



**CITY OF WISCONSIN RAPIDS, WI
STORMWATER UTILITY CREDIT AND
ADJUSTMENT HANDBOOK**

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INTRODUCTION

Stormwater Utility charges in the City of Wisconsin Rapids are based on the Equivalent Residential Unit (ERU). An ERU is the average horizontal impervious area of all single-family residential parcels within the City of Wisconsin Rapids, determined to be 2,620 square feet. Single-family residential parcels are charged the value of one ERU annually for City expenses for managing stormwater runoff. Multi-family residential parcels are assigned a fraction of an ERU annually, per living unit. Non-residential parcel charges are based on directly measured impervious area; base parcel charges (without credits or adjustments) are determined by multiplying the number of ERUs assigned to each parcel by the ERU fee. Some customers in the City of Wisconsin Rapids may be eligible for credits or adjustments to their stormwater utility bill. Credits and adjustments are defined as follows:

A **CREDIT** is a reduced ERU multiplier awarded to customers who can demonstrate that they have somehow reduced the City's cost of providing stormwater management service to their property. A customer who receives a credit will have their ERU charge reduced by at least 1% and at most 50%.

An **ADJUSTMENT** is a change in the number of ERUs assigned to a parcel. Adjustments are made based on the availability of more accurate or up-to-date measurement of the amount of impervious surface on a parcel. A customer who receives an adjustment may have the number of ERUs assigned to their property, and the resulting charge, either reduced or increased.

The difference between a credit and an adjustment is that, under a credit, there is no change in the number of ERUs assigned to a particular property, but the charge rate is multiplied by some number less than one, so the fee per ERU is less than the actual rate. By contrast, under an adjustment, the actual number of ERUs may be changed to reflect more accurate or up-to-date information about the amount of impervious area associated with a particular parcel, but the fee per ERU does not change.

Customers may be eligible for a **CREDIT** if ALL of the following apply to a parcel:

1. The property conforms to all applicable local ordinances and state stormwater management standards in effect at the time of parcel development.
2. The property has been assigned a nonresidential classification or residential user classification with three or more living units by the Engineering Department.
3. The City's cost of providing stormwater management for the property has been reduced by one or more of the following conditions:
 - (a) At least a portion of stormwater generated by the parcel discharges directly into a waterbody not maintained in any way by the City, or directly into a waterbody downstream of where it is maintained by the City, or is otherwise contained entirely upon the property.

- (b) The parcel has facilities or controls in place to temporarily store stormwater runoff from the property, sufficient to reduce the peak discharge rate of flow released from the site for the 2-, 10-, and 100- year 24- hour storm at least 20% below the pre-development rate.
- (c) The parcel has facilities or controls in place that reduce the total suspended solids (TSS) discharged in runoff, as compared to no controls, by an amount that exceeds the City's water quality standards, i.e., at least eighty (80) percent for re-development, at least forty (40) percent for existing development, calculated on an average annual basis. New development is not eligible for a water quality credit as City standards require an 80 percent TSS reduction.

The maximum aggregate credit for any individual property is 50% of its ERU charge.

Customers may be eligible for an **ADJUSTMENT** if one or more of the following apply:

- (1) The property is classified as undeveloped, and the owner can show that the cumulative impervious area on the parcel is less than half of the impervious area of one ERU, in which case the number of ERUs assigned to the property may be reduced to zero.
- (2) The property is classified as undeveloped and the owner can show that all of the actual impervious area and/or living units on the parcel assigned an undeveloped user classification have been accounted for on an adjacent parcel with the same owner. In such cases the number of ERUs assigned to the property may be reduced to zero.

Note to user: This situation may apply to parcels which have been classified by the City of Wisconsin Rapids as undeveloped because the City of Wisconsin Rapids assessor indicates the parcel is residential with zero living units and zero improved value, but contains impervious area associated with living units assigned to an adjacent parcel.

- (3) The property is classified as non-residential and the customer can show that the number of ERUs allocated to their property is incorrect, based on the measurement of impervious area.
- (4) The property is classified as residential, the impervious area on the parcel is less than one ERU, and the customer can show that there are no living units on the property, in which case the number of ERUs may be reduced based on the measurement of impervious area and the property would be reclassified as non-residential.

