



# City of Erie Stormwater Fee Credit and Appeals Manual



## City of Erie, Pennsylvania

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[www.cityof.erie.pa.us/stormwater](http://www.cityof.erie.pa.us/stormwater)

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# City of Erie Stormwater Fee Credit and Appeals Manual

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# Stormwater Management Fee

## Why manage stormwater?

Stormwater is runoff from rain and melting snow and ice. Stormwater management is essential to protecting the City of Erie's homes and properties, community health, and the environment.

In natural, undeveloped areas, soil absorbs and filters most stormwater in a process called infiltration. However, in urban areas like Erie, hard or impervious surfaces such as roofs, streets, sidewalks, and parking lots cause large amounts of stormwater to flow at a more rapid pace, collecting chemicals and debris along the way. If not controlled, this stormwater can cause flooding, soil erosion, and pollution.



**Aging and undersized stormwater infrastructure is a significant cause of flooding.**

Why is the City taking action now?

- **Aging Infrastructure.** Our stormwater infrastructure is aging. Many of the City's pipes are over 100 years old! It is less expensive in the long term to invest in preventative maintenance rather than wait for pipes to fail or collapse.
- **Water Quality Mandates.** The City is facing more stringent regulation of water quality by state and federal agencies. The City is legally responsible for the quality of stormwater from its pipes. New regulations mandate the City to reduce pollution from existing development.



**Pollutants picked up from roads and parking areas spoil the natural beauty of our water resources.**

- **Protecting Our Natural Resources.** Our residents and businesses expect to be able to travel free from flooding and to enjoy the recreational opportunities provided by our creeks, streams, Presque Isle Bay, and Lake Erie.

The City of Erie has been working diligently to develop solutions to our water quality and flooding challenges. After considering different options, the City has implemented **a stormwater management fee**. The fee is charged based on the amount of impervious area on a property.

This approach has several advantages. First, it more fairly distributes the cost of the City’s stormwater services since the amount of impervious area is related to the amount of stormwater that must be managed. Second, the amount of the fee must be linked to demonstrated need. Revenue generated by the fee goes into a separate fund that is used exclusively for maintaining and enhancing the City’s stormwater infrastructure and complying with state and federal water quality mandates.

## How is the fee calculated?

All properties are charged the stormwater management fee regardless of their tax status. **If you are a homeowner**, your property will fall into one of three tiers based on the building footprint of your home. Each tier is billed according to a rate set by City Council.

- **Small Residential Tier** – 500 to 1,200 square feet
- **Medium Residential Tier** – 1,200 to 1,550 square feet
- **Large Residential Tier** – 1,550 square feet or greater

The fee for **businesses, nonprofits, and public entities** is based on the total amount of impervious area on the property. Each property is billed based on the number of billing units. A billing unit is 2,136 square feet of impervious area. Fractions are rounded to the nearest whole number. The number of billing units is then multiplied by the rate set by City Council. See below for an example.

Sample Business Property	Factor	Calculation
	Impervious Area	45,010 Square Feet
	Billing Unit	2,136 Square Feet
	Number of Billing Units on Property	$45,010 \div 2,136 = 21.07$
	Natural Rounding	21 Billing Units
	Stormwater Fee	21 Billing Units $\times$ Rate Set by City Council

A property with less than 500 square feet of impervious area is not assessed a fee.

The City uses impervious area mapped by the Erie County Department of Planning and Community Development as the basis for the stormwater management fee. Impervious surfaces and building footprints are largely derived from aerial imagery as updated by County and City staff. Impervious areas include but are not limited to: roofs; additional outdoor living spaces; patios; garages; storage sheds and similar structures; parking or driveway areas; and, private streets and sidewalks. Any travel areas proposed to initially be gravel or crushed stone are also treated as impervious areas.

Single-family detached residential properties (see Glossary of Terms) are billed based only on the impervious area associated with the building footprint. All other properties are billed based on the total amount of impervious area on the parcel.

## Can I reduce my bill?

Yes! Another advantage of the stormwater fee approach is that it allows the City to provide “credits” to property owners who have implemented practices that reduce the impact of stormwater on the publicly-managed system. A credit is different than the rate structure or determining how impervious area is captured and billed. Rather, a credit is provided for actively managing stormwater runoff. The City will provide a credit to property owners who operate and maintain qualifying stormwater management structures in accordance with the City’s adopted Credit Policy.

