Storm Water Utility
Non-Residential Credit Application Manual

City of Oshkosh

Department of Public Works

2010

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Preface

Send Application Forms to:

City of Oshkosh
Department of Public Works
Attn: Storm Water Utility Credit
215 Church Avenue
P.O. Box 1130
Oshkosh, WI 54903-1130

For Questions Regarding the Credit Application, Contact:

Dan Gabrilska
Civil Engineer Supervisor
dgabrilska@ci.oshkosh.wi.us
(920) 236-5065

Make Checks Payable to: City of Oshkosh

Application Procedure:

The credit application procedure for the Oshkosh Storm Water Utility is summarized below:

1. Each applicant must complete the required forms and furnish the required information. Forms may be found with this application, or on the city web page: http://www.ci.oshkosh.wi.us/.

2. The Director of Public Works (Director or Designee) will conduct an initial review of Storm Water Utility Credit Application within thirty (30) calendar days of receipt of the application form and payment of fee. Application fees are one-time and non-refundable.

3. Reviewers will check application forms for completeness and accuracy. If the application is found to be complete and accurate, a letter will be sent to the applicant notifying approval of the credit.

4. Application for any credit is an acknowledgement of the City of Oshkosh's (city) right-of-entry to inspect and verify the information submitted on said application.

5. If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of additional information from applicant, the review will resume and be completed within thirty (30) calendar days of receipt of the additional information.

6. Pending approval of the credit request, any and all credits will be granted retroactive to the date of the initial, complete credit request submittal. The Director shall determine whether a submittal is complete using the current credit request submittal requirements.

7. If an application is denied, a letter explaining the reasons for the denial will be provided to the applicant.

8. The applicant has the right to appeal this decision, in accordance with the procedures outlined in Chapter 24 of the City of Oshkosh Municipal Code.

9. All credits shall be subject to an annual review for compliance with the current year's credit policy. Credits may vary or be eliminated over time subject to the terms of the current year's credit policy. It is the responsibility of the billed customer to provide the Director with any and all changes to the conditions of the onsite management practices

and conditions that may affect the credit rate for the site. Violations of the terms and/or conditions of the credit request may be subject to collection of utility fees retroactive to the date of the violation.

Chapter 1: Introduction

The Common Council of the City of Oshkosh, Wisconsin created a storm water utility through ordinance adoption (Municipal Code Chapter 24) in November of 2002. The citywide storm water utility was created to provide an equitable, stable funding source for the city's storm water management services.

The primary revenue source for the Storm Water Utility is the fee charged to all developed property in the city. Storm Water Service Charges to a property are related to the amount of storm water runoff from the property. The charge is based upon the amount of impervious area on each property. Typical impervious areas include sidewalks, driveways, roofs, patios, parking lots, and compacted gravel.

The impervious area delineations for each property are based on measurements from the 2000 aerial photographs, 2003 aerial photographs, and site plans. Geographical Information Systems (GIS) was used to calculate the impervious area from the delineations. If a property owner believes the measurements for their property are not accurate, they may submit appropriate paperwork for review. The property owner should consult with the Department of Public Works to determine the appropriate submittals to change the calculated amount of impervious area.

Utility Charge Rate for Residential Property

A statistical sampling of residential properties within the city determined that an average developed single-family residential property has 2,817 square feet of impervious area. As a result, 2,817 square feet is used as the base billing unit or ERU (equivalent runoff unit) for the utility. Each 1-, 2-, or 3-family residential property is assigned a rate based on a 3-tiered rate structure. Those residential properties with smaller amounts of impervious area are charged a lower fee than those residential properties with larger amounts of impervious area.

Utility Charge Rate for Non-Residential Property

The charge for all other properties (commercial, industrial, government, tax-exempt, condominiums, etc) is determined on a case-by-case basis according to the actual amount of impervious area on the property. The amount of impervious area is measured in square feet and divided by 2,817. The result of that division is rounded to the nearest tenth and becomes the number of ERUs assigned to the property. The number of ERUs multiplied by the unit-billing rate as adopted by a Common Council resolution yields the annual storm water service charge for that particular property.

The number of ERUs assigned to properties will remain fixed unless physical changes are made that alter the amount of the impervious surface area. In these cases, billing changes will be made automatically at the completion of construction. Typically, these changes will be triggered through the building permit process.

The Utility Fee Credit Policy

The City of Oshkosh has developed a system of credits for storm water service customers who:

(1) Discharge all or a portion of the storm water directly into the Fox River, Lake Butte des Morts, or Lake Winnebago without sending it through a municipal storm water conveyance system and/or

(2) Have facilities or controls in place to temporarily store storm water runoff from their property, thereby reducing the impact of flow and/or pollution on the drainage system.

This manual details the policies and procedures applicable to the storm water service charge credit program.

Chapter 2: Credit Policy

General Information

The purpose of this Stormwater Utility Credit Policy is to encourage actions by property owners within the city that 1) reduce stormwater flows and volumes and improve stormwater quality and 2) reduce the utility's costs for providing proper management of stormwater runoff. This policy is applicable only to non-residential properties in the City of Oshkosh. For purposes of this policy, a residential parcel has three or fewer dwelling units. All other properties are considered non-residential. Credits to user fees will only be allowed when it can be demonstrated by the customer that a condition or activity on the property results in a direct reduction in costs for Stormwater Utility services. Those conditions and activities are specified in this policy.

