Storm Water Charge

CREDITS AND FEE ADJUSTMENTS APPEALS MANUAL

City of Wilmington, DE

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TABLE OF CONTENTS

1.0 GENERAL INFORMATION 1
1.1 Overview 1
1.2 Storm Water User Fee 1
1.3 Purpose 1
1.4 Definitions 3
2.0 STORM WATER CREDITS 5
2.1 Objective 5
2.2 Credit Policies 5
2.3 Storm Water Credits Application Requirements 8
2.4 Credits Application Procedures 9
3.0 STORM WATER FEE ADJUSTMENT APPEALS 11
3.1 Objectives 11
3.2 Fee Adjustments Appeal Policies 11
3.3 Fee Adjustment Appeal Application Requirements 13
3.4 Fee Adjustment Appeals Application Procedures 14
4.0 STORM WATER CREDITS AND FEE ADJUSTMENTS EXAMPLES 15
4.1 Storm Water Credits 15
4.2 Storm Water Fee Adjustments Appeal 16

APPENDIX 18
Table 1 Residential Storm Water Classes 19
Table 2 Condominium Storm Water Classes 19
Table 3 All Other Storm Water Classes 19
Form A - Residential Storm Water Fee Adjustments Request A-1
Form B - Non-residential Storm Water Fee Adjustments Request B-1
Form C - Condominium Storm Water Fee Adjustments Request C-1
Form D Storm Water Credit Request D-1
Form E Storm Water Credit Renewal Request E-1
Form F Storm Water Notice of Disposition F-1

1.0 GENERAL INFORMATION

1.1 Overview

The City of Wilmington's (City) integrated storm water management program addresses the storm water needs of the City while protecting its water resources. The major goal of this program is to reduce the amount of pollutants discharged into the surface waters including rivers and creeks. These pollutant discharges occur because of storm water run-off, combined sewer overflows and permitted wastewater treatment plant discharges.

The City is engaged in several management activities to mitigate the impact of these pollutant loads on rivers, including pre- and post-construction storm water management, watershed planning and protection, reduction of volume and frequency of combined sewer overflows, and surface water quality enhancement efforts through the promotion of storm water quality and quantity management utilizing Best Management Practices (BMPs).

1.2 Storm Water User Fee

The City implemented a Storm Water Charge, effective January 1, 2007, pursuant to City Code Section 45-53, to provide a designated source of revenue for the City's storm water management, Combined Sewer Overflow (CSO) mitigation activities, and surface water quality management activities. These activities benefit all the properties in the City by mitigating localized flooding in the City streets and properties, addressing sediment control and erosion, pollution problems, and also enabling the City to comply with federal and state regulatory requirements.

The key objective of the storm water user charge program is to facilitate equitable recovery of the City's integrated storm water management costs from all the parcels within the City's limits.

As it is not feasible for the City to measure the actual storm water runoff that occurs from a parcel, the City has defined a storm water user charge based on a parcel's estimated impervious area. The impact of a parcel on the City's storm water and CSO mitigation operations is quantified using a surrogate measure such as a parcel's impervious area from which storm water runoff occurs. Impervious area typically refers to any hard and compacted surface area including paved areas, hard undeveloped surfaces, buildings, rooftops, driveways, walkways, decks and patios, compacted grassed areas and parking lots. The City determines the impervious areas of parcels in two ways depending on the use of the parcel.

Residential Parcels: For all the residential parcels, which include the single family (SWR) and the multi-family residential (SWM) parcels, the impervious area is determined based on the actual main floor, attached area, and detached structure square footage data recorded in the County's tax assessment system. Based on the impervious area determined, SWR and SWM parcels are assigned to one of the four tiers of impervious area listed in Table 1, in Appendix A.

Non Residential and Condominium Parcels: The impervious area is estimated for all non-residential parcels including condominiums and multi-family apartments, by multiplying a parcel's gross area by the runoff factor assigned to each non-residential parcel. The parcel's gross area is obtained from New Castle County's (County) Tax assessment systems. The City first assigns a non-residential parcel to one of eleven non-residential storm water classes based on that parcel's land use code. The land use code and description are designated by New Castle County, based on the primary land use characteristics and occupancy permit that is issued to the parcel. Tables 2 and 3 in Appendix provide a list of the non-residential storm water classes and the corresponding runoff.

1.3 Purpose

In conjunction with the implementation of the storm water charge, the City has established a **storm water credits** and **fee adjustments** appeals program.

Storm Water Credits: The purpose of the storm water credits program is to enable non-residential parcel owners seek reduction in storm water charges if specific onsite storm water control measures have been implemented and are fully functional. The stormwater credits are offered to properties to recognize the onsite construction, operation, and maintenance of privately or publicly owned storm water management facilities and/or non-structural best management practices that complement the City's storm water management efforts including supporting the City's CSO mitigation, storm water management and surface water quality protection activities.

The purpose of the **fee adjustments appeals** process is to enable customers to seek a technical review of a property's stormwater class, gross area and/or impervious area, associated storm water billing units and potential adjustments to a property's monthly stormwater charge.

1.4 Definitions

This section provides definitions for key terms relating to storm water credits and the fee adjustments appeals process described in this technical manual. See also the definitions section of the City Code § 45-53.

All other storm water classes: Refers to the various storm water classes, except the Single Family Residential Storm Water Class and the Condominium Storm Water Class.

Appellant: Refers to the parcel owner or the owner's authorized nominee who files an application for a fee adjustment appeal.

Applicant: Refers to the parcel owner or the owner's authorized nominee who files an application for a storm water credit.

Best Management Practices (BMPs): Best Management Practices are structural and/or non-structural controls and other stormwater management practices that are deployed in a property to control stormwater runoff, reduce discharge of pollutants, and/or to improve the quality of stormwater runoff.

Condominium: Refers to the condominium parcels that are designated as such in the Assessor's Records of the New Castle County Department of Land Use and includes both residential and non-residential condominiums.

Condominium Unit: Refers to one dwelling unit within a residential condominium or one component within a non-residential condominium.

Dwelling: Refers to one or more rooms, designed, and occupied or intended for occupancy as separate living quarters, with a kitchen, sleeping area and bathroom provided for the exclusive use of a single household.

Equivalent Storm Water Unit (ESU): A unit of measure that is set to equal the median impervious area square footage of the non-vacant, non-exempt parcels of the Single-Family Residential Storm Water Class.

Equivalent Storm Water Unit Factor or ESU Factor: Refers to the number of ESUs calculated for each parcel in the Condominium Storm Water Class and the All Other Storm Water Classes by dividing a parcel's impervious area by the ESU.

Equivalent Storm Water Monthly Unit Rate or ESU Rate: The Storm Water Charge Rate imposed monthly on the non-vacant, non-exempt parcels of the First Tier impervious area, of the Single-Family Residential Storm Water Class.