### **There are two ways to obtain credit:**

- Take credit for a stormwater management structure that meets accepted City or state design standards.
- Install a rain garden or dry well/infiltration trench on your property.

**This manual provides a step-by-step process for determining whether your stormwater management structure qualifies for credit and how to receive credit for a rain garden or dry well/infiltration trench on your property.**

# What if I believe my bill is incorrect?

While care is taken to ensure that the stormwater fee is accurate, errors can occur. Appeals are limited to the following circumstances:

- An error was made regarding the square footage of impervious area on your property.
- An error was made in the identification of the property billed.
- You are no longer the owner of the property. It has been sold and the bill needs to go to the new owner.
- An approved credit is incorrectly applied.

**If you believe one of these situations applies to your bill, fill out the Stormwater Fee Appeals Form located at the end of this manual.**

An appeal must be submitted on or before May 15 of the calendar year the bill is mailed or delivered to the property owner. The City's Department of Public Works will review the submission and respond to the appeal in writing within 30 days.

Property owners should be aware that even if the impervious area is adjusted, the adjustment may not change the fee. While the impervious area may increase or decrease, the change may not affect the residential tier or the total number of billing units.

# Stormwater Management Structures

A stormwater management structure (often referred to as a stormwater best management practice, or BMP) is a physical device or practice installed to capture, manage, and treat stormwater runoff. These structures include, but are not limited to, a wide variety of practices and devices, from large-scale retention ponds and constructed wetlands to small-scale underground treatment systems, infiltration facilities, filter strips, bioretention, wet ponds, permeable paving, grassed swales, sand filters, detention basins, oil/grit separators, and manufactured treatment devices.

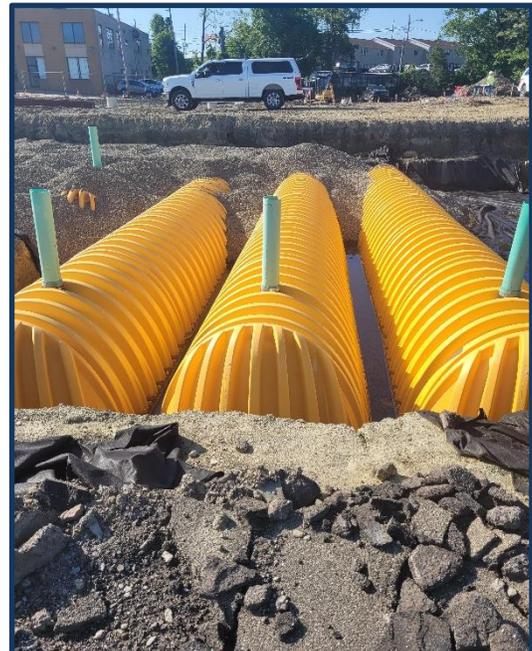
Stormwater management structures are permanent features that must be continuously operated and maintained by the property owner. Stormwater management structures are usually, but not always, installed to meet requirements associated with land development.

## Is my stormwater structure eligible for credit?

The City of Erie will provide a base-level of stormwater fee credit for any stormwater management structure designed in accordance with the Pennsylvania Stormwater BMP Manual or other technical standard recognized by the City or Pennsylvania Department of Environmental Protection (DEP).

Additional credit will be provided for any stormwater management structure that is voluntarily installed, upgraded, or enhanced and achieves at least a 10% reduction in sediment pollution beyond that needed to meet any applicable regulatory requirements. The structure must be designed using a technical standard that allows the City to take pollutant reduction credit in accordance with its Municipal Separate Storm Sewer System (MS4) permit.

The following Credit Eligibility Table provides the minimum requirements for a stormwater management structure to be eligible for initial and ongoing credit:



Example of an underground stormwater treatment system.

## Credit Eligibility Table

Component	Requirement
<b>Technical Standards</b>	<ul style="list-style-type: none"> <li>■ The structure must be built in accordance with the design standards contained in the Pennsylvania Stormwater BMP Manual or other standard recognized and approved by the City or DEP.</li> </ul>
<b>Maintenance Agreement</b>	<ul style="list-style-type: none"> <li>■ The structure must be subject to a properly executed maintenance agreement in a format acceptable to the City.</li> <li>■ As a condition for new or continued credit, the City may require an existing maintenance agreement to be updated to meet current standards for maintenance and inspection.</li> </ul>
<b>Function Verification</b>	<ul style="list-style-type: none"> <li>■ The structure must be verified to function as designed.</li> <li>■ The structure must pass any inspection by the City. If the structure fails inspection, credit will be revoked if corrective action is not taken within the time specified by the City.</li> <li>■ The City may, as a condition of continued credit, require the property owner to submit inspection results based on criteria set forth in the maintenance agreement.</li> </ul>

## How much credit can I get?

The following credit amount will be applied to an eligible stormwater management structure. Credit is applied only to the portion of the fee generated by impervious area draining to the stormwater management structure.