Customers must apply for credits and adjustments separately. Changes to customer charges, whether the result of a credit or an adjustment, are made separately and in the order granted.

This manual details the policies and procedures applicable to the City of Wisconsin Rapids's stormwater utility credit and adjustment program.

SECTION 1 - CREDITS

APPLICATION FEE AND DETERMINATION

A credit application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. The cost of submitting a credit application is a \$50 base fee, plus the actual cost of application review incurred by the Engineering Department. It is the intent of the Engineering Department to process applications within thirty (30) calendar days of submittal of the complete and correct application package. Billing adjustments required to implement credits will be made effective on the date of the next quarterly bill provided that a complete application is received at least 30 calendar days prior to issuance of the next utility bill. The reduction shall only apply for the period of time subsequent to the filing of the request for adjustment. There shall be no retroactive adjustment for user charges imposed prior to the filing of the request. A pending application for credit shall not constitute a valid reason for non-payment of the current stormwater utility charges.

CREDIT TYPES

The following types of credits are available to nonresidential stormwater utility customers and to residential parcels with three or more living units:

Zero discharge credit - parcels that discharge stormwater directly into a waterbody not maintained in any way by the City, or directly into a waterbody downstream of where it is maintained by the City, or that otherwise contain their runoff entirely upon the property.

Peak discharge control Credits – parcels served by private runoff facilities or controls constructed and maintained by the owner, such as detention or retention facilities, which reduce the peak discharge rate of runoff released from the property below the pre-development rate by at least 20%, for the 2-, 10-, and 100- year, 24- hour storm event.

Water quality credits – parcels served by private runoff facilities or controls constructed and maintained by the owner, such as detention or retention facilities, which reduce the total suspended solids discharged in runoff, as compared to no control, by an amount that exceeds the City's water quality standards, i.e., at least eighty (80) percent for redevelopment, and at least forty (40) percent for existing development, calculated on an average annual basis.

Peak discharge and water quality credits are conditioned upon compliance with the design, operation, and maintenance requirements of all the applicable ordinances and codes of the City of Wisconsin Rapids, State and/or Federal Permitting, and this Stormwater Credit Application Manual.

MAXIMUM CREDIT

The maximum aggregate credit to the stormwater utility charge of any individual property is 50% of its gross billing amount. Developments must conform to all applicable ordinances and standards of the City of Wisconsin Rapids to be credit eligible.

Modified 50% Credit Requirements

A property can receive up to a 50% aggregate credit for zero discharge, peak discharge, and water quality without receiving certification by a Wisconsin Professional Engineer or Professional Hydrologist, paying application and review fees, or submitting application checklist documents if, and only if, the property meets the following list of requirements:

X

- The property owner meets onsite with the City Engineer, or designee, to discuss the impervious area.
- The property is considered existing.
New construction, as of 8/01/04, is NOT eligible.
- The property is less than 10 acres developed.
- The runoff from the impervious area, for which credit is being requested, shall be, in the opinion of the City Engineer, or designee, contained onsite.

OR

In the opinion of the City Engineer, or designee, 80% of the runoff from the entire property stays onsite.

- The property meets the eligibility requirements for credits, found in *Section 1 – Credits* of the Stormwater Utility Credit and Adjustment Handbook.
- The property owner submits the credit application form to the Engineering Department.

Comments:

ZERO DISCHARGE CREDIT

Eligibility

Parcels that discharge stormwater from all or a portion of their property directly into a waterbody not maintained in any way by the City, or directly into a waterbody downstream of where it is maintained by the City without entering a City stormwater conveyance system may be eligible for a credit. The credit amount will be pro-rated based on the percent impervious area of the property/parcel area that drains directly to the waterbody not maintained by the City, or that is otherwise contained entirely upon the property.

Application Requirements

The completed zero discharge credit application must include the \$50 application base fee (reimbursable engineering expenses will be billed after the application review is complete), and the following information:

- (1) The location of the receiving waterbody
- (2) Site topography with a minimum 2' contour interval
- (3) Watershed breaks across the property
- (4) Layout of impervious surface areas on the property
- (5) Layout of the drainage system on the property, including location and elevations of natural and man-made features
- (6) Sufficient topographic data or elevations to verify general drainage patterns across the property.
- (7) A calculation of impervious area (in square feet) for each delineated drainage area on the property.