Equivalent Storm Water Unit Ratio or ESU Ratio: Refers to the number of ESUs assigned to each parcel in the Single-Family Residential Storm Water Class, based on the tier assigned to each parcel.

Exempt Parcel: Per Ordinance 14-013 (Amendment to Chapter 45 of the City Code regarding Water, Sewer, Stormwater Rates and Charges), effective July 1, 2015, no parcel in the City is exempt from stormwater charge.

Impervious Area: The total square feet of hard surface areas including buildings, driveways, any attached or detached structures, and paved or hard-scaped areas, or other surface areas that behave like an impervious area under wet weather conditions, that either prevent or restrict the volume of storm water that can enter into the soil, and/or thereby cause water to run off the surface in greater quantities or at an increased rate of flow than what would have occurred under natural undisturbed conditions.

Non-residential classes: The various storm water classes, except the single-family residential storm water class and the condominium storm water class. (Same definition as the 'All other storm water classes'.) (Not defined in City Code §45-53.).

NPDES Permit: National Pollutant Discharge Elimination System permit means any permit authorizing the potential or actual point source discharge of pollutants to State waters, under prescribed conditions, pursuant to the State of Delaware "Regulations Governing the Control of Water Pollution."

NPDES General Permit: Refers to NPDES permit issued by DNREC (Delaware Department of Natural Resources and Environmental Control), which covers multiple discharges of a point source category within a designated geographical area, in lieu of individual permits being issued to each discharge point (that covers one or multiple parcels).

NPDES Individual Permit: Refers to NPDES permit which is written for one specific facility (that may include one or more parcels) or site, by DNREC.

Parcel: Refers to any real property, either developed or undisturbed, which is assigned a tax parcel number.

Paved Parcel: Refers to a real property upon which there is no structure except for paving, and which is assigned a "Paved" occupancy code in the Assessor's records of the New Castle County Department of Land Use**.**

Runoff Coefficients: Multipliers used to estimate the impervious area for each of the "All Other Storm Water Class" parcels based on the square footage of the parcels as found in the New Castle County Department of Land Use records.

Single-family Residential Storm Water Class: Parcels with a single family, detached, semi-detached or attached dwelling.

Multi-family Residential Storm Water Class: Parcels with more than one dwelling unit and up to four dwelling units.

Storm Water Charge: The monthly charge for storm water management assessed to a parcel within the city based on the use of the parcel on the last day of the month of the billing period.

Storm Water Class: The classes of uses defined such that the customers within a class have similar land use characteristics. A list of the storm water classes defined for the city is found in subsection 45-53(c).

Tier: The tier value that is assigned to each parcel in the Single-Family Residential Storm Water Class, based on the parcel's actual impervious area.

Vacant Parcel: Parcels upon which there are no structural improvements except for some marginal structure such as fencing, and which is assigned a "Vacant" occupancy code in the Assessor's records of the New Castle County Department of Land Use.

Water Quality: Refers to those characteristics of storm water runoff from a land disturbing activity that relate to the chemical, physical, biological or radiological integrity of water.

Water Quantity: Refers to those characteristics of storm water that relate to the rate and volume of the storm water runoff resulting from land disturbing activities.

2.0 STORM WATER CREDITS

2.1 Objective

The policies and procedures outlined for storm water credits processes is designed based on the following key objectives:

- Meet the City's CSO mitigation, storm water quantity management, and surface water quality protection operational needs.
- Provide a balance between simplicity and equitable cost recovery.
- Support the overall financial requirements of the combined sewer system.
- Provide an opportunity for non-residential properties to obtain credits for reducing the storm water runoff to the City's combined sewer, separate storm sewer or surface water systems and/or enhancing the quality of storm water discharge by employing storm water Best Management Practices (BMPs).

2.2 Credit Policies

The system of credits defined in this *Storm Water Credits and Fee Adjustments Appeals Manual* (manual) is governed by the following policies:

2.2.1 *Credit Application*

Only non-residential parcels are eligible to apply for storm water credits. Consequently, parcels assigned to the Single Family Residential and Multi-Family Residential storm water classes with charge codes of SWR1, SWR2, SWR3, SWR4, SWM1, SWM2, SWM3, or SWM4 are not eligible to apply for credits.

The **Storm Water Credits Application** (See Form D in the Appendix) and all supporting documentation must be filed by the applicant in writing, with the Commissioner of the Department of Public Works. The credit request may be filed any time but adjustments, if any, will be effective as stated in 2.2.9.

2.2.2 *Types of Credits*

Quantity Credits: Quantity Credits are available to those public or private properties that control storm water runoff that is discharged into the City's combined sewer system, separate storm sewer system or surface water system (rivers, streams, wetlands, etc.)

Quality Credits: Quality Credits are available on a case-by-case basis for properties that implement BMPs to effectively control pollutants in the runoff to manage and/or enhance water quality.

NPDES Credits: NPDES credits are available for properties that are governed by either an active "NPDES Individual Permit" or an active "NPDES General Permit", issued by DNREC, and are in full compliance with the permit requirements.

A parcel may be eligible for and can apply for one or more types of credits. However, the maximum aggregate storm water credit for any individual parcel cannot exceed 70% of the ESU Factor estimated for the parcel.

Credits will not be provided for storm water management systems that are under construction and/or are not fully functional and/or are not properly maintained, or parcels that are not in compliance with Individual or General NPDES permit requirements.

2.2.3 *Quantity Credits*

Quantity Credit is available to public or private properties that employ onsite structural BMPs such as retention or detention ponds, and/or other non-structural practices to manage storm water runoff. The applicant must unequivocally document and demonstrate the existence of fully functioning BMPs that are fully owned, operated and maintained by the property owner and/or their designee. In the case of a credit application for a cemetery that has entered into a Cemetery Storm Water Management Easement Agreement with the City, the storm water management facilities need not be owned by the property, to be eligible for a credit.

Quantity Credits may be provided if the parcel deploys stormwater management practices that meet one of the following technical criteria:

- Credits may be provided to parcels where the post-development peak storm water discharge rates do not exceed the pre-development peak discharge rates for the 2, 10, and 100 year frequency storm events. The allowable credit is as follows:

    i. Facilities designed for a 2 and 10 year Storm: up to a 35% reduction

    ii. Facilities designed for a 2, 10, and 100 yr Storm: up to a 50% reduction

The design standards and criteria of the storm water management structural and non-structural BMPs must conform to the guidelines and design standards defined in Section 11.0 of the *Delaware Sediment and Stormwater Regulations* of Title 7 Natural Resources & Environmental Control Administrative Code issued by the Division of Soil and Water Conservation, of DNREC.

If quantity credits are provided, the City may at any time revoke the credits if the structural and/or non-structural BMPs are found to be poorly maintained and/or non-functional.

