

**City of Raleigh**  
**Stormwater Management**  
P.O. Box 590 Raleigh, NC 27602-0590  
Telephone: (919) 996-3940 Fax: (919) 996-3778

**Stormwater Fee Credit Renewal Application**

**Section A.**  
**APPLICANT INFORMATION**

Customer Name: \_\_\_\_\_

Primary Location/Street Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section B.**  
**APPLICANT'S ENGINEER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section C.**  
**PROPERTY INFORMATION TO WHICH CREDIT WILL BE APPLIED (attach a copy of your latest utility bill)**

Name of Property (e.g. Complex or Development): \_\_\_\_\_

City of Raleigh Utility Billing Account Number: \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_

Property Address: \_\_\_\_\_

**Section D.**  
**STRUCTURAL CONTROL CREDIT INFORMATION AND ELIGIBILITY (50% max credit)**

Drainage Area Controlled (acres): \_\_\_\_\_

Impervious Area Controlled (sq. ft): \_\_\_\_\_

Peak Control	Credit Applied	Credit (%)
2-yr. 24-hr	<input type="checkbox"/>	5%
5-yr, 24-hr	<input type="checkbox"/>	12%
10-yr, 24-hr	<input type="checkbox"/>	16%
25-yr, 24-hr	<input type="checkbox"/>	22%
50-yr, 24-hr	<input type="checkbox"/>	26%
100-yr, 24-hr	<input type="checkbox"/>	30%
<b>Peak Control Credit (30% max):</b>		

Annual Volume Controlled (%)	Credit Applied	Credit (%)
10% - 25%	<input type="checkbox"/>	3% - 7.5%
25% - 50%	<input type="checkbox"/>	7.5% - 15%
50% - 75%	<input type="checkbox"/>	15% - 22.5%
75% - 100%	<input type="checkbox"/>	22.5% - 30%
<b>Volume Control Credit (30% max):</b>		

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Annual Pollutant Load Controlled (%)	Credit Applied	Credit (%)
10% - 25%	<input type="checkbox"/>	3% - 7.5%
25% - 50%	<input type="checkbox"/>	7.5% - 15%
50% - 75%	<input type="checkbox"/>	15% - 22.5%
75% - 100%	<input type="checkbox"/>	22.5% - 30%
<b>Pollutant Control Credit (30% max):</b>		

**Total Structural Credit (50% max):**

**Section E.**

**NON-STRUCTURAL CONTROL CREDIT INFORMATION AND ELIGIBILITY (20% max credit)**

Are you receiving credit for an existing NPDES MS4 Stormwater Discharge Permit? (**YES** or **NO**)

If your permit has expired since your last credit renewal, please submit your new permit. If any of your permit requirements have changed from your previous submission for a credit, please explain these changes below.

Are you receiving credit for another approved non-structural control? (**YES** or **NO**)

If you answered **YES** to the previous question, please describe the current crediting system for the non-structural control. Also, please include with your application any information the City would need to evaluate the control and determine continued credit availability.

**Total Non-Structural Credit (20% max):**

**Section F.**

**TOTAL COMBINED CREDIT (50% max)**

**Total Combined Structural and Non-Structural Credit (50% max):**

**Section G.**

**APPLICANT CHECKLIST**

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

- A copy of your most recent City of Raleigh Utility Bill.

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- Records demonstrating that required maintenance activities have been completed.
- Certified inspection report complying with Section 10-9028 of the Stormwater Ordinance.
- Recently dated photographs showing the condition (including any known damage or disrepair) of a stormwater facility. For stormwater ponds, these photos should include views of the outlet structure, all side slopes, vegetated littoral zones, a view from the downstream channel looking upstream at the dam and emergency spillway, a view from the dam showing the condition of the downstream channel, and a view of areas designed to catch sediment (if possible).

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**Section H.**  
**iMAPS INSTRUCTIONS**

iMAPS is the City of Raleigh and Wake County on-line property information and mapping system. You can access iMAPS from both the City and County GIS websites, the direct link is <https://maps.raleighnc.gov/iMAPS/>.

You can search for property by address, owner, PIN, real estate ID, or street. The search bar is on the right side of the screen. Enter the known property information and click "Search."

A list of parcels matching the provided information will be displayed on the right side of the screen. Click the parcel number of the property you are interested in. A map of the property will be displayed with the property highlighted. The correct parcel identification number (PIN) can be located here.

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**Section I.**  
**CERTIFICATION STATEMENTS**

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

- \_\_\_\_\_ I hereby certify that the information in this packet is truthful and accurate.
- \_\_\_\_\_ I hereby certify that the Stormwater Facilities and the conditions of the facilities have not been altered since the submittal of the initial application for credit.
- \_\_\_\_\_ I hereby certify that I will continue to maintain the Stormwater Facility referenced in this application and will adhere to the approved maintenance schedule contained in the initial credit application.
- \_\_\_\_\_ I hereby certify that the credited Stormwater Facility or Facilities will continuously meet all City standards.
- \_\_\_\_\_ I hereby grant the City of Raleigh access to the property referenced in this document to inspect the credited Stormwater Facility or Facilities proposed for a stormwater fee credit.
- \_\_\_\_\_ I hereby certify that I will notify the City of Raleigh should any destruction or damage occur to the facility referenced in this credit application that prevents it from performing as credited.

