFR property owner shall follow the procedures below when applying for a stormwater credit for Low-Impact Parcel:

STEP 1: Obtain a credit application packet from the City.

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- STEP 2: The property owner shall provide a copy of the information where the property owner obtained total parcel area and total impervious area. Total impervious area shall be detailed to include which portion pertains to the structure, driveway, sidewalk, and other accessory areas. This information should be documented in the form of a sketch that will allow City personnel to verify the measurements, calculations and other pertinent information.
- STEP 3: The property owner/customer shall submit the credit application, complete with the relevant documentation and calculations, and a Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation and calculations. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City does not approve of the customer's application for a Stormwater Utility credit under the low-impact criteria, the City will send a letter to the property owner/customer explaining why the credit application was not approved.

Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 25% credit is available for the Low-Impact Parcel credit.

### **Non-Single Family Residential (NSFR) Customer Credits**

NSFR property owners can apply for the credits listed below provided they meet specified eligibility requirements. Each credit is explained in more detail in the pages that follow:

- Water Resources Education Programs
- NPDES Industrial Stormwater General Permit Compliance
- Detention Ponds
  - Pre-development discharge vs. post-development discharge
  - Management of the Stormwater Runoff Water Quality Volume
  - Management of the Stormwater Runoff Channel Protection Volume
  - Management of the Stormwater Runoff Flood Protection Volume

### **Water Resources Education Programs**

It is the goal of City of Perry to strongly and financially encourage both public and private educational systems (grades 1-12 inclusive), to educate and inform their students on the importance of surface water, ground water and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the City's water resources. Consequently, the owner of property which is used as a site for a public or private school and which agrees to teach an environmental science curriculum that includes an eligible water resources education program at the primary or secondary level may receive a credit against the stormwater user fee charge.

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### *Eligibility*

The education credit shall be available to all public or private educational systems in grades 1-12 inclusive, which teach as part of their official curriculum, the *WaterWise™* program, EnviroScape Program, GLOBE (Global Learning and Observation to Benefit the Environment) Program, Project WET, or another such program approved by the City Stormwater Manager:

- The credit shall not be available to non-education individual SFR and NSFR customers.
- The credit shall not be available to educational institutions which have less than one thousand (1,000) full-time students enrolled in the system.
- The credit will be applied system wide and within the jurisdiction/service area of the City of Perry Stormwater Utility.
- No other curriculum shall be eligible for such credit unless granted by the City Stormwater Manager.

### *Amount of Credit*

The education credit will not exceed 50% of the total user fee charge for the school system properties/facilities. Education credits may be taken in conjunction with, and in addition to, other credits available under this section that the customer is eligible to secure. School systems do not need to offer the curriculum during the summer to obtain a 12-month credit.

### *Education Credit Application Procedures*

Prior to July 1 of each year beginning in 2014, the superintendent of the Houston County School System or in the case of private schools the Chief Executive Officer of the school, shall certify to the City Stormwater Manager, the water resources based curriculum is being taught in each school for which an education credit is being claimed and the extent to which such curriculum is being taught. For purposes of this education credit, a public school shall be any school operated by the Houston County School System and a private school shall be a school operated by a private entity teaching some, or all, of the grades K-12 at which are taught subject(s) commonly taught in the public schools operated by the Houston County School System.

The following additional information should be provided to help assess the credit allowance:

- Address of site (property) and point of contact.
- Approximate number of total students per grade and total school enrollment at the site(s).
- Approximate number per grade that will take the curriculum.

NPDES Industrial Stormwater General Permit Compliance

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By complying with NPDES Industrial Stormwater General Permit requirements for industrial facilities, NSFR property owners are helping the City address potential water quality issues onsite before they are discharged into the public drainage system and/or Waters of the State. Therefore, these properties may be eligible for a Stormwater Utility credit if they meet the criteria outlined in this manual. If the NSFR property owner has properly secured coverage under the NPDES Industrial Stormwater General Permit, and is in compliance with all applicable requirements (i.e. development and implementation of a Stormwater Pollution Prevention Plan (SWPPP)), a credit application may be filed with the City.