2.2.4 *Quality Credits*

Water Quality Credits are available to public or private properties on a case-by-case basis, if the City determines that the property has implemented onsite BMPs that significantly minimize pollutant levels in the storm water runoff. Water Quality Credits may be provided if the parcel deploys stormwater management practices that meet one of the following technical criteria:

- A maximum of up to 25% credit will be provided for areas that have BMPs to infiltrate the first inch of precipitation.
- A maximum of up to 10% credit will be provided for parcels that implement BMPs that produce a total suspended solid removal rate of greater than 80% of suspended solids in runoff from impervious areas during a 2 inch storm event.

If water quality credits are provided, the City may at any time revoke the credits for non-compliance of BMP standards.

Only in the case of a credit application from a cemetery that has entered into a Cemetery Storm Water Management Easement Agreement with the City, the storm water management facilities and/or non-structural best management practices need not be owned by the property to be eligible for a credit.

2.2.5 *NPDES Credits*

NPDES Credits are available to properties that possess a NPDES storm water permit that is approved and issued by DNREC. The allowable credit is as follows:

i. Parcels with "NPDES Individual Permit" are eligible for a 10% Credit. These parcels must be in full compliance with the permit requirements including inspection, sampling, and other monitoring requirements for all the designated storm water outfalls. The parcel should not have had any violations during the preceding 24-month period, prior to the issuance or renewal of the credit.

ii. Parcels with "NPDES General Permit" are eligible for a 5% Credit. These parcels must be in full compliance with the permit requirements including inspection, pollution plan, and other monitoring requirements for all the designated storm water outfalls. The parcel should not have had any violations during the preceding 24-month period, prior to the issuance or renewal of the credit.

The property should possess an approved Individual or General NPDES permit with defined Monitoring and Stormwater Management Plan (SMP) requirements. A Conditional "No Exposure" Exclusion certification will not qualify for a NPDES credit.

2.2.6 *Maximum Credits*

The maximum allowable storm water credits for ***Quantity Credits*** is 50% of the ESU Factor estimated for the property seeking the credit. The maximum allowable storm water credit for ***Quality Credits*** is 25% of the ESU Factor. The maximum allowable storm water credits for ***NPDES lndividual Permit is*** 10% and for ***NPDES General Permit*** is five percent (5.0%) of the ESU Factor. However, the maximum aggregate storm water credit for any individual property cannot exceed 70% of the ESU Factor estimated for the property.

2.2.7 *Application Fee*

A credit application will not be considered complete and will not be processed unless accompanied by a non-refundable fee of $100.00 per parcel, and by all other required supporting documentation as outlined in this *Storm Water Credits and Fee Adjustments Appeals Manual*. If the application fee check submitted is uncollectible, the Department of Public Works will terminate the technical review, until a valid application fee is credited.

2.2.8 *Bi-annual Renewal of Credits*

Any storm water quantity or quality credit that is provided to a public or private entity owned parcel is contingent on continued maintenance and operation of the storm water BMPs or devices, by the property owner or its designee, as stipulated by the Commissioner of Public Works. Any storm water NPDES credit is contingent on continued compliance with the permit requirements, as stipulated by DNREC. The City may revoke the storm water credits at any time for non-compliance.

The approved credits are valid for a two year term. Renewal of the Credit is contingent on the Applicant submitting a **Storm Water Credits Renewal Application** (See Form E in the Appendix) accompanied by a non-refundable renewal fee of $50, by June 1st of the calendar year in which the credits are due to expire.

2.2.9 *Credit Adjustments*

For astorm water credit application that is received beginning January 1, 2008, any approved stormwater credits will be applicable to the stormwater charge that the City has determined for the most recent billing period, as indicated by the Bill Date on the utility bill, that immediately precedes the

month, in which a fully completed credit application along with all supporting technical documentation is received.There will be no retroactive adjustments for any other prior billing periods.

However, in the case of changes to property ownership and/or to land use development, a grace period of up to six months from the date of the ownership change and/or land use classification change will be afforded to property owners, for filing a credit request and/or a credit renewal (if applicable) application.

If the application for credits is filed within that six month grace period, retroactive billing adjustments will be offered for stormwater charges assessed since the date of the ownership and/or land use classification change.

2.2.10 *Storm Water Charge Payment*

A pending credit request application shall not constitute a valid reason for non-payment of the currently assessed storm water charge. All storm water charges that are outstanding at the time of filing of the application must be paid in full prior to the City commencing the technical review unless that requirement is waived in writing by the Commissioner of Public Works. Any bill with a storm water charge that is received during the credits application review process need to be paid in full.

2.2.11 *Documentation Costs*

The City will not reimburse any costs that the applicant incurs in the preparation of the required documentation and/or the credit request application package.

2.2.12 *Burden of Proof*

The burden of proof shall be on the applicant to demonstrate the validity of the credit application by providing clear and convincing evidence.

2.2.13 *Right-of-Entry and Documentation Review*

Following submission of a storm water credits application, the City shall have an automatic Right-of-Entry into the property, following a notice to the property owner, for the sole purpose of inspecting the BMPs in the property for which credits are requested. The City shall also retain the rights to review all permit compliance documentation submitted to DNREC and all documentation required to be maintained at the facility, as stipulated by the NPDES permit.

2.2.14 *Decision*

The Department of Public Works will review and send a written disposition to the applicant, with a copy to the Director of Finance, within 60 days of the receipt of the fully completed credits request package, unless any extraordinary circumstances necessitate additional review time. The decision of the Commissioner of the Department of Public Works is final.

2.3 Storm Water Credits Application Requirements

The Applicant applying for storm water credits for one or more properties must adhere to the following credit request application stipulations.

2.3.1 *Application*

Storm Water credit request for each property must be initiated by the applicant.

The applicant must submit a fully completed **Storm Water Credits Application** (See Form D in the Appendix) if applying for first time credits, or a fully completed **Storm Water Credits Renewal**

Application (See Form E in the Appendix) if applying for renewal of credits. The application must be accompanied by the appropriate application fee and supporting documentation.

Only one application is allowed per property and the applicant may seek more than one type of credit defined in 2.2.2, in a single application. The applicant must submit a separate application package and application fee for each property, for which the applicant seeks credits.

2.3.2 *Supporting Documentation*

The applicant must provide the following supporting technical documentation:

a. Conceptual site plan and structural control location diagram showing the site, topographic details, overland flow paths, all storm water facilities, and surrounding area. Existing construction plans can be used but it must be verified that it was built according to the approved plans.
b. Maps with locations, dimensions, and characteristics of existing and proposed storm drainage patterns and facilities.
c. Topographic map outlining the size of the drainage area upstream of the developed parcel.
d. Maps indicating existing and proposed grading and locations of all structures including buildings, parking, driveways, paving, and other impervious areas.
e. Detailed engineering calculations that show the comparative results of pre-development runoff to post-development runoff that is routed through the storm water control structures.
f. As-built construction drawings for new constructions and/or retrofitted existing construction.
g. Copy of approved NPDES "Individual" or NPDES "General" permit (if applying for NPDES credit) and notice of violation or other compliance related notifications from DNREC issued within twelve months prior to the date of the credit request application.

