



CITY OF COVINGTON



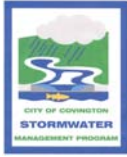
STORMWATER UTILITY CREDIT AND ADJUSTMENT POLICY MANUAL

Revised: November 2004



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STORMWATER UTILITY CREDIT AND ADJUSTMENT POLICY MANUAL



OVERVIEW

The City Council of the City of Covington passed a Stormwater Utility Ordinance in October 2004, which created a Stormwater Utility and a stormwater enterprise fund. Through this ordinance, each property owner in the City is charged a stormwater utility fee, with the collected fees placed in this Fund. Stormwater user fees have been established on the basis of the amount of impervious surface area because the amount of stormwater runoff a property generates is directly related to the amount of hard surface (rooftops, parking lots, driveways) on that piece of property.

A statistical sampling of residential properties within the City determined that, on average, a developed single-family residential property has 2,600 square feet of impervious area. As a result, 2,600 square feet is used as the base billing unit or ERU (equivalent residential unit). Each property is assigned an ERU value that is multiplied by the unit billing rate to yield the monthly stormwater utility fee for that particular property. The billing rate for all properties is independent of land use. The City may change this rate at any time.

Residential and non-residential properties are billed based on the calculated amount of impervious and pervious area on each property. The impervious area is added to 5 percent of the pervious, disturbed area and then divided by the ERU (2,600 square feet) to get the number of ERUs for each property.

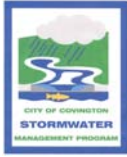
A system of credits has been developed for stormwater utility customers who have stormwater management BMPs in place to temporarily store or treat stormwater runoff, thereby reducing the impact on the drainage system. This manual details the policies and procedures applicable to the stormwater utility fee credit program.

Stormwater Management Program

The City of Covington's Stormwater Utility has been established to implement the City's Stormwater Management Program. The development of this program is being required by the U.S. Environmental Protection Agency and is regulated per the Clean Water Act of 1972. This act established a series of regulations called National Pollutant Discharge Elimination System, or NPDES, that restrict the way a person or group discharges anything into streams, rivers, lakes, and any other water bodies. These regulations not only apply to "point" sources (e.g. wastewater discharge, oil refineries), but also address "nonpoint" source pollution (i.e. stormwater runoff).

The NPDES regulations spell out specific measures that the City must address in their stormwater management program. The City must establish Best Management Practices, or BMPs, in six (6) areas:

- ◆ Public education and outreach
- ◆ Public participation/involvement
- ◆ Illicit discharge detection and elimination
- ◆ Construction site runoff control
- ◆ Post-construction runoff control
- ◆ Pollution prevention/good housekeeping



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BMPs include structural devices, such as silt fences at construction sites, detention ponds, and sediment basins. Non-structural practices, such as stricter development regulations, street sweeping, and pollution prevention practices, are also required to be a part of the City's program. The City's Stormwater Management Program includes the following components:

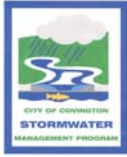
- ◆ Program Administration, Billing, & Collections
- ◆ Planning & Engineering
- ◆ Public Education & Involvement
- ◆ Operations & Maintenance
- ◆ Capital Improvement Projects
- ◆ Inspections & Enforcement

The City's goals for the Stormwater Management Program are to:

- ◆ Comply with state and federal regulations.
- ◆ Keep major roadways passable in heavy storm events.
- ◆ Keep streams healthy.
- ◆ Replace aging infrastructure.
- ◆ Perform periodic maintenance of infrastructure.

To achieve these goals the City will need to hire additional staff, purchase equipment, and take on additional responsibilities.

The activities associated with the Stormwater Management Program will help to bring the City into compliance with federal regulations, and improve the environment and quality of life for the residents of Covington.



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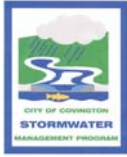


STORMWATER UTILITY FEE CALCULATION

Stormwater utility fees are calculated using the amount of impervious and disturbed pervious areas on each parcel. Any undisturbed land in its natural state, ponds, or wetlands will not be included in the stormwater utility fee calculation. Through statistical sampling of the residential properties within the City of Covington, the median residential parcel was found to have 2,600 square feet of impervious area. This value is used to equate all properties in the City to a common unit of measure called an Equivalent Residential Unit or ERU. All properties are billed based upon the number of ERUs associated with its parcel.

The fee will be calculated as follows:

- ◆ Step 1 – Impervious Area
 - The impervious area is measured from aerial photography, as-built site plans, or field surveys.
- ◆ Step 2 – Disturbed Pervious Area
 - The disturbed area is the gross property area less the measured impervious area and natural, wooded area.
- ◆ Step 3 – Factored ERU
 - The factored impervious area is equal to the impervious area plus 5 percent of the disturbed pervious area.
 - The factored ERU is the factored impervious area divided by 2,600 square feet (one ERU).
- ◆ Step 4 – Fee Determination
 - The number of factored ERUs is multiplied by the current stormwater utility fee rate. This is the monthly stormwater utility fee.



