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Township of Hampton Stormwater Management and Pollution Control Fee

Credit Manual for Stormwater Management and Pollution Control Fee

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Table of Contents

1	INTRODUCTION.....	3
1.1	Overview	3
1.2	Definitions.....	3
2	CREDIT POLICIES & INSTRUCTIONS	5
2.1	General Policies (Non-Single Family Residential Credits).....	5
2.2	Peak Flow Attenuation Credit (Non-Single Family Residential Credits).....	7
2.3	Single Family Residential Property BMP Credit	9
2.4	Credit Application and Approval Process.....	10

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1 INTRODUCTION

1.1 Overview

The Township of Hampton established a municipal wide stormwater management and pollution control fee. The fee is intended to provide a stable source of revenue for the Township's stormwater management program that allocates the costs of stormwater services across stormwater "users" in the Township through a stormwater management and pollution control fee (or user fee). Ordinance No. [REDACTED] that enacted the user fee contains much of the rationale for the fee and the credits detailed herein and is incorporated herein by reference.

The Township has developed a system of credits for stormwater service customers who undertake significant and specific, approved actions that reduce the demand for stormwater service on the public stormwater system, or provide an ongoing significant public benefit related to stormwater management. This manual will detail the policies and procedures for stormwater management and pollution control fee credits.

The two different stormwater management and pollution control fee credits that will be offered in the Township of Hampton are summarized in the following pages. The credits that are available are as follows:

- Peak Flow Attenuation Credit (non-single family residential)
- Single Family Residential Property BMP Credit

To qualify for credits, the stormwater utility customer must fill out a credit application form and submit it to the Department of Community Development, 3101 McCully Road, Allison Park, PA 15101, 412-486-0400 The application will be evaluated to determine the amount of credit that the parcel/customer is entitled. The applicant will be notified by letter of the determination of credits. Appeal of the determination can be made in accordance with Section 11 of the ordinance.

1.2 Definitions

Best Management Practices (BMP): Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to the municipal separate storm sewer system. BMPs can include sumps, rain gardens, vegetated swales, and **detention/retention ponds**.

Credit: Two types of credits exist:

Peak Flow Attenuation Credit: The reduction of the peak flow in accordance with Township requirements at the time of approval of the development for a portion of the property affected by use of a structural stormwater control system as documented by a professional engineer, retained by the applicant, through a report and calculations on the performance of the system.

Single Family Residential Property BMP Credit: The verification of installation by Township of Hampton of existing BMP's installed or the construction of a new BMP, which is inspected by Township of Hampton. BMP's shall be installed in accordance with the Hampton Township BMP Manual (Appendix F of Ordinance No. 815) which is attached as Exhibit 1.

Detention facility: A stormwater structure, by means of a single control point, which provides temporary storage of stormwater runoff in ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc., for future release, and is used to delay and attenuate peak flow and/or reduce the discharge of pollutants from land.

Equivalent Residential Unit (ERU): The measure of impervious surface for a typical single-family residential property used in assessing the fees for each parcel of property, and which has been determined to be 3,300 square feet.

ERU Rate: The stormwater fee applied to each base billing unit, or 3,300 square feet of impervious surface in the Township of Hampton.

Impervious surface: Those hard surface areas either which prevent or retard the entry of water into the soil in the manner that such water entered the soil under natural conditions pre-existing to development, or which cause water to run off the surface in greater quantities or at an increased rate of flow than that present under natural conditions pre-existent to development, including, without limitation, such surfaces as roof tops, asphalt, concrete, pavers, compacted aggregate engineered and maintained for vehicular traffic or parking, paving, driveways and parking lots, walkways, patio areas, storage areas or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development.

Non-single-family residential property: Individual properties that have 500 square feet or more of impervious surface and are not used as a single-family residential property (e.g., apartments). The term Non-single-family residential properties include manufactured home and mobile home parks, commercial and office buildings, public buildings and structures, industrial and manufacturing buildings, storage buildings and storage areas covered with impervious surfaces, parking lots, parks, recreation properties, **inflatable domes**, public and private schools and universities, research stations, hospitals and convalescent centers, airports, agricultural uses covered by impervious surfaces, water reservoirs, and water and wastewater treatment plants.