The required technical documentation listed must be certified by a registered professional engineer or certified land surveyor.

The Commissioner may waive in writing the submission of a land survey.

2.3.3 *Fees*

Storm Water Credits are granted for a fixed term of two years and a first time request requires a non-refundable application fee of $100.00 with the original application (Form D) submittal.

Bi-annual Storm Water credits renewal process requires a non-refundable application fee of $50.00 with the renewal application (Form E) submittal.

The application fee can be paid by cash at the customer service counter in the City, or by check payable to the *City of Wilmington*. Please do not mail cash.

2.3.4 *Schedule*

The applicant can apply for first time storm water credits at any time. However, storm water credits renewal application must be filed by **June 1st** of the calendar year in which the credits are due to expire.

2.4 Credits Application Procedures

The following general procedures will be adhered to during the receipt, processing, and disposition of the storm water credits application:

2.4.1 The applicant can either download Form D or Form E as appropriate from the City's website or request Customer Service to mail the application.

2.4.2 The completed application, supporting documentation, and the appropriate non-refundable application fee must be submitted to:

The Commissioner of Public Works
City of Wilmington
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801

2.4.3 The Department of Public Works will review and send a written disposition **(Form F)** to the applicant, with a copy to the Director of Finance, within 60 days of the receipt of the fully completed storm water credits request package, unless any extraordinary circumstances necessitate additional review time.

2.4.4 Storm Water credits, if approved, will become effective as stated in section 2.2.9.

3.0 STORM WATER FEE ADJUSTMENT APPEALS

3.1 Objectives

The policies and procedures outlined for storm water fee adjustments processes are designed based on the following key objectives:

- Provide a mechanism to address exceptions, if any, in a property's designated storm water class assignment, gross parcel area square footage, or impervious area square footage that is determined.

- Provide a mechanism to seekseek revisions to the runoff co-efficient the City has designated to non-residential and condominium properties, based on a property's storm water class, which is used in impervious area estimation.

3.2 Fee Adjustments Appeal Policies

The system of fee adjustments appeals defined in this manual is governed by the following policies:

3.2.1 *Reasons for Fee Adjustments Appeal Application*

The appellant can file for a fee adjustment for one or more of the following reasons, as applicable:

a. **Inaccurate Storm Water Classification or Tier:** The appellant can file an adjustment request if the storm water class or residential tier currently assigned is believed to be inaccurate.
b. **Inaccurate Gross Parcel Area:** The appellant can file an adjustment request if the Gross Parcel Area, assigned to a parcel is believed to be incorrect.
c. **Inaccurate Impervious Area Estimation:** The appellant can file an adjustment request if the actual impervious area of the parcel is different from the impervious area that the City has estimated based on the storm water class runoff coefficients.

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The City will not accept a fee adjustment appeal application for any reason other than those stipulated above.

3.2.2 *Fee Adjustment Appeals Application*

The storm water charge fee adjustment appeal and all supporting documentation must be submitted by the appellant, in writing, to the Commissioner of the Department of Public Works. The appeal may be filed at any time but adjustments, if any, will only be effective as stated in 3.2.4.

The following forms must be used when filing fee adjustment appeals:

a. FORM A: Residential Appeals
b. FORM B: Non Residential Appeals
c. FORM C: Condominium Appeals

See Appendix for forms A, B and C.

3.2.3 *Application Fee*

a. A Fee Adjustment Appeal Application filed using **Forms A, B and C** for reasons **(a), (b) and (c)** listed in **3.2.1**, will not be considered complete and will not be processed unless accompanied by required supporting documentation as defined in this Storm Water Credits and Fee Adjustments Appeals Manual.
b. <u>No application fee is required</u> for filing fee adjustment appeals for reasons (a) listed in 3.2.1

c. A Fee Adjustment Appeal Application filed using **Forms B and C** for reasons (b) and **(c)** listed in **3.2.1** should be accompanied by a non-refundable application fee of $100.00, payable to the City of Wilmington.

If the check containing the application fee that the appellant provides is uncollectible, the Department of Public Works will terminate the technical review, until a valid application fee is credited.

3.2.4 *Storm Water Fee Adjustments*

For all storm water fee adjustment appeals application received beginning January 1, 2008, pursuant to the technical review by the City, any approved stormwater fee adjustments will be applicable to the stormwater charge that the City has determined for the most recent billing period, that immediately precedes the month, in which a fully completed fee adjustment application along with all supporting technical documentation is received. There will be no retroactive adjustments for any other prior billing periods.

However, in the case of changes to property ownership and/or to land use development, a grace period of up to six months from the date of the ownership change and/or land use classification change will be afforded to property owners, to file a fee adjustment appeal application.

If the fee adjustment application is filed within that six month grace period, retroactive billing adjustments will be offered on stormwater charges assessed since the date of the ownership and/or land use classification change.

In the case of a non-residential fee adjustment application (FORM B) or a condominium fee adjustment application (FORM C) that the appellant submits, requesting a review of the impervious area, the City will determine changes to the calculated impervious area, if applicable, based on applying the appropriate runoff co-efficient, as defined in Figure 1, for the various site-specific land cover delineations that may exist on a property:

Figure 1: Runoff Co-efficient for Types of Land Cover

Types of Land Cover	Runoff Co-efficient
Water / River / Stream	0.00
Woods / Marsh / Wetlands	0.10
Grass	0.30
Loose Gravel	0.50
Compacted Gravel	0.75
Cobblestone	0.80
Concrete	0.95
Asphalt	0.95
Structures	1.00

The corrections, if any, made to a parcel's gross and/or impervious area acreage and/or storm water classification, may result in an increase or decrease of a parcel's monthly storm water charge.

An example of the revised runoff co-efficient calculated based on site-specific land cover delineation is provided in Section 4.2.1.

3.2.5 *Storm Water Charge Payment*

A pending fee adjustment appeal application shall not constitute a valid reason for non-payment of the assessed storm water charge. All storm water charges that are outstanding at the time of the application must be paid in full prior to the City commencing the technical review unless that requirement is waived in writing by the Commissioner of Public Works. Any storm water charge bill that is received during the adjustment appeal application review process need to be paid in full.

3.2.6 *Documentation Costs*

The City will not reimburse any costs that the appellant incurs in the preparation of the required documentation and/or the fee adjustment appeals application package.

3.2.7 *Burden of Proof*

The burden of proof shall be on the appellant to demonstrate the validity of the appeal by providing clear and convincing evidence.

3.2.8 *Right-of-Entry*

Following submission of a fee adjustment appeals application, the City shall have an automatic Right-of-Entry into the parcel, following notice to the parcel owner, for the sole purpose of inspecting the facility/structure or system in the parcel for which the fee adjustments appeal is requested.

3.3 Fee Adjustment Appeal Application Requirements

The appellant applying for storm water fee adjustments for one or more parcels must adhere to the following fee adjustment application stipulations.