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EXEMPTION, ADJUSTMENT, AND CREDIT POLICIES

All properties within the City produce stormwater runoff during significant rainfall events. This runoff leaves the property and travels across adjacent properties, easements, or public rights-of-way. As property within the City is developed, runoff increases and water quality decreases. The City is required by Federal and State laws to meet certain standards. These have required that the City develop the Stormwater Management Program described above. The Stormwater Utility has been developed in order to equitably fund this program through a user fee system that is tied to stormwater runoff by the amount of impervious area on a property and to a lesser extent the total area of the property.

The post-development controls required by the City, both currently and in the past, serve to reduce the impacts from development on the stormwater management system. These guidelines will allow property owners to design and construct facilities for the purpose of reducing a portion of water quality and quantity impacts that their property contributes to the City's stormwater infrastructure. The benefits provided by the constructed facilities may qualify for credit on the Stormwater Utility Fee if the facility is designed according to certain specifications adopted and provided to the property owner by the City.

Exemptions are made for railroad right-of-way and public owned rights of way, such as city streets, because they are part of the stormwater conveyance system.

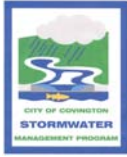
Properties whose impact on the City's stormwater drainage system is significantly limited or has been effectively reduced through specific controls may be entitled to a credit and/or adjustment to their stormwater utility fee.

An **adjustment** is defined as a modification to a customer's stormwater utility fee to reflect site specific runoff characteristics that are substantially different from those attributed to the base billing unit.

A **credit** is defined as a percentage reduction applied to a customer's stormwater utility fee based upon an on-site constructed stormwater BMP that meets all of the requirements specified in this manual and other applicable City ordinances.

An adjustment will be used to reduce the stormwater utility fee of properties whose stormwater runoff produces a significantly lower impact on the City's stormwater management system when compared to similar properties with the same land use. Credits will be used to reduce fees on properties for property owners that construct and maintain a stormwater management facility in accordance with the guidelines set forth in the Georgia Stormwater Management Manual (GSMM). These facilities are referred to as stormwater Best Management Practices (BMPs).

The owner of a qualifying property will receive a credit of 10 percent for each of the four Unified Stormwater Sizing Criteria requirements, as set forth in the GSMM, that are met—the maximum credit for any single qualifying property that produces stormwater runoff being 40 percent. An additional 5 percent credit will be given to industrial properties that maintain a current NPDES Industrial Stormwater permit. Alternatively, customers that retain all



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stormwater runoff on-site can receive a 75 percent credit. Educational institutions can receive an additional 10 percent credit for implementing a stormwater education curriculum. The four Unified Stormwater Sizing Criteria a property must meet to qualify for a credit include water quality treatment, channel bank protection, overbank protection, and extreme flood protection. These criteria can be met through one BMP or multiple BMPs located on a single property.

Exemptions

Properties that are exempt from property taxes are not exempt from the stormwater utility fee. Public owned right-of-way and railroad right-of-way is considered part of the City's stormwater conveyance system and therefore exempt.

Adjustment Policy

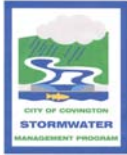
Adjustments are changes in the stormwater utility fee. Customers must request these changes using the Application for Stormwater Utility Fee Appeal form. Adjustments can include changes to the gross, measured impervious, disturbed pervious, or undisturbed natural areas. These areas, measured in square feet are used in the calculation of the stormwater utility fee.

Credit Policy

Any property owner can apply for a credit if they own property in the City and own and maintain a stormwater management BMP on their property. Credits will be provided to property owners that have a stormwater BMP on his/her property that meets the Unified Stormwater Sizing Criteria defined in the Georgia Stormwater Management Manual (GSMM), NPDES Stormwater Industrial permit compliance, and complete stormwater retention. Homeowner associations may apply for credits for stormwater BMPs that are on property owned by the association, and the utility credit will be applied to the stormwater fees of the individual homeowners in the association. Educational institutions may also apply for an education credit for stormwater related curriculum taught to its students that have been approved by the City.

The maximum credit available is:

Type of Property		Maximum Credit
<ul style="list-style-type: none"> Properties without NPDES Stormwater Industrial permits 	Detention	40%
	100% Retention	75%
<ul style="list-style-type: none"> Properties with NPDES Stormwater Industrial permits 	Detention	45%
	100% Retention	75%
<ul style="list-style-type: none"> Educational Institutions 	Detention	50%
	100% Retention	85%



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Stormwater BMP Credits

In order to obtain a credit, property owners must demonstrate that the stormwater BMP meets the Unified Stormwater Sizing Criteria requirements set forth in the GSMM or provides complete retention of the stormwater runoff from their property. Two types of credits are available for stormwater BMPs: *detention and retention*. A stormwater BMP that provides partial retention of runoff is considered a stormwater detention BMP. The credit given for each criterion is:

Stormwater Detention BMPs	Credit
1. Facilities sized and functioning to meet Water Quality requirements	10%
2. Facilities properly sized and functioning to meet Channel Protection requirements	10%
3. Facilities sized and functioning to meet Overbank Flood Protection requirements	10%
4. Facilities sized and functioning to meet Extreme Flood Protection requirements	10%
5. Compliance with an existing NPDES Stormwater permit for Industrial Facilities	5%
Total Credit for Stormwater Detention BMPs	45%

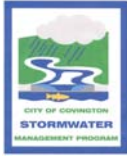
- OR -

Stormwater Retention BMPs	Credit
1. 100% retention of the 100-year storm	75%
Total Credit for Stormwater Retention BMPs	75%

Stormwater Detention BMPs

A 10 percent credit will be given for each of the four criteria for post-construction runoff controls that are met. An additional 5 percent credit may be given properties that have been issued an NPDES Stormwater permit for Industrial Facilities and can provide documentation of ongoing compliance with the permit. A maximum of a 45 percent credit may be given to any single qualifying property with a stormwater detention BMP and a NPDES Stormwater Industrial permit.