Billing adjustments required to implement credits shall be applied retroactively to the date the customer submitted a complete application. Adjustments shall be made by crediting the customer's storm water service charge until any overpayment has been fully repaid. A pending application for credit shall not constitute a valid reason for non-payment of the current Storm Water Service Charges. In the case of new development, Storm Water Service Charges and the associated credits detailed herein do not apply until construction is complete and verified by the Department, or upon granting of conditional occupancy, whichever is earlier.

For all impervious area calculations related to the City of Oshkosh stormwater utility:

1 ERU = 2,817 square feet

Credit Structure

For the purpose of generating applicable credit rates, the municipal stormwater management services funded through the user fee are divided into two major categories. The credit eligible category is further divided into two sub-categories. Below are the categories and the pro-rated portion of the total city stormwater program budget that funds each category.

Category A (utility-wide services)	25%
Category B (credit eligible services)	
B1: activities that meet flow management criteria	50%
B2: activities that meet pollution reduction criteria	25%

Fees to support Category A programs are applied throughout the utility customer base and credits are not allowed for these components. These costs are required to administer the City of Oshkosh's stormwater management program and these programs benefit all property owners within the City of Oshkosh.

Only the costs associated with Category B are eligible for a credit. These are costs associated with the utility's efforts to maintain the capacity of the stormwater conveyance system and implement and maintain pollution control practices.

The tasks included under each category, and the percent credit for each category under this policy may be revised based upon a re-analysis of the stormwater program budget and the percent distribution of costs by category. Modifications must be approved by Common Council

resolution. The approved credit amount will be applied to each stormwater utility bill for as long as the property owner maintains their credit eligibility status in accordance with this policy.

Flow Control Credit

A. Flow Control Structure Credits

Flow Control Structure credits are offered to customers that maintain private runoff facilities or controls, such as detention or retention facilities, which significantly restrict storm water runoff rates released from their property. Flow Control Structure Credits shall be conditioned upon the compliance with the design, operation, and maintenance requirements of all the applicable ordinances and codes of the City of Oshkosh, State or Federal Permitting, and this Storm Water Credit Application Manual. Qualification requirements and application procedures for these credits are outlined in Chapter 3.

B. Riparian Property Credit

Riparian property credit is available to properties that discharge storm water directly into the Fox River, Lake Butte des Morts, or Lake Winnebago. Qualification requirements and application procedures for this credit are outlined in Chapter 3.

Pollution Control Credit

Pollution control credit is offered to customers that achieve storm water pollutant load reduction by implementing a storm water control practice, such as wet detention ponds, rain gardens, or infiltration basins. Pollution control credit shall be conditioned upon the amount of storm water pollutant load controlled as calculated by the appropriate storm water model. Qualification requirements and application procedures for this credit are outlined in Chapter 4.

Maximum Credit

The maximum aggregate credit to the Storm Water Service Charge of any individual property is 75% of its gross billing amount, regardless of how many individual credits for which the property qualifies. Land developments must conform to all applicable ordinances and standards of the City of Oshkosh to be credit eligible.

Chapter 3: Flow Control Credits

Flow Control Structural Credit

This credit applies to all properties that provide privately constructed and maintained runoff flow control structural measures, or will provide privately constructed and maintained runoff flow control structural measures as a component of a land development process. The credit is based on the reduction of post-development runoff flow. A property must show that it exceeds the minimum flow control requirements of the local ordinances or policies in effect at the time of the land development activity.

To determine the credit amount, the post-development site peak runoff rate with no management will be compared to the post-development site peak runoff rate with management. This percentage reduction will then be multiplied by the maximum amount of flow control credit (i.e. 50 percent) to determine the utility rate credit. All calculations shall use the 10-year, 24-hour, SCS Type II distribution with a rainstorm depth of 3.56 inches (as referenced Midwest Climate Center Bulletin 71) over 24 hours. See submittal requirements below and Credit Application Form Example 2 at end of this document for further information.

For example:

A	B	C	
Post-Development Flow Rate (before management measures)	**Post-Development Flow Rate (after management measures)**	**% "Control" 1-(B/A)**	**Credit (C) x 50%**
Example 1: 50 cfs	10cfs	80%	**40%**
Example 2: 50 cfs	5 cfs	90%	**45%**
Example 3: 100 cfs	5 cfs	95%	**47.5%**

Note: "cfs" is the flow rate in "cubic feet per second"

Application Requirements for Flow Control Structure Credit

The completed Flow Control Structure Credit application must include a $200.00 application fee and the following information:

1. *Operation and Maintenance Agreement:* A written maintenance agreement between the private landowner(s) and the City of Oshkosh. Among other conditions, the agreement shall allow the city to have access and conduct inspections of the control practice(s) to verify that proper maintenance is being conducted.

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

given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.