3.3.1 *Application*

The fee adjustments appeal for each property must be initiated by the appellant.

The appellant must submit a fully completed **Storm Water Fee Adjustment Appeal Application** (See Form A, Form B or Form C in the Appendix) accompanied by the appropriate application fee and supporting documentation, as outlined in 3.2.2 and 3.2.3.

Only one application is allowed per property, and the application may seek more than one type of fee adjustment defined in 3.2.1. The appellant must submit a separate application package and application fee for each property being appealed.

3.3.2 *Supporting* Documentation

The appellant must provide the following technical documentation when filing for a storm water fee adjustments appeal:

a. **Inaccurate Storm Water Classification:** Appellant must submit valid documentation including occupancy permit, parcel deed, and parcel map to provide convincing evidence of the need for reclassification of the storm water class.
b. **Inaccurate Gross Parcel Area:** Appellant must submit valid documentation prepared by a registered land surveyor showing gross parcel area. In addition, the appellant may provide documentation such as parcel deed and parcel map to demonstrate the correct gross parcel area and any other information the Commissioner may specify.
c. **Inaccurate Impervious Area Estimation:** Appellant must submit valid documentation including site plan, parcel map, "as-built" construction drawings, and impervious area calculations certified by a registered land surveyor or a professional engineer, to demonstrate the

need for assigning a runoff factor lower than the stormwater class based runoff that the City has assigned.

The Commissioner may waive in writing the submission of a land survey.

3.3.3 ***Fees***

Storm Water Fee Adjustment Appeal requested using **Form B and Form C** requires an application fee of $100.00 with the application package submittal.

Storm Water Fee Adjustment Appeals requested using Form A does not require an application fee.

The application fee can be paid by cash, at the customer service counter in the City, or by check payable to the *City of Wilmington*. Do not mail cash.

3.3.4 ***Schedule***

The appellant can apply for a fee adjustment at any time. However, all storm water charge adjustments will be effective as outlined in section 3.2.4.

3.4 Fee Adjustment Appeals Application Procedures

The following general procedures will be adhered to during the receipt, processing, and disposition of the storm water fee adjustments appeals process:

3.4.1 The appellant can either download Form A, Form B or Form C from the City's website or request Customer Service to mail the application.

3.4.2 The completed application, supporting documentation, and the appropriate non-refundable application fee, if any, must be submitted to:

The Commissioner of Public Works
City of Wilmington
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801

3.4.3 The Department of Public Works will review and send a written disposition **(Form F)** to the appellant, with a copy to the Director of Finance, within 60 days of the receipt of the fully completed storm water fee adjustments appeals package.

3.4.4 Storm Water charge adjustments, if approved, will become effective as stated in section 3.2.4.

4.0 STORM WATER CREDITS AND FEE ADJUSTMENTS EXAMPLES

4.1 Storm Water Credits

The following examples illustrate the calculation procedures that would be applied in the assessment of monthly storm water charges if storm water credits are approved for a parcel. The examples are based on a non-residential parcel with an estimated 100 ESUs and a monthly ESU Rate of $5.351/ESU.

4.1.1 *Quantity Reduction Credit*

The following example shows the credit amount calculation and the billable monthly storm water charge for a parcel that is granted a Quantity Credit only.

- Total original ESUs estimated for the parcel: 100 ESUs
- Total original monthly storm water charge: $5.565*100 = $556.50

- Approved Quantity Credit: 45%
- Applied Quantity Credit Adjustment: 45% X 100 ESUs = 45 ESUs

Total **Billable ESUs** estimated for the parcel:

- Original ESUs – Quantity Credit = 100 ESUs – 45 ESUs = 55 ESUs

Total **Billable monthly storm water charge**: $5.565 * 55 ESUs = **$**306.08

- Quantity Credit Amount Issued to the Parcel: ($556.50 - $306.08) = $250.42

4.1.2 *Quality Control Credit*

The following example shows the credit amount calculation and the billable monthly storm water charge for a parcel that is granted a Quality Credit only.

- Total original ESUs estimated for the parcel: 100 ESUs
- Total original monthly storm water charge: $5.565 * 100 = $556.50

- Approved Quality Credit: 10%
- Applied Quality Credit Adjustment: 10% X 100 ESUs = 10 ESUs

Total **Billable ESUs** estimated for the parcel:

- Original ESUs – Quality Credit = 100 ESUs – 10 ESUs = 90 ESUs

Total **Billable monthly storm water charge**: $5.565 * 90 ESUs = **$**500.85

- Quality Credit Amount Issued to the Parcel: ($556.50 - $500.85) = $55.65

4.1.3 *NPDES Individual Permit Credit*

The following example shows the credit amount calculation and the billable monthly storm water charge for a parcel that is granted a NPDES Individual Permit Credit only.

- Total original ESUs estimated for the parcel: 100 ESUs
- Total original monthly storm water charge: $556.50

- Approved NPDES Individual Credit: 10%

- Applied NPDES Credit Adjustment: 10% X 100 ESUs = 10 ESUs

Total **Billable ESUs** estimated for the parcel:
- Original ESUs – NPDES Individual Credit = 100 ESUs – 10 ESUs = 90 ESUs

Total **Billable monthly storm water charge**: $5.565* 90 ESUs = $500.85

- NPDES Individual Credit Amount Issued to the Parcel: ($556.50 - $500.85) = $55.65

4.1.4 *Storm Water Quantity, Quality, and NPDES Credit*

The following example shows the credit amount calculation and the billable monthly storm water charge for a parcel that is granted a Quantity, Quality, and NPDES Credits.

- Total original ESUs estimated for the parcel: 100 ESUs
- Total original monthly storm water charge: $556.50

- Approved **Quantity** Credit: 45%
- Approved **Quality** Credit: 10%
- Approved **NPDES** Credit: 10%

- Applied **Quantity** Credit Adjustment: 45% X 100 ESUs = 45 ESUs
- Applied **Quality** Credit Adjustment: 10% X 100 ESUs = 10 ESUs
- Applied **NPDES** Credit Adjustment: 10% X 100 ESUs = 10 ESUs
- Total Applied Credit Adjustments: 45 ESUs + 10 ESUs + 10 ESUs = 65 ESUs

Total **Billable ESUs** estimated for the parcel:
- Original ESUs – Credit Adjustments = 100 ESUs – 65 ESUs = 35 ESUs

Total **Billable monthly storm water charge**: $5.565 * 35 ESUs = $194.78

- Total Credit Amount Issued to the Parcel: ($556.50 - $194.78) = $361.72

4.2 Storm Water Fee Adjustments Appeal

The following example illustrates the calculation procedures that would be applied in determining a revised runoff co-efficient in the case of a non-residential property that files an adjustment appeal seeking impervious area variance, and in determining the revised monthly storm water charge.

