

Derry Township Municipal Authority Stormwater Management Program Credits and Incentives Policy Manual



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Introduction

This Manual provides Derry Township Municipal Authority (DTMA) Stormwater Program customers with details on the Credits and incentives available to reduce their monthly Stormwater Management Program (SMP) Fee. Stormwater Credits are provided as a means for customers to reduce the amount of their monthly fee by implementing an activity to reduce the contribution of stormwater and pollutants to the Stormwater Management System and/or to aid DTMA in meeting its MS4 Permit obligations. Stormwater incentives are monetary and non-monetary assistance including, but not limited to, grants, rebates, design assistance, etc.

DTMA Stormwater Management Program Background

Stormwater management is important to our community. It is necessary to manage pollutant-laden runoff generated by impervious surfaces so that it does not have a harmful effect on streams and does not cause flooding and associated property damage. With the support of the Township of Derry Supervisors and Staff, along with input from a stormwater Stakeholder Advisory Committee, DTMA developed and implemented a comprehensive, Township-wide Stormwater Management Program.

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

The Derry Township Municipal Authority Stormwater Management Program Fee Resolution currently in effect defines the Impervious Area (IA) per Equivalent Residential Unit (ERU) to be 3,800 square feet, which has been determined based upon the average IA of residential properties in the Township of Derry. It has also been determined that the SMP Fee currently in effect will provide the reliable revenue stream necessary to implement the SMP. Although Single-Family Residential properties will be billed on a set ERU tier, Non-Residential properties will be billed based on actual IA coverage, expressed as equivalent ERUs.

Appeals

APPEALS ARE DIFFERENT THAN CREDITS. APPEALS SHOULD BE FILED WHEN A CUSTOMER BELIEVES DTMA INCORRECTLY ESTIMATED THEIR PROPERTY'S IMPERVIOUS AREA. CREDITS ARE FOR ELIGIBLE ACTIONS A CUSTOMER TAKES ON THEIR PROPERTY TO CONTROL STORMWATER OR HELP DTMA MEET ITS MS4 PERMIT OBLIGATIONS.

If a customer believes that DTMA's determination of the IA for their property is erroneous, they may file an IA Adjustment Appeal. Appeals are different than Credits. It is the customer's responsibility to demonstrate that DTMA's calculation of IA is erroneous. Following submission of an *Stormwater Adjustment Appeal Form* (adjustment appeal; Appendix A), the customer shall grant DTMA permission to

enter the parcel at reasonable times and without unreasonable disruption, to inspect the parcel to ensure that the information provided in the adjustment appeal accurately represents the current parcel conditions. There is no fee associated with submitting an adjustment appeal, however, the customer is solely responsible for any costs incurred in the preparation and submission of the adjustment appeal and all required appeal documentation. If the adjustment appeal results in a revised calculation of IA, then the SMP Fee will be corrected to reflect the revised IA determination for the next billing cycle and will include an adjustment to the existing month's SMP Fee.

Disclaimer

By submitting a DTMA Stormwater Management Program Fee Credit Application pursuant to the DTMA Stormwater Management Program Credits and Incentives Policy Manual, Property Owner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all Best Management Practices ("BMPs") constructed, installed, or employed by the Property Owner. DTMA shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom. Property Owner and his heirs, grantees, successors, and assigns shall indemnify and hold harmless DTMA, its officers, agents, and employees from any and all claims, actions, causes of action, judgments, damages, losses, costs, and expenses (including attorneys' fees) arising out of or resulting from the construction, installation, employment, maintenance, or operation of the BMP.

Definitions

For the purpose of this Manual, certain terms and words used herein shall be interpreted as follows:

- Words used in the present tense include the future tense; the singular number includes the plural and the plural number includes the singular; words of masculine gender include feminine gender and words of feminine gender include masculine gender.
- The word "includes" or "including" shall not limit the term to the specific example but is intended to extend its meaning to all other instances of like kind and character.
- The words "shall" and "must" are mandatory; the words "may" and "should" are permissive.
- The word "used" include the words "intended, designed, maintained, or arranged to be used."

