

# **Steelton Borough Stormwater Authority**

## **Stormwater Management Program Credit and Appeal Manual**

**Steelton Borough  
Dauphin County, Pennsylvania**

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## 1.0 Introduction

This Manual provides Steelton Borough Stormwater Authority (Authority) Stormwater Management Program customers with details on the Credits available to reduce their Stormwater Management Program (SMP) Fee. Credits are provided as a means for customers to reduce the amount of their fee by implementing a creditable Best Management Practice (BMP) to reduce the contribution of stormwater and pollutants to the Authority's Stormwater Management system and/or to aid the Borough in meeting its Municipal Separate Storm Sewer System (MS4) Permit obligations.

Stormwater management is important to our community. It is necessary to manage stormwater runoff generated by impervious surfaces because it carries pollutants that can degrade the quality of natural waterways. In addition, impervious surfaces generate more runoff than pervious surfaces, which can increase the potential of flooding and associated property damage. The Authority is in the process of developing and implementing a comprehensive Program to provide enhanced stormwater management to property owners in the Borough.

The foundation of an effective SMP is the development of a fair and equitable SMP Fee to provide for a dedicated and reliable revenue stream. Revenues generated by the SMP Fees will support the SMP and its goals to: ensure MS4 Permit regulatory compliance including Pollutant Reduction BMP implementation, improve water quality, mitigate flooding where practicable, support strategic planning for capital improvements, support effective infrastructure operation and maintenance, and promote the education of the community on practices to improve the quality of water resources.

The *Stormwater Management Fee Ordinance* defines how properties within the storm sewer service area will be assessed fees based upon Impervious Area (IA) coverage on the property. All property owners may reduce their fee if they apply and qualify for credits made available by the credit system. This Manual will provide the user with the procedures to follow in order to apply for credits from the Authority.

## 2.0 Disclaimer

By submitting a Fee Credit Application pursuant to the Credit Policy Manual, the Property Owner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all Best Management Practices ("BMPs") constructed, installed, or employed by the property Owner. The Authority shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

## 3.0 Definitions

The definitions that apply to the Credit Policy Manual are defined by the *Authority's Stormwater Management Fee Resolution* currently in effect and the *Authority's Rules and Regulations*, to the extent not contradictory.

## 4.0 Credits and Credit Policies

### 4.1 General Policies

1. It is the Owner's responsibility to apply for credits and supply all of the required information (Attachments).
2. Specified Credits are available to all property Owners.
3. The maximum amount of credit received **shall not exceed 30%** per property, unless a property is granted a larger Credit under the Stormwater Partnership Credit.
4. **Accounts must be current in order to receive Credit(s) conferred by these policies.** Credits will be revoked if an account is overdue more than 90 days. Upon becoming current, property owner may reapply to reinstate the revoked credits.
5. Credits will be revoked where qualified BMPs are not maintained, in accordance with the Maintenance Agreement.
6. There is non-refundable \$10 credit application fee, however the fee is waived until twelve months after the first stormwater fee bill is distributed. Property owners may be required to establish an escrow account of \$2,000 for specific credits such as new or retrofitted BMPs to cover professional services for review of the application. Application fees are subject to adjustment January 1 of each year. Refer to the Applying for Credit section of this document for additional detail.
7. Approved credits and appeals will be made effective on the following billing cycle if the determination is made 30 days prior to the next billing date.
8. Credits expire June 30, 2023 unless otherwise determined by the Authority. At that time the Credit Policy will be reevaluated at the discretion of the Authority. Adjustments to the value of credits may be made at that time and/or reapplication required.
9. The Authority has full discretion over the credit process.

### 4.2 Eligibility

To be eligible for a Credit, the property must have been assigned a Stormwater Management Program Fee and there must not be any outstanding and unpaid SMP Fees against the property. Owners must submit the appropriate Credit Application along with any documentation required by the Authority.

### 4.3 Credit Details

Owners may apply for one or more Credits, and the Credits will be cumulative up to a maximum Credit of 30% of that property's SMP Fee. **Credit reduction is proportional to the IA that drains to the BMP.**

The SMP Fee with approved Credits will be calculated as follows:

$$\text{SMP Fee} = \text{Original SMP Fee} \times [1 - \text{Approved Credit(s)}]$$

Example 1: A property owner has 10,000 sf of IA . The owner connects half of the IA (5000 sf) to a BMP receiving 25% credit.

Percentage of Impacted IA = (5000 sf IA/10,000 sf Total IA) = 50%

Approved Credits = 25% credit applied to 50% of the Total IA = 12.5%

SMP Fee = Original SMP Fee x [1 – 0.125]

## 5.0 Summary of Available Credits

Table 1. Summary of Available Credits

Credit	Max Credit
Peak Rate Control / Volume Control Structural BMP	30%
NPDES Permit Credit	25%
Stormwater Partnership Credit	TBD

### 5.1 Peak Rate Control / Volume Control Structural BMP

Structural BMPs that control the rate, volume, and water quality of stormwater generated on the property are eligible for Credit. The maximum credit for peak rate and volume control is 30%.