### Credit Amount Table

Base Credit Amount	Voluntary Sediment Reduction Bonus	Total Possible Credit
25%	20%	45%

Credit may be awarded for treatment of off-site impervious area by a stormwater management structure provided that the off-site impervious area is not treated by an upstream structure. Credit for off-site impervious area will be cancelled if the impervious area is re-routed to another structure or subsequently treated by an upstream structure. In no case shall the total credit taken by a property owner exceed 45% of the stormwater management fee for the property.

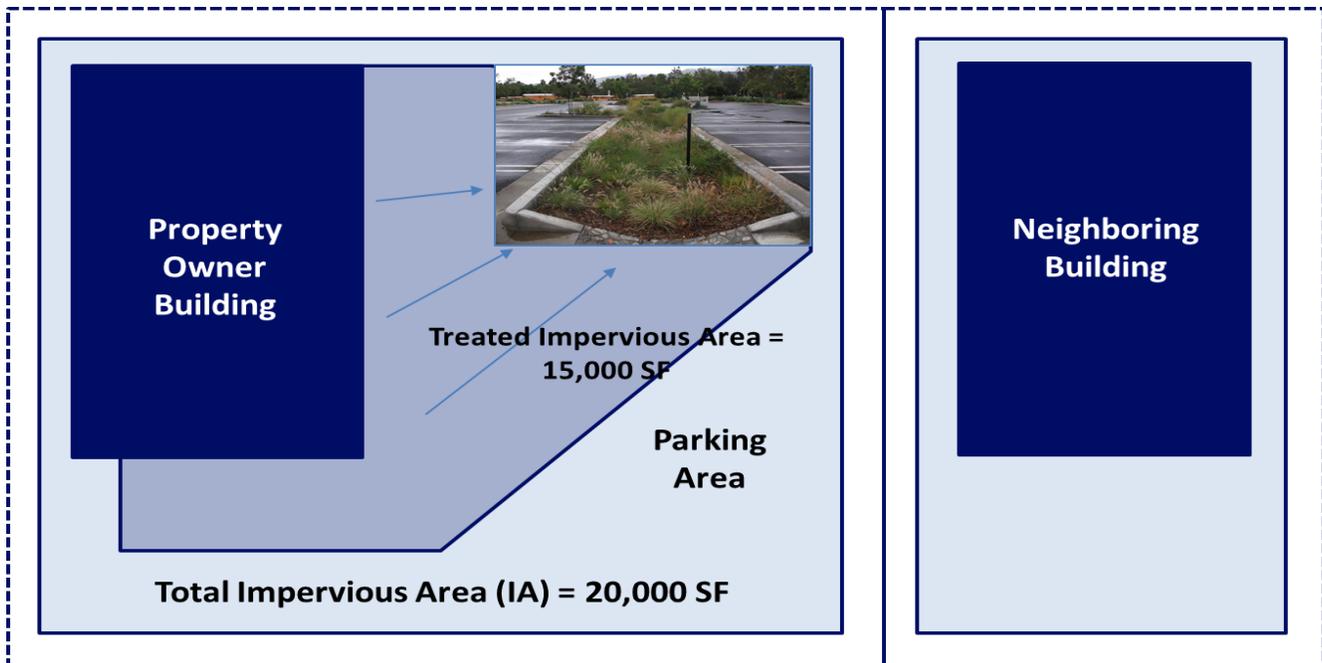
## Credit Calculator

The City will calculate your credit based on the answers from your Stormwater Structure Credit Application Form. You can estimate your credit using the following:

<b>(A)</b>	Total Impervious Area on the Property	SF
<b>(B)</b>	Total Impervious Area Treated by the Facility	SF
<b>(C)</b>	Proportion of Impervious Area Eligible for Credit Reduction = (B)/(A)	%
	If Proportion is >100% Due to Offsite Treatment, (C) Reduces to 100%	%
<b>(D)</b>	Base Credit	%
<b>(E)</b>	Voluntary Facility Bonus	%
<b>(F)</b>	Total Credit = (D)+(E)	%
<b>(G)</b>	Percent Reduction on Total Fee = (C)*(F)	%
<b>(H)</b>	Original Fee	\$
<b>(I)</b>	New Reduced Fee = (H)*(1-G)	\$

## What are some credit examples?

The following examples show how the credit calculation may be applied to a hypothetical property in the City of Erie. In this case, the stormwater fee is assumed to be \$24 per 2,136 square feet of impervious area.