4.2.1 *Inaccurate Impervious Area Estimation*

The calculations for this example are based on the following assumptions:

- Non-residential parcel belonging to the Commercial (SW01) storm water class with a Gross Parcel Area of 190,000 sq. ft.
- Impervious Area for this parcel is estimated using the City's assigned Commercial Storm Water Class based runoff coefficient of 95%
- The Monthly ESU Rate is $5.565/ESU
- One ESU = 789 Sq. Ft.
- The property consists of a building that is 100,000 sq. ft.; sidewalks of 10,000 sq. ft.; gravel parking lot of 50,000 sq. ft.; and grass area of 30,000 sq. ft.

The runoff co-efficient is assigned to each type of land cover delineation as shown in Figure 2. The impervious area is calculated for each type of land cover based on applying the runoff co-efficient to the applicable portion of the property, as appropriate. The sum of all the impervious area, determined for each type of land cover, yields the revised total impervious area for the property. Using the revised total impervious area and the total property gross area, a revised runoff co-efficient specific to this property is calculated.

Figure 2 – Calculation of a Runoff Co-efficient Based on Type of Land Cover

Type of Land Cover (1)	Area (Sq. Ft.) (2)	Runoff Co-efficient (3)	Calculated Impervious Area (Sq. Ft.) (4) = (2)x(3)
Structures	100,000	1.00	100,000
Asphalt	10,000	0.95	9,500
Loose Gravel	50,000	0.50	25,000
Grass	30,000	0.30	9,000
Total Property Gross Area	**190,000**		**143,500**
Revised Runoff Co-efficient calculated and assigned to this property: (143,500 Sq. Ft. / 190,000 Sq. Ft.) (Rounded)			**0.755**

Original Monthly Storm Water Charge Calculation:

- Total impervious area estimated for the parcel:
  190,000 sq. ft. X 0.95 (runoff coefficient) = 180,500 sq. ft.
- Total original ESUs: 180,500 sq. ft. / 789 = 228.77 ESUs (Rounded)
- Total **original** monthly storm water charge: 228.77 ESUs X $5.565 = $1,273.11

Revised Monthly Storm Water Charge Calculation:

- Total Impervious Area Based on Type of Land Cover (from Table 1) = 143,500 sq. ft.
- The revised runoff co-efficient = 143,500 / 190,000 = .755 (rounded)
- Total revised ESUs: 143,500 sq. ft. / 789 sq. ft. = 181.88 ESUs
- Total revised monthly storm water charge: 181.88 ESUs X $5.565 = $1,012.16

APPENDIX

TABLE 1 - SINGLE FAMILY RESIDENTIAL CHARGE SCHEDULE

Impervious Area tiers	Impervious Area (Square Feet)	ESUs	Monthly Fee
SWR1/SWM1	0 to 799	1.00	$5.57
SWR2/SWM2	800 to 1,299	1.45	$8.07
SWR3/SWM3	1,300 to 2,399	2.48	$13.80
SWR3/SWM4	2,400 and over	4.40	$24.49

TABLE 2 - CONDOMINIUM PARCELS

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Co-efficient
CNDL	SW02	Condominium Lead	Individually Determined

TABLE 3 -ALL OTHER STORM WATER CLASSES RUNOFF CO-EFFICIENT

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Co-efficient
COM	SW01	Commercial	0.95
GOV	SW03	Government	0.95
IND	SW04	Industrial	0.90
INS	SW05	Institutional	0.90
MFA	SW06	Multi-Family Apartment	0.75
PAR	SW08	Parks and Cemeteries	0.25
PAV	SW09	Paved Surface	0.95
PKG	SW10	Parking	0.95
REC	SW11	Playground / Arenas	0.35
UTI	SW12	Utilities	0.90
VAC	SW13	Vacant	0.30

Form A-RESIDENTIAL

Request Number

CITY OF WILMINGTON, DELAWARE
STORM WATER FEE ADJUSTMENT REQUEST

Parcel ID: _____ **Account#:**_____**Date:** _____

Parcel Owner: _____

Service Address: _____

_____

Mailing Address: _____

_____

Email: _____ **Phone:** _____

REASON FOR FEE ADJUSTMENT REQUEST: (Check one or more of the following)

☐**Inaccurate Storm Water Class:** Indicate the current class and the class that is being requested. (*See the reverse side of this form for a list of Storm Water Classes).*

Current SW Class:_____ Requested SW Class:_____

☐**Inaccurate Impervious Area:** For the three items listed in the table below, please indicate the actual area in square footage (Sq. Ft.) that you have delineated. Provide a site plan that shows the measurements of the main floor, attached structure, and detached structure as applicable.

Description	Measurement (Sq. Ft.)
Main Floor Area	
Attached Structure Area	
Detached Structure Area	

OWNER CERTIFICATION and RIGHT-OF-ENTRY:

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the storm water fee adjustment will be based on the information provided and the City may revoke the fee adjustment if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the property for which fee adjustments appeal is requested.

_____ _____

Signature of Owner **Date**

Form A-RESIDENTIAL

Request Number

CITY OF WILMINGTON, DELAWARE
STORM WATER FEE ADJUSTMENT REQUEST

FOR CITY USE ONLY (To be completed by City):

Application Received By:_____**Date Received:** _____

Application Reviewed By:_____**Date Reviewed:** _____

Application Status: Approved:_____ Denied:_____

Remarks:

Table 1 provides a list of Single and Multi-Family Residential Parcel tiers and their stormwater fees. Table 2 lists the Condominium class. Table 3 provides a list of the All Other Storm Water Classes and the associated Runoff Coefficients used in estimating the impervious area.

TABLE 1 – RESIDENTIAL STORM WATER SCHEDULE

Impervious Area Tiers	Stormwater Charge Code	Impervious Area (Sq. Ft.)	ESUs	Monthly Fee
Residential Tier 1	SWR1 / SWM1	0 to 799	1.00	$5.57
Residential Tier 2	SWR2 / SWM2	800 to 1,299	1.45	$8.07
Residential Tier 3	SWR3 / SWM3	1,300 to 2,399	2.48	$13.80
Residential Tier 4	SWR4 / SWM4	2,400 and over	4.40	$24.49

TABLE 2 –CONDOMINIUM STORM WATER CLASSES

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Factor
CNDL	SW02	Condominium	Individually Determined

TABLE 3 –ALL OTHER STORM WATER CLASSES

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Co-efficient
COM	SW01	Commercial	0.95
GOV	SW03	Government	0.95
IND	SW04	Industrial	0.90
INS	SW05	Institutional	0.90
MFA	SW06	Multi Family Apartment	0.75
PAR	SW08	Parks & Cemeteries	0.25
PAV	SW09	Paved Surface	0.95
PKG	SW10	Parking	0.95
REC	SW11	Recreational Playgrounds / Arenas	0.35
UTI	SW12	Utilities	0.90
VAC	SW13	Vacant	0.30

Send the Completed Application and Supporting Documentation To:

The Commissioner
Department of Public Works
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801
For inquiries, please call: (302) 576-3060
(**NOTE:** A separate application form and supporting documentation must be filed for each parcel)

Form B-NON RESIDENTIAL
CITY OF WILMINGTON, DELAWARE
STORM WATER FEE ADJUSTMENT REQUEST

Request Number

Parcel ID: _____ **Account #:** _____**Date:** _____

Parcel Owner: _____

Service Address: _____

_____

Mailing Address: _____

_____

Email: _____**Phone:**_____

REASON FOR FEE ADJUSTMENT REQUEST: (Check one or more of the following)

☐**Inaccurate Storm Water Class**: Indicate the current class and the class that is being requested. (*See the reverse side of this form for a list of Storm Water Classes and their description*).