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**Section J.**  
**SIGNATURE(S)**

*NOTE: For development with common area Stormwater Facilities like condominiums, townhomes, and cluster unit developments, where fees are pro-rated to the lot owners, the Association may sign and complete the application on behalf of its members.*

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Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the owners of the property.

**OWNER'S SIGNATURE(S) – If multiple owners, all must sign.**

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**CUSTOMER'S SIGNATURE(S) – If not owner. If multiple customers, all must sign.**

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**PRINT OWNER NAME(S), ADDRESSES, PHONE NUMBER(S):**

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**PRINT CUSTOMER NAME(S), ADDRESSES, PHONE NUMBER(S) – If not owner:**

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**Section K.**  
**OFFICE USE ONLY**

Received by the City of Raleigh, North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Application reviewed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Application reviewed by: \_\_\_\_\_

Credit amount awarded to customer: \_\_\_\_\_

**Peak Control Credit (%):** \_\_\_\_\_

**Volume Control Credit (%):** \_\_\_\_\_

**Water Quality/Pollutant Control Credit (%):** \_\_\_\_\_

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**Total Structural Control Credit (50% max):** \_\_\_\_\_

**NPDES MS4 Credit (%):** \_\_\_\_\_

**Additional Non-Structural Control Credit (%):** \_\_\_\_\_

**Total Non-Structural Control Credit (20% max):** \_\_\_\_\_

**TOTAL STORMWATER FEE CREDIT (50% max):** \_\_\_\_\_

FOR REVIEW ONLY

## **Credit Renewal Application Instructions**

Applicants applying for a renewal of an existing credit must complete the **Stormwater Fee Credit Renewal Application** and submit the items listed in the checklist on the application form (see instructions for **Section G**). Applicants do not need a professional engineer to complete the application form if no changes or upgrades have been made to the facility within the past year. However, a professional engineer does have to complete the certified inspection report which complies with UDO Section 9.2.4 of the Stormwater Ordinance.

Applicants should fill out the entire form as completely as possible. The following directions apply to each section of the form. Please note, most of this information can be copied by the applicant directly from the **Initial Credit Application** submitted for the stormwater facility at the time of initial crediting.

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### **Section A**

Please submit the information requested by the application including customer name, physical address, and contact information.

### **Section B**

Please submit the information requested concerning the applicant's engineer including the name, physical address, and contact information.

### **Section C**

Please submit the information requested concerning the applicant's property. The City of Raleigh Utility Billing Account Number may be found on the latest statement of the applicant's bi-monthly utility bill from the City. The Parcel Identification Number (PIN) may be found using the City of Raleigh & Wake County iMAPS system. Instructions for the iMAPS system are contained in **Section H** of the application. If the property address is different from the customer's address in **Section A**, please include in **Section C**.

### **Section D**

Please indicate the structural control(s) for which the applicant is seeking to renew credit. Supporting engineering calculations, site layouts, drainage area maps, and other documentation should be provided as necessary to assist the City of Raleigh with evaluating the control(s) and determining continued credit availability. The applicant shall receive this information from the professional engineer that was hired to design the new facility or who has performed the study of an existing facility.

### **Section E**

Please signify with a **YES** or **NO** in the appropriate box whether you are receiving credit for an NPDES MS4 stormwater discharge permit for the property. If the NPDES permit has expired since the last credit renewal, please submit the new permit and explain any changes from the previous program in the given box. In addition, please supply the City with any additional information needed to evaluate your program. This information may include documentation of the activities that you perform to stay in compliance with the permit, such as maintenance logs, monitoring information, etc.

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Please also signify with a **YES** or **NO** in the appropriate box whether the applicant is seeking to renew credit for an additional approved non-structural control. If **YES**, please supply the City with any additional information needed to evaluate the control and determine continued credit availability.

## **Section F**

Please indicate the total combined credit (50% max). (Add the Total Structural Credit for **Section D** to the Total Non-Structural Credit from **Section E**.)

## **Section G**

A checklist for completion of the application is included in **Section G**. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the City may request that you re-submit the form before making a determination on the adjustment. The items in the checklist are intended to certify that the facility has been maintained properly throughout the past year and that that facility continues to operate as designed for the Credit.

## **Section H**

**Section H** includes instructions for the City of Raleigh & Wake County iMAPS system. The system can be used to obtain the property's parcel identification number (PIN). This number is VERY important for the City to track the adjustment of your fee. Please make sure to record your PIN accurately.

## **Section I**

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

## **Section J**

Please sign and date that you have completed the application for credit renewal. If multiple customers exist for the property, all customers must sign this form in order to grant continuing credit. For development with common area stormwater facilities such as condominiums, townhomes or cluster unit developments, where fees are pro-rated to the lot owners, the association may sign and complete the application on behalf of its members.

## **Section K**

**Section K** is for office use only by City of Raleigh staff.