



City of Takoma Park
Public Works Department

Stormwater Utility Fee Credit Application

Applications can be delivered electronically to the Public Works Department at publicworks@takomaparkmd.gov, or delivered in person or mailed to the Public Works office at 31 Oswego Avenue, Silver Spring, MD 20910

Applications must be completed in full in order to be reviewed. The stormwater billing cycle starts July 1. Applications must be received by April 30 to be considered for the next years billing cycle

(For the 2022-2023 billing cycle, approved fee reductions credits will be paid as a refund rather than the fee reduced)

This application is to be used by a property owner to request a credit for an approved, in place, stormwater mitigation measures on the property.

Property Owner Name: _____

Property Address: _____

Owner's Mailing Address, if different: _____

Daytime Phone #: _____ E-mail: _____

TAX ID# (if known): _____

Authorized Contact (if different from the owner)

Name: _____

Daytime Phone: _____

E-Mail: _____

Application Date: _____

Review Process:

Upon receipt of a completed application with the required documentation and signed maintenance agreement, the City will review the submission and conduct a site visit. Application for credit must be received by April 30 of the prior billing year to be considered for the next billing cycle which runs from July 1, to June 30. Applicant will be informed of the decision, via email, within 30 days of receipt of a completed application

Appeals:

If an application is denied, the property owner may submit an appeal in writing within 30 days of receiving the notice of denial. The written appeal should be sent to the Public Works Director at PublicWorks@takomaparkmd.gov. The appeal should include the property owners name and address, the basis of appeal and supporting evidence.

| <i>Mark the credit are you applying for</i> | <i>CREDIT TYPE</i> | <i>Maximum credit available</i> | <i>Fee Reduction</i> <i>*Official Use Only</i> |
|---|--|---|---|
| | First Time Application | | |
| | Credit Renewal Request | | |
| | New Tree Planting | \$5/tree, two tree minimum, 1-year credit | |
| | Rain Garden/Vegetated Swale | Credit based on facility size and impervious area treated; max 50% reduction for treated impervious area; 3-year credit | |
| | Bioretention Facility | Credit based on facility size and impervious area treated; max 50% reduction for treated impervious area; 3-year credit | |
| | Dry Wells | Credit based on facility size and impervious area treated; max 50% reduction for treated impervious area; 3-year credit | |
| | Permeable Pavement | Credit based on facility size and impervious area treated; max 50% reduction for treated impervious area; 3-year credit | |
| | Green Roof | Credit based on facility size; max 50% reduction for treated impervious area; 3-year credit | |
| | Other Best Management Practice for reducing Peak Flow or retaining run-off | Credit based on facility size; max 50% reduction for treated impervious area; 1 to 3-year credit | |

Provide a narrative describing the measure(s) for which you are applying for credit

Completed application must include:

- Filled out Stormwater Utility Fee Credit Application
- Supplemental documentation as detailed below
- Signed maintenance agreement for the facility type

Supplemental Documentation

For Tree Credit:

- Date stamped photos of tree
- Tree purchase receipt

For Stormwater Treatment Facility:

- Property Site plan drawing with location of measures identified
- Construction documents, as built plans, hydraulic calculations, engineering report for facility, infiltration test results if required
- Date stamped photos of facility
- Signed maintenance agreement for the facility type
- For those facilities constructed as part of a stormwater management permit for construction, provide copy of permit or permit #

For Credit Renewal:

- Copy of the original approval notification
- Date stamped photos of the facility
- Signed maintenance agreement for the facility type

MAINTENANCE AGREEMENT FOR STORMWATER FACILITIES ON PRIVATE PROPERTY

FACILITY TYPE (Check all that apply)

| | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Rain Garden |
| <input type="checkbox"/> | Vegetated Swale |
| <input type="checkbox"/> | Bioretention Facility |
| <input type="checkbox"/> | Permeable Pavement |
| <input type="checkbox"/> | Green Roof |

I understand that stormwater management facilities require regular maintenance to perform well. The following measures must be performed on a quarterly basis each year:

1. Inspect for and remove trash, debris or sediment from around and within the facility.
2. Inspect for proper drainage after rain events. If the facility shows ponding water after 48 hours of the rain event, the facility may not be functioning as designed and may require maintenance
3. Inspect for evidence of erosion. If found, stabilize the area and correct source of erosion.
4. For facilities that are planted, remove unintended grass, weeds and dead plants. Replace dead plants. If there is exposed soil that was once covered in plants, the area must be replanted
5. For facilities with a mulch layer over the soil, replenish mulch at least annually

I agree to perform quarterly inspection and complete required maintenance as described above.

Signature: _____

Date: _____