## Base Credit Only

The structure was installed as a regulatory condition of development. Therefore, the structure is eligible for the 25% base-level credit.

<b>(A)</b>	Total Impervious Area on the Property	20,000 SF
<b>(B)</b>	Total Impervious Area Treated by the Facility	15,000 SF
<b>(C)</b>	Proportion of Impervious Area Eligible for Credit Reduction = (B)/(A)	75%
	If Proportion is >100% Due to Offsite Treatment, (C) Reduces to 100%	--
<b>(D)</b>	Base Credit	25%
<b>(E)</b>	Voluntary Facility Bonus	--
<b>(F)</b>	Total Credit = (D)+(E)	25%
<b>(G)</b>	Percent Reduction on Total Fee = (C)*(F)	19%
<b>(H)</b>	Original Fee	\$216.00
<b>(I)</b>	New Reduced Fee = (H)*(1-G)	\$175.50

## Base Credit Plus Voluntary Pollutant Reduction

The structure was installed as a condition of development but was enhanced to provide more pollutant reduction than required by regulation. Therefore, the structure is eligible for the 25% base-level credit and the 20% voluntary bonus.

<b>(A)</b>	Total Impervious Area on the Property	20,000 SF
<b>(B)</b>	Total Impervious Area Treated by the Facility	15,000 SF
<b>(C)</b>	Proportion of Impervious Area Eligible for Credit Reduction = (B)/(A)	75%
	If Proportion is >100% Due to Offsite Treatment, (C) Reduces to 100%	--
<b>(D)</b>	Base Credit	25%
<b>(E)</b>	Voluntary Facility Bonus	20%
<b>(F)</b>	Total Credit = (D)+(E)	45%
<b>(G)</b>	Percent Reduction on Total Fee = (C)*(F)	34%
<b>(H)</b>	Original Fee	\$216.00
<b>(I)</b>	New Reduced Fee = (H)*(1-G)	\$143.10

## Base Credit Plus Offsite Treatment

The structure was installed as a condition of development and treats stormwater runoff from a neighboring property. Therefore, the structure is eligible for the 25% base-level credit and the property owner can count a portion of the off-site impervious cover.

<b>(A)</b>	Total Impervious Area on the Property	20,000 SF
<b>(B)</b>	Total Impervious Area Treated by the Facility	25,000 SF
<b>(C)</b>	Proportion of Impervious Area Eligible for Credit Reduction = (B)/(A)	100%
	If Proportion is >100% Due to Offsite Treatment, (C) Reduces to 100%	--
<b>(D)</b>	Base Credit	25%
<b>(E)</b>	Voluntary Facility Bonus	--
<b>(F)</b>	Total Credit = (D)+(E)	25%
<b>(G)</b>	Percent Reduction on Total Fee = (C)*(F)	25%
<b>(H)</b>	Original Fee	\$216.00
<b>(I)</b>	New Reduced Fee = (H)*(1-G)	\$162.00

## What if my property is in an area with a common ownership arrangement?

A stormwater management structure may be owned and operated by a homeowner association, condominium association, business/industrial park, or similar common ownership arrangement on behalf of member properties.

In these situations, the association owning the structure may request the City to bill the association for all member properties. The credit for the structure is then applied to the total association bill. That way, the credit may be applied to the fee generated by all member properties and not just the property owned by the association. The association is responsible for determining how to manage or distribute the cost of the stormwater bill among member properties.

**Refer to the Stormwater Structure Credit Application Form for additional details.**

# How and when do I apply?

A **Stormwater Structure Credit Application Form** must be submitted with supporting documentation to the City by the owner of the stormwater management structure, or his/her legal agent, and approved by the City to receive credit.

An application may be submitted at any time. Credit applications received on or before July 1 of each year and approved by the City will be applied to the next full billing cycle.