3. *Technical information (certified by a Wisconsin Professional Engineer or Professional Hydrologist):*
   a) Narrative describing the site and post-development flow control practices
   b) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following information clearly:
      1) Locations, dimensions, and characteristics of all drainage patterns and storm water management facilities
      2) Location of all impervious surfaces including, but not limited to: structures, parking, driveways, etc.
      3) Soils
      4) Site topography
      5) Details of detention facility outlet structure(s)
      6) Diagram of watershed routing to the detention facility(s)
      7) As built construction drawings verifying the storm water management structural information.
   c) Summary of runoff peak flow calculations for the 10-year, 24-hour rain event, by watershed, including:
      1) Existing flow rates
      2) Post-development flow rates without management
      3) Post-development flow rates with management
   d) Calculations (and factors used for calculations) performed to determine existing, post-developed "managed", and post-developed "un-managed" peak flow control including, but not limited to:
      1) Time of concentration(s)
      2) Curve number(s)
      3) Watershed areas
      4) Watershed routing
      5) Engineered designs for all structural flow control management practices
      6) Stage-storage-discharge tables or curves for the detention facility(s)
      7) Tailwater impacts, if any
   e) All survey information shall utilize either NGVD29 or NAVD88 vertical datum.

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

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

NOTE: Developers are encouraged to apply for flow control credits on new developments upon completion of as-built drawings.

See Chapter 5 for an example application for the Post Construction Flow Control Credits.

Riparian Property Credit

Properties that are directly riparian to the following water bodies: Lake Butte des Morts, Fox River, or Lake Winnebago are eligible for this credit. (Constructed channels adjacent to Lake Winnebago, Fox River, or Lake Butte de Morts are considered riparian. See map attached to this document for the areas designated as "constructed channels for purposes of this policy). Impervious areas that drain directly to one of these water bodies without entering into the municipal stormwater conveyance system are eligible for up to 50% credit. The property owner is only eligible for the quantity portion of the utility credit under the Riparian Credit Section of this policy.

Properties located on other creeks, streams, and/or ditches, are not eligible for this credit.

The maximum credit under the riparian policy is 50% of the property's stormwater utility fee. Under the riparian policy, the level of credit would be met if 100% of the property's impervious surface discharged directly to Lake Winnebago, Lake Butte des Morts, or the Fox River without entering a municipal storm water conveyance system.

This credit need only be applied for once, but may be reviewed if the property is redeveloped or re-graded.

Application Requirements for Riparian Property Credit

The completed Riparian Property Credit application must include a $200.00 application fee and the following information:

Plat of survey certified by a Wisconsin-Registered Land Surveyor, or as-built construction site plan certified by a Wisconsin Professional Engineer or Professional Hydrologist, indicating the following:

1. The location of the Fox River, Lake Butte des Morts, or Lake Winnebago
2. Watershed breaks across the property
3. Layout of impervious surface areas on the property
4. Layout of the drainage system on the property, including location and elevations of natural and man-made features
5. Sufficient topographic data or elevations to verify general drainage patterns across the property.
6. A calculation of impervious area (in square feet) for each delineated drainage area on the property.
7. All survey information shall utilize either NGVD29 or NAVD88 vertical datum.

See Chapter 5 for an example application for the Riparian Property Credit.

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Chapter 4: Pollution Control Credit

The amount of storm water pollution control achieved with a structural management practice will be calculated using the Source Loading and Management Model (SLAMM), Information on how to access SLAMM is available at:

http://dnr.wi.gov/org/water/wm/nps/models/SLAMM.htm.

Using the appropriate model, the applicant must calculate the average annual pollutant load (using Total Suspended Sediment [TSS] as the indicator parameter) under two conditions: 1) the property without any pollution control practice(s) and 2) the same property with the pollution control practice(s). The land cover, conveyance system, and other physical characteristics must be identical under both conditions.

The following categories of properties may receive up to a 25% credit on their stormwater fee for pollution control activities.

Explanation of Credits

A. New Land Development

By state and local regulations, all new land development (occurring after October 1, 2004) must meet a post-construction pollution reduction (using TSS as the indicator parameter) of 80%. Properties with new land development may receive up to a 25% credit for exceeding the minimum pollution control requirements. The process for credit calculation and conditions to be met are as follows:

1. The level of credit is determined as follows:
    a) 80% - 85.0% TSS reduction = 0% credit
    b) 85.1% - 90.0% TSS reduction = 20% credit
    c) Greater than 90% TSS reduction = 25% credit
2. The structural pollution control practice(s) are owned, operated, and maintained by private landowner(s),
3. There is a written maintenance agreement in place between the private landowner(s) and the City of Oshkosh. Among other conditions, the agreement shall allow the city to have access and conduct inspections of the control practice(s) to verify that proper maintenance is being conducted, and
4. The credit recipient must submit an annual report to the city stating that the pollution control practice is maintained and operating as designed. This section of the policy applies to all land development **on or after** October 1, 2004 (the effective date of the state regulations).
5. See submittal requirements below and Credit Application Form Example 3 at end of this document for further information.

B. Redeveloped Lands

Lands that were developed before October 1, 2004 and are undergoing re-development may receive a utility rate credit by installing pollution reduction practices. These properties may receive up to a 25% utility fee credit. The process for credit calculation and conditions to be met are as follows:

1. The level of credit is determined as follows:
    a) Less than 40% TSS reduction (if MEP approved by city) = 5% credit
    b) 40% - 50% TSS reduction = 15% credit
    c) Greater than 50 % TSS reduction = 25% credit

2. The structural pollution control practice(s) are owned, operated, and maintained by private landowner(s),
3. There is a written maintenance agreement in place between the private landowner(s) and the City of Oshkosh. Among other conditions, the agreement shall allow the city to have access and conduct inspections of the control practice(s) to verity that proper maintenance is being conducted,
4. The credit recipient submits an annual report to the city stating that the pollution control practice is maintained and operating as designed, and
5. This section of the policy applies to: application of storm water pollution control to lands developed before October 1, 2004 (the effective date of the state regulations).
6. See submittal requirements below and Credit Application Form Example 3 (for similar approach) at end of this document for further information.