Retention facility: A stormwater facility that provides storage of stormwater runoff and is designed to eliminate subsequent surface discharges. These facilities can be effective in reducing downstream flooding because they do not allow discharge of stormwater runoff to downstream locations except in extreme flood events where the storage volume of the facility is exceeded. Retention facilities can also be effective in reducing stormwater pollution since the pollutants contained in stormwater are not released downstream.

Single-family residential property: Developed land containing one structure which is designed for occupancy by one family. These may include house, manufactured homes, townhomes, and mobile homes located on one or more individual lots or parcels of land. The inclusion of townhomes as single family dwellings takes into account the common areas.

Stormwater: Includes runoff water from all precipitation events, snowmelt and springs.

2 CREDIT POLICIES & INSTRUCTIONS

2.1 General Policies (**Non-Single Family Residential Credits**)

There are certain conditions that must be met and applications that must be completed that will determine what properties qualify for a credit and for what amount of credit. General policies for stormwater management and pollution control fee credits are listed below. See the following pages for policies, details, and special circumstances that may be specific to individual credits.

- Credit is given to eligible properties only, as described in the credit policies presented in this manual and/or in the credit application(s).
- Credit applications are available at the Township's website <http://hampton-pa.org/>

- Credit applications for existing facilities shall be made within the first 60 days of the calendar year to be considered eligible for the current year.
- It is the responsibility of the property owner (or his/her designee) to apply for stormwater credits, and to provide the necessary substantiating information with the Credit application, as described herein. Credits for past due accounts will not be considered.
- Questions regarding credits should be referred to the Land Use Administrator. Township staff are not responsible for initiating, performing engineering calculations, or otherwise assisting with preparation of credit applications. Such applications shall include documentation by a licensed professional engineer, **engaged by the applicant**, for peak flow reduction credits in the form of a report and surveyed as built plans.
- The Department of Community Development will only review complete credit applications. The review will be performed within four (4) weeks after a complete application is submitted. If approved, the credit will be applied in the next billing cycle after approval. Should payment for the entire year already be made, the credit for this year will be applied to the stormwater bill for the next fiscal year.
- The applicant will be required to pay an application fee equal to \$25 per ERU of service for evaluation of the request for credit for Peak Flow Attenuation up to a maximum of \$1,000.00. Applications for BMP Credits shall be \$25 per ERU up to a maximum of \$250.00.
- Multiple credits may be given to eligible properties. However, the total credit available to any one property shall not exceed 50% of the stormwater management and pollution control fee. This applies only to applications for the Peak Flow Attenuation Credit.
- Credits are maintained on a property as long as the activity is being performed in accordance with Township requirements, or the stormwater facility is properly functioning in accordance with applicable Township codes and ordinances, or the policies stated herein **and or confirmation by the Township's Engineer.**
- Termination of credits based upon Township inspection may occur. If the structural BMP has been found to be operating inadequately and corrections have not been made within 30 days of notification by the Township in writing.



2.2 Peak Flow Attenuation Credit (Non-Single Family Residential Credits)

These credits are available only to properties that discharge stormwater to a detention or retention facility that is in compliance with Ordinance No. 815 of the Hampton Township, and that are constructed and maintained properly.

Annual Credit Criteria for Peak Flow Attenuation

1. A Peak Flow Attenuation credit will be available to non-residential properties that have onsite stormwater detention/retention ponds or other structural BMPs designed to control the peak flow from the property in accordance with the Stormwater Management Ordinance No. 815 of Hampton Township.
2. The facility must, at a minimum, be designed in accordance with Township requirements at the time of approval of the development. A facility design, that is not designed for all the storms, will receive no credit, partial or otherwise.
3. Sufficient information including as built plans and an engineering analysis must be supplied to the Township Manager or his designee to verify that the controls meet the following criteria: the peak runoff rate under post development conditions must be in accordance with Township requirements at the time of approval of the development
4. Credit applications for new installation of facilities may be submitted to the Township Manager or his designee at any time during the construction process. However, the credit will not be approved based on site plans alone. The credit application requires that the detention/retention facility must be constructed and working in proper operating condition as certified by a professional engineer retained by the applicant and be under the ownership of the applicant.
5. The total credit percentage for the Peak Flow Attenuation shall not exceed a 50% credit of the properties stormwater fee.
6. A credit shall only be applied to the portion of the property's impervious area served by the stormwater facilities. Thus, if only 80% of the impervious area is served by a functioning facility, and a 50% credit is applied, the entire parcel credit will be $80\% * 50\% = 40\%$.
7. All detention/retention systems for which credit is applied must be working in proper operating condition at the time that the application is submitted.