## Credit Application Checklist

Documentation	Description
<b>Stormwater Structure Credit Application Form</b>	<ul style="list-style-type: none"> <li>This form is provided by the City and captures basic information about structure ownership, contact information, and impervious area treated.</li> </ul>
<b>Maintenance Agreement</b>	<ul style="list-style-type: none"> <li>The property owner must provide a copy of the agreement that allows the City access to the site and establishes enforceable maintenance and reporting requirements.</li> <li>At the City's discretion, a new or updated maintenance agreement may be required as a condition of receiving credit.</li> </ul>
<b>Structure Design Plan/As-Built Drawing</b>	<ul style="list-style-type: none"> <li>The property owner must provide the design plan and as-built drawing for the structure(s).</li> </ul>
<b>Verification of Maintenance</b>	<ul style="list-style-type: none"> <li>The property owner must provide documentation of the most recent inspection in accordance with the requirements of the maintenance agreement and proof of any required follow-up maintenance.</li> </ul>
<p><i>If the property owner does not have the maintenance agreement and/or structure design plan/as-built drawing, City staff will make a reasonable attempt to locate the information in the City files. The following will apply if the information is not located.</i></p>	
<b>Maintenance Agreement</b>	<ul style="list-style-type: none"> <li>The property owner must enter into a maintenance agreement with the City in a format acceptable to the City.</li> </ul>
<b>Structure Report and Map</b>	<ul style="list-style-type: none"> <li>The property owner must provide a report and to-scale map from a professional engineer (1) certifying the structure type from the Pennsylvania Stormwater BMP Manual or other technical standard, and (2) showing property lines, impervious areas, and stormwater drainage area boundaries.</li> </ul>

# Do I need to re-apply for credit?

The credit will renew automatically provided that the owner complies with all requirements of the maintenance agreement and the structure has passed the most recent inspection by the City.

The City may require that the property owner enter into an updated maintenance agreement to continue receiving credit.

If a stormwater management structure fails to pass an inspection by the City, the credit will be revoked if corrective action is not taken within the timeframe specified by the City. The City may, as a condition of continued credit after an inspection failure, require submittal of inspection and maintenance documentation by the owner to the City in accordance with the frequency specified in the maintenance agreement.

# Small Water Quality Projects

Small water quality projects include rain gardens and dry wells/infiltration trenches.

A rain garden is a shallow depression that is designed to capture stormwater runoff from smaller impervious areas such as roofs, patios, or driveways. The soil is amended to allow rainwater to soak into the ground and then planted with moisture-loving perennial flowers and native vegetation. Rain gardens are similar to bioretention facilities but may not meet the strict design standards for bioretention in the Pennsylvania Stormwater BMP Manual.

A dry well is an excavated pit filled with gravel that provides temporary storage of runoff. The gravel is usually wrapped in a geotextile fabric. Stormwater runoff from roofs and other impervious areas are directed to the dry well where it is then allowed to infiltrate into the surrounding soil. An infiltration trench is a linear version of a dry well that can serve as a stand-alone device or as part of an overall drainage system.

**The City will provide a 10% credit on a property owner's total stormwater fee for a rain garden or dry well/infiltration trench that meets the requirements of this manual and captures runoff from at least 50% of the impervious area on the property.** For single-family residential properties, the building footprint may be used to determine the amount of impervious area that must be treated. The impervious area contributing to each downspout may be determined by dividing the building footprint by the total number of downspouts.

## Technical guidance.

There are several resources available for a property owner who is interested in designing and installing a rain garden. Here are just a few to help get you started:

- [RainScapes, Environmentally Friendly Landscapes for Healthy Watersheds \(Rain Gardens\)](#), Montgomery County, Maryland.
- [Vermont Rain Garden Manual](#), University of Vermont
- [Rain Garden Manual of New Jersey](#), Rutgers University



A rain garden can improve water quality and beautify the landscape.



A dry well can be used to reduce runoff in tight spaces.

- [Rain Gardens, A How-to-Manual for Homeowners](#), Wisconsin Department of Natural Resources
- [Rain Garden Manual for Homeowners](#), Geauga Soil and Water Conservation District

The best resource for designing and installing a dry well/infiltration trench is the [Pennsylvania Stormwater BMP Manual](#), Chapter 6.4.6 “Dry Well/Seepage Pit.”

## How do I size my project?

A rain garden or dry well/infiltration trench must be properly sized to receive credit.

### Sizing a Rain Garden

A standard rain garden in Erie has a ponding depth of six inches and an amended soil depth of at least two feet. The following calculation is used to determine the minimum surface area of the rain garden.