C. Pollution Control Credit Eligibility for Existing Developed Lands (not being redeveloped)

Properties that are in neither category (B2a or B2b) may receive a credit up to 25% of the property's utility fee. The process for credit calculation and conditions to be met are as follows:

1. Level of credit is determined as follows:
    a) Up to 10% TSS reduction = 5% credit
    b) 10% - 20% TSS reduction = 15% credit
    c) Greater than 20% TSS reduction = 25% credit
2. The structural pollution control practice(s) are owned, operated, and maintained by private landowner(s),
3. There is a written maintenance agreement in place between the private landowner(s) and the City of Oshkosh. Among other conditions, the agreement shall allow the city to have access and conduct inspections of the control practice(s) to verify that proper maintenance is being conducted,
4. The credit recipient submits an annual report to the city stating that the pollution control practice is maintained and operating as designed, and
5. This section of the policy applies to: application of storm water pollution control to lands developed before October 1, 2004 (the effective date of the state regulations). See Section IV for submittal requirements.
6. If the property is an industrial site with an existing industrial NR 216 permit, the storm water management practice(s) must reduce the sediment pollution from the regulated area by greater than the minimum permit requirements.
    2) For non-regulated areas (non NR 216 permitted areas) of an industrial property, the credit levels listed under c. 1. above) shall apply.
7. See submittal requirements below and Credit Application Form Example 3 (for similar approach) at end of this document for further information.

Application Requirements

The completed Pollution Control Credit application must include a $200.00 application fee and the following information:

1. *Maintenance information:* Any agreements or contracts for inspection and/or maintenance are required to be disclosed as part of the application. Indicate the schedule for major maintenance that will be performed and how many times per year basic maintenance (such as erosion control and/or mowing) activities are performed. In order to maintain the Pollution Control credit, the property owners shall provide the city with inspection reports by January 1st of every subsequent year. If a property owner fails to file required inspection reports or if a city inspection finds the system not meeting the conditions set forth in this manual, the city will send a letter informing the property owner of the required action to avoid revocation of the Pollution Control credits. If the property owner fails to take the required action, the flow

control credits will be revoked until the situation is corrected. No retroactive credits will be given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.

2. *Technical information (certified by a Wisconsin Professional Engineer or Professional Hydrologist):*
   a) Narrative describing the site and post-development flow control practices
   b) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following information clearly:
      1) Locations, dimensions, and characteristics of all drainage patterns and storm water management facilities
      2) Location of all impervious surfaces including, but not limited to: structures, parking, driveways, etc.
      3) Soils
      4) Site topography
      5) Details of detention facility outlet structure(s)
      6) Diagram of watershed routing to the detention facility(s)
      7) As built construction drawings verifying the storm water management structural information.
   c) Summary of TSS in the watershed, including:
      1) Existing TSS
      2) Post-development TSS without management
      3) Post-development TSS with management
   d) Calculations (and factors used for calculations) performed to determine existing, post-developed "managed", and post-developed "un-managed" pollutant control including, but not limited to:
      1) Landuse Areas (percent imperviousness)
      2) Soil type
      3) Engineered designs for all structural flow control management practices
      4) Stage-storage-discharge tables or curves for the detention facility(ies)
   e) All survey information shall utilize either NGVD29 or NAVD88 vertical datum.

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

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

NOTE: Developers are encouraged to apply for pollution control credit on new developments upon completion of as-built drawings.

See Chapter 5 for an example application for the pollution control credit.

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City of Oshkosh Storm Water Utility: Credit Application Form

Form 1 - Storm Water Service Charge Credit Application

Credits Applied for (check all that apply):

- ☐ Pollution Control
- ☐ Riparian
- ☐ Flow Control Structure

Review Fee:

The property owner submitting the credit application shall pay a one-time review fee.

Fees are as follows:

Flow Control Credit Only = $200
Pollution Control Credit Only = $200
Flow Control and Pollution Control Credit = $300

Does the application have a check enclosed? ☐ Yes ☐ No

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

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact: _____ Email: _____ Telephone: _____

Property Owner Information *(If Different from Above)*:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Property Information:

Property Location/Address: _____
Parcel Number: _____ Property Size: (SF/Acre) _____
Receiving Water's Name (if applicable): _____ Impervious Area (SF): _____
Brief Description of Storm Water Facilities at Location (if applicable): _____

Plan Review Information:

Has this project and its storm water calculations been previously approved by the city? ☐ Yes ☐ No

If Yes, date of final approval of plan and calculations: _____
(If no copy is on file, city will notify Applicant to request a copy.)

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

Please indicate the review information that you are attaching to this application:

☐ Narratives	☐ Site Plans	☐ Survey Plat with Topography	☐ Runoff Calculations
☐ Routing Calculations	☐ Stage/Storage/Discharge Tables	☐ Outlet Structure Details	☐ As-Built Plans
☐ Operations and Maintenance Manual	☐ SLAMM Calculations		

Certifications:

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

Type or print name	Title or Authority
Signature	Date

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

The above information and the information on Form 2 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

Type or print name	Professional License Type and Number	
Signature	Date	Phone

Form 2 - Storm Water Service Charge Credit Application

(Form 1 must accompany this application form)

(1) Total Gross Impervious Area: _____ (sq. ft.)