All information must be approved as acceptable by the Engineering Department before an application will be deemed complete.

PEAK DISCHARGE CONTROL CREDIT

Eligibility

This credit applies to properties that provide privately constructed and maintained runoff flow control measures, or will provide privately constructed and maintained runoff flow control measures as a component of a land development process. Properties that reduce the peak discharge rate for the 2-, 10-, and 100- year 24- hour storm events at least 20 percent below the pre-development rate are eligible. All calculations shall be made using the rational method, TR-55 or other commonly accepted engineering methods.

The credit amount is pro-rated based on the percent impervious area of the property draining to the point where the peak discharge rate is reduced. If there is more than one discharge point, users may only receive credit for areas draining to discharge points where the flow rate is been sufficiently reduced. Applicants will not receive credit for areas that drain to a discharge point where the pre-development flow rate has not been reduced at least 20 percent below the pre-development rate, even if the overall post-development flow rate from the entire site is less than the overall pre-development peak discharge rate for the entire site.

Application Requirements

The completed Flow Control Credit application must include a \$50 application base fee (reimbursable engineering expenses will be billed after the application review is complete) and the following information:

1. *Maintenance information:* Any agreements or contracts for inspection and/or maintenance are required to be disclosed as part of the application. Indicate the schedule for major maintenance that will be performed and how many times per year basic maintenance (such as erosion control and/or mowing) activities are performed. In order to maintain the peak discharge credit, the property owners shall provide the City with inspection reports by January 1st of every subsequent year. If a property owner fails to file required inspection reports or if a City inspection finds the system not meeting the conditions set forth in this manual, the City will send a letter informing the property owner of the required action to avoid revocation of the Flow Control credits. If the property owner fails to take the required action, the flow control credits will be revoked until the situation is corrected. No retroactive credits will be given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.

2. *Technical information (certified by a Wisconsin Professional Engineer or Professional Hydrologist):*

- a) Narrative describing the site and post-development flow control practices
- b) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following following information clearly:
 - 1) Locations, dimensions, and characteristics of all drainage patterns and stormwater management facilities
 - 2) Location of all impervious surfaces including, but not limited to: structures, parking, driveways, etc.
 - 3) Soils
 - 4) Site topography

- 5) Details of detention facility outlet structure(s)
 - 6) Diagram of watershed routing to the detention facility(s)
 - 7) As built construction drawings verifying the stormwater management structural information.
- c) Summary of runoff peak discharge calculations for the 2-, 10-, and 100-yr, 24-hour rain event, by watershed, including:
- 1) Pre-development flow rates
 - 2) Post-development flow rates without management
 - 3) Post-development flow rates with management
- d) Calculations (and factors used for calculations) performed to determine existing, post-development "managed", and post-developed "un-managed" peak discharge control including, but not limited to:
- 1) Time of concentration(s)
 - 2) Curve number(s)
 - 3) Watershed areas
 - 4) Watershed routing
 - 5) Engineered designs for all structural flow control management practices
 - 6) Stage-storage-discharge tables or curves for the detention facilities(s)
 - 7) Tailwater impacts, if any

3. *Stormwater Ordinance and Construction Standards:* Appropriate documents showing that the City of Wisconsin Rapids Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development. Retrofitting of existing structures is allowed to provide, or increase the amount of credit for a property. As-built data shall be submitted for the existing or retrofitted structure before the credit will be applied. A Wisconsin Professional Engineer or Professional Hydrologist must certify the calculations.

4. *Statement of Certification:* The owner shall sign a statement certifying that information is correct and acknowledging that the credit determination will be based on information provided. A later determination that the application information was inaccurate may result in loss of credit.

WATER QUALITY CREDIT

Eligibility

This credit applies to properties that provide privately constructed and maintained water quality (TSS reducing) stormwater control measures, or will provide privately constructed and maintained water quality control measures as a component of a land development process. Properties that reduce the total suspended solids discharged in runoff, as compared to no controls, by at least forty (40) percent for existing development, and at least eighty (80) percent for redevelopment (redevelopment shall include any project on previously developed land that will disturb an acre or more of land and therefore requires submission of a Notice of Intent (NOI) application for a Construction Site Storm Water Runoff General Permit from the DNR). New development is not eligible for a water quality credit.

All calculations shall be made using the SLAMM or P8 water quality models or other pollutant removal calculation methodology approved by the City Engineer.