<b>(A)</b>	Total Impervious Area Draining to the Rain Garden (FT <sup>2</sup> )	
<b>(B)</b>	Divide (A) by 6 to Determine Required Capture Volume (FT <sup>3</sup> )	
<b>(C)</b>	Multiply (B) by 1.2 to Determine Surface Area (FT <sup>2</sup> )	

### Sizing a Dry Well/Infiltration Trench

A standard dry well/infiltration trench in Erie has an aggregate depth of two and a half feet. The following calculation is used to determine the minimum surface area of the dry well/infiltration trench.

<b>(A)</b>	Total Impervious Area Draining to the Dry Well/Infiltration Trench (FT <sup>2</sup> )	
<b>(B)</b>	Divide (A) by 6 to Determine Required Capture Volume (FT <sup>3</sup> )	
<b>(C)</b>	Multiply (B) by 1.25 to Determine Surface Area (FT <sup>2</sup> )	

## How and when do I apply?

A **Small Project Credit Application Form** must be submitted with supporting documentation to the City by the owner of the property, or his/her legal agent, and approved by the City to receive credit.

An application may be submitted at any time. Credit applications received on or before July 1 of each year and approved by the City will be applied to the next full billing cycle.

## Credit Application Checklist

Documentation	Description
<b>Small Project Credit Application Form</b>	<ul style="list-style-type: none"> <li>■ This form is provided by the City and captures basic information about property ownership, contact information, the technical guidance used for the design, impervious area treated, and sizing of the project.</li> </ul>
<b>Design Sketch</b>	<ul style="list-style-type: none"> <li>■ The property owner must provide a to-scale sketch of the project showing the property boundary, proximity to structures, flow of stormwater runoff to and from the project, and impervious areas draining to the project. For rain gardens, the property owner must also submit the vegetation plan.</li> </ul>
<b>Signature of Competent Reviewer</b>	<ul style="list-style-type: none"> <li>■ The property owner must provide a signature from a person competent to attest to the proper sizing and installation of the project.</li> <li>■ Competent reviewers include a landscape architect, professional engineer, qualified representative of a soil and water conservation district, or another individual recognized by the City.</li> </ul>

## Will my credit renew each year?

The credit will renew each year on receipt from the property owner of a date-stamped photograph of the project along with an affirmation that the project continues to operate as designed. The City will send a reminder to the property owner along with instructions for where to send the photograph and affirmation.

## Total Annual Credit Cap

The City sets an annual cap on the total amount of credit. Each year, the City will determine the total value of approved credit. If the maximum value of all approved credit exceeds the designated cap, the credit amount for each structure will be reduced proportionately until the total value of approved credit equals the cap.

# Glossary of Terms

The following terms are used in this manual:

“**Billing unit**” or “**equivalent residential unit (ERU)**” means the median impervious area value for all single-family detached residential properties and is used in assessing the stormwater fee for each developed non-single-family detached property, and has been determined to be 2,136 square feet.

“**Common ownership**” means an arrangement where property is collectively owned by two or more entities.

“**Credit**” means a reduction in the stormwater fee charged to an individual parcel based on actively managing stormwater runoff in accordance with eligibility criteria established by the City.

“**Developed parcel**” means a parcel altered from a natural state that contains impervious surface equal to or greater than 500 square feet.

“**Impervious area**” or “**impervious surface**” means a surface that prevents the infiltration of water into the ground. Impervious area or surface includes, but is not limited to, roofs, additional outdoor living spaces, patios, garages, storage sheds and similar structures, parking or driveway areas, and any private streets and sidewalks. Any travel areas proposed to initially be gravel or crushed stone shall be assumed to be impervious surfaces.

“**Maintenance agreement**” means an agreement between a property owner and the City establishing legally enforceable maintenance and reporting requirements for a stormwater management structure or other stormwater practice and granting City staff or its representatives to enter into the property for the purpose of verifying maintenance.

“**Non-single-family detached (NSFD)**” means any developed parcel not fitting the definition of single-family detached. NSFD shall include, but not be limited to, townhouse and condominium developments, apartments with more than three dwelling units, boarding houses, hotels and motels, churches, industrial properties, commercial properties, manufactured or mobile home parks, commercial and office buildings, storage areas, parking lots and other impervious areas, parks, recreation properties, public and private schools and universities, hospitals and convalescent centers, office buildings, government properties, and mixed-use properties.

