

Storm Water Utility Manual

Prepared for:

City of Greenfield
7325 West Forest Home Avenue
Greenfield, WI 53220-3356

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PREFACE

For Questions or to Submit An Application Form:

Department of Neighborhood Services
7325 West Forest Home Avenue
Greenfield, WI 53220-3356
Phone 414-329-5325

This document outlines the policies and procedures for providing adjustments and credits to customers of the City of Greenfield Storm Water utility.

All properties are eligible for adjustments and credits.

The application procedure for the Greenfield Storm Water Utility is summarized below.

Application Procedure:

1. Each applicant must complete the required form(s) and furnish the required information. Forms may be found with this application, or on the City web page: <http://www.greenfieldwi.us>.
2. A one-time application fee of \$200 must accompany each application. Application fees are non-refundable unless noted otherwise and are subject to change. Make Checks Payable to: City of Greenfield.
3. The Department of Neighborhood Services (Department) will conduct an initial review of the application to check the application forms for completeness and accuracy.
4. If the application is found to be complete and accurate, a letter will be sent to the applicant's contact person within thirty (30) calendar days of receipt notifying approval of the requested change.
5. If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of additional and complete information from the applicant, the review will resume and be completed within thirty (30) calendar days of receipt of the additional information.
6. Submittal of any application form is an acknowledgement of the City of Greenfield's (City) right-of-entry to inspect and verify the information submitted on said application.
7. Once approved, adjustments and credits will be granted retroactive to the most recently paid storm water utility bill only, if applicable. Adjustments and credits will be reflected on future billings as long as the conditions that warranted the change are still applicable and any necessary subsequent compliance reviews are satisfactory.
8. If an application is denied, a letter explaining the reasons for the denial will be provided to the applicant.

9. The applicant has the right to appeal this decision, in accordance with the procedures outlined in Ch. 33 of the City of Greenfield Municipal Code as adopted July 21, 2009 relating to the Storm Water Utility.

1.0 INTRODUCTION

The Common Council of the City of Greenfield, Wisconsin created a storm water utility by ordinance through the creation of Ch. 33 of the City of Greenfield Municipal Code on July 21, 2009 to provide an equitable, stable funding source for the City's storm water management services.

Traditionally, most municipal services are paid for out of the general fund which is largely funded through revenue generated through taxes collected based on property assessments (among other sources). Revenue collected through taxation has no correlation to the storm water management services provided.

A storm water utility (user fee system) is an alternative funding mechanism for storm water management services that fairly and equitably relates charges to each parcel based in their relative impact on the storm water system. A storm water utility operates similarly in many ways to other utilities, such as a sanitary sewer/wastewater utility, where estimated use of the system is correlated to the cost of providing customers with a service.

After reviewing the various rate methods available to a storm water utility, the City of Greenfield elected to create a utility with three rate components and potential charges, a base charge, an equivalency charge, and a special charge.

The Base Charge (BC) may be imposed on all lands, lots and parcels within the City of Greenfield uniformly. The Base Charge is intended to reflect the fact that all parcels benefits from the storm water management activities of the City and/or that all parcels contribute storm water runoff (quantity burden) and pollution (quality burden) that must be managed by the City. The BC may be designed to collect the administrative costs and other appropriate expenses of the storm water utility operations and maintenance. The BC may be based on the size of a parcel, impervious area, or other method.

The Equivalency Charge (EC) would be charged only to properties within the City of Greenfield that are developed (have impervious area) and generally covers the cost of storm water services in the City that are not paid for through revenues collected by the BC. The charge to customers would vary depending on the extent of development as guided by the Equivalent Runoff Unit (ERU) method (sometimes called the Equivalent Residential Unit method).

The Special Charge (SC) may be imposed on parcels that are in an area specially benefited and served by a particular storm water management facility or service. This charge will be developed to reflect the relative burden of each parcel in a particular area that may not be appropriate to allocate to all parcels throughout the City. The SC would vary and would be calculated on an ERU comparative basis unless dictated otherwise by resolution or ordinance.

The area of impervious surfaces is the most important factor influencing the cost of the storm water management services, systems, and facilities for developed properties and is therefore the most appropriate parameter for calculating a periodic storm water service charge for developed properties. This method establishes the value of one (1) ERU as equivalent to the average impervious area of single-family residential properties within the City of Greenfield (established in this study as 3,630 square feet).