Flow Control Structure *(10-year – 24 hour storm event)*

All storm water management requirements were met at the time of construction: ☐ Yes ☐ No

(2) Percent of site's impervious area draining to Flow Control measure: _____ (%)
(3) Post-Developed 10-year flow without management: _____ (cfs)
(4) Post-Developed 10-year flow with management: _____ (cfs)
(5) Reduction of Flow Provided ((3) - (4)): _____ (cfs)
(6) Percent Reduction ((5)/(3) * 100): _____ (%)
(7) Flow Control Credit [((2) *(6))/10,000*50%]: _____ (%)
(Maximum is 50%)

Riparian Property Credit

(8) Impervious Area Drainage Directly to Water Body: _____ (sq. ft.)
(9) Percent of Area Drainage Directly to Water Body ((8)/(1) * 100): _____ (%)
(10) Riparian Property Credit ((9)/100*50%): _____ (%)
(Maximum is 50%)

Pollution Control:

All storm water pollution reduction requirements were met at the time of construction: ☐ Yes ☐ No

A. New Land Development

(11) Post-Developed TSS without management: _____ (lbs)
(12) Post-Developed TSS with management: _____ (lbs)
(13) Reduction of TSS Provided ((11) –(12)): _____ (lbs)
(14) Percent Reduction ((13)/(11) * 100): _____ (%)
(15) Pollution Control Credit: _____ (%)
(Maximum is 25%)

If (14) = 80.0%-85.0 % Credit = 0%
If (14) = 85.1%-90.0 % Credit = 20%
If (14) > 90.0 % Credit = 25%

B. Redeveloped Lands

(16) Post-Developed TSS without management: _____ (lbs)
(17) Post-Developed TSS with management: _____ (lbs)
(18) Reduction of TSS Provided ((16) –(17)): _____ (lbs)
(19) Percent Reduction ((18)/(16) * 100): _____ (%)
(20) Pollution Control Credit: _____ (%)
(Maximum is 25%)

If (19) < 40.0 % Credit = 5%
If (19) = 40.0%-50.0 % Credit = 15%
If (19) > 50.0 % Credit = 25%

C. Existing Developed Lands (not being redeveloped)

(21) Existing-Developed TSS without management: _____ (lbs)
(22) Existing-Developed TSS with management: _____ (lbs)
(23) Reduction of TSS Provided ((21) –(22)): _____ (lbs)
(24) Percent Reduction ((23)/(21) * 100): _____ (%)
(25) Pollution Control Credit: _____ (%)
(Maximum is 25%)

If (24) < 10.0 % Credit = 5%
If (24) = 10.0%-20.0 % Credit = 15%
If (24) > 20.0 % Credit = 25%

Credit Summary

Flow Control Structure Credit (7):	_____	%	*(Maximum 50%)*
Riparian Property Credit (10):	_____	%	*(Maximum 50%)*
Post Development Pollution Control Credit (15, 20, or 25):	_____	%	*(Maximum 25%)*
Total Annual Storm Water Credit (7 + 10+ (15, 20, or 25)):	_____	%	

☐ Credit Application Approved
☐ Credit Application Not Approved

_____
Director of Public Works (or designee) (Print Name)

_____
Director of Public Works (or designee) (Sign Name)

_____
Date

Chapter 5: Example Credit Applications

Following are example applications for credit adjustments to the Storm Water Service Charge. The example application forms have been completed and are attached.

Example #1: Flow Control Structure Credit (per Chapter 3)

A commercial site was developed in December 2002 with an impervious area of 1,200,000 sq. ft., or 426.0 ERUs. A detention pond was installed that meets the design criteria specified in the city's current storm water management regulations. The peak runoff rate from the 10-year, 24-hour storm after development does not exceed the peak runoff rate from the 100-year, 24-hour storm before development. The customer's engineer has certified these calculations and the property meets all the other storm water management requirements in effect at the time of construction. The customer has not installed any other BMPs on site.

Example #2: Riparian Property Credit (per Chapter 3)

An industrial site with 200,000 SF total impervious area discharges a portion of its runoff directly to the Fox River. Due to topography on the lot, 70,000 SF of the impervious area discharges directly to the Fox River, while the runoff from the remaining area flows into the municipal storm water conveyance system.

Example #3: Post-Development Pollution Control Credit (per Chapter 4)

A site was developed in April 2005 with a commercial land use. A detention pond was installed that met the design criteria specified in the city's current storm water management regulations. The Total Suspended Solids (TSS) are substantially reduced from the implementation of a structural pollution control practice. The customer's engineer has certified these calculations and the property meets all the other storm water management requirements in effect at the time of construction. The customer has not installed any other BMPs on site.

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Credit Application Example #1: Flow Control Structure

City of Oshkosh Storm Water Utility: Credit Application Form

Form 1 - Storm Water Service Charge Credit Application

Credits Applied for (check all that apply):

- ☐ Pollution Control
- ☐ Riparian
- ☒ Flow Control Structure

Review Fee:

The property owner submitting the credit application shall pay a one-time review fee.