### *Stormwater Credit Application Procedures*

The following requirements will apply for NSFR property owners who qualify for an NPDES Industrial Stormwater General Permit Stormwater Utility credit:

- NSFR properties that operate under compliance with their NPDES Industrial Stormwater General Permit may be eligible for a credit to their Stormwater Utility fee. The credit shall only be applied to that portion of the property covered by the permit.
- It is the property owner's responsibility to obtain a credit application from the City. The property owner shall complete the application, attaching any required documents verifying compliance with the NPDES Industrial Stormwater General Permit. At a minimum, the documentation attached to the credit application shall include the following:
  - Address of site and point of contact
  - Copy of the current NPDES Industrial Stormwater Permit NOI
  - Copy of a summary annual report of compliance
  - Copy of the SWPPP
  - Certification by the responsible party/permit holder that the SWPPP is being implemented
- Once complete, the application shall be submitted to the City.
- Upon approval, the credit will be applied at the next billing cycle following approval. The maximum credit amount available for NPDES Industrial Stormwater General Permit compliance is 10%.
- The NSFR property owner shall continue to send a copy of an annual summary report of compliance to the City of Perry Stormwater Manager and continue to comply with their NPDES Industrial Stormwater General Permit requirements. The property owner will be responsible for sending the annual report to the City. Failure to do so will nullify the Stormwater Utility fee credit.
- Prepare and submit a Right of Entry Agreement.

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## Detention Pond Credit Criteria

### **Pre-development Discharge vs. Post-development Discharge**

The pre-development discharge vs. post development discharge credit has been designed for older detention ponds that were approved and constructed under the criteria that existed prior to the adoption of the current LDM.

The overall goal of City is to give a credit to eligible customers that are reducing the impact of stormwater generated by their property. By reducing the peak discharge of stormwater from their property, the property owners/customer reduces the burden they impose on the City drainage system and the downstream receiving waterway. The credit shall only be applied to that portion of the property served by the detention basin.

Credits are available under the following general conditions and criteria:

- A minimum of a 20% credit is available to customers that can demonstrate that the peak stormwater discharge rate for the 25-year storm from their stormwater retention/detention facility for a post developed site condition ( $Q_{post}$ ) is no more than the peak stormwater discharge rate before development ( $Q_{pre}$ ) (i.e.  $Q_{post} = Q_{pre}$ ).
- A maximum of **35%** credit is available to customers that can demonstrate that the peak stormwater discharge rate for the 25-year storm from their stormwater retention/detention facility for a post developed site condition ( $Q_{post}$ ) is at least 10% less than the peak stormwater discharge rate before development ( $Q_{pre}$ ) (i.e. a  $Q_{post}$  is 10% less than  $Q_{pre}$ ).
- The City reserves the right to establish the applicable credit for situations that may fall between the various criteria outlined above (e.g. a 30% credit for  $Q_{post}$  being 7% less than  $Q_{pre}$ ).

### *Stormwater User Fee Credit Application Procedures*

The customer shall follow the procedures below when applying for the detention pond user fee credit:

STEP 1: Obtain a manual and credit application packet from the City.

STEP 2: The customer shall provide a hydrology report (or comparable document) prepared by and sealed by a professional engineer demonstrating compliance with the requirements and criteria outlined herein.

STEP 3: The customer shall submit the user fee credit application, an executed Right of Entry Agreement and documentation that the detention pond has been properly maintained to the City.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the stormwater user fee credit will be applied, starting with the next customer billing cycle. If the City representative does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved.

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## Water Resources Ordinance Criteria

The three treatment levels of the unified stormwater sizing criteria include water quality, channel protection, and flood protection. The three credits listed below were designed for newer detention ponds that were approved and constructed in accordance with the existing City of Perry Water Resources Post Construction Stormwater Management Criteria and LDM. **Table 3** presents each treatment level with a description of each, as provided in the Georgia Stormwater Management Manual (GSMM).

*Table 3: Unified Stormwater Sizing Criteria*

<b>Treatment Level</b>	<b>Maximum Available Credit</b>	<b>Description<sup>1</sup></b>
Water Quality	10%	Treat the runoff from 85% of the storms that occur in an average year. Per the GSMM, this equates to providing water quality treatment for the runoff resulting from a rainfall depth of 1.2 inches. Reduce average annual post-development TSS loadings by 80%.
Channel Protection	10%	Provide extended detention of the 1-year storm event released over a period of 24 hours to reduce bankfull flows and protect downstream channels from erosive velocities and unstable conditions.
Flood Protection	20%	Provide peak discharge control of the 100-year storm event such that the post-development peak rate does not exceed the predevelopment rate to reduce flooding.

The various options available for providing the desired level of treatment can be found in the LDM.