Four customer classifications were established by the utility:

- (a) Single-Family

- (b) Two-Family (Duplex)
- (c) Other Developed
- (d) Undeveloped

Single-Family Parcel. Any residential lot or parcel identified for habitation with exactly one dwelling unit.

Two-Family (Duplex) Parcel. Any residential lot or parcel identified for habitation with exactly two dwelling units.

Other Developed Parcel. Any developed lot or parcel that is not a single-family or two-family (duplex) parcel including, but not limited to, transient rentals (such as hotels and motels), commercial, industrial, institutional, governmental, parking lots, and other properties containing impervious surfaces.

Undeveloped Parcel. Any parcel with sanitary sewer service and less than 182 square feet of impervious surface or a vacant parcel with less than 364 square feet of impervious surface.

1.1 Rates and Charges

As indicated previously, three charge components have been established for the utility and include the Base Charge (BC), the Equivalency Charge (EC), and the Special Charge (SC). The Common Council establishes current rates through resolution as needed.

The Common Council has elected to set an initial rate for the Equivalency Charge (EC). The Common Council has not elected to establish a rate for the Base Charge (BC) or Special Charge (SC) at this time.

Initial quarterly rates are:

- 1) Base Charge (BC) = \$0.00 per parcel
- 2) Equivalency Charge (EC) = \$12.45 per ERU
- 3) Special Charge (SC) = \$0.00

1.2 Establishment of ERUs

The number of ERUs on a parcel is determined as follows:

A. Developed Single-Family Residential Parcels

- 1. Are set to equal one (1.0) ERU except in the following:
 - a) In the instance where a Developed Single-Family Residential Dwelling is situated on more than one parcel, a single parcel shall be identified as the primary parcel and set equal to one (1.0) ERU and the remaining parcel(s) shall be set to zero (0.0) ERUs.
 - b) In the instance where a Developed Single-Family Residential Parcel does not contain a dwelling unit and is not associated with an adjacent parcel under common ownership that does contain a dwelling unit, but does contain other impervious surfaces of 182 square feet or greater, the parcel shall be treated in the same manner as Other Developed Parcels as described below.

B. Developed Two-Family (Duplex) Residential Parcels

1. Are set to equal one and one-tenth (1.1) ERUs except in the following:
 - a) In the instance where a Developed Two-Family (Duplex) Residential Dwelling is situated on more than one parcel, a single parcel shall be identified as the primary parcel and set equal to one and one-tenth (1.1) ERUs and the remaining parcel(s) shall be set to zero (0.0) ERUs.
 - b) In the instance where a Developed Two-Family (Duplex) Residential Parcel does not contain a dwelling unit and is not associated with a adjacent parcel under common ownership that does contain a dwelling unit, but does contain other impervious surfaces of 182 square feet or greater, the parcel shall be treated in the same manner as Other Developed Parcels as described below.

C. All Other Developed Parcels that are not either Single-Family or Two-Family (Duplex) Residential Parcels

1. Are calculated by dividing the total square footage of measured impervious area on the parcel by the square footage of one (1.0) ERU which equals 3,630 square feet as defined in the Storm Water Utility Ordinance. The number of ERUs shall be rounded to the nearest one-tenth (0.1).
2. In the instance where more than one tax key property share undivided interest in a parcel of land (such as with some condominium developments), the impervious areas on all related parcels shall be evenly divided amongst all property owners unless another distribution is established by ownership.

D. Undeveloped Parcels (parcels with sanitary sewer service and less than 182 square feet of impervious surface) and vacant properties (parcels with less than 364 square feet of impervious surface)

1. Are assigned zero (0.0) ERUs

1.3 Establishment of Utility Fees

1.3.1 Utility Fee for Developed Single-Family Residential Parcels

The Storm Water Utility Fee imposed on developed single-family residential parcels shall be 1.0 ERUs times the EC rate. Using the established initial quarterly rates, the fee would be:

$$\text{Single-Family Residential Quarterly Fee} = (1.0 \times \$0.00) + (1.0 \times \$12.45) = \$12.45 \text{ per quarter}$$

1.3.2 Utility Fee for Developed Two-Family (Duplex) Residential Parcels

The Storm Water Utility Fee imposed on developed two-family (duplex) residential parcels shall be 1.1 ERUs times the EC rate. Using the established initial quarterly rates, the fee would be:

$$\text{Two-Family (Duplex) Residential Quarterly Fee} = (1.0 \times \$0.00) + (1.1 \times \$12.45) = \$13.70 \text{ per quarter}$$