The credit amount is pro-rated based on the percent impervious area of the property draining to the point where the water quality treatment practice is located. If there is more than one discharge point, users may only receive credit for areas draining to discharge points where the water quality has been sufficiently treated. Applicants will not receive credit for areas that drain to a discharge point where the sediment removal rate is not met, even if the overall suspended solids load from the entire site meets the requirements.

Application Requirements

The completed Flow Control Credit application must include a \$50 application base fee (reimbursable engineering expenses will be billed after the application review is complete) and the following information:

1. *Maintenance information:* Any agreements or contracts for inspection and/or maintenance are required to be disclosed as part of the application. Indicate the schedule for major maintenance that will be performed and how many times per year basic maintenance (such as erosion control and/or mowing) activities are performed. In order to maintain the peak discharge credit, the property owners shall provide the City with inspection reports by January 1st of every subsequent year. If a property owner fails to file required inspection reports or if a City inspection finds the system not meeting the conditions set forth in this manual, the City will send a letter informing the property owner of the required action to avoid revocation of the Flow Control credits. If the property owner fails to take the required action, the flow control credits will be revoked until the situation is corrected. No retroactive credits will be given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.

2. *Technical information (certified by a Wisconsin Professional Engineer or Professional Hydrologist):*

- e) Narrative describing the site and post-development flow control practices
- f) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following following information clearly:
 - 1) Locations, dimensions, and characteristics of all drainage patterns and stormwater management facilities

- 2) Location of all impervious surfaces including, but not limited to: structures parking, driveways, etc.
 - 3) Soils
 - 4) Site topography
 - 5) Details of water quality (detention) facility outlet structure(s)
 - 6) Diagram of watershed routing to the detention facility(s)
 - 7) As built construction drawings verifying the stormwater management structural information.
- g) Summary of runoff peak discharge calculations for suspended solids removal based on an average annual year, including:
- 1) Predicted TSS loading with no controls
 - 2) Predicted TSS loading with controls
- h) Calculations (and factors used for calculations) performed to determine TSS reduction, including, but not limited to:
- 1) Land Use
 - 2) Watershed Areas
 - 3) Watershed Routing
 - 4) Engineered designs for all structural flow control management practices
 - 5) Stage-storage-discharge tables or curves for the detention facility(ies)

3. *Stormwater Ordinance and Construction Standards:* Appropriate documents showing that the City of Wisconsin Rapids Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development. Retrofitting of existing structures is allowed to provide, or increase the amount of credit for a property. As-built data shall be submitted for the existing or retrofitted structure before the credit will be applied. A Wisconsin Professional Engineer or Professional Hydrologist must certify the calculations.

4. *Statement of Certification:* The owner shall sign a statement certifying that information is correct and acknowledging that the credit determination will be based on information provided. A later determination that the application information was inaccurate may result in loss of credit.

**CITY OF WISCONSIN RAPIDS STORMWATER UTILITY
CREDIT APPLICATION FORM**

FORM 1, PART A – GENERAL INFORMATION

Credits Applied for (check all that apply): Zero Discharge
 Flow Control
 Water Quality

Applicant Information (Financially Responsible Entity): (Please print or type)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email: _____ Telephone: (____) ____ - ____

Property Owner Information (If Different from Above):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email: _____ Telephone: (____) ____ - ____

Property Information:

Property Location/Address: _____

Receiving Water's Name (if applicable): _____

Parcel ID Number (PIN): _____ Stormwater Utility Customer No. _____

Property Size (SF/Acre): _____ Impervious Area (SF): _____

Brief Description of Stormwater Facilities at Location (if applicable):

PARCEL ID NO. _____
STORMWATER UTILITY CUSTOMER NO. _____

Plan Review Information:

Has this project and its stormwater calculations been previously approved by the City?
____ Yes ____ No

If Yes, date of final approval of plan and calculations:

(If no copy is on file, City will notify Applicant to request a copy.)

If No, provide copies of as-built plans and calculations showing the project meets minimum City requirements.