“**Owner**” means any person, firm, corporation, individual, partnership, trust, company, association, government agency, society or group owning real property in the City of Erie.

“**Single-family detached (SFD)**” means a developed parcel containing one structure which contains one or more rooms with a bathroom and kitchen facilities designed for occupancy by one family and shall include duplex, triplex, single-family houses, houses subdivided into less than four apartment dwellings within, manufactured homes, and mobile homes located on individual parcels.

Developed parcels may be classified as “single-family detached” despite the presence of incidental structures associated with residential uses such as garages, carports, or small storage buildings. “Single-family detached” shall not include developed land containing: structures used primarily for nonresidential purposes; manufactured homes and mobile homes located within manufactured or mobile parks; or other multi-unit residential properties such as those with greater than three apartments, condominiums and town homes.

**“Stormwater management structure” or “stormwater best management practice (BMP)”** means a physical device or practice installed to capture, manage, and treat stormwater runoff. Stormwater management structures are permanent features that must be continuously operated and maintained by the property owner. Stormwater management structures are usually, but not always, installed to meet requirements associated with land development.

# Stormwater Structure Credit Application Form

FILL OUT THIS FORM FOR EACH STORMWATER MANAGEMENT STRUCTURE IF THERE ARE MULTIPLE STRUCTURES ON A PROPERTY

Applicant Name:

Date:

## Property Information:

Owner

Street

City, State, ZIP Code

Parcel ID #

Property Type

Choose an item.

## Mailing Address: (if different from property address)

Street

City, State, ZIP Code

Email Address:

Phone Number:

## Structures in Common Ownership:

*Is the structure operated by a homeowner association, condominium association, business/industrial park, or similar common ownership arrangement on behalf of member properties? If so, attach the addresses of all member properties.*

Yes       No

## Structure Type Information:

*See the Pennsylvania Stormwater BMP Manual for information on facility types. Leave blank if information is unknown.*

Facility Type

Year of Installation

**Impervious Area Treated:**

On-Site Impervious Area	<input type="text"/>	SF
Off-Site Impervious Area	<input type="text"/>	SF
Total Impervious Area	<input type="text"/>	SF

**Voluntary Pollutant Removal:**

*Are you applying for the voluntary pollutant removal credit? If so, attach documentation and/or calculations showing that the structure achieves 10% more sediment pollutant reduction than required to meet any regulatory condition of development.*

- Yes       No

**Additional Information:**

*Please include additional information if necessary either in the box below or as a separate attachment:*

**Supporting Documents:**

*Attach the following supporting documents.*

- Maintenance Agreement** – A copy of the agreement that allows the City access to the site and establishes enforceable maintenance and reporting requirements. An updated maintenance agreement may be required as a condition of receiving credit.
- Structure Design Plan/As-Built Drawing** – A design plan and as-built drawing for the structure(s).
- Verification of Maintenance** – Documentation of the most recent inspection in accordance with the requirements of the maintenance agreement and proof of any required follow-up maintenance. The Stormwater Structure Maintenance Verification Form may be used in lieu of other documentation.

## Certification and Inspection Agreement

- I am the legal operator, or I am duly authorized to act on behalf of the legal operator. I have reviewed the information contained in this application and the supporting documentation, and to the best of my knowledge believe that it is true and accurate.
- I authorize the City or its representative to enter the site for the sole purpose of visually inspecting the stormwater management structure.
- I understand that if an inspection by the City indicates that the structure is not properly maintained, that the structure will no longer be eligible for credit if deficiencies are not corrected within the timeframe provided by City staff.

Name/Title:

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

**Return this form and supporting documentation to:**

City of Erie  
Stormwater Structure Credit Application  
Department of Public Works  
626 State Street, Room 504  
Erie, Pennsylvania 16501

# Stormwater Structure Maintenance Verification Form

FILL OUT THIS FORM ONLY IF OTHER PROOF OF MAINTENANCE IS NOT SUBMITTED

Applicant Name:  Date:

**Property Information:**

Owner

Street

City, State, ZIP Code

Parcel ID #

Property Type  Choose an item.

Structure Type:

General Condition:	Yes	No	N/A
Is the primary outfall pipe/ ditch clear and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the inflow pipes/ ditches clear and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the water quality pool at the correct height (if present)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are water quality pool control weirs, pipes, etc. working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency overflow devices clear and functional (if present)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the structure clear of sediment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the structure clear of trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are embankments free of erosion, woody vegetation (unless called for in the design), animal burrows, or signs of deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vegetation being managed in a manner appropriate to the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification**

This certification must be made by or under the guidance of a licensed professional engineer, landscape architect, or other professional recognized by the City to make this certification.