1.3.3 Utility Fee for Other Developed Parcels

The Storm Water Utility Fee imposed on other developed parcels shall be the assigned number of ERUs times the EC rate. Using the established initial quarterly rates, the fee would be:

$$\begin{aligned} \text{Other Developed Parcel Quarterly Fee} &= (1.0 \times \$0.00) + (\text{Assigned ERUs} \times \$12.45) \\ &= (\text{Rate Varies}) \text{ per quarter} \end{aligned}$$

1.3.4 Utility Fee for Undeveloped Parcels

The Storm Water Utility Fee imposed on undeveloped parcels shall be the assigned number of ERUs times the EC rate. Undeveloped parcels with sanitary sewer service and less than 0.05 ERU will not be charged; vacant properties with less than 0.10 ERU will not be charged.

1.4 Utility Fee Adjustment Policy

A parcel's classification and number of ERUs assigned to a parcel will remain fixed unless physical changes are made that alter the amount of the impervious surface area, the original impervious area was improperly calculated, or a parcel classification change is warranted.

This policy is further discussed in Section 2 of this document.

1.5 Utility Fee Credit Policy

The City of Greenfield has developed a system of credits for storm water utility customers. If a parcel owner can show that one or more of the following conditions apply to the parcel in question, the parcel owner may be eligible for a credit to the storm water utility equivalency charge (EC) portion of their fee.

1. If storm water runoff from a parcel is treated by a properly constructed and maintained storm water quality best management practice (BMP) such as a retention or detention basin or other applicable water quality facility. (BMP Credit)
2. If storm water runoff from a parcel discharges directly into the Root River, Menomonee River, Kinnickinnic River or a tributary to the aforementioned waterways without crossing another parcel under different ownership or entering any portion of the City's municipal separate storm sewer system (MS4); and the discharge does not result in exceeding federal, state or local water quality standards. (Riparian Credit)
3. If storm water runoff from a parcel infiltrates into the ground without crossing another parcel under different ownership or entering any portion of the City's municipal separate storm sewer system (MS4); and the discharge does not result in exceeding federal, state or local water quality standards. (Isolated Area Credit)

This policy is further discussed in Chapter 3 of this document.

2.0 UTILITY FEE ADJUSTMENT POLICY

Adjustments may be considered at the request of parcel owners to correct the amount of impervious area upon which the bill is based, correct or update the parcel customer classification, or other items of consequence, upon the presentation of better information.

The purpose of this Chapter is to present the process for making numeric adjustments to the ERU value assigned to a particular property or to make a parcel classification change. In general, the number of ERUs assigned to a property will remain fixed unless physical changes are made that alter the amount of the impervious surface area, or in the event that the original impervious area was improperly calculated or a property was improperly classified.

An adjustment will only modify a parcel classification or change the ERU assigned to the parcel, thereby potentially resulting in a change to the EC fee associated with a parcel. In no circumstances, shall the BC fee be changed through any adjustment.

An adjustment application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. Furthermore, the application review process will not be initiated unless the current storm water utility fees are paid in full. A pending application for adjustment shall not constitute a valid reason for non-payment of the current Storm Water Service Charges.

2.1 Adjustment Procedure

Any parcel owner may apply for an adjustment to update or correct the information assigned to the parcel if the parcel owner believes there to be some information that is inaccurate. The following procedure for applying for an adjustment is established.

1. A request for an adjustment may be submitted at any time. All such requests shall be submitted to the Director on forms provided by the City, together with all supporting information and an application fee.
2. The Director may require the parcel owner, at parcel owner's expense, to provide supplemental information.

2.2 Granting Adjustments

When an application for an adjustment is deemed complete by the Director, the Director shall have sixty (60) days from the date that the complete application is accepted to:

1. Grant the adjustment in whole;
2. Grant the adjustment in part; or,
3. Deny the adjustment.

Adjustments applied for and granted in whole or in part, shall apply from the first day of the calendar month immediately following the date on which a complete application for the adjustment has been filed with the City of Greenfield. The Director shall provide a letter to the owner documenting the award or denial of the adjustment as well as the grounds upon which the decision was based. The applicants may appeal such determination following the appeals process described in Sec. 31.08 of the City of Greenfield Municipal Code.