Partial credit is not given for meeting a portion of the requirements in each category. For example, providing 50 percent of the required Water Quality Volume does not constitute a 5



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percent credit on the property owner's stormwater utility fee. Credit for an existing stormwater management BMP will be given based on the BMPs ability to meet the above requirements. It is possible for one BMP to meet all the above requirements. Multiple BMPs on a single property can also be included in the credit application, but the maximum credit applied to any property will be 40 percent for properties without NPDES Stormwater Industrial permits and 45 percent for properties with NPDES Stormwater Industrial permits. Newly constructed and existing BMPs must also be maintained in a manner that is consistent with its intended use to qualify for a credit.

Stormwater Retention BMPs

A 75 percent credit may be given properties that demonstrate that all of the stormwater runoff from their site is contained on the site. This credit is given in place of any credit for stormwater detention BMPs. Retention is defined as procedures and schemes whereby stormwater is held for considerable periods causing water to continue in the hydrological cycle via infiltration, percolation, evapotranspiration, and not via direct discharge to watercourses.

A hydrologic study prepared by a professional engineer must be submitted with the credit application. The study should show that 100 percent of the 100-year, 24-hour storm is retained on site. The study must also include soil investigations that show an infiltration rate that will allow the 100-year storm to completely infiltrate within 72-hours.

Education Credit

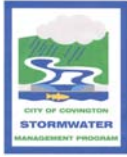
An education credit is available to all public and private schools or school systems with 200 or more students that agree to teach an approved environmental science curriculum in grades Kindergarten (K) through twelve (12). The **educational credit may be up to 10 percent** of the stormwater utility fee applicable to a school property. The education credit will be proportional to the percent of students taught a "meaningful" block of instruction on water issues relating to the purposes of the City's water quality program and stormwater permit.

Example: 50% of the students of XYZ school were taught the "After the Storm" curriculum for 1 week.

$$(10\% \text{ Maximum Education Credit}) \times (50\% \text{ of the student body}) = 5\% \text{ Utility credit}$$

For buildings that are not solely dedicated to schooling (e.g. church/school combinations), the impervious area shall be proportioned appropriately and only the applicable portion be made available for crediting. All education credit requests will be handled on a case-by-case basis.

Prior to July 1 of each year, the Director of Schools is required to certify the extent to which the curriculum was taught during the school year just ending to the City's Stormwater Management Coordinator. Schools and school systems should apply for the credit in writing and must document the number of students attending the school and the proportion of the students in each grade that took the curriculum.



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Education credits may be received in conjunction with other credits available and identified under this section as long as the maximum credits for detention BMPs and education measures do not exceed 50 percent (40%+10%) or 100% retention BMPs and education measures do not exceed 85 percent (75%+10%).

Application and Approval of Credit

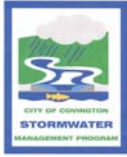
Property owners must complete a Stormwater Utility Mitigation Credit Application (Appendix A) and submit it to the City Engineer. Applications should be submitted within 90 days the date the stormwater utility bill is mailed. A Notice of Pending Credit or Adjustment Application (included in Appendix G) should be submitted within 30 days to inform the City that a change in the utility fee is being requested. If the application is submitted within 90 days, the utility fee will not be due until the City has notified the applicant of its decision.

After approval of the application and completion of an inspection, the City will institute the credit retroactive to the date of application. The credit shall remain in force as long as the stormwater management BMP is maintained according to the criteria listed in the Operation and Maintenance Plan for the BMP.

The application must include the following:

- ◆ A Stormwater Utility Mitigation Credit Application prepared for each property. Non-residential property owners should use the application form for Non-Residential Property, and residential property owners should use the application form for Residential Properties (see Appendix A).
- ◆ A stormwater management BMP Design Summary for each BMP included in the application that is certified by a professional engineer registered in the State of Georgia (see Appendix A).
- ◆ A Site plan that shows property boundaries, easements, topography, drainage features, floodplain/floodway locations, stormwater management facilities, and structure details. The plan is required to be an as-built construction drawing signed and sealed by a surveyor or engineer licensed in the State of Georgia.
- ◆ A Drainage Report that includes hydrologic and hydraulic calculations in accordance with the GSMM requirements, water quality volume calculations, pre- and post-development peak flows, and stage-storage-discharge relationships and calculations. The report is required to be signed and sealed by a licensed engineer.
- ◆ An Operation and Maintenance Plan.
- ◆ A Right-of-Entry form (see Appendix B) granting the City access to the BMP for the purpose of inspection and verification.