*NOTE: All work associated with pursuit of a Water Resources Ordinance fee credit shall be done in strict accordance with the City's current ordinances related to the management of stormwater runoff.*

## General Requirements for Detention Ponds

The customer shall continue to perform the necessary maintenance of the detention pond in order to maintain the approved credit. The customer will have to reapply for the credit as required in this manual. If a customer is reapplying for the detention pond credit and the site conditions have not changed since the original application, the application only needs to include a copy of the original design information and certification that all the necessary

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maintenance has been performed for re-issuance of the credit. If significant changes to the site layout and/or the detention pond have occurred then the City may request that the design information be updated to document compliance with the manual criteria. In order to maintain eligibility for the credit, the customer must properly maintain the detention pond as documented in the user fee credit application for the term specified in the manual.

### **Credit Applications**

Credit applications are required for all credits included in this manual. **Appendix A** provides the credit application forms for the applicable credits described in this manual. **Appendix B** contains miscellaneous forms required as part of the Stormwater Utility credit application process, including a Right-of-Entry Agreement and a City inspection form.

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## **APPENDIX A**

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## Appendix A-1

### Credit Application Form - NPDES Industrial Stormwater Permit

*NPDES Industrial Stormwater General Permit Credit Application/Renewal Form*

**Instructions:** Fill out this form completely. A separate application must be made for each separate property or customer account location. One application must be submitted for each separate NPDES Industrial Stormwater General Permit. Please ensure all NPDES permitted facilities are in a proper state of repair and maintained.

Fill out and attach the following:

- NPDES Industrial Stormwater Permit NOI
- Previous year's annual report
- Copy of the Stormwater Pollution Prevention Plan (SWPPP)
- Right of Entry Agreement

Mail the completed forms, annual report, the NPDES Industrial Stormwater Permit NOI, and SWPPP to:

City of Perry  
Attn: Community Development  
PO Box 2030  
Perry, GA 31069

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<b>Customer Account Number:</b>	
<b>Customer Name:</b>	
<b>Property Address:</b>	
<b>Property City/Zip Code:</b>	
<b>Customer E-mail Address:</b>	
<b>Customer Phone/Fax Number:</b>	
<b>Mailing Address:</b>	

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I hereby request City of Perry to review this application for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (This form must be signed by the financially responsible person if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
City Stormwater Manager

\_\_\_\_\_  
Date

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## Appendix A-2

### Credit Application Form – SFR Customers

#### *SFR Customer Credit Application Form*

**Instructions:** Fill out this form completely. One application must be submitted for each separate property location or customer account. Follow the steps outlined in the applicable section of this Credit Manual. Attach all appropriate documentation to support this request, as outlined herein.

Fill out and attach appropriate documentation. Mail completed form (with attachments) to:

City of Perry  
Attn: Community Development  
PO Box 2030  
Perry, GA 31069

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**Place a check next to the credit being applied for with this application:**

	Type Credit	Applicability/Requirements
<input type="checkbox"/>	Low Impact Parcel	SRF Customer
<input type="checkbox"/>	Detention Pond (use NSFR Form)	SFR Customer

**General Information:**

Customer Name:	
Customer Mailing Address:	
Customer Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

**Customer Information:**

Customer Account Number:	
Parcel Address (number and street):	
Parcel Address (city and state and zip)	
Parcel Location/Development:	
Authorized Contact, if different than owner:	

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**CITY OF PERRY**

*SFR Customer Credit Application Form (continued)*

I hereby request City of Perry to review this application for a stormwater service fee credit. I further authorize City of Perry to investigate the impervious area characteristics of the above identified parcel for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
City Stormwater Manager

\_\_\_\_\_  
Date

## Appendix A-3

### Credit Application Form – NSFR Customers

**CITY OF PERRY**

*NSFR Customer Credit Application Form*

**Instructions:** Fill out this form completely. One application must be submitted for each separate property location or customer account. Multiple stormwater controls may be included in the application for a single property location. Please ensure all stormwater management facilities are in a proper state of repair and maintained. Attach all appropriate documentation to support this request. Documentation shall include:

1. Site plan with stormwater facilities and contributory drainage area.
2. Description of stormwater control facilities.
3. Appropriate pages from Volume 2 of the Georgia Stormwater Management Manual (August 2001, or as amended) identifying design requirements for each on-site stormwater control.
4. Documentation that the stormwater control facilities meet one or more of the detention pond criteria for the user fee credit (technical report).
5. Seal by professional engineer licensed in Georgia (does not apply to educational credit).