Ownership and Maintenance Requirements

1. The facilities must be owned, operated and maintained, either on-site or by record of agreement, by the applicant. The applicant must provide documentation of the activities that will occur in order to inspect and maintain the facility to the standards presented herein on a bi-annual basis through a submission of a report by a professional engineer documenting the performance of the facility.
2. The stormwater detention/retention facilities must be operated and maintained in proper condition to control the peak runoff rate as presented above, in accordance with the maintenance standards presented in this manual and the relevant BMPs. If the applicant does not operate and maintain the facility as required, the credit will be discontinued, if when notified by Department of Community Development in writing that the corrections are not made within 30 days.
3. In order for stormwater retention and detention facilities to operate as they were intended, maintenance must be routinely performed and documented to the Township on a bi-annual basis. Improperly maintained stormwater facilities do not reduce stormwater impacts effectively and are therefore ineligible for credit. The following items are the basic minimum maintenance requirements for all applicable stormwater facilities:
 - a. Sediment shall be removed when it is affecting the proper operation of the facility.
 - b. No woody vegetation shall be allowed to grow on any planted embankments without special design provisions approved by the Township.
 - c. Detention control devices should be checked a minimum of two times a year and after heavy rain events for debris accumulation and clogging. Debris shall be removed as soon as possible from blocking inlet and outlet structures and from other areas of potential clogging (i.e., weirs, pipes, grates, etc.). This is especially important after major storms.
 - d. The control structures shall remain unaltered and be kept structurally intact and functioning as originally designed.
 - e. Maintenance records of all such activities shall be maintained and submitted with the bi-annual report documenting facility performance.

2.3 Single Family Residential Property BMP Credit

These credits are available only to properties that discharge stormwater to a rock sump, rain garden or stormwater basin that is in compliance with Appendix F of Ordinance No. 815 Hampton Township (see attached Exhibit No. 1).

1. Applications for credit shall be made by property owners initially and the credit shall remain valid until such time as the BMP is found to not be operational by Hampton Township or its designated Representative.
2. Credits shall be established as follows:
 - a. If the applicant's information regarding the construction of a BMP on their property is in the Township files, the credit shall be granted.
 - b. If the applicant has constructed a BMP and the information is not on file, the applicant shall provide certification that it has been constructed by a professional engineer.
 - c. If a single family home wishes to construct a BMP, the new facility shall be installed in accordance with the BMP manual and be verified during construction by the Township or its designated representative and the credit shall be applied to the following year's bill.
 - d. A homeowner's association may apply for a credit for a detention/retention facility that services a neighborhood of single family units. The credit will be applied uniformly to the number of single family units within the homeowner's association in which the facility is located for up to 25%, provided that the requirements for operation and maintenance previously outlined for detention/retention facilities on non-single family residential properties is met.
 - e. No additional credits will be provided for on-lot BMP's associated with the development.
3. The maximum credit shall be 25% of the annual fee.
4. A onetime application for the credit shall be made; the cost of the application shall be \$25.

2.4 Credit Application and Approval Process

1. If all requirements and conditions of this section are met, the credit will be available upon successful completion of the credit application process and approval of an on-site inspection performed by the Township.
2. Credit applications for new developments can occur as part of the normal development plan review procedures. The completed credit application should accompany the final plan for a Subdivision or land development for the property. Any credit would not be available until the peak flow attenuation facility has been installed and inspected by the Township Engineer.
3. For these credits, a Right-of-Entry or easement, as applicable, must be granted to the Township in order for the Township to review and approve the credit and to perform occasional inspections to see that the stormwater management facility is maintained and operating as designed. Right-of-entry is granted via the applicant's or property owner's signature on the credit application.
4. The credits will remain in place with automatic renewal unless the required operational provisions are not met.

Exhibit No. 1 Appendix F Ordinance No. 815 (42 pages)

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