2.3 Developed Single-Family and Two-Family (Duplex) Residential Parcel Adjustments

Developed Single-Family and Two-Family (Duplex) residential parcels are assigned an ERU value of 1.0 or 1.1 respectively based on statistics for each customer classification and are not individually calculated. The assigned value will not change unless the parcel meets the definition of Undeveloped Parcel as contained herein.

2.3.1 Adjustment Based on a Change in Condition Through Demolition

If the residential and garage structures are demolished on a parcel and it is determined that the remaining impervious surfaces, if any, are not significant contributors to the City's storm water system, an adjustment can be made to change the property classification to undeveloped. No building, garage, structure, or other impervious surfaces totaling 182 square feet or greater shall remain on the property to be considered for this adjustment.

The necessary application form including the fee and other information requirements is available in the Appendix section of this document. If the applicant is successful through the application and review process in showing that they are due an adjustment, the City will make the classification change for subsequent billings.

2.3.2 Adjustment Based on Other Reasons

If a property owner believes their property is eligible for an adjustment or requires reclassification for reasons other than those specifically stated in this Manual and the owner has documentation that existing impervious surfaces, if any, are not significant contributors to the City's storm water system, the owner can apply for an adjustment. No building, garage, structure, or other impervious surfaces totaling 182 square feet or greater shall remain on the property to be considered not a significant contributor.

The necessary application form including the fee and other information requirements is available in the Appendix section of this document. If the applicant is successful through the application and review process in showing that they are due an adjustment, the City will make the classification change for subsequent billings. In some instances, the Director may refund the Application Fee along with the prior paid period EC charge.

2.4 Other Developed Parcel Adjustments

Other Developed Parcels are assigned an ERU value by taking the total impervious area of the property in square feet, and dividing by 3,630 square feet (one ERU).

2.4.1 Adjustment Based on a Change in Condition Through Demolition, Addition, or New Construction

If an Other Developed Parcel experiences a change in development condition through demolition, addition, or new construction of impervious area, an adjustment will be made to appropriately reduce or increase the number of ERUs for the property and make a classification change if warranted. Changes will be implemented by the City as part of the building permit process. There are no additional application forms, fees, or requirements necessary to make this adjustment. Upon completion of the demolition, addition or construction process, the City will make the fee adjustment for subsequent billings. No retroactive payment is due to or from the owner through this process.

2.4.2 Adjustment Based on Other Reasons

If a property owner believes their property is eligible for an adjustment or requires reclassification for reasons other than those specifically stated in this Manual and the owner has documentation that existing impervious surfaces, if any, are not significant contributors to the City's storm water system, the owner can apply for an adjustment. No building, garage, structure, or other impervious surfaces totaling 182 square feet or greater shall remain on the property to be considered not a significant contributor.

The necessary application form including the fee and other information requirements is available in the Appendix section of this document. If the applicant is successful through the application and review process in showing that they are due an adjustment, the City will make the classification change for subsequent billings. In some instances, the Director may refund the Application Fee along with the prior paid period EC charge.

2.5 Undeveloped Parcel Adjustments

If an Undeveloped Parcel experiences a change in development condition and requires reclassification, an adjustment will be made to appropriately set the number of ERUs for the parcel and establish the correct classification. Changes will be implemented by the City as part of the building permit process. There are no additional application forms, fees, or requirements necessary to make this adjustment. The City will make the fee adjustment for subsequent billings. No retroactive payment is due to or from the owner through this process.

3.0 UTILITY FEE CREDIT POLICY

The purpose of this chapter is to develop a storm water utility credit policy intended to create equity for customers not fully utilizing services and encourage actions by property owners within the utility district to: 1) reduce storm water flows and pollutant loads; and 2) reduce the utility district's costs in providing proper storm water runoff management.

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 Storm Water Utility services or is a reflection of the extent of services utilized by the property.

If a parcel owner can show that one or more of the following conditions apply to the parcel in question, the parcel owner may be eligible for a credit to the storm water utility equivalency charge (EC) portion of their fee.

1. If storm water runoff from a parcel is treated by a properly constructed and maintained storm water quality best management practice (BMP) such as a retention or detention basin or other applicable water quality facility. (BMP Credit)
2. If storm water runoff from a parcel discharges directly into the Root River, Menomonee River, Kinnickinnic River or a tributary to the aforementioned waterways without crossing another parcel under different ownership or entering any portion of the City's municipal separate storm sewer system (MS4); and the discharge does not result in exceeding federal, state or local water quality standards. (Riparian Credit)
3. If storm water runoff from a parcel infiltrates into the ground without crossing another parcel under different ownership or entering any portion of the City's municipal separate storm sewer system (MS4); and the discharge does not result in exceeding federal, state or local water quality standards. (Isolated Area Credit)

A credit application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. Furthermore, the credit review process will not be initiated unless the current storm water utility fees are paid in full. A pending application for credit shall not constitute a valid reason for non-payment of the current Storm Water Service Charges.