Fees are as follows:

Flow Control Credit Only = $200
Pollution Control Credit Only = $200
Flow Control and Pollution Control Credit = $300

Does the application have a check enclosed? ☒ Yes ☐ No

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

Name:	Commercial Crafts				
Address:	100 Oshkosh Boulevard				
City:	Oshkosh	State:	WI	Zip Code:	54903
Contact:	Casey Commercial	Email:	Casey@Crafts.com	Telephone:	920-555-1237

Property Owner Information *(If Different from Above)*:

Name:	(Same as Above)				
Address:					
City:		State:		Zip Code:	

Property Information:

Property Location/Address:	100 Oshkosh Boulevard		
Parcel Number:	90112345980	Property Size: (SF/Acre)	30 acres
Receiving Water's Name (if applicable):	N/A	Impervious Area (SF):	1,200,000
Brief Description of Storm Water Facilities at Location (if applicable):	Detention Basin		

Plan Review Information:

Has this project and its storm water calculations been previously approved by the city? ☒ Yes ☐ No

If Yes, date of final approval of plan and calculations: 1/1/2009

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

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

Please indicate the review information that you are attaching to this application:

☒ Narratives	☒ Site Plans	☒ Survey Plat with Topography	☒ Runoff Calculations
☒ Routing Calculations	☒ Stage/Storage/Discharge Tables	☒ Outlet Structure Details	☒ As-Built Plans
☒ Operations and Maintenance Manual	☐ SLAMM Calculations		

Credit Application Example #1: Flow Control Structure

Certifications:

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

Casey Commercial	Owner
Type or print name	Title or Authority
Signature	Date

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

The above information and the information on Form 2 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

Ean Engineer	WI_PE #12345	
Type or print name	Professional License Type and Number	
		920-555-1239
Signature	Date	Phone

Credit Application Example #1: Flow Control Structure

Form 2 - Storm Water Service Charge Credit Application

(Form 1 must accompany this application form)

(1) Total Gross Impervious Area: 1,200,000 (sq. ft.)

Flow Control Structure *(10-year – 24 hour storm event)*

All storm water management requirements were met at the time of construction: ☒ Yes ☐ No

(2)	Percent of site's impervious area draining to Flow Control measure:	100	(%)
(3)	Post-Developed 10-year flow without management:	63	(cfs)
(4)	Post-Developed 10-year flow with management:	15	(cfs)
(5)	Reduction of Flow Provided ((3) - (4)):	48	(cfs)
(6)	Percent Reduction ((5)/(3) * 100):	76.2	(%)
(7)	Flow Control Credit [((2) *(6))/10,000*50%]:	38.1	(%)
		(Maximum is 50%)	

Riparian Property Credit

(8)	Impervious Area Drainage Directly to Water Body:		(sq. ft.)
(9)	Percent of Area Drainage Directly to Water Body ((8)/(1) * 100):		(%)
(10)	Riparian Property Credit ((9)/100*50%):		(%)
		(Maximum is 50%)	

Pollution Control:

All storm water pollution reduction requirements were met at the time of construction: ☐ Yes ☐ No

A. New Land Development

(11)	Post-Developed TSS without management:		(lbs)
(12)	Post-Developed TSS with management:		(lbs)
(13)	Reduction of TSS Provided ((11) –(12)):		(lbs)
(14)	Percent Reduction ((13)/(11) * 100):		(%)
(15)	Pollution Control Credit:		(%)
	If (14) = 80.0%-85.0 % Credit = 0%	(Maximum is 25%)	
	If (14) = 85.1%-90.0 % Credit = 20%		
	If (14) > 90.0 % Credit = 25%		

B. Redeveloped Lands

(16)	Post-Developed TSS without management:		(lbs)
(17)	Post-Developed TSS with management:		(lbs)
(18)	Reduction of TSS Provided ((16) –(17)):		(lbs)
(19)	Percent Reduction ((18)/(16) * 100):		(%)
(20)	Pollution Control Credit:		(%)
	If (19) < 40.0 % Credit = 5%	(Maximum is 25%)	
	If (19) = 40.0%-50.0 % Credit = 15%		
	If (19) > 50.0 % Credit = 25%		

C. Existing Developed Lands (not being redeveloped)

(21)	Existing-Developed TSS without management:		(lbs)
(22)	Existing-Developed TSS with management:		(lbs)
(23)	Reduction of TSS Provided ((21) –(22)):		(lbs)
(24)	Percent Reduction ((23)/(21) * 100):		(%)
(25)	Pollution Control Credit:		(%)
	If (24) < 10.0 % Credit = 5%	(Maximum is 25%)	
	If (24) = 10.0%-20.0 % Credit = 15%		
	If (24) > 20.0 % Credit = 25%		

Credit Application Example #1: Flow Control Structure

Credit Summary

Flow Control Structure Credit (7):	38.1	%	*(Maximum 50%)*
Riparian Property Credit (10):	0	%	*(Maximum 50%)*
Post Development Pollution Control Credit (15, 20, or 25):	0	%	*(Maximum 25%)*
Total Annual Storm Water Credit (7 + 10+ (15, 20, or 25)):	38.1	%	

☐ Credit Application Approved
☐ Credit Application Not Approved

_____
Director of Public Works (or designee) (Print Name)

_____
Director of Public Works (or designee) (Sign Name)

_____
Date

Credit Application Example #2: Riparian

City of Oshkosh Storm Water Utility: Credit Application Form

Form 1 - Storm Water Service Charge Credit Application

Credits Applied for (check all that apply):

- ☐ Pollution Control
- ☒ Riparian
- ☐ Flow Control Structure

Review Fee:

The property owner submitting the credit application shall pay a one-time review fee.