Peak Rate Credits for the installation of an approved control system per the Steelton Borough Stormwater Management Ordinance (SWMO) will be eligible for up to 10% Credit. This is in addition to any volume control credit as noted below.

Any system designed for volume control in accordance with the SWMO will be awarded a 20% Credit. This is in addition to any peak rate control noted above. The system must provide for the required Water Quality Volume (WQV), which is the storage capacity needed to treat stormwater runoff equivalent to a minimum of the National Oceanic and Atmospheric Administration (NOAA) precipitation frequency estimate for the 2-year, 24-hour storm at the time of application. The design shall maintain annual groundwater recharge consistent with pre-development conditions, by infiltrating an amount of runoff equal to the “Recharge Volume” (based on the average annual infiltration rate based on the prevailing hydrologic soil groups present at a site). The recharge volume may be part of the water quality volume. Approved volume system control systems may be but are not limited to infiltration basins, infiltration trenches, and rain gardens. See the Pennsylvania Stormwater BMP Manual section 6.4 for more information on the listed systems as well as other options.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include a detailed step by step procedure on how the control system shall be maintained in order to work in perpetuity. Include contact information of the person responsible for the Operations and Maintenance in accordance with the SWMO. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum twenty-foot (20') wide SWM easement. Access to the SWM easement shall be provided from the nearest public right-of-way.

Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMPs. Peak rate, volume control, and water quality calculations shall be in compliance with the Code of the Municipality. Previously installed control systems may also apply for this Credit assuming they are in proper working order and are approved by a Pennsylvania licensed professional engineer. Credits will be prorated to the amount of IA managed relative to total IA on site.

### 5.1.1 Maintenance Policies:

All who receive credits will be required to sign an Operation and Maintenance Agreement, substantially in the form attached to this document, which references an Operations and Maintenance Plan outlining any and all maintenance that will be required to continually qualify. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan are, but not limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sinkholes shall be repaired.
- Trash shall be removed.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the inlet, outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours after any major rain events of >1".
- Documentation of inspections must be submitted by July 1st of each year.
- Provide previous year's maintenance log; must be submitted by July 1st of each year.
- Control structures shall remain unaltered, intact, and functioning as originally designed.
- See Pennsylvania Stormwater Best Management Practice Manual for system specific inspection details.

The Authority has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the Owner will be notified in writing of the deficiencies. If the Owner does not make the necessary corrections within 45 days any and all credits may be revoked. If Owner fails to submit annual reporting documentation by deadline listed above credits may be revoked.

### 5.2 NPDES Permit Credit

By complying with NPDES Industrial Stormwater Permit requirements for industrial facilities, participating Owners are assisting the Authority by addressing stormwater issues onsite. Any property covered under a NPDES Industrial Stormwater Permit, and in compliance with all applicable requirements during the preceding twelve (12) months, is eligible for a 25% Credit for those portions of the property covered under the NPDES Industrial Stormwater Permit. To be eligible for the Credit, the Authority must be provided with a copy of the active NPDES Industrial Stormwater Permit and a copy of the Discharge Monitoring Report from the current year when the Credit Application is submitted.

### 5.3 Stormwater Partnership Credit

The ultimate goal of the stormwater program and credit policy is to improve local and regional water quality. Therefore, customers are encouraged to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a stormwater customer has an idea for a project that could be worth stormwater credits, the Authority encourages the customer to submit the project idea under the Stormwater Partnership Credit. Credit will be based upon benefit analysis demonstrating actual cost reduction to be realized by the Authority.

## 6.0 Applying for Credit

### 6.1 Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with the Authority. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in Attachment C to the Authority. The Authority will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

### 6.2 Design Standards

All proposed BMPs shall comply with the applicable design standards set forth in the municipal ordinances for which the property is located and Pennsylvania Stormwater Best Management Practices Manual including, but not limited to, the use of appropriate professionals, such as Professional Engineers, Professional Geologists, Landscape Architects, Soil Scientists, etc. when required. When applicable, karst hazards, soil investigations, infiltration testing, or other pertinent site-assessment activities should be conducted.

### 6.3 Credit Application

In order to receive Credit, all Owners must follow the application process. Materials can be mailed to the Authority at 123 North Front Street, Steelton, PA 17113, Attn: Stormwater Management Credit Administrator or delivered to the Authority at the same address. Properly submitted applications will be reviewed by the Authority within 60 days of submission, unless extended by good cause shown. The applicant will be notified in writing whether or not the credits applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved applicants will receive a confirmation from the Authority describing the approved credit amounts. Where applicable, the O&M agreement must be signed and returned to the Authority within 60 calendar days (failure to do so will terminate the Credits). Credits will then be applied to the next billing period. Credits will be valid until June 30, 2023, after which time they may be eligible for reapplication.