No credits shall be considered for any "natural" features such as, but not limited to, rivers, wetlands, lakes, floodplains, or water impoundments.

No credits shall be given towards the Base Charge (BC) or Special Charge (SC) portion of their fee.

A non-refundable credit application fee is required with the application forms. It is the intent of the Department to process applications within sixty (60) calendar days of submittal of the complete and correct application package.

3.1 Credit Procedure

Any parcel owner may apply for credit if the parcel owner believes there to be grounds for receiving credit to their storm water fee. The following procedure for applying for credit is established.

1. Parcel owners must make application to the Director on forms provided by the Director for such purpose.
2. Parcel owners must apply for any credits that they believe are applicable.

3. The application for any credit must be in writing and must include the information necessary to document the eligibility for the credit, accompanied by any application fee, and be in the format established by the Director. Incomplete applications will not be accepted by the Director.
4. Where applicable as a condition for granting credits, applicants must have an approved maintenance agreement on file with the Director.

3.2 Granting Credits

When an application for a credit is deemed complete by the Director, the Director shall have sixty (60) days from the date that the complete application is accepted to:

1. Grant the adjustment (credit) in whole;
2. Grant the adjustment (credit) in part; or,
3. Deny the adjustment (credit) request.

In considering a request for credit, the Director may, at his or her discretion, separately examine multiple drainage areas on one parcel, or conversely aggregate parcels under the same ownership, and may recommend allowing a credit for a portion of a parcel or for a number of parcels if the characteristics of one or more drainage areas meets the criteria for obtaining credit.

In certain situations, the Director may, at his or her discretion, allow credits to parcel owners with BMPs that treat land areas not under common ownership.

Credits applied for and granted in whole or in part, shall apply from the first day of the calendar month immediately following the date on which a complete application for the credit has been filed with the City of Greenfield. The Director shall provide a letter to the owner documenting the award or denial of the adjustment as well as the grounds upon which the decision was based. The applicants may appeal such determination following the appeals process described in Sec. 31.08 of the City of Greenfield Municipal Code.

3.3 Credit Policy Structure

Four distinct credit opportunities are available to parcel owners and may be applied to reduce the EC charge to a property as outlined below and described in detail in the respective criteria sections of this policy that follow.

	<u>Credit Component</u>	<u>Maximum Reduction</u>
1.	BMP Credit	33%
2.	Riparian Credit	33%
3.	Isolated Area Credit	33%
4.	BMP with Riparian or Isolated Area Credit	66%

The same credit processes described in the following section for EC rate reductions may also be applicable in reducing the SC rate (should it be imposed). For simplification purposes, since the same requirements apply and because the SC rate is not currently used, only the EC rate component is discussed in the remainder of this policy document.

3.4 BMP Credit Criteria

Parcels that treat storm water runoff by a properly constructed and maintained storm water BMP such as a retention or detention basin or other water quality facility may be eligible for a credit of up to a 33% reduction in the EC storm water charge. The following considerations apply:

- BMPs treating less than the entire parcel may be considered when assigning the credit percentage.
- BMPs treating multiple parcels may be considered when assigning the credit percentage.
- BMP efficiency shall be factored into the credit provided and shall be based on total suspended solids (TSS) removal of the BMP using methodology and models accepted by the City and Wisconsin Department of Natural Resources (WDNR) such as the Source Loading and Management Model (SLAMM).
- An accepted and approved BMP Maintenance Plan is required to receive BMP credits.
- The City may require periodic inspection or proof of continued operation/maintenance to maintain credit status

The percent reduction in the EC storm water charge will be directly proportional to effectiveness of the best management practice at reducing TSS for only those areas treated by the BMP. To receive full credit, the BMP must reduce TSS by 80% as determined by a model acceptable to the City of Greenfield and Wisconsin Department of Natural Resources.

If the BMP effectiveness is less than 80% the credit applicable to the treated impervious area will be a ratio of the actual BMP effectiveness compared to the 80% treatment requirement. If the BMP effectiveness is estimated to be greater than 80%, the maximum credit will be given for the area treated.