- Based on a visual inspection of the above facility conducted on , I certify that the structure is currently functioning as designed.

**Attach documentation of the structure inspection, including photographs.**

**Name:**

**Qualification:**

**Address of Inspector:**

**Email:**

**Phone:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form and supporting documentation to:**

City of Erie  
Stormwater Structure Credit Application  
Department of Public Works  
626 State Street, Room 504  
Erie, Pennsylvania 16501

# Small Project Credit Application Form

**Applicant Name:**  **Date:**

**Property Information:**

Owner

Street

City, State, ZIP Code

Parcel ID #

Property Type  Choose an item.

**Mailing Address: (if different from property address)**

Street

City, State, ZIP Code

**Email Address:**

**Phone Number:**

**Total Impervious Area of the Property:**

*Note: For residential properties use the building footprint for impervious area.*

**Project Type:**  Rain Garden  Dry Well/Infiltration Trench

**Installation Month/Year:**

**Technical Guidance:**

*What technical guidance was used to design your project?*

**Installation Method:**

Who installed your project? Was it done by a contractor or the homeowner?

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**Project Details:**

Rain Garden		Dry Well/Infiltration Trench	
Soil Media Depth	<input type="text"/> IN	Aggregate Depth	<input type="text"/> IN
Ponding Depth	<input type="text"/> IN	Impervious Area Treated	<input type="text"/> SF
Impervious Area Treated	<input type="text"/> SF	Surface Footprint	<input type="text"/> SF
Surface Footprint	<input type="text"/> SF		

**Confirmation of Credit Eligibility:**

Confirm that the impervious area treated is at least 50% of the impervious area on the property.

- Yes       No

Confirm that the project footprint is greater than the result of the following calculation:

Rain Garden	Impervious Area Treated _____SF	÷	6	×	1.20	=	Minimum Footprint _____SF
Dry Well/ Infiltration Trench	Impervious Area Treated _____SF	÷	6	×	1.25	=	Minimum Footprint _____SF

- Yes       No

**Supporting Documents:**

Attach the following supporting documents.

- Design Sketch** – Provide a to-scale sketch showing the property boundary, proximity to structures, flow of stormwater runoff to and from the project, impervious areas draining to the project, and the vegetation plan (for rain gardens only).
- Photographs** – Provide photographs of your project from different perspectives.

**Reviewer Signature:**

Provide a signature from a person competent to attest to the sizing and installation of the project. This includes a landscape architect, professional engineer, qualified representative of a soil and water conservation district, or another individual recognized by the City.

**Name:**

**Qualification:**

**Address of Inspector:**

**Email:**

**Phone:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form and supporting documentation to:**

City of Erie  
Stormwater Structure Credit Application  
Department of Public Works  
626 State Street, Room 504  
Erie, Pennsylvania 16501

# Stormwater Fee Appeals Form

**Applicant Name:**  **Date:**

**Property Information:**

Owner

Street

City, State, ZIP Code

Parcel ID #

**Account Number from Bill:**

**Reason for the Appeal:**

Check the reason for the appeal. Grounds for appeal are limited to the following:

<input type="checkbox"/>	An error was made regarding the square footage of the impervious area attributed to the property.
<input type="checkbox"/>	An error was made in the identification of the billed property.
<input type="checkbox"/>	The property has been sold, and the bill needs to go to the new owner.
<input type="checkbox"/>	An approved credit is incorrectly applied.

**Narrative:**

Use this space to describe the appeal and to provide detail that you believe will be useful to the City in its review. Attach additional information if necessary.

**Contact Information:**

Email Address

Phone Number

Address (if different from Property Information)

Street

City, State, ZIP Code

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form and any supporting documentation to:**

City of Erie  
Stormwater Structure Credit Application  
Department of Public Works  
626 State Street, Room 504  
Erie, Pennsylvania 16501

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**For City Use Only:**

Received by: <input type="text"/>	Date: <input type="text"/>
Initial application complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, date required information received: <input type="text"/>
Reviewed by: <input type="text"/>	Appeal approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Initial fee: \$ <input type="text"/>	Adjusted fee: \$ <input type="text"/>
Notes: <input type="text"/>	