Fees are as follows:

Flow Control Credit Only = $200
Pollution Control Credit Only = $200
Flow Control and Pollution Control Credit = $300

Does the application have a check enclosed? ☒ Yes ☐ No

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

Name:	Oshkosh Industries				
Address:	1000 Oshkosh Avenue				
City:	Oshkosh	State:	WI	Zip Code:	54903
Contact:	Isaac Industrial	Email:	Isaac@Ind.com	Telephone:	920-555-1234

Property Owner Information *(If Different from Above)*:

Name:	(Same as Above)				
Address:					
City:		State:		Zip Code:	

Property Information:

Property Location/Address:	1000 Oshkosh Avenue		
Parcel Number:	90112345670	Property Size: (SF/Acre)	5 acres
Receiving Water's Name (if applicable):	Fox River	Impervious Area (SF):	200,000

Brief Description of Storm Water Facilities at Location (if applicable):

Plan Review Information:

Has this project and its storm water calculations been previously approved by the city? ☐ Yes ☒ No

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

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

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

Please indicate the review information that you are attaching to this application:

☒	Narratives	☐	Site Plans	☒	Survey Plat with Topography	☐	Runoff Calculations
☐	Routing Calculations	☐	Stage/Storage/Discharge Tables	☐	Outlet Structure Details	☐	As-Built Plans
☐	Operations and Maintenance Manual	☐	SLAMM Calculations				

Credit Application Example #2: Riparian

Certifications:

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

Isaac Industrial	President
Type or print name	Title or Authority
Signature	Date

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

The above information and the information on Form 2 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

Susan Surveyor	WI-RLS #12345	
Type or print name	Professional License Type and Number	
		920-555-1235
Signature	Date	Phone

Credit Application Example #2: Riparian

Form 2 - Storm Water Service Charge Credit Application

(Form 1 must accompany this application form)

(1) Total Gross Impervious Area: 200,000 (sq. ft.)

Flow Control Structure *(10-year – 24 hour storm event)*

All storm water management requirements were met at the time of construction: ☐ Yes ☐ No

(2) Percent of site's impervious area draining to Flow Control measure: _____ (%)
(3) Post-Developed 10-year flow without management: _____ (cfs)
(4) Post-Developed 10-year flow with management: _____ (cfs)
(5) Reduction of Flow Provided ((3) - (4)): _____ (cfs)
(6) Percent Reduction ((5)/(3) * 100): _____ (%)
(7) Flow Control Credit [((2) *(6))/10,000*50%]: _____ (%)
(Maximum is 50%)

Riparian Property Credit

(8) Impervious Area Drainage Directly to Water Body: 70,000 (sq. ft.)
(9) Percent of Area Drainage Directly to Water Body ((8)/(1) * 100): 35 (%)
(10) Riparian Property Credit ((9)/100*50%): 17.5 (%)
(Maximum is 50%)

Pollution Control:

All storm water pollution reduction requirements were met at the time of construction: ☐ Yes ☐ No

A. New Land Development

(11) Post-Developed TSS without management: _____ (lbs)
(12) Post-Developed TSS with management: _____ (lbs)
(13) Reduction of TSS Provided ((11) –(12)): _____ (lbs)
(14) Percent Reduction ((13)/(11) * 100): _____ (%)
(15) Pollution Control Credit: _____ (%)
(Maximum is 25%)
If (14) = 80.0%-85.0 % Credit = 0%
If (14) = 85.1%-90.0 % Credit = 20%
If (14) > 90.0 % Credit = 25%

B. Redeveloped Lands

(16) Post-Developed TSS without management: _____ (lbs)
(17) Post-Developed TSS with management: _____ (lbs)
(18) Reduction of TSS Provided ((16) –(17)): _____ (lbs)
(19) Percent Reduction ((18)/(16) * 100): _____ (%)
(20) Pollution Control Credit: _____ (%)
(Maximum is 25%)
If (19) < 40.0 % Credit = 5%
If (19) = 40.0%-50.0 % Credit = 15%
If (19) > 50.0 % Credit = 25%

C. Existing Developed Lands (not being redeveloped)

(21) Existing-Developed TSS without management: _____ (lbs)
(22) Existing-Developed TSS with management: _____ (lbs)
(23) Reduction of TSS Provided ((21) –(22)): _____ (lbs)
(24) Percent Reduction ((23)/(21) * 100): _____ (%)
(25) Pollution Control Credit: _____ (%)
(Maximum is 25%)
If (24) < 10.0 % Credit = 5%
If (24) = 10.0%-20.0 % Credit = 15%
If (24) > 20.0 % Credit = 25%

Credit Application Example #2: Riparian

Credit Summary

Flow Control Structure Credit (7):	0	%	*(Maximum 50%)*
Riparian Property Credit (10):	17.5	%	*(Maximum 50%)*
Post Development Pollution Control Credit (15, 20, or 25):	0	%	*(Maximum 25%)*
Total Annual Storm Water Credit (7 + 10+ (15, 20, or 25)):	17.5	%	

☐ Credit Application Approved
☐ Credit Application Not Approved

_____
Director of Public Works (or designee) (Print Name)

_____
Director of Public Works (or designee) (Sign Name)

_____
Date

Credit Application Example #3: Pollution Control

City of Oshkosh Storm Water Utility: Credit Application Form

Form 1 - Storm Water Service Charge Credit Application

Credits Applied for (check all that apply):

- ☒ Pollution Control
- ☐ Riparian
- ☐ Flow Control Structure

Review Fee:

The property owner submitting the credit application shall pay a one-time review fee.