An annual operational and maintenance inspection must be conducted by a registered professional engineer for all non-single family residential properties. Non-single family residential properties (including homeowners associations) must have the annual inspection conducted by a professional engineer registered in the State of Georgia. The City may perform residential inspections for a fee, if staff is available, and reserves the right to waive this requirement for residential customers. An Annual Inspection form is included in



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Appendix C. If during the inspection the BMP is determined deficient or in need of maintenance or repair, the credit will be revoked for a period of at least one year.

Any credit allowed against the stormwater utility fee is conditioned by continuing compliance with the City's design and performance standards. The City may revoke a credit at any time for non-compliance. In the event that a credit is revoked, the property owner must re-submit an original Stormwater Utility Mitigation Credit Application after the identified deficiencies have been corrected, along with any additional plans, reports and/or forms documenting that the changes have been made, in order for the credit to be re-instated.

Operation and Maintenance Plan

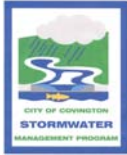
A BMP Operation and Maintenance (O&M) Plan is required and must be submitted with all credit applications. Property owners must maintain the stormwater management BMP in proper working condition to continue receiving the credit. For existing stormwater management facilities, the O&M Plan must describe the maintenance activities that have been performed since it was built. For every property, the O&M Plan must include an inspection and maintenance schedule along with a notarized and recorded Stormwater Management BMP Maintenance Covenant (see Appendix D).

The O&M Plan must include the following:

- ◆ Descriptions and locations of the stormwater management BMP
- ◆ Maintenance procedures to be performed
- ◆ Maintenance schedule
- ◆ Inspection schedule
- ◆ Name, address, and phone number of owner
- ◆ Stormwater Management BMP Maintenance Covenant
- ◆ Proof that access and maintenance easements are provided

Routine maintenance should be performed according to the schedule in the O&M Plan at a minimum and additionally as needed to maintain acceptable performance. The following are minimum maintenance requirements for all stormwater management BMP.

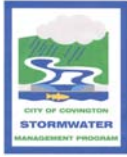
- ◆ Sediment removal – Sediment shall be removed from detention ponds, fore bays, sediment traps, and other sedimentation devices when greater than 20 percent of the storage volume of the BMP. The volume of sediment will be measured annually and documentation of the calculated volume and how it was measured provided to the City.
- ◆ Vegetation – Vegetation in a swale, pond, or on a dam shall be cut so that trees and shrubs that are not part of the planned landscape are removed before reaching 2 feet in height.
- ◆ Litter and Debris –An inspection of the BMP and removal of litter and debris shall occur after large storm events and materials that have potential to clog or block the inlet and outlet structures shall be removed. Extended detention stormwater management BMPs shall be checked more often.



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- ◆ The control structure shall be kept structurally sound, free from erosion, and functioning as designed.
- ◆ Any bare or eroded areas on dam embankments, inlets, and outlet channels shall be stabilized with vegetation. In areas that experience high velocities, energy dissipaters, rip rap, or other means shall be utilized to minimize erosion.



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SUMMARY OF GSMM REQUIREMENTS

This section summarizes the requirements of the Georgia Stormwater Management Manual (GSMM) for informational purposes. Stormwater BMPs must meet all the requirements stated in the GSMM to qualify for a credit toward the property's stormwater utility fee. Better Site Design practices can be used to reduce the impact a development has on the City's stormwater management system and are encouraged through a credit system. The GSMM uses a concept called the Unified Stormwater Sizing Criteria to design the stormwater management BMP that is required to mitigate the effects of urbanization.

Better Site Design

Better Site Design, also known as Low Impact Design, uses the principals of hydrology to design sites that have a lower impact on the natural stormwater management system when compared to traditional site design practices that involve mass grading. Better Site Design practices preserve existing vegetation and decrease the amount of impervious area created by new developments. The following are examples of these practices:

Conservation of Natural Features and Resources

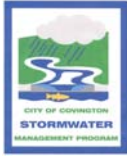
- ◆ Preserve Undisturbed Natural Areas
- ◆ Preserve Riparian Buffers
- ◆ Avoid Disturbance within Floodplains
- ◆ Avoid Steep Slopes
- ◆ Do Not Locate Developments on Porous or Easily Eroded Soils

Lower Impact Site Design Techniques

- ◆ Fit Design to the Terrain
- ◆ Locate Development in Less Sensitive Areas
- ◆ Reduce Limits of Clearing and Grading
- ◆ Utilize Open Space Development
- ◆ Consider Creative Development Design

Reduction of Impervious Cover

- ◆ Reduce Roadway Lengths and Widths
- ◆ Reduce Building Footprints
- ◆ Reduce the Parking Footprint
- ◆ Reduce Setbacks and Frontages
- ◆ Use Fewer or Alternative Cul-de-Sacs
- ◆ Create Parking Lot Stormwater "Islands"



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Utilization of Natural Features for Stormwater Management

- ◆ Use Buffers and Undisturbed Areas
- ◆ Use Natural Drainageways Instead of Storm Sewers
- ◆ Use Vegetated Swale Instead of Curb and Gutter
- ◆ Drain Rooftop Runoff to Pervious Areas

Although not required, Better Site Design is encouraged because of the benefits to stormwater quality that are achieved. New developments can receive a credit toward the required Water Quality Volume (WQv) detained in their BMPs for implementing these practices. The amount of this credit is determined by allowing the designer to subtract portions of the impervious and/or total site area for implementing Better Site Design practices, thereby, reducing the required WQv. Additionally, reducing the amount of impervious area directly reduces the WQv required. For more information, please see the GSMM Volume 2, Section 1.4.4.