Best Management Practices (BMPs) – Activities, facilities, designs, measures or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of the Stormwater Management Program. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "nonstructural" or "structural". "Nonstructural" BMPs are measures referred to as operational and/or behavior-related practices that attempt to minimize the contact of pollutants with stormwater runoff whereas "structural" BMPs are measures that consist of physical devices or practices that are installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale wet ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low-impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices.

Credit – A Stormwater Management Program Fee reduction that a property owner receives for implementing and complying with the practices and policies contained in this Manual.

Credit Application – The DTMA Stormwater Management Program Fee Credit Application that is attached hereto as Appendix B, and must be used to obtain the Credit(s) described in this Manual.

Developed Parcel – A parcel that contains impervious area equal to or greater than 500 square feet.

Derry Township Municipal Authority (DTMA) – The Derry Township Municipal Authority or its designee.

Equivalent Residential Unit (ERU) – The basic unit for the computation of Stormwater Program Fees. An ERU is based on the statistically estimated impervious area found on the average single-family residential parcel as outlined in the "Derry Township Municipal Authority Stormwater Management Program Fee Resolution". The ERU is used to assess the Stormwater Program Fees for each parcel of developed property with the Township.

Impervious Area (IA) – An area that does not allow or allows only with great difficulty the movement of water into the ground. Impervious areas include, but are not limited to: roofs, outdoor living spaces, patios, garages, storage sheds and similar structures, parking or driveway areas, and any private streets

and sidewalks. Any travel areas initially proposed to be gravel or crushed stone shall be assumed to be impervious areas.

MS4 – Municipal Separate Storm Sewer System.

Non-Residential (NR) – Any developed parcel not fitting the definition of single-family residential. Non-Residential shall include, but not be limited to, apartments, boarding houses, hotels and motels, churches, industrial properties, commercial and retail properties, manufactured home or mobile home parks, commercial and office buildings, storage areas, parking lots and other impervious areas, parks, recreation properties, public and private schools and universities, hospitals and convalescent centers, office buildings, government properties, and mixed-use properties.

National Pollutant Discharge Elimination System (NPDES) – The federal government’s and Commonwealth of Pennsylvania’s system for issuance of discharge permits under the federal Clean Water Act (CWA), the Pennsylvania Clean Streams Law and Storm Water Management Act. The Pennsylvania Department of Environmental Protection (PADEP) has been delegated the responsibility to implement the federal CWA NPDES program in Pennsylvania.

Operation and Maintenance Agreement – An agreement as described in the Township’s Stormwater Management Ordinance pertaining to the operation and maintenance of existing stormwater management BMPs.

Owner – Any person, firm, corporation, individual, partnership, trust, company, association, government agency, society or group owning real property in the Township of Derry.

PADEP – Pennsylvania Department of Environmental Protection.

Pennsylvania Stormwater Best Management Practices Manual – The most recent version of the Pennsylvania Stormwater Best Management Practices Manual.

Riparian Buffer – A vegetated area bordering perennial and intermittent streams and wetlands that serves as a protective filter to help protect streams and wetlands from the impacts of adjacent land uses.

Single-Family Residential (SFR) – Developed parcel containing one (1) structure which contains one (1) or more rooms with a bathroom and kitchen facilities designed for occupancy by one (1) family and shall include single-family units, single-family houses (both attached and detached), condominiums, townhomes, manufactured homes, and mobile homes located on individual lots or parcels of lands. Developed parcels may be classified as “single-family residential” despite the presence of incidental structures associated with residential uses such as garages, carports or small storage buildings. “Single-family residential” shall not include developed land containing: structures used primarily for non-residential purposes; manufactured homes and mobile homes located within manufactured home or mobile home parks.

Stormwater – Stormwater is water from a precipitation event that flows across the land and eventually into rivers, creeks, lakes, ditches, and canals resulting in debris, sediment, pollutants, bacteria and nutrients from sidewalks, streets, parking lots, and other impervious areas washing into gutters, through storm drains, and eventually flowing into the creeks and rivers.

Stormwater Management System – The public system of collection and conveyance, including underground pipes, conduits, mains, inlets, culverts, catch basins, gutters, ditches, manholes, outfalls, dams, flood control structures, stormwater best management practices, channels, detention ponds, public streets, curbs, drains and all devices, appliances, appurtenances and facilities appurtenant thereto used for collecting, conducting, pumping, conveying, detaining, discharging and/or treating stormwater.