Current SW Class**:**_____ Requested SW Class**:**_____

☐**Inaccurate Estimation of Impervious Area:** Indicate the current Impervious Area and the revised Impervious Area that is being requested. Submit supporting documentation duly certified by a registered professional engineer or land surveyor. Required documentation inclcudes site plan, parcel map, building plans, as-built drawings, and impervious area calculations.

Current Impervious:_____ Sq. Ft. Requested Impervious:_____ Sq. Ft.

☐**Inaccurate Gross Parcel Area:** Indicate the current Gross Area and the adjusted Gross Area that is being requested. Provide a professional engineer certified site plan or parcel deed containing total gross parcel area information.

Current Gross Area: _____Sq. Ft. Requested Gross Area: _____ Sq. Ft.

APPLICATION FEE:

☐ One-time Application Fee of $100.00 Payable to the City of Wilmington.

OWNER CERTIFICATION and RIGHT-OF-ENTRY:

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the storm water fee adjustment will be based on the information provided and the City may revoke the fee adjustment if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the property for which fee adjustments appeal is requested.

_____ _____

Signature of Owner **Date**

Form B-NON RESIDENTIAL
CITY OF WILMINGTON, DELAWARE
STORM WATER FEE ADJUSTMENT REQUEST

Request Number

FOR CITY USE ONLY (To be completed by City):

Application Received By:_____**Date Received:** _____

Application Reviewed By:_____**Date Reviewed:** _____

Application Status: Approved:_____ Denied:_____

Remarks:

Table 1 provides a list of Single and Multi-Family Residential Parcel tiers and their monthly stormwater charge. Table 2 lists the Condominium class. Table 3 provides a list of the All Other Storm Water Classes and the associated Runoff Coefficients used in estimating the impervious area.

TABLE 1 – RESIDENTIAL STORM WATER CLASSES

Impervious Area Tiers	Stormwater Charge Code	Impervious Area (Sq. Ft.)	ESUs	Monthly Fee
Residential Tier 1	SWR1 / SWM1	0 to 799	1.00	$5.57
Residential Tier 2	SWR2 / SWM2	800 to 1,299	1.45	$8.07
Residential Tier 3	SWR3 / SWM3	1,300 to 2,399	2.48	$13.80
Residential Tier 4	SWR4 / SWM4	2,400 and over	4.40	$24.49

TABLE 2 –CONDOMINIUM STORM WATER CLASSES

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Factor
CNDL	SW02	Condominium	Individually Determined

TABLE 3 –ALL OTHER STORM WATER CLASSES

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Co-efficient
COM	SW01	Commercial	0.95
GOV	SW03	Government	0.95
IND	SW04	Industrial	0.90
INS	SW05	Institutional	0.90
MFA	SW06	Multi Family Apartment	0.75
PAR	SW08	Parks & Cemeteries	0.25
PAV	SW09	Paved Surface	0.95
PKG	SW10	Parking	0.95
REC	SW11	Recreational Playgrounds / Arenas	0.35
UTI	SW12	Utilities	0.90
VAC	SW13	Vacant	0.30

Send the Completed Application, Fee, and Supporting Documentation To:

The Commissioner
Department of Public Works
City of Wilmington
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801

For inquiries, please call: (302) 576-3060

(**NOTE:** A separate application form, fee, and supporting documentation must be filed for each parcel)

Form C-CONDOMINIUM
CITY OF WILMINGTON, DELAWARE
STORM WATER FEE ADJUSTMENT REQUEST

Request Number

Parcel ID: _____ **Account#:**_____**Date:** _____

Parcel Owner: _____

Service Address: _____

_____

Mailing Address: _____

_____

Email: _____**Phone:**_____

REASON FOR FEE ADJUSTMENT REQUEST: (Check one or more of the following)

☐**Inaccurate Storm Water Class:** Indicate the current class and the class that is being requested. (*See the reverse side of this form for a list of Storm Water Classes).*

Current SW Class:_____ Requested SW Class:_____

☐**Inaccurate Impervious Parcel Area:** For the two items listed in the table below, please indicate the revised area (Sq. Ft.) that is being requested. Provide a site plan that shows the delineations of the ground floor area, and any additional paved area.

Description	Requested (Sq. Ft.)
Ground Floor Area	
Additional Paved Area	

☐**Inaccurate Gross Parcel Area:** Indicate the current Gross Area and the revised Gross Area that is being requested. Provide a professional engineer certified site plan or parcel deed containing total gross parcel area information.

Current Gross Area: _____Sq. Ft. Requested Gross Area: _____ Sq. Ft.

APPLICATION FEE:

☐One-time Application Fee of $100.00 Payable to the City of Wilmington.

OWNER CERTIFICATION and RIGHT-OF-ENTRY:

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the storm water fee adjustment will be based on the information provided and the City may revoke the fee adjustment if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the property for which fee adjustments appeal is requested.

_____ _____

Signature of Owner **Date**

Form C-CONDOMINIUM
CITY OF WILMINGTON, DELAWARE
STORM WATER FEE ADJUSTMENT REQUEST

Request Number

FOR CITY USE ONLY (To be completed by City):

Application Received By:_____**Date Received:** _____

Application Reviewed By:_____**Date Reviewed:** _____

Application Status: Approved:_____ Denied:_____

Remarks:

Table 1 provides a list of Single and Multi-Family Residential Parcel tiers and their stormwater charge. Table 2 lists the Condominium class. Table 3 provides a list of the All Other Storm Water Classes and the associated Runoff Coefficients used in estimating the impervious area.