Unified Stormwater Sizing Criteria

The Unified Stormwater Sizing Criteria are a set of four design standards for stormwater management BMP. The unified criteria were developed to control stormwater runoff from smaller, frequent events through the 100-year storm. The following is a summary of the four (4) standards.

Stormwater Runoff Quality

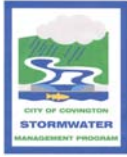
The requirement for providing stormwater quality treatment includes 80 percent removal efficiency of the total suspended solids (TSS) load through the 85th percentile storm and identification/treatment of other site-specific pollutants. The Water Quality Volume (WQv) is the runoff volume resulting from the first 1.2 inches of rainfall from a site. To meet this standard, the system must be:

1. Sized to hold the WQv and provide extended detention for a portion of this volume
2. Constructed, and maintained properly
3. Designed to treat runoff from hotspot land uses and activities

Stream Channel Protection

The following three measures are required to meet the stream channel protection requirements:

1. 24-hour extended detention storage of the 1-year, 24-hour return frequency storm event
2. Erosion prevention measures, such as energy dissipation and velocity control
3. Preservation of the applicable stream buffer



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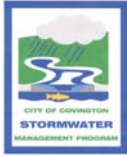


Overbank Flood Protection

Overbank flood protection is accomplished by controlling the post-development 25-year storm event to the pre-development 25-year peak flow rate.

Extreme Flood Protection

Controlling and/or safely conveying the 100-year, 24-hour return frequency storm event is required to meet the GSMM extreme flood protection requirements. This would allow for small peak flow increases during the 100-year event. However, City ordinances also require detention of the 100-year event to pre-development peak flow rates. Existing floodplain areas should be preserved where possible.



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SAMPLE CALCULATIONS – COMMERCIAL SITE WITH A DRY DETENTION POND

A 1-acre commercial shopping center has a stormwater dry detention pond. The pond receives stormwater runoff from the buildings and parking lot. The pond was designed to detain peak flows from the 25- and 100-year storm events to pre-development conditions. Silt has collected in the bottom of the pond and is partially blocking the outlet. The owner would like to apply for a credit towards his stormwater utility fee for the benefit provided by his dry detention pond.

The pond does not meet the water quality treatment criteria because it is a dry pond and does not have a water quality volume below the normal outlet. The pond does not qualify for the Channel Protection credit either since it was not designed to provide 24 hours of extended detention for the 1-year storm. However, the pond was designed to meet the Overbank and Extreme Flood Protection criteria (see previous section).

The owner hires a professional engineer to inspect the pond and prepare the Stormwater Mitigation Credit Application. The engineer determines that there is approximately 8 inches of sediment in the bottom of the pond. This is determined to be 1,600 cubic feet of sediment. The original hydrology report for the site is reviewed and determined to be satisfactory. The pond routing is modified to compensate for the sediment that has accumulated in the pond. The new analysis determines that the pond meets the requirements for Overbank and Extreme Flood Protection. The engineer recommends that a trash rack be installed over the low level outlet to reduce clogging in the future. The engineer prepares an operation and maintenance plan that includes a schedule to remove sediment from the pond in the near future and perform regular maintenance of the vegetation in the pond and on its dam.

The City reviews and accepts the credit application for a 20 percent discount in the stormwater utility fee. The stormwater utility fee is calculated as follows:

Total parcel area = 1.05 acres (45,738 square feet)

Impervious area = Building = 18,150 sf

Parking lot = 13,486 sf

Side walk = 2,214 sf

33,850 sf

Pervious area = Total – Impervious area
= 45,738 – 33,850 = 11,888 sq.ft.

$$\text{ERU} = \frac{[33,850 \text{ sf} + (11,888 \text{ sf} \times 5\%)]}{2,600 \text{ sq.ft./ERU}}$$

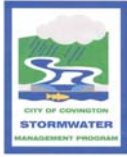
$$= 13.2 \text{ ERUs}$$

13.2 ERUs x \$3.50/ERU/month = \$46.20/month (**Monthly Stormwater Utility Fee**)

\$46.20/month x 12 months = \$554.40/year (**Annual Stormwater Utility Fee**)

\$554.40/year x 20% = **\$110.88/year (Credit Amount)**

\$554.40 - \$110.88 = **\$443.52 (New Stormwater Utility Fee)**



STORMWATER UTILITY CREDIT AND ADJUSTMENT POLICY MANUAL



APPEALS

Anyone who disagrees with the calculation of the stormwater utility fee or credit review determination may appeal such determination to the Board of Zoning Appeals as provided in Chapter 16.12 of the Covington Municipal Code.