The following documentation must be submitted for an application to be reviewed:

#### 6.3.1 Peak Rate/Structural Best Management Practice Credit:

1. Completed credit application form signed by the property owner.
  - a. Application forms are available in Attachment A, online at the Borough website, and at the Borough office (located at the address listed above).
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Owner's Operation and Maintenance Plan.
4. Record of maintenance undertaken. (Existing facilities only)
5. Application fee where pertinent.
6. For some applications, a \$2,000 Escrow must be established to cover professional services related to review and processing of the application. If at any time funds are drawn below \$500 the escrow account must be replenished for the application review to proceed. Larger escrow amounts may be required for larger applications with multiple BMPs for review.
7. The Authority has the right to require submission of design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed



professional engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.

8. The Authority has the right to require documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only).
9. Additional documentation may be required at the request of the Authority.

#### 6.3.2 NPDES Permit Credit:

1. Completed credit application form signed by the property owner.
  - a. Application forms are available in Attachment A, online at the Borough website, and at the Borough office (located at the address listed above).
2. Application fee where pertinent.
3. Copy of NPDES Permit and any applicable reports.
4. Additional documentation may be required at the request of the Authority.

#### 6.3.3 Stormwater Partnership Credit:

1. Pre application meeting(s) must be conducted before credit application submission.
2. Completed credit application form signed by the property owner.
  - a. Application forms are available in Attachment A, online at the Borough website, and at the Borough office (located at the address listed above).
3. Application fee where pertinent.
4. Documents discussed during pre-application meeting(s).
5. Additional documentation may be required at the request of the Authority.

## 7.0 Appeals

### 7.1 Appealing Impervious Area Assessment

If a property owner feels that their Impervious Area estimate is incorrect, they may appeal it. Similarly, any property owner who believes stormwater fees have been assessed for a parcel they do not own shall notify the Authority. Note that review of the Impervious Area may cause the assigned estimate to increase as a result of the appeal.

Appeal forms are available in Appendix D, online, and at the Borough office. There is no processing fee for appeal applications. Materials can be mailed or personally delivered to the Borough office. Within 60 calendar days of being received, the Authority will contact the owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at the Borough office during regular business hours.

## Attachment A – Credit Application

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### Credit Application Instructions

1. This form is provided to Stormwater Management customers who believe they qualify for an approved Stormwater Management Credit. Customers should review the Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the first page of the form, except for the last section marked "For Authority Use Only". Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for.
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Steelton Borough Stormwater Authority  
123 North Front Street, Steelton, PA 17113

Attn: Stormwater Management Credit Administrator

4. An Authority representative will review the Stormwater Management Credit Application Form within 60 days of receipt of the completed form.

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### Attached Documents

Please refer to the "Credit Application" section of the Credit and Appeals Manual for specific information regarding required submission documents.

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Select the credit(s) being applied for (check applicable boxes):

<input type="checkbox"/> Peak Rate Control / Volume Control Structural BMP	<input type="checkbox"/> Stormwater Partnership Credit
<input type="checkbox"/> NPDES Permit	

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### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number (if known): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

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### Confirmation of Credit Conditions and Authority Access Rights

I, (please print name) \_\_\_\_\_ agree to all conditions of the Credits I have applied for as outlined in the *Steelton Borough Stormwater Authority Stormwater*

*Management Program Credit Manual.* Additionally, I agree that Steelton Borough Stormwater Authority may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR AUTHORITY USE ONLY**

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	% Credit to be Applied: _____
Date of Credit Expiration: _____	Reviewer: _____

## Attachment B – Maintenance Agreement



OPERATION AND MAINTENANCE AGREEMENT  
STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM BMPs)

See Agreement referenced in the Borough Stormwater Management Ordinance (available online or at the Borough office).

## Attachment C – Pre-Application Meeting Request Form



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### Pre-Application Meeting Request Instructions

1. This form is provided to Stormwater Management customers who want to install a new BMP or retrofit an existing BMP to become eligible for Stormwater Management Credit. Customers should review the Authority's Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For Authority Use Only".
3. Please mail completed form to:

Steelton Borough Stormwater Authority  
123 North Front Street, Steelton, PA 17113  
Attn: Stormwater Management Credit Administrator

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Please Mark All That Apply

☐ I want to install a new BMP

☐ I want to retrofit an existing BMP

☐ I have an idea for a project that might qualify for the Stormwater Partnership Credit

☐ Other: \_\_\_\_\_

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### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Parcel ID (if known): \_\_\_\_\_

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### FOR AUTHORITY USE ONLY

Date Received: _____	
Date Reviewed: _____	Reviewer: _____

## Attachment D – Appeal Form

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### Appeals Instructions

1. This form is provided to customers who have reduced their Impervious Area coverage or who disagree with the Impervious Area determination by the Authority for their property.
2. Please fill out all sections on the form, except for the last section marked "For Authority Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Steelton Borough Stormwater Authority  
123 North Front Street, Steelton, PA 17113  
Attn: Stormwater Management Credit Administrator

4. An Authority representative will review the Appeal Form within 60 days of receipt of the completed form.

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### Appeal Information

Impervious Area Estimate (optional): \_\_\_\_\_

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### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Parcel ID (if known): \_\_\_\_\_

Please provide a brief description as to why this change is necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR AUTHORITY USE ONLY

Date Received: _____	Appeal: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Change to be Made: _____
Date of Application: _____	Reviewer: _____