Stormwater Management Ordinance – Chapter 174 - Stormwater Management, of the Code of the Township of Derry, a.k.a. the Township of Derry Stormwater Management Ordinance.

Stormwater Management Program (SMP) – The comprehensive program developed and implemented by the Authority to address stormwater issues, including, but not limited to, reductions in storm runoff rate and volume, improvements to water quality, compliance with state/federal regulatory permit (e.g. MS4 Permit) requirements and, to provide for the satisfactory management of the Stormwater Management System assets.

Stormwater Management Program Fee – Sums assessed, imposed, and to be collected from each developed lot, parcel, building or portion thereof which uses, benefits from or is serviced by the Stormwater Management System or which discharges stormwater, directly or indirectly, into the public Stormwater Management System, for the use of and the service rendered and improvement of such system and additionally for the administration and operation of the Stormwater Management Program.

Top of Streambank – First substantial break in slope between the edge of the bed of the stream and the surrounding terrain. The top of streambank can either be a natural or constructed (that is, road or railroad grade) feature, lying generally parallel to the watercourse.

Township – Township of Derry, Dauphin County, Pennsylvania.

Credit Policies and Procedures

Eligibility

To be eligible for a Credit, the property must have been assigned a minimum of 0.5 ERUs and there must not be any outstanding and unpaid SMP Fees or sanitary sewer fees against the property. Property Owners must submit the appropriate Credit Application along with any documentation required by DTMA. All properties are potentially eligible for Credits, however, certain Credits are only available to certain categories of Owners in accordance with Table 1.

Credit Application Process

Credit Applications, using the *Stormwater Management Program Fee Credit Application* (Appendix B), must be submitted to DTMA along with any documentation required by the application. DTMA reserves the right to request additional supporting information if the provided information does not clearly support the requested type or amount of Credit. DTMA will process fully completed Credit Applications in a timely manner not-to-exceed sixty (60) days. If the Credit Application is found to be incomplete, it will be returned with the incomplete items highlighted. If the Credit Application is approved as-is, the Credit will be applied to the next billing cycle following approval. There is no fee associated with submitting a Credit Application.

If the Credit Application is denied or if the Credit Application is approved with conditions or for a different Credit amount than what was requested, DTMA will provide written notification that will include the reason for the decision and/or any supplemental conditions. If DTMA cannot complete a review of a complete Credit Application within sixty (60) days, then the Credit Application will be temporarily approved pending a full review of the application. A temporarily approved Credit will be applied to the next billing cycle, but the Credit can be adjusted or revoked upon full review of the Credit Application. Upon completion of the full review, the Owner will receive written notification that will include the reason for the decision and/or any supplemental conditions. The Owner will not have to repay the difference between any temporarily approved Credits and the final approved Credits based on the full review of the Credit Application. If the Owner disagrees with DTMA's decision, the Owner shall submit a written request to DTMA for a meeting to discuss the decision. DTMA will schedule a date and time for the meeting.

Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with DTMA. All Non-Residential Owners interested in installing a new BMP or retrofitting an existing BMP should submit the *Pre-Application Meeting Request* form provided in Appendix C to DTMA. DTMA will contact the Owner to schedule a mutually agreeable meeting date and time.

Design Standards

All proposed BMPs shall comply with the applicable design standards set forth in the Derry Township Stormwater Management Ordinance (Chapter 174 of the Code of Ordinances: <http://ecode360.com/11769905>) and Pennsylvania Stormwater Best Management Practices Manual including, but not limited to, the use of appropriate professionals, such as Professional Engineers, Professional Geologists, Landscape Architects, Soil Scientists, etc. when required. When applicable, karst hazards, soil investigations, infiltration testing, or other pertinent site-assessment activities should be conducted.

Credit Details

Owners may apply for one or more Credits, and the Credits will be cumulative up to a maximum Credit of 45% of that property's SMP Fee. In no circumstance may a Credit or group of Credits reduce the applicable SMP Fee to an amount that is less than 55% of the SMP Fee for that property.

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

$$\text{Billable ERUs} = \text{Total ERUs} - \text{Credit ERUs}$$

$$\text{Monthly SMP Fee} = \text{Billable ERUs} \times \text{SMP Rate } (\$/\text{ERU}/\text{Month})$$

Where:

Billable ERUs = The number of ERUs billed to the DTMA stormwater program customer.

Total ERUs = The number of ERUs on a parcel before any Credits have been granted.

Credit ERUs = The total number of ERUs granted as Credit for the parcel.

SMP Rate = The current per ERU rate as defined in the DTMA SMP Fee Resolution.

Credit Renewals and Expiration

Approved Credits will be valid for five (5) years, except when a term is explicitly noted otherwise. Credits will automatically be renewed based upon Credit conditions still being met, but the magnitude of the Credit may be altered based upon changes in DTMA regulatory requirements or operating costs. Approved Credits will automatically expire when the property changes ownership. Please note that although the Credits expire upon ownership change, any Operations and Maintenance Agreements, easements, and Access Agreements remain permanently in effect. New Owners will be required to submit a *Continuation of Existing Credit for New Property Owners* application form (Appendix D) to be eligible for the expired Credit. Reapplication for Credit continuance is required to (1) ensure that the Credit is still applicable to the property, and (2) to ensure the new Owner fully understands the requirements of the Credit, including Operations and Maintenance procedures. All Credits will be reviewed at a minimum of every five (5) years and are subject to alteration or revocation at the discretion of DTMA.

Credit Termination

Upon written notice, DTMA, in its sole discretion, may revoke any previously approved Credit when the Owner has failed to meet the conditions of the Credit, the conditions of the Operation and Maintenance Agreement and/or has delinquent SMP or sanitary sewer fees. The Owner will be notified in writing of the reason for Credit termination and will be provided with the corrective measures required to have the Credit reinstated.

DTMA reserves the right to review all plans, materials, reports, and documentation for accuracy and inspect any installations or features for proper function related to the Credit program at any time. If, after review, the accompanying documentation is found to be inaccurate or incomplete, or upon inspection issues are discovered with the installation or operation of the BMP, or Operation and Maintenance Agreement, the Owner will be notified in writing and given sixty (60) days to correct the deficiency. The Owner must provide written documentation to DTMA within sixty (60) days of the original notice that the deficiency has been corrected. If, in the opinion of DTMA staff, the deficiency is not satisfactorily

corrected, the Credit currently applied to the property will be terminated, effective the following billing cycle.

BMP Inspection Report

For all Non-Residential properties granted a Credit for structural BMPs, and Single-Family Residential properties granted a Credit through a Homeowner Association (HOA) sponsored Credit Application, the Owner or HOA must submit periodic BMP Inspection Reports to DTMA.

The frequency of the BMP Inspection Report will be identified as a condition of the Credit. If the reporting requirements are not met, then the Credit will be suspended. The suspended Credit will not be reinstated until an acceptable BMP Inspection Report is submitted to DTMA and the BMP which the Credit is being applied for is operating in a satisfactory manner. There is no fee associated with submitting a BMP Inspection Report.

DTMA Inspection

When applying for a Credit, the Owner agrees that properly identified DTMA personnel may at reasonable times enter any property unannounced to inspect the property or condition or operation of BMPs. If, after its review or inspection, DTMA staff finds the BMPs or Operations and Maintenance Agreement out of compliance with either the Credit Application or operational requirements, the Owner will be notified in writing and given sixty (60) days to correct the inaccuracy or non-compliance (“Notice of Non-Compliance”).

The Owner will have sixty (60) days following the receipt of the Notice of Non-Compliance to provide DTMA written documentation and evidence satisfactory to DTMA staff that the issues described in the Notice of Non-Compliance have been corrected. If the Owner fails to provide a written response within the designated time frame or if the issues described in the Notice of Non-Compliance have not been corrected, the Credit will be suspended the following billing cycle. The Credit suspension will remain in effect a minimum of three (3) months. The Owner may reapply for the Credit once it has documentation, satisfactory to DTMA staff, that the issues described in the Notice of Non-Compliance have been corrected and that the BMP has been functioning in compliance with the requirements for a minimum of three (3) months.

Summary of Available Credits

Table 1. Summary of Available Credits by Property Type.

Credit	Eligible Property Type					Maximum Credit
	SFR	NR				
		ALL	EDUC	NPDES	MS4	
Structural BMP	X	X				45%
Low Impact Parcel	X	X				45%
Public Participation	X	X				15%
Public Participation Credit Donation	X	X				15%
Adopt an Inlet	X					15%
Rain Barrels and Downspout Disconnection	X	X				20%
Turf and Landscape Management Program	X	X				15%
Riparian Buffer	X	X				45%
Stream Restoration	X	X				45%
BMP Easement	X	X				45%
Urban Tree Canopy Expansion	X	X				45%
Pervious Pavement	X	X				45%
Green Roofs	X	X				45%
Innovation Credit	X	X				45%
NPDES Industrial Stormwater Permit Compliance				X		20%
Separate MS4 Permit					X	20%
Education Credit			X			20%

SFR: Single-Family Residential

NR: Non-Residential

ALL: Any NR Owners who are charged a Stormwater Management Program Fee

EDUC: Any public or private educational systems (K-12)

NPDES: Properties with a NPDES Industrial Stormwater Permit

MS4: Properties assigned a Non-Municipal MS4 Permit

Please note that Non-Residential properties that are categorized as “EDUC”, “NPDES”, and “MS4” are also potentially eligible for any Non-Residential Credits listed as “ALL”.

Credits

Structural BMP (SFR and All NR)

Structural BMPs that control for the rate, volume, or water quality of stormwater generated on the property are eligible for Credit. A maximum 10% Credit each will be given to rate and volume BMPs, and a maximum 25% Credit will be given to water quality BMPs. The Credits can be cumulative to a maximum of 45% Credit if all three components are controlled. For example, a site that has BMPs in place to control rate, volume, and water quality would receive 10% (rate) + 10% (volume) + 25% (water quality) = 45% total Credit. Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMPs.

Low Impact Parcel (SFR and All NR)

A parcel is considered a Low Impact parcel if it meets all of the following conditions:

1. Total IA is less than or equal to 10% of the total parcel area;
2. The IAs are not directly connected (for example but not limited to: gutter, swale, channel, pipe) to a storm sewer, curb line, stream, channel, street or other surface water conveyance; and
3. IAs are a minimum of fifty (50) feet (measured horizontally) from the edge of a stream, channel, wetland, or other surface water conveyance.

If a parcel meets all of the above conditions, it may be eligible for a Credit up to 45%. Portions of the IA may be eligible for Credit even if all the IA does not meet conditions 2 and 3 listed above. For example, a parcel may contain a detached house and a barn. The total IA for the property equals 5.5%, however, the house is twenty-five (25) feet from a stream, and therefore no Credit is applied for the house. The barn, which meets all three conditions, would receive a 45% Credit for its IA.

Public Participation (SFR and All NR)

DTMA believes a strong SMP is predicated on public participation and involvement to help address water quality issues. DTMA stormwater customers who participate in certain community events to promote water quality and sound stormwater management principles will be eligible for Credit. The following are examples of activities eligible for a Credit:

- Participating in a stream or roadside clean-up.
- Participating in a DTMA or other approved tree planting activity.
- Hosting a student-sponsored educational event at a public venue.
- Participating in any other proposed public participation activity pre-approved by DTMA.
- Sponsoring any other public participation activity pre-approved by DTMA.

Credits are earned for every hour served. One (1) Credit hour is equal to \$0.50 per month (\$6.00 per year). Earned Credits cannot exceed 15% of the SMP Fee for a property. A minimum of four (4) hours are required to qualify for the Credit. Credits hours are cumulative, so for example, four (4) people could participate for one (1) hour each and that would be equivalent to one (1) person participating for four (4) hours. Participation Credits can only be applied to one (1) parcel if a customer owns more than one (1) parcel. However, a customer with multiple parcels can earn additional Participation Credits to apply to different parcels as long as a minimum of four (4) hours are earned for each parcel. Public participation

Credits are valid for one (1) year and will be applied to a customer's stormwater bill beginning with the July or January bill following participation in the event.

Public Participation Credit Donation (SFR and All NR)

Individuals may participate on behalf of a non-profit organization, such as a church or food