Impervious Area

Before seeking an appeal to change the measured impervious area for a property, the owner should review the City's measurements online or at the computer provided in the lobby of the City's Engineering building. The owner must provide a survey stamped by a licensed surveyor or engineer along with the Application for Stormwater Utility Fee Appeal (see Appendix E) in order to be considered for a change in the measured impervious area.

An example of areas that will be considered for removal from the impervious area measurement for a property is non-compacted gravel used for landscaping or other purposes. If the gravel area is not used for vehicular traffic and is not impervious, the City may grant the appeal. These pervious areas will be added to the disturbed pervious area for the stormwater utility fee calculation.

Customers can also appeal to have impervious areas removed if the area completely contains stormwater runoff. This adjustment is for unusual structures, such as swimming pools with their outlet tied to the sanitary sewer system, hazardous material storage areas with secondary containment, etc. The stormwater utility fee will be adjusted by removing the amount of impervious area that does not generate runoff from the ERU calculation.

Disturbed Pervious Area

An appeal to change the disturbed pervious area value for a property must be accompanied by a survey that is stamped by a licensed surveyor or engineer. Undisturbed land in its natural state, ponds, and wetlands will not be included in the disturbed pervious area.

**APPENDIX A: Stormwater
Management BMP Credit
Application**



CITY OF COVINGTON STORMWATER UTILITY
Stormwater Best Management Practice (BMP) Credit Application
Non-Residential Property



The following information must be completed for all properties submitting a Stormwater BMP Credit Application. Multiple stormwater BMPs may be included in the credit assessment, but they must be located on a single property.

Owner: _____

Property Address: _____

Utility Account No./
Parcel ID No.: _____

Contact Individual: _____

Phone Number: _____

Mailing Address:
(If different) _____

This application is to request a credit to the assigned stormwater utility fee for the property at the above location. The credit request is based upon _____ (number) exiting BMPs at the site. Please include a brief description of type(s) of BMP projects on site below.

Credits for City Consideration

(one BMP project that is designed properly can satisfy all four potential credit categories)

- Water Quality
- Channel Protection
- Overbank Protection
- Extreme Flood Protection

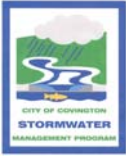
A Stormwater BMP Design Summary must be included with this application for each site BMP. Assign an ID to each BMP included in the credit application. Attach a site plan showing the approximate layout of each BMP with its ID clearly shown. The attached plan(s) should clearly show the location, topography, and drainage basins for each BMP.

Owner's Signature

Date

Please return completed form to:

Tres Thomas, City Engineer
 City of Covington
 2116 Stallings Street
 Covington, Georgia 30014



CITY OF COVINGTON STORMWATER UTILITY
Stormwater BMP Design Summary



Utility Account No./
 Parcel ID No.? _____

BMP ID: _____

A Professional Engineer who has made an assessment of the existing BMP design and the as-built conditions of the BMP should complete this form. If multiple BMPs exist on a single property, separate Stormwater BMP Design Summaries must be completed for each BMP.

Existing Conditions

Site Area: _____ acres Total Impervious Area: _____ acres
 BMP Drainage Basin: _____ acres Basin Impervious Area: _____ acres

BMP Design Specifications

Runoff Calculation Method:

- SCS Method Rational Method (Drainage basin of 5 acres or less)

Q_{pre} : _____ cfs Q_{post} : _____ cfs
 Surface Area: _____ acres Bottom Elevation: _____ ft
 Normal Pool Elevation: _____ ft Top of Bank Elevation: _____ ft

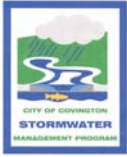
Details on the following design specifications and volume requirements can be found in the Georgia Stormwater Management Manual Volume 2, Chapter 3. Calculations of the volumes below must be included with the submittal of this form.

Analysis Included	Symbol	Control Volume	Design Volume Required
	WQ_v	Water Quality	ft ³
	CP_v	Channel Protection	ft ³
	Q_{p25}	Overbank Flood Protection	ft ³
	Q_f	Extreme Flood Protection	N/A – include discharge analysis for safe passage of 100-year event

Engineers Statement

I certify that the above information and the provided attachments are an accurate representation of existing site conditions and BMP function. I also maintain that the BMP appeared properly maintained and in good repair at the time of my inspection and is in compliance with the City of Covington's design requirements.

Signature and Seal of Professional Engineer



CITY OF COVINGTON STORMWATER UTILITY
Stormwater Best Management Practice (BMP) Credit Application
Residential Property



The following information must be completed for all properties submitting a Stormwater BMP Credit Application. Multiple BMPs may be included in the credit assessment, but they must be located on a single property.

Owner: _____

Property Address: _____

Utility Account No./
Parcel ID No. _____

Phone Number: _____

Mailing Address: _____
(If different)

This application is to request a credit to the assigned stormwater utility fee for the property at the above location. The BMPs below exist on the property:

- Rain Garden
- Pond
- Other _____

Please include a description of the BMP below, including location on the property, size of BMP, date of construction, and any known design information.

