

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

Stormwater Fee Initial Credit 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%
Peak Control Credit (30% max):		

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%
Volume Control Credit (30% max):		

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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%
Pollutant Control Credit (30% max):		

Total Structural Credit (50% max):

Section E.
NON-STRUCTURAL CONTROL CREDIT INFORMATION AND ELIGIBILITY (20% max credit)

Do you have a NPDES MS4 Stormwater Discharge Permit? (**YES** or **NO**)

If you answered **YES** to the previous question, please list briefly the activities performed by your program. Also, please include with your application any information the City would need to evaluate your program, including a copy of the NPDES MS4 permit and the latest annual report.

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

If you answered **YES** to the previous question, please briefly describe the non-structural control. Also, please include with your application any information the City would need to evaluate the control and determine available credit.

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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- Site Plan as-built construction drawings (signed and sealed by a licensed surveyor or engineer) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area.
- Detailed hydrologic and hydraulic calculations using the most current available information and methodology approved by the City that accurately describes the runoff through the site. For facilities located in the City drainage basin study areas, the hydrologic and hydraulic models (i.e. HEC-HMS and HEC-RAS) used in the City's drainage basin studies should be used.
- Current City of Raleigh topographic map outlining the on-site drainage area, the drainage area upstream and the location of the credited Stormwater Facility.
- A detailed report that clearly describes how the stormwater facility functions for storm events the facility is designed to control for Credit.
- A proposed maintenance schedule submitted by the owner of the Stormwater Facility that describes in detail the maintenance activities for the Stormwater Facility.
- Correct parcel identification number (PIN) from the City of Raleigh & Wake County internet mapping system, iMAPS. See **Section H** for iMAPS instructions.

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.

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 I will maintain the Stormwater Facility referenced in this application and I will adhere to the approved maintenance schedule attached to this application.
- _____ I hereby certify that the credited Stormwater Facility will continuously meet all City standards.
- _____ I hereby grant the City of Raleigh access to the property referenced in this document to inspect the 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.

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.

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

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

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

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 (%): _____

Total Structural control Credit (50% max): _____

NPDES MS4 Credit (%): _____

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Additional Non-Structural Control Credit (%): _____

Total Non-Structural Control Credit (20% max): _____

TOTAL STORMWATER FEE CREDIT (50% max): _____

FOR REVIEW ONLY

Initial Credit Application Instructions

Applicants applying for a stormwater facility credit for the first time must fill out the **Initial Credit Application** and submit the items listed in the checklist on the application form (see instructions for **Section G**). Please note that the City reserves the right to request additional information if necessary to determine the credit.

Applicants or a professional engineer hired by the applicant should fill out the entire form as completely as possible. The following directions apply to each section of the form.

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 for which credit will be applied. 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 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 available credit. 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 a NPDES MS4 stormwater discharge permit has been obtained for this property. If so, please describe the elements of the program in the given box and include a copy of your NPDES permit and application with your request for credit to the City. 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.

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

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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.

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 an adjustment. If multiple customers exist for the property, all customers must sign this form in order to grant the adjustment. For development with common area stormwater facilities such as condominiums, townhomes or cluster unit developments, where fees are prorated 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.