Fees are as follows:

Flow Control Credit Only = $200
Pollution Control Credit Only = $200
Flow Control and Pollution Control Credit = $300

Does the application have a check enclosed? ☒ Yes ☐ No

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

Name:	Commercial Crafts				
Address:	100 Oshkosh Boulevard				
City:	Oshkosh	State:	WI	Zip Code:	54903
Contact:	Casey Commercial	Email:	Casey@Crafts.com	Telephone:	920-555-1237

Property Owner Information *(If Different from Above)*:

Name:	(Same as Above)				
Address:					
City:		State:		Zip Code:	

Property Information:

Property Location/Address:	100 Oshkosh Boulevard		
Parcel Number:	90112345980	Property Size: (SF/Acre)	30 Acres
Receiving Water's Name (if applicable):	N/A	Impervious Area (SF):	1,200,000
Brief Description of Storm Water Facilities at Location (if applicable):	Detention Basin		

Plan Review Information:

Has this project and its storm water calculations been previously approved by the city? ☐ Yes ☒ No

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

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

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

Please indicate the review information that you are attaching to this application:

☐ Narratives	☒ Site Plans	☒ Survey Plat with Topography	☐ Runoff Calculations
☐ Routing Calculations	☒ Stage/Storage/Discharge Tables	☒ Outlet Structure Details	☒ As-Built Plans
☒ Operations and Maintenance Manual	☒ SLAMM Calculations		

Credit Application Example #3: Pollution Control

Certifications:

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

Casey Commercial	Owner
Type or print name	Title or Authority
Signature	Date

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

The above information and the information on Form 2 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

Ean Engineer	WI-PE #12345	
Type or print name	Professional License Type and Number	
		920-555-1239
Signature	Date	Phone

Credit Application Example #3: Pollution Control

Form 2 - Storm Water Service Charge Credit Application

(Form 1 must accompany this application form)

(1) Total Gross Impervious Area: 1,200,000 (sq. ft.)

Flow Control Structure *(10-year – 24 hour storm event)*

All storm water management requirements were met at the time of construction: ☐ Yes ☐ No

(2) Percent of site's impervious area draining to Flow Control measure: _____ (%)
(3) Post-Developed 10-year flow without management: _____ (cfs)
(4) Post-Developed 10-year flow with management: _____ (cfs)
(5) Reduction of Flow Provided ((3) - (4)): _____ (cfs)
(6) Percent Reduction ((5)/(3) * 100): _____ (%)
(7) Flow Control Credit [((2) *(6))/10,000*50%]: _____ (%)
(Maximum is 50%)

Riparian Property Credit

(8) Impervious Area Drainage Directly to Water Body: _____ (sq. ft.)
(9) Percent of Area Drainage Directly to Water Body ((8)/(1) * 100): _____ (%)
(10) Riparian Property Credit ((9)/100*50%): _____ (%)
(Maximum is 50%)

Pollution Control:

All storm water pollution reduction requirements were met at the time of construction: ☒ Yes ☐ No

A. New Land Development

(11) Post-Developed TSS without management: _____ (lbs)
(12) Post-Developed TSS with management: _____ (lbs)
(13) Reduction of TSS Provided ((11) –(12)): _____ (lbs)
(14) Percent Reduction ((13)/(11) * 100): _____ (%)
(15) Pollution Control Credit: _____ (%)
(Maximum is 25%)
If (14) = 80.0%-85.0 % Credit = 0%
If (14) = 85.1%-90.0 % Credit = 20%
If (14) > 90.0 % Credit = 25%

B. Redeveloped Lands

(16) Post-Developed TSS without management: _____ (lbs)
(17) Post-Developed TSS with management: _____ (lbs)
(18) Reduction of TSS Provided ((16) –(17)): _____ (lbs)
(19) Percent Reduction ((18)/(16) * 100): _____ (%)
(20) Pollution Control Credit: _____ (%)
(Maximum is 25%)
If (19) < 40.0 % Credit = 5%
If (19) = 40.0%-50.0 % Credit = 15%
If (19) > 50.0 % Credit = 25%

C. Existing Developed Lands (not being redeveloped)

(21) Existing-Developed TSS without management: 4,000 (lbs)
(22) Existing-Developed TSS with management: 3,000 (lbs)
(23) Reduction of TSS Provided ((21) –(22)): 1,000 (lbs)
(24) Percent Reduction ((23)/(21) * 100): 25 (%)
(25) Pollution Control Credit: 25 (%)
(Maximum is 25%)
If (24) < 10.0 % Credit = 5%
If (24) = 10.0%-20.0 % Credit = 15%
If (24) > 20.0 % Credit = 25%

Credit Application Example #3: Pollution Control

Credit Summary

Flow Control Structure Credit (7):	0	%	*(Maximum 50%)*
Riparian Property Credit (10):	0	%	*(Maximum 50%)*
Post Development Pollution Control Credit (15, 20, or 25):	25	%	*(Maximum 25%)*
Total Annual Storm Water Credit (7 + 10+ (15, 20, or 25)):	25	%	

☐ Credit Application Approved
☐ Credit Application Not Approved

_____
Director of Public Works (or designee) (Print Name)

_____
Director of Public Works (or designee) (Sign Name)

_____
Date