Fill out and attach a Right-of-Entry Agreement. Mail completed form (with attachments), and Right-of-Entry to:

City of Perry  
 Attn: Community Development  
 PO Box 2030  
 Perry, GA 31069

**Place a check next to the credit being applied for with this application:**

	Type Credit	Applicability/Requirements
	Educational Institution	Public & Private schools grades 1-12
	Pre-development vs. Post-development	NSFR property - requires PE certification
	Water Quality	NSFR property - requires PE certification
	Channel Protection	NSFR property - requires PE certification
	Flood Protection	NSFR property - requires PE certification

**General Information:**

Customer Name:	
Customer Mailing Address:	
Customer Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

**CITY OF PERRY**

*NSFR Customer Credit Application Form (continued)*

**Property Information:**

Customer Account Number:	
Parcel Address (number and street):	
Parcel Address (city and state and zip)	
Parcel Location/Development:	
Authorized Contact, if different than owner:	

I hereby request City of Perry to review this application for a stormwater service fee credit. I further authorize City of Perry to inspect the above identified stormwater facility(ies) for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
City Stormwater Manager

\_\_\_\_\_  
Date

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## **APPENDIX B**



# Appendix B-1

## Right-of-Entry Agreement

**CITY OF PERRY**

*Right of Entry Agreement – Stormwater Utility Credit Inspection*

STATE OF GEORGIA  
HOUSTON COUNTY

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_, City of Perry, Houston County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to the City of Perry, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary inspections of onsite stormwater controls and site activities related to stormwater runoff management on the \_\_\_\_\_ (hereinafter “facility”) located on Lot \_\_\_\_\_ subdivision in City of Perry, Georgia.

The undersigned agrees and warrants to waive and hold harmless the City of Perry, its agents, employees, contractors, and subcontractors, for damage of any type, or any claim or action, either legal or equitable that might arise out of any activities on the above described property that are conducted by the City of Perry, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to the City of City of Perry herein, the receipt and sufficiency of which is hereby acknowledged, the City of Perry agrees, to perform only visual inspections, and review pertinent facility records, necessary to verify stormwater utility credit eligibility.

I/We, will not receive(d) any compensation for this Right of Entry agreement.

For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address



## **Appendix B-2**

# **Inspector Checklist for Stormwater Facility Inspection**

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## CITY OF PERRY

### Inspector's Checklist for Stormwater Control Facility Inspection

#### Instructions to Inspector:

- Make contact with the authorized contact from Credit Application Form and notify of and coordinate site inspection. Authorized contact or owner need not be present for site inspection though inspector should make every effort to accommodate authorized contact's availability to accompany inspector.
- Fill out the form completely only if the facility is in proper state of maintenance and repair. If not in proper repair and maintenance fill out only the "General Information" and "Maintenance and Repair" sections and return to the City Stormwater Manager.
- If site plans were supplied by Community Development and all dimensions and necessary site improvement details can be checked against the plans, then only deviations from the plans should be noted and annotated in red pen on the plans. If plans are used, check the blocks in the "Facility" and "Drainage Area" sections.
- If site plans are not available or not used fill out all sections fully.
- Attach Credit Application Form and return to the City Stormwater Manager.

#### General Information

Inspector's Name: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

#### Maintenance and Repair:

Description	YES	NO <sup>1</sup>
Is facility compliant with <i>Water Resources Ordinance</i> ?		
Is facility clear of sediment deposits or debris that significantly reduces operating ability or capacity?		
Is facility in good repair to allow proper function?		
Is the facility emergency overflow (if applicable) in proper repair and not eroded?		
<b>Comments on "NO" check marks and Other Pertinent Comments:</b>		

(1) Note: A "NO" check will void the credit application. When the condition is remedied, a new application may be submitted.

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**CITY OF PERRY**

*Inspector's Checklist for Stormwater Control Facility Inspection (continued)*

**Site Plan Available?**      Yes       No

*[Check block to refer reviewer to City supplied site plan. If all necessary information is not supplied on the site plan give additional information here.]*

**Facility Dimensions and Layout (provide sketch with dimensions):**

Note: Outlet information, if applicable, must be sufficient to develop a rating curve for the facility.

**Facility Ancillary Device Layout (provide sketch with approximate dimensions):**

Note: Dimensions and sketch must be sufficient to calculate volume of storage area (if applicable) from lowest outlet elevation to top of overflow point.