The above information is true and correct to the best of my knowledge and belief. (This form must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

Type or print name

Title or Authority

Signature

Date

The following certification is required for approval of all credits for which a certified technical submission was required:

The above information and the information on Form 1 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

Type or print name

Professional License Type and Number

Signature

Date

()
Phone

CITY OF WISCONSIN RAPIDS STORMWATER UTILITY
MODIFIED 50% CREDIT APPLICATION FORM

FORM 1, PART A – GENERAL INFORMATION

Credits Applied for: _____ Zero Discharge

Applicant Information (Financially Responsible Entity): (Please print or type)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email: _____ Telephone: (____) ____ - ____

Property Owner Information (If Different from Above):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email: _____ Telephone: (____) ____ - ____

Property Information:

Property Location/Address: _____

Receiving Water's Name (if applicable): _____

Parcel ID Number (PIN): _____

Stormwater Utility Customer No. _____

Property Size (SF/Acre): _____ Impervious Area (SF): _____

Brief Description of Stormwater Facilities at Location (if applicable):

PARCEL ID NO. _____
STORMWATER UTILITY CUSTOMER NO. _____

Plan Review Information: Modified 50% Credit

Has this project and its stormwater calculations been previously approved by the City?
____ Yes ____ No

If Yes, date of final approval of plan and calculations:

(If no copy is on file, City will notify Applicant to request a copy.)

If No, provide copies of as-built plans and calculations showing the project meets minimum City requirements.

I have reviewed and agree to the information provided by the City of Wisconsin Rapids' Engineering Department. I also agree to provide information to the Engineering Department if changes to the property affect the storm water utility billing. (This form must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person.)

Type or print name

Title or Authority

Signature

Date

FORM 1, PART B – OVERALL CREDIT CALCULATION for Credit and Modified 50% Credit

TOTAL IMPERVIOUS AREA

(1) Total Impervious Area = _____ sf

ZERO DISCHARGE CREDIT

(2) Impervious Area Draining Directly to Waterbody not Maintained by City, or generating runoff that is completely contained on site = _____ sf

(3) Percent Impervious Area Eligible for Zero Discharge Control (line 2) ÷ (line 1) = _____ %

(4) Zero Discharge Property Credit Amount (3) x (0.167) = _____ %

PEAK DISCHARGE CREDIT*

(5) Total Impervious Area Eligible for Peak Discharge Credit* (line 12) + (line 17) + (line 22) = _____ sf

(6) Percent Impervious Area Eligible for Peak Discharge Credit (line 5) ÷ (line 1) = _____ %

(7) Peak Discharge Amount (line 6) x (0.167) = _____ %

WATER QUALITY CREDIT**

(8) Total Impervious Area Eligible for Water Quality Credit** (line 27) + (line 28) + (line 29) = _____ sf

(9) Percent Impervious Area Eligible for Flow Control Credit (line 8) ÷ (line 1) = _____ %

(10) Peak Discharge Property Credit (line 9) x (0.167) = _____ %

TOTAL CREDIT

(11) Utility Fee Credit (line 4) + (line 7) + (line 10) = _____ %

* Peak discharge rates offsite for each drainage area where credit is claimed must be entered in the tables on pgs. 2-4.

** Water quality data for each drainage area where credit is claimed must be entered in the tables on pgs. 2-4.

FORM 1, PART C – PEAK DISCHARGE CONTROL CREDIT

Discharge Location 1** _____

(12) Impervious Area draining to Discharge Location 1 _____ sf

PEAK DISCHARGE RATE SUMMARY (CFS)

	Storm Event	(A) Pre-Development	cfs	(B) Column A x 0.80	cfs	(C) Post-Development, No Controls	cfs	(D) Post-Development, with Controls	cfs	(E) Is D less than B?
(13)	2- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(14)	10- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(15)	100- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No

(16) If you answered yes to lines 13E, 14E and 15E, enter the amount from line 12 here, if you answered no to any of these lines, enter 0. _____ sf

**Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

FORM 1, PART C – PEAK DISCHARGE CONTROL CREDIT

Discharge Location 2** _____

(17) Impervious Area draining to Discharge Location 2 _____ sf

PEAK DISCHARGE RATE SUMMARY (CFS)

	Storm Event	(A) Pre- Development	cfs	(B) Column A x 0.80	cfs	(C) Post-Development, No Controls	cfs	(D) Post-Development, with Controls	cfs	(E) Is D less than B?
(18)	2- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(19)	10- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(20)	100- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No