Example 1:

A parcel has a total impervious area of 36,300 square feet.

A BMP treats 80% of the 36,300 square feet of impervious area.

An approved model shows that the BMP is 80% effective (or greater) at TSS reduction for the area treated.

The parcel will receive a BMP effective ratio of 80% effective / 80% or 1.0 for 80% of the impervious area.

The EC credit would be $(1.0 \times 80\% \text{ treated}) \times 33\%$ potential credit or a 26.4% reduction of the EC fee.

Example 2:

A parcel has a total impervious area of 36,300 square feet.

A BMP treats 80% of the 36,300 square feet of impervious area.

An approved model shows that the BMP is 40% effective at TSS reduction for the area treated.

The parcel will receive a BMP effective ratio of 40% effective / 80% or 0.5 for 80% of the impervious area.

The EC credit would be $(0.5 \times 80\% \text{ treated}) \times 33\%$ potential credit or a 13.2% reduction of the EC fee.

The necessary application form including fee and other information requirements is available in the Appendix section of this document.

3.5 Riparian Credit Criteria

Parcels with impervious surface areas that discharge directly into the Root River, Menomonee River, Kinnickinnic River or a tributary to the aforementioned waterways without crossing another parcel under different ownership or entering any portion of the City's municipal separate storm sewer system (MS4); and the discharge does not result in exceeding federal, state or local water quality standards may be eligible for a credit of up to a 33% reduction in the EC storm water charge.

The percent reduction in the EC storm water charge will be directly proportional to the amount of impervious area that is determined to be riparian. This is calculated by taking the riparian impervious surface area divided by the entire impervious surface area times 33%.

Example 1:

A parcel has a total impervious area of 36,300 square feet.

100% of the 36,300 square feet of impervious area is determined to be riparian.

The EC credit would be 100% riparian x 33% potential credit or a 33% reduction of the EC fee.

Example 2:

A parcel has a total impervious area of 36,300 square feet.

50% of the 36,300 square feet of impervious area is determined to be riparian.

The EC credit would be 50% riparian x 33% potential credit or a 16.5% reduction of the EC fee.

The necessary application form including fee and other information requirements is available in the Appendix section of this document.

3.6 Isolated Area Credit Criteria

Parcels with impervious surface areas where storm water runoff infiltrates into the ground when analyzed using a one-percent probability (100-year) storm event without crossing another parcel under different ownership or entering any portion of the City's municipal separate storm sewer system (MS4); and the discharge does not result in exceeding federal, state or local water quality standards may be eligible for a credit of up to a 33% reduction in the EC storm water charge. Storm durations of 30 minutes, 1 hour, 2 hours, 3 hours, 6 hours, 12 hours, and 24 hours must be analyzed.

The percent reduction in the EC storm water charge will be directly proportional to the amount of impervious area that is determined to be internally drained. This is calculated by taking the internally drained impervious surface area divided by the entire impervious surface area times 33%.

The examples that illustrate riparian credits are generally applicable for isolated areas. A request for partial credit may be made for isolated areas that do not meet the entire set of duration conditions if approved by the Director.

The necessary application form, fee, and other information requirements are available in the Appendix section of this document.

3.7 BMP with Riparian or Isolated Areas Credit Criteria

Parcels that treat storm water runoff by a properly constructed and maintained storm water BMP such as a retention or detention basin or other water quality facility constructed within riparian or isolated areas may be eligible for a credit of up to a 66% reduction in the EC storm water charge. Other considerations for receiving credit are as indicated for the respective credit components.

The percent reduction in the EC storm water charge will be directly proportional to the amount of impervious area that is determined to be treated by the best management practices in the riparian or isolated area and the effectiveness of the BMP.

Example 1:

A parcel has a total impervious area of 36,300 square feet. All 36,300 square feet are riparian.

A BMP treats 80% of the 36,300 square feet of impervious area within the riparian area.

An approved model shows that the BMP is 80% effective at TSS reduction for the area treated.

The parcel will receive a BMP effective ratio of 80% effective / 80% or 1.0 for 80% of the impervious area.

The EC credit would be $(1.0 \times 80\% \text{ treated} \times 33\% \text{ potential credit}) + (100\% \text{ riparian} \times 33\% \text{ potential credit}) = 26.4\% + 33\%$ for a total reduction of 59.4% of the EC fee.

Example 2:

A parcel has a total impervious area of 36,300 square feet. Only 18,150 square feet are riparian.