TABLE 1 – RESIDENTIAL STORM WATER CLASSES

Impervious Area Tiers	Stormwater Charge Code	Impervious Area (Sq. Ft.)	ESUs	Monthly Fee
Residential Tier 1	SWR1 / SWM1	0 to 799	1.00	$5.57
Residential Tier 2	SWR2 / SWM2	800 to 1,299	1.45	$8.07
Residential Tier 3	SWR3 / SWM3	1,300 to 2,399	2.48	$13.80
Residential Tier 4	SWR4 / SWM4	2,400 and over	4.40	$24.49

TABLE 2 –CONDOMINIUM STORM WATER CLASSES

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Factor
CNDL	SW02	Condominium	Individually Determined

TABLE 3 –ALL OTHER STORM WATER CLASSES

Stormwater Class	Stormwater Charge Code	Stormwater Class Description	Runoff Co-efficient
COM	SW01	Commercial	0.95
GOV	SW03	Government	0.95
IND	SW04	Industrial	0.90
INS	SW05	Institutional	0.90
MFA	SW06	Multi Family Apartment	0.75
PAR	SW08	Parks & Cemeteries	0.25
PAV	SW09	Paved Surface	0.95
PKG	SW10	Parking	0.95
REC	SW11	Recreational Playgrounds / Arenas	0.35
UTI	SW12	Utilities	0.90
VAC	SW13	Vacant	0.30

Send the Completed Application, Fee, and Supporting Documentation To:

The Commissioner
Department of Public Works
City of Wilmington
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801

For inquiries, please call: (302) 576-3060

(**NOTE:** A separate application form, fee, and supporting documentation must be filed for each parcel)

Form D
CITY OF WILMINGTON, DELAWARE
STORM WATER CREDITS APPLICATION

Request Number

I. General Information

Parcel ID:	**Account #** (from Utilty Bill)**:**	**Date:**

Parcel Owner:	**Service Address:**
Owner Phone:	**City / State / Zip:**
Owner Email:	**Mailing Address:**
Authorized Nominee:	**City / State / Zip:**
Nominee Phone:	**Storm water Class** (from Utilty Bill)**:**
Nominee Email:	**Credit Request:** **Quantity** ☐ **Quality** ☐ **NPDES** ☐

II. Required Documentation Checklist

Check if any of the following attachments are included:	
☐ As-Built Drawings ☐ Site Map / Plan ☐ Drainage Area Maps ☐ Individual or General NPDES Permit	
☐	Pre-development and Post-development Calculations for the 2, 20, 25, 50 and 100 year Design Storms
☐	Routing Calculations through the Facility or Control for the 2, 20, 25, 50 and 100 year Design Storms
☐	Total Storage Volume of Facility or Control
☐	Emergency Spillway Size, Type, Configuration and Rating
☐	Maintenance Plan and Schedule
☐	Application Fee of $100.00 (Non-Refundable) Payable to the City of Wilmington

III. Engineer Certification

I certify that the "As-Built Drawings" and other maps are an accurate representation of the subject storm water facility or control, and that the required calculations have been performed as per acceptable engineering standards.

Registered Professional Engineer: _____

Registration Number: _____

Company: _____

Phone: _____ Email: _____

_____ _____

Signature of Engineer **Date**

IV. Owner Certification and Right-of-Entry

Form D
CITY OF WILMINGTON, DELAWARE
STORM WATER CREDITS APPLICATION

Request Number

I certify that the information contained in the application and in the attached documents is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the storm water credit will be based on the information provided and the City may revoke the credit if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the parcel for which storm water credit is requested.

_____ _____

Signature of Owner **Date**

V. FOR CITY USE ONLY (To be completed by the City)

Application Received By:_____ **Date Received:** _____

Application Reviewed By:_____ **Date Reviewed:** _____

Application Status: Approved:_____ Denied:_____

Credit Approved (%): Quantity:_____ Quality:_____ NPDES:_____

Remarks:

Send the Completed Application, Fee, and Supporting Documentation To:

The Commissioner
Department of Public Works
City of Wilmington
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801

For inquiries, please call: (302) 576-3060

(**NOTE:** A separate application form, fee, and supporting documentation must be filed for each parcel)

Form E

CITY OF WILMINGTON, DELAWARE

STORM WATER CREDITS RENEWAL APPLICATION

Request Number

I. General Information

Parcel ID:	**Account #** (from Utilty Bill)**:**	**Date:**

Parcel Owner:	**Service Address:**
Owner Phone:	**City / State / Zip:**
Owner Email:	**Mailing Address:**
Authorized Contact:	**City / State / Zip:**
Contact Phone:	**Storm water Class** (from Utilty Bill):
Contact Email:	**Credit Renewal Request:** **Quantity** ☐ **Quality** ☐ **NPDES** ☐

II. Supporting Documentation Checklist

Check if any of the following attachments are included:	
☐	As-Built Drawings (if changed)
☐	Site Map / Plan (if changed)
☐	Drainage Area Maps (if changed)
☐	Written Description of Inspection and Maintenance Activities Performed During the Past Year
☐	Maintenance Plan and Schedule
☐	NPDES "Individual" or NPDES "General" Permit (if applicable)
☐	Annual Renewal Fee of $50.00 (Non-Refundable) Payable to the City of Wilmington

III. Owner Certification

I certify that the information contained in the application and in the attached documents is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the storm water credit will be based on the information provided and the City may revoke the credit if a later determination indicates that the information provided was inaccurate. I hereby grant permission for City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the parcel for which storm water credit is requested.

_____ _____

Signature of Owner **Date**

Form E

CITY OF WILMINGTON, DELAWARE

STORM WATER CREDITS RENEWAL APPLICATION

Request Number

IV. FOR CITY USE ONLY (To be completed by the City)

Application Received By:_____ **Date Received:** _____

Application Reviewed By:_____ **Date Reviewed:** _____

Application Status: Approved:_____ Denied:_____

Credit Approved (%): Quantity:_____ Quality:_____ NPDES:_____

Remarks:

Send the Completed Application, Fee, and Supporting Documentation To:

The Commissioner
Department of Public Works
City of Wilmington
Louis L. Redding City/County Building
800 N. French St., 6th Floor
Wilmington, DE 19801

For inquiries, please call: (302) 576-3060

(**NOTE:** A separate application form, fee, and supporting documentation must be filed for each parcel)

Parcel ID: _____ **Account #:** _____ **Date:** _____

To:

Disposition For: ☐ Fee Adjustment Appeals Application ☐ Storm Water Credits Application

☐ Your application for **Fee Adjustment** has been reviewed and approved as indicated below:

☐ Revised storm water class: _____ ☐ Revised Runoff Factor: _____%

☐ Revised Gross Parcel Area: _____Sq. Ft. ☐Revised Impervious Area: _____Sq. Ft.

☐ Your application for **Storm Water Credit** has been reviewed and approved as indicated below:

☐ Quantity Credit: _____% Quality Credit: _____% NPDES Credit: _____%

☐ Your application for **Fee Adjustment / Storm Water Credit** has been reviewed and **returned** for the following reason:

☐Your application for **Fee Adjustment / Storm Water Credit** has been reviewed and **denied** for the following reason:

☐Your application for **Fee Adjustment / Storm Water Credit** has been reviewed and the following revised monthly charge is approved:

Your Revised Monthly Charge: $_____

Bill Amount due to Owner (if any): $_____

Bill Amount due from Owner (if any): $_____

By:_____ _____

Commissioner, Department of Public Works **Date**