(21) If you answered yes to lines 18E, 19E and 20E, enter the amount from line 17 here, if you answered no to any of these lines, enter 0. _____ sf

**Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

FORM 1, PART C – PEAK DISCHARGE CONTROL CREDIT

Discharge Location 3** _____

(22) Impervious Area draining to Discharge Location 3 _____ sf

PEAK DISCHARGE RATE SUMMARY (CFS)

	Storm Event	(A) Pre-Development	cfs	(B) Column A x 0.80	cfs	(C) Post-Development, No Controls	cfs	(D) Post-Development, with Controls	cfs	(E) Is D less than B?
(23)	2- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(24)	10- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(25)	100- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No

(26) If you answered yes to lines 23E, 24E and 25E, enter the amount from line 22 here, if you answered no to any of these lines, enter 0. _____ sf

**Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

FORM 1, PART D – WATER QUALITY CREDIT

Discharge Location A*** _____

(27) Impervious Area draining to Discharge Point A where the mass of TSS discharged in runoff, as compared to no controls, is reduced by at least forty (40) percent for existing development, and at least eighty (80) percent for re-development. _____ sf

Discharge Location B*** _____

(28) Impervious Area draining to Discharge Point B where the mass of TSS discharged in runoff, as compared to no controls, is reduced by at least forty (40) percent for existing development, and at least eighty (80) percent for re-development. _____ sf

Discharge Location C*** _____

(29) Impervious Area draining to Discharge Point C where the mass of TSS discharged in runoff, as compared to no controls, is reduced by at least forty (40) percent for existing development, and at least eighty (80) percent for re-development. _____ sf

Discharge Location	TSS In Runoff			% Removal Rate	Re-Development	Existing Development
	Before Controls	After Controls			% Removal \geq 80	% Removal \geq 40
A	_____ lbs	_____ lbs	_____ lbs	_____	Yes or No	Yes or No
B	_____ lbs	_____ lbs	_____ lbs	_____	Yes or No	Yes or No
C	_____ lbs	_____ lbs	_____ lbs	_____	Yes or No	Yes or No

*** Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

PARCEL ID NO. _____
STORMWATER UTILITY CUSTOMER NO. _____

ZERO DISCHARGE APPLICATION CHECKLIST

- _____ Location of the receiving waterbody
- _____ Watershed breaks across the property
- _____ Layout of impervious surface areas on the property
- _____ Layout of the drainage system on the property, including location and elevations of natural and man-made features
- _____ Sufficient topographic data or elevations to verify general drainage patterns across the property.
- _____ Signed Application
- _____ Application Fee

PEAK DISCHARGE RATE APPLICATION CHECKLIST

- _____ Maintenance Information

- _____ Narrative describing the site and post-development flow control practices

- _____ Site plan(s) at a scale of 1"=100' or larger displaying the following following information: location, dimension, and characteristic of drainage patterns and stormwater management facilities; location of impervious surfaces; soils; topography; detention facility outlet structure(s) details; watershed routing to the detention facility(s).

- _____ Summary of runoff peak discharge calculations for the 1-, 10-, and 100- year, 24-hour rain event, by watershed

- _____ Calculations (and factors used for calculations) performed to determine existing, post-developed "managed", and post-developed "un-managed" peak discharge control

- _____ Documents showing that the City Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development

- _____ Complete Signed Application

- _____ Application Fee

WATER QUALITY CONTROL APPLICATION CHECKLIST

_____ Maintenance Information

_____ Narrative describing the site and suspended solids removal practices

_____ Site plan(s) at a scale of 1"=100' or larger displaying the following information: location, dimension, and characteristic of drainage patterns and stormwater management facilities; location of impervious surfaces; soils; topography; detention facility outlet structure(s) details; watershed routing to the detention facility(s).

_____ Summary of average annual suspended solids removal rate calculations by watershed

_____ Factors used for determining average annual suspended solids removal rate

_____ Documents showing that the City Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development

_____ Complete Signed Application

_____ Application Fee

_____ **Credit Application Approved**

_____ **Credit Application Not Approved**

City Engineer (or designee) (Print Name)

Date

SECTION 2 - ADJUSTMENTS

APPLICATION FEE AND DETERMINATION

An adjustment application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. For nonresidential properties, the adjustment application fee is a \$50 base fee, plus the actual cost of application review incurred by the Engineering Department. It is the intent of the Department to process applications within thirty (30) calendar days of submittal of the complete and correct application package. The reduction shall only apply for the period of time subsequent to the filing of the request for adjustment. There shall be no retroactive adjustment for user charges imposed prior to the filing of the request. A pending application for credit shall not constitute a valid reason for non-payment of the current Stormwater utility charges.