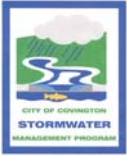
Please include copies of any documentation you have on the BMP, including construction plans, landscape plans, photographs, etc. A Right-of-Entry Form (see Appendix B) should also be completed and submitted with this application to allow for inspection of the BMP by City representatives.

 Owner's Signature

 Date

Please return completed form to:
 Tres Thomas, City Engineer
 City of Covington
 2116 Stallings Street
 Covington, Georgia 30014

**APPENDIX B: Application
for Stormwater Utility Fee
Adjustment**



CITY OF COVINGTON STORMWATER UTILITY
 Application for Stormwater Utility Fee Adjustment



Property owners must complete the following information must be completed for each property requesting an adjustment of their assigned Stormwater Utility Fee.

Owner: _____

Property Address: _____

Utility Account No./

Parcel ID No.: _____

Contact Individual: _____

Phone Number: _____

This application is to request a review of the calculated stormwater utility fee for the above property. This request is being based on the following:

- Calculated Impervious Area not representative of site conditions
 - Impervious Area has been removed
 - Non-contributing area (swimming pool, hazardous waste containment, etc.) included in impervious area calculations
 - Non-compacted gravel or dirt was included in impervious area
 - Other, explain - _____

- Calculated Disturbed Pervious Area not representative of site conditions
 - Natural, wooded area included
 - Non-compacted gravel was included
 - Other, explain - _____

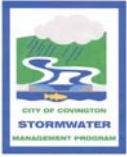
- Other, explain - _____
- _____
- _____

Attach to this form a survey, stamped by a licensed surveyor, showing the impervious area on the above property. Please include any additional details that will be beneficial to the appeal review process to this form and submit to the City Engineer. The City Engineer will conduct a review of the appeal and provide a written response within forty-five (45) days. All decisions of the City Engineer will be in writing and sent to the billing address of the appellant.

 Property Owner

 Date

**APPENDIX C: Annual
Stormwater Management
BMP Inspection**



CITY OF COVINGTON STORMWATER UTILITY

Annual Stormwater BMP Inspection



Annual inspections will be required of any stormwater BMP that has been approved for a stormwater utility fee credit to verify continued maintenance and functionality of the BMP. A licensed Professional Engineer contracted by the property owner shall conduct the inspections. Inspections must be summarized and submitted to the City on this form. The City reserves the right to conduct follow-up facility inspections at their discretion during the life of the utility credit. If any maintenance deficiencies are identified, the owner will be informed of the deficiency and the utility credit will be reversed. Once identified deficiencies have been corrected, a new application for the utility credit will need to be submitted to the city along with supporting documentation.

Inspector: _____ Date: _____

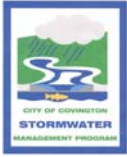
Yes **No**

- Did construction plans or as-built plans reflect existing BMP configuration?
- Was there excessive sediment accumulation within the BMP stormwater storage area?
- Were the inlets to the BMP identified?
- Were the inlets to the BMP clear of sediment and/or debris blockage?
- Was the outlet structure identified?
- Did the outlet structure appear to be in working order?
- Was the outfall identified?
- Was the outfall clear of sediment or debris blockage?
- Did the BMP appear to be in overall good repair and well maintained? If not, Please include detailed comments and recommendations below.

Comments:

Signature and Seal of Professional Engineer

**APPENDIX D: Right-of-
Entry Form**



CITY OF COVINGTON STORMWATER UTILITY
Right-of-Entry Form



The following information must be completed for all properties submitting a Stormwater BMP Credit Application.

Utility Account No./
Parcel ID No.: _____

Owner: _____

Property Address: _____

Contact Individual: _____

Phone Number: _____

This agreement gives authorization by the property owner, _____ (Owner) to the City of Covington (City) to enter onto the property at the above listed location, for the purposes of inspection. Inspections may be conducted of any stormwater facility for which a utility credit was applied. Inspections may be performed by City employees or their designee, including consulting engineers, contractors or other representatives.

IN WITNESS WHEREOF, the parties have caused their respective names to be signed hereto on the ___ day of _____, 20__.

Owner

City of Covington

Please return completed form to:
Tres Thomas, City Engineer
City of Covington
2116 Stallings Street
Covington, Georgia 30014

**APPENDIX E: Stormwater
Management BMP
Maintenance Covenant**

Stormwater Facility Maintenance Covenant

STATE OF GEORGIA

COUNTY OF NEWTON

THIS COVENANT, made and entered into this ___ day of _____, 20___, by (Insert Full Name of Owner) _____ hereinafter called the "Landowner, WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as

(Tax Map/Parcel Identification Number) _____ as more particularly described in the warranty deed recorded in Deed Book _____, at page _____, public records of Newton County, Georgia, hereinafter call the "Property."

-OR-

Exhibit "___" attached hereto and made a part of this Covenant.

WHEREAS, the Landowner is proceeding to construct improvements on the "Property"; and WHEREAS, the Site Plan/Subdivision Plan known as _____, (Name of Plan/Development) hereinafter called the "Plan," filed at the Engineering Department of the City of Covington (the "City") which is expressly made a part hereof, as approved or to be approved by the City, and which provides for detention of stormwater within the confines of the Property; and

WHEREAS, Landowner, agrees that the health, safety, and welfare of the residents of the City, require that on-site stormwater best management practices (BMPs) be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater BMPs as shown on the Plan be constructed and adequately maintained by the Landowner, in conformity with provisions of Chapter 16.149 of the Covington Municipal Code;

NOW, THEREFORE, in consideration of the foregoing premises, the covenants contained herein, and the following terms and conditions, the Landowner, for itself, its successors, and assigns covenants and agrees as follows:

1. The on-site stormwater BMPs, as shown on the Plan, shall be constructed by the Landowner, in accordance with the plans and specifications identified in the Plan.
2. The Landowner shall adequately maintain the stormwater BMPs, including all pipes, channels or other conveyances built to convey stormwater from the property, as well as all structures, improvements, and vegetation required to control the quantity and quality of the stormwater. "Adequate maintenance" as used herein means good working condition so that the BMPs perform their design functions and are preserved in accordance with the Stormwater Management Operation & Maintenance Plan on file at the Engineering Department of the City
3. On each anniversary of this Covenant, the Landowner shall inspect the BMPs and submit an inspection report on a form furnished by the City. The purpose of the inspection is to assure safe and proper functioning of the BMPs. The inspection shall cover the entire BMPs, as shown on the Plan, and any deficiencies shall be noted in the inspection report.
4. The Landowner hereby grants permission to the City, its authorized agents and employees, to enter upon the Property for the purpose of inspecting the stormwater BMPs as the City deems necessary. The purpose of such inspections is to follow-up on reported deficiencies and/or to respond to citizen complaints. The City shall provide the Landowner copies of the inspection findings and a statement of any necessary repairs required to be made by the Landowner
5. In the event the Landowner fails to maintain the stormwater BMPs in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner. The Landowner expressly understands and agrees that the City is under no obligation

Stormwater Facility Maintenance Covenant

to routinely maintain or repair the stormwater BMPs, and in no event shall this Covenant be construed to impose any such obligation on the City.

6. The cost of such repairs shall constitute a lien, in favor of the City, enforceable against the property as provided in section 16.149.190 of the Covington Municipal Code.
7. The Landowner agrees to fully indemnify and hold the City harmless from any liability resulting from failure of the stormwater BMPs maintained on the Property to operate properly.
8. This Covenant shall be recorded in the public records of the Newton County, Georgia, and shall constitute a perpetual covenant running with the land, and shall be binding on the Landowner, its heirs, administrators, executors, successors and assigns.

IN WITNESS WHEREOF, the Landowner has executed and delivered this covenant the day and year and year first above written.

Signed, sealed and delivered in the presence of:

LANDOWNER

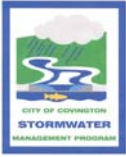
UNOFFICIAL WITNESS

BY: _____
TITLE

NOTARY PUBLIC

(CORPORATE SEAL)

**APPENDIX F: Application
for Stormwater Utility Fee
Appeal**



CITY OF COVINGTON STORMWATER UTILITY
Application for Stormwater Utility Fee Appeal



The following information must be completed for all properties of property owners requesting an appeal of their assigned Stormwater Utility Fee.

Owner: _____

Property Address: _____

Utility Account No./

Parcel ID No.: _____

Contact Individual: _____

Phone Number: _____

This application is to request a review of the calculated stormwater utility fee for the above property. This request is being based on the following:

Appeal of utility fee credit application denial

Additional details/certification attached

Other, explain - _____

Attach to this form a survey, stamped by a licensed surveyor, showing the impervious area on the above property. Please include any additional details that will be beneficial to the appeal review process to this form and submit to the City Engineer. The City Engineer will conduct a review of the appeal and provide a written response within thirty (30) days. All decisions of the City Engineer will be in writing and sent to the billing address of the appellant.

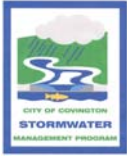
Property Owner

Date

Please return completed form to:

Tres Thomas, City Engineer
City of Covington
2116 Stallings Street
Covington, Georgia 30014

**APPENDIX G: Notice of
Pending Credit Application**



CITY OF COVINGTON STORMWATER UTILITY
Notice of Pending Credit Application



Submit this form to:

Tres Thomas, City Engineer
City of Covington
2116 Stallings Street
Covington, Georgia 30014

This is to inform the City of Covington that the below referenced property will be submitting (check one):

- Stormwater Utility Credit Application for Non-Residential Property
- Stormwater Utility Credit Application for Residential Property
- Application for Stormwater Utility Fee Adjustment

Owner Name: _____

Property Address: _____

Utility Account No./
Parcel ID No.: _____

Contact Individual: _____

Phone Number: _____

Annual or Semi-annual Stormwater Utility fees are normally due within 30 days of the date the bill is mailed. However, the City understands that this fee may not reflect eligible credits or adjustments. By submitting this form in lieu of payment, the City will not consider your account delinquent at 30 days. However, any applications for credit or adjustment to the stormwater utility fee on this property must be submitted within 90 days of the date the bill is mailed. Payment will then be due after the City has processed the credit or adjustment application.

Property Owner

Date

Please return completed form to:

Tres Thomas, City Engineer
City of Covington
2116 Stallings Street
Covington, Georgia 30014