

Request Form for Stormwater General Replacement Account Reimbursement

This form must be completed by the Responsible Party for Stormwater Control Facilities (SCMs) that were constructed as part of residential, commercial, or mixed-use development. In the case of non-shared SCM devices, the Responsible Party is the current record owner of the property served by the SCM device(s). For shared SCM devices, the Responsible Party is the party responsible for the maintenance, repair, reconstruction, and replacement of SCM device(s) as identified in either a recorded Declaration of Maintenance Covenant and Grant of Protection Easements for Stormwater Control Facilities (Maintenance Covenant) or recorded Stormwater Replacement Protection Easement and Access Maintenance Agreement and Installment Replacement Contribution (Stormwater Agreement), whichever applies.

This form may only be used to request reimbursement of stormwater general replacement account contributions made to the City of Raleigh (City) either for non-shared SCM device(s) for a particular property or such contributions made to the City that were associated with a particular Maintenance Covenant or Stormwater Agreement, whichever applied. If you are seeking reimbursement for multiple N-file numbers, you must submit a separate request form for each N-file number.

Site Information

Address for the lot where the SCM(s) is located:

N-file #: _____ Is this request for a residential subdivision? YES NO

If YES, provide Name of Subdivision: _____

Provide Project Name from last SCM Annual Inspection Report: _____

Name(s) of Responsible Party: _____

Relation to the Site:

- Owner.
- HOA (for residential property) or POA (for commercial property), and have provided documentation to satisfy the City that the Developer has assigned ownership of the SCMs to the HOA or POA.
 - Where SCMs are located on open space or common area lots, provide documentation confirming that ownership of each such lot has been transferred from the Developer to the HOA.
 - Where SCMs are located within private drainage easements across multiple private properties, provide documentation showing that the 'Declarant Control Period' for the development has ended. Often the "Declarant" is the Developer of the development.

Relation to the Owner or HOA/POA, if the Owner is not an individual(s):

- I am an officer of a corporation, the manager or managing member of a limited liability company, the general partner of a limited partnership, or other authorized representative of the Responsible Party who can bind the Responsible Party to contractual terms. Insert Name and Title/Position in the blank that follows : _____
 - Documentation has been provided showing I hold this position such as; the business registry or current filing(s) with the North Carolina Secretary of State; meeting minutes naming corporate officers; applicable pages of an LLC Operating Agreement or a redacted LLC Operating Agreement that identifies managers and/or managing members of LLCs.
- Other, and I have provided documentation that is sufficient to the City demonstrating authority to bind the Responsible Party.

Please provide contact information for the Responsible Party for communications regarding this Request Form, and for receipt of the Reimbursement Affirmation and Release Form to be signed by the Responsible Party:

Email: _____ Phone: _____

By signing this Request Form, the Responsible Party hereby requests reimbursement of previously made contributions to the City's stormwater general replacement account for the Site identified above. The Responsible Party acknowledges that it is seeking reimbursement to fund maintenance, repair, replacement, or reconstruction work on the Site's Stormwater Control Facilities (SCMs).

Signature: _____ Date: _____

*(If signing on behalf of a corporate entity, the Signatory must be a corporate officer (corporation), manager or managing member (limited liability company), general partner (limited partnership) or other authorized representative. **If not, documentation demonstrating authority to bind the Responsible Party must be provided.**)*

Other **optional** supporting documents or information (check if included):

- City Case File Number/Development Number: _____
- Record Book & Page Number of the SCMs' Maintenance Covenant, Stormwater Agreement, or Amendment to the Stormwater Agreement, whichever applies: Book: _____ Page: _____
- Copy of the Sites' last SCM Annual Inspection Report accepted by City staff
- Proof of Payment, or receipt(s) for contributions made to the City's stormwater general replacement account

Next Steps:

*Once Stormwater staff processes the request, it will verify both the Responsible Party of the SCM(s)/Site associated with the requested reimbursement as well as the contributions that remain in the City's stormwater general replacement account that are associated with that specific Site. Once verified, Stormwater staff will e-mail the Reimbursement Affirmation and Release Form (Release Form) to the Responsible Party at the email address listed above. The Responsible Party must sign the Release Form and have its signature notarized. **Once the City has received a copy of the executed and notarized Release Form, the City will release the funds.**

*Reimbursement of these stormwater general replacement account contributions can only be issued to the Responsible Party as follows:

- Owners' Associations (per the recorded Maintenance Covenant or recorded Stormwater Agreement, whichever applies): reimbursement will be issued to the responsible Association at the address listed on their business registry with the North Carolina Secretary of State.
- Commercial Lot Owners (per the recorded Maintenance Covenant or recorded Stormwater Agreement, whichever applies): reimbursement will be issued to the responsible Commercial Lot owner at its mailing address listed on the Wake County tax record for that commercial lot.
- Property Owners of lots served by non-shared SCM(s): reimbursement will be issued to the responsible property owner at the mailing address listed on the Wake County tax record for the lot served by the applicable SCM(s).

*If any information is outdated or incorrect, the Site is responsible for updating it with the appropriate agency and notifying City Stormwater staff once the changes appear on the North Carolina Secretary of State or Wake County website.