A BMP treats 80% of the 18,150 square feet of impervious area that is not riparian.

An approved model shows that the BMP is 40% effective at TSS reduction for the area treated.

The parcel will receive a BMP effective ratio of 40% effective / 80% or 0.5 for 80% of the non-riparian impervious area.

The EC credit would be $(0.5 \times 80\% \text{ treated} \times 33\% \text{ potential credit}) + (50\% \text{ riparian} \times 33\% \text{ potential credit}) = 13.2\% + 16.5\%$ for a total reduction of 29.7% of the EC fee.

The necessary application form including fee and other information requirements is available in the Appendix section of this document.

Appendix A

**City of Greenfield Storm Water Utility Fee Adjustment
Submittal Requirements and Form**

City of Greenfield Storm Water Utility Fee Adjustment Submittal Requirements

Parcel owners requesting an adjustment that is not associated with existing City of Greenfield demolition, paving, construction, or other permit programs, shall follow these application submittal requirements and use the attached application form. Applicants requesting a combination of adjustments and credits must review all submittal requirements and fulfill all requested information items and provide all applicable forms. The appropriate application fees must accompany each form submitted. Parcel owners must submit a separate application form and fee for each parcel for which an adjustment is requested unless waived by the Director of the Storm Water Utility.

The Director of the Storm Water Utility shall review the Storm Water Utility Fee Adjustment Request submittal for compliance with this policy and may waive portions of the application submittal.

1. Application Fee

- a. Prior to review by the Director, the property owner requesting the review shall pay a fee of \$200.00.
- b. If the Applicant is successful through the application and review process in showing that they are due an adjustment due to a discrepancy in the original calculation parcel calculation of impervious surfaces, the Application Fee may be refunded at the discretion of the Director.

2. Application Form

- a. Form 1 – Storm Water Utility Adjustment Application must be completed.
- b. Requested supporting information identified on the application must also be submitted with the application.

3. Explanation of Supporting Information Requirements

a. Narrative

The applicant shall develop a brief narrative with the following information:

- A statement by the owner allowing City staff or their representatives access the site for the purposes of verifying submitted information, if necessary.
- The name and number of a contact person to coordinate access to the site and any factors restricting or limiting access to any or all of the site.
- Reason for Adjustment Request
- Explanation of information attached with the Application Form to support the request
- Table of impervious surface areas on the site.
- Amount of Adjustment Requested.

b. Site Plan or Survey Plat Drawing

A site plan or survey plat of the property shall be shown with sufficient detail and in accordance with the requirements identified below.

- The drawing shall be at a scale of not less than 1 inch = 50 feet
- The drawing shall show all property (parcel) boundaries with dimensions
- Buildings, pavement, and other impervious areas shall be accurately located and dimensioned
- A table totaling all impervious surfaces (matching the narrative) shall be included on the drawing
- The drawing does not need to be developed or certified by a registered engineer or land surveyor unless requested by the Director.

CITY OF GREENFIELD STORM WATER UTILITY ADJUSTMENT APPLICATION FORM

Form 1 - Storm Water Utility Adjustment Application (Submit with \$200 Application Fee and Supporting Information)

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

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email: _____ Telephone: (____) ____ - ____
Fax No.: (____) ____ - ____

Property Owner Information (If Different from Above):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Property Information:

Property Location/Address: _____

Parcel Identification Number (PIN): _____ Property Size (square feet): _____

Receiving Water Name (if applicable/known): _____ Impervious Area (square feet): _____

Adjustment Requested (check all applicable boxes):

Parcel Classification Change

Parcel Impervious Area Change

Supporting Review Information:

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

Narrative

Site Plans or Survey Plat Drawing

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

Appendix B

**City of Greenfield Storm Water Utility Fee Credit
Submittal Requirements and Form**

City of Greenfield Storm Water Utility Fee Credit Submittal Requirements

Parcel owners requesting a credit shall follow these application submittal requirements and use the attached application form. Applicants requesting a combination of adjustments and credits must review all submittal requirements and fulfill all requested information items and provide all applicable forms. The appropriate review fees must accompany each form submitted. Parcel owners must submit a separate application form and fee for each parcel for which a credit is requested unless waived by the Director of the Storm Water Utility.

The Director of the Storm Water Utility shall review the Storm Water Utility Fee Credit Request submittal for compliance with this policy and may waive portions of the application submittal.

1. Review Fee

Prior to review by the Director, the property owner requesting the review shall pay a non-refundable review fee of \$200.00.