ADJUSTMENT TYPES

Customers may be eligible to have the number of ERUs assigned to their property adjusted under the conditions described below

Undeveloped Property. Properties which have been assigned an undeveloped user classification by the Engineering Department may be eligible to reduce the number of ERUs assigned to the property if either of the following conditions exist:

1. The property owner can show that the cumulative impervious area on the parcel is less than half of the impervious area of one ERU, in which case the number of ERUs assigned to the property may be reduced to zero.
2. The property owner can show that all of the living units on the parcel assigned an undeveloped user classification have been accounted on an adjacent parcel with the same owner.

Note to user: This situation may apply to parcels which have been classified by the City of Knoxville as undeveloped because the City of Knoxville assessor database indicates the parcel is residential with zero living units and zero improved value, but contains impervious area associated with living units assigned to an adjacent parcel.

Nonresidential Property. Nonresidential customers who believe the number of ERUs allocated to their property to be incorrect may submit an adjustment request to the Stormwater Utility Manager. The allocated ERUs may be adjusted if the owner can provide information showing the square footage calculation is incorrect.

Residential Property. The property is classified as residential, the impervious area on the parcel is less than one ERU, and the customer can show that there are no living units on the property, in which case the number of ERUs may be reduced based on the measurement of impervious area and the property would be reclassified as non-residential.

ERU CHARGE ADJUSTMENT APPLICATION CHECKLIST

_____ Complete Signed Application

_____ Application Fee

_____ **Adjustment Application
Approved**

_____ **Adjustment Application Not
Approved**

City Engineer (or designee) (Print Name)

City Engineer (or designee) (Sign Name)

Date

GLOSSARY

ADJUSTMENT – a change in the number of ERUs assigned to a parcel based on the availability of more accurate and up-to-date measurement of the amount of impervious surface on the parcel.

CREDIT – a reduced ERU multiplier awarded to customers who can demonstrate that they have reduced the City’s cost of providing stormwater management services to their property.

DESIGN STORM – a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total depth of rainfall.

ERU – the statistical average of the impervious area of all single-family residential parcels within the City of Wisconsin Rapids (1 ERU is determined to be 2,620 SF).

IMPERVIOUS AREA – surfaces that have been compacted or covered with a layer of material so that it is highly resistant to infiltration by rainwater. Impervious areas include, but are not limited to, all areas covered by structures, roof extensions, patios, porches, driveways, sidewalks, pavement, gravel, compacted clay, and loading docks.

LIVING UNIT – a room or group of rooms, including cooking accommodations, occupied by one family, and in which not more than two persons, other than members of the family, are lodged or boarded for compensation at any one time.

MULTI-FAMILY RESIDENTIAL – a residential property comprised of two or more attached living units, including but not limited to duplexes, apartments, flats, and condominiums.

NONRESIDENTIAL PROPERTY – a lot or parcel of land with improvements such as a building, structure, or other impervious area, including, but not limited to, commercial, industrial, institutional, mixed-use, and governmental property, and excluding publicly owned right-of-way and publicly-owned or privately-owned rail beds.

RESIDENTIAL PROPERTY – a lot or parcel developed exclusively for residential purposes, regardless of zoning classification, including but not limited to single-family homes, duplexes, condominiums, manufactured homes, trailers, and multi-family apartments.

SINGLE FAMILY RESIDENTIAL – a residential property comprised of one living unit, and/ or multiple living units that are not physically attached to other living units. This includes but is not limited to single-family homes, manufactured homes, trailers, and condominiums.

STORMWATER RUNOFF – water derived from rains falling or snowmelt or ice melt occurring within a drainage area, flowing over the surface of the ground and/ or collected in channels, watercourses or conduits.

TOTAL SUSPENDED SOLIDS – a water quality measurement of the amount of organic and inorganic particles suspended in the water

UNDEVELOPED PROPERTY – a property that is not developed by the addition of an improvement such as a building, structure, grading or substantial landscaping which increases stormwater runoff.