2. Application Form

- a. Form 2 – Storm Water Utility Credit Application must be completed.
- b. Requested supporting information identified on the application must also be submitted with the application.

3. Explanation of Supporting Information Requirements

a. Narrative

The applicant shall submit a brief narrative with the following information:

- A statement by the owner allowing City staff or their representatives access the site for the purposes of verifying submitted information, if necessary.
- The name and number of a contact person to coordinate access to the site and any factors restricting or limiting access to any or all of the site.
- Reason for Credit Request
- Explanation of information attached with the Application Form to support the request.
- Table of impervious surface areas on the site.
- Amount of Credit Requested.

b. Riparian or Isolated Area Credit Requests:

For requests associated with Riparian or Isolated Areas, provide the following information:

1) Site Plan or Survey Plat Drawing

Provide a site plan or survey plat of the property with sufficient detail and in accordance with the requirements identified below.

- The drawing shall be at a scale of not less than 1 inch = 100 feet
- The drawing shall show all property (parcel) boundaries with dimensions
- Existing topographic contours of the site at a scale not to exceed two feet
- For riparian credit requests, show the name, location, and connectivity to applicable waterway
- Buildings, pavement, and other impervious areas shall be accurately located and to scale or dimensioned
- A clear boundary of the area(s) that are considered by the applicant to be riparian or isolated for which the applicant is requesting credit
- A table totaling all impervious surfaces, listed separately by those impervious areas under consideration for credit through one of the two applicable reasons, and those that are not considered applicable, shall be included in the narrative and on the drawing
- The drawing does not need to be developed or certified by a registered engineer or land surveyor unless requested by the Director

BMP Credit Requests:

For credit requests associated with BMPs, provide the components of the Post-Construction Storm Water Management Plan in accordance with **Section 30.09 of the City of Greenfield Post-Construction Stormwater Management Ordinance** which includes but is not limited to the following items and any additionally requested information noted below:

- 1) Site Plan or Survey Plat Drawing sufficient in detail and in accordance with the requirements of Section 98-409 including the following information:
 - A clear boundary of the area(s) that are considered by the applicant to be served by or treated by a water quality device(s) and/or best management practice(s) for which the applicant is requesting credit
 - A table totaling all impervious surfaces, listed separately by those impervious areas under consideration for credit and those that are not considered applicable (not treated or managed), shall be included in the narrative and on the drawing
 - The drawing needs to be developed or certified by a registered engineer or land surveyor unless released of this requirement by the Director.
 - Treatment Device or Best Management Practice Calculations
 - Digital Computer Model Files
 - Where applicable, runoff and routing calculations, stage/storage/discharge tables, water quality modeling, and other technical information supporting treatment claims must also be provided
- 2) As-built Plans
 - As-built plans for treatment devices must also be submitted. Where as-built plans are not available for previously installed devices, adequate supporting survey to verify inlet and outlet structure details, stage/storage calculations, and other applicable information will be considered adequate.
- 3) Maintenance Agreement
 - The applicant shall provide for review and approval by the Director, a maintenance agreement in accordance with **Section 30.10 of the City of Greenfield Post-Construction Stormwater Management Ordinance** for any of the water quality device(s) and/or best management practice(s) associated with the credit request.

CITY OF GREENFIELD STORM WATER UTILITY CREDIT APPLICATION FORM

Form 2 - Storm Water Utility Credit Application (Submit with \$200 Application Fee and Supporting Information)

Check Credit(s) Request: Riparian Isolated Area BMP

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

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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

Fax No.: (____) ____ - ____

Property Owner Information (If Different from Above):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Property Information:

Property Location/Address: _____

Parcel Identification Number (PIN): _____ Property Size (square feet): _____

Receiving Water Name (if applicable/known): _____ Impervious Area (square feet): _____

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

Supporting Review Information:

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

- Narrative Site Plans or Survey Plat Drawing As-built Plans Maintenance Agreement
- Best Management Practice Calculations Digital Computer Model Files Storm Water Management Plan

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

About AECOM

AECOM (NYSE: ACM) is a global provider of professional technical and management support services to a broad range of markets, including transportation, facilities, environmental and energy. With more than 40,000 employees around the world, AECOM is a leader in all of the key markets that it serves. AECOM provides a blend of global reach, local knowledge, innovation, and technical excellence in delivering solutions that enhance and sustain the world's built, natural, and social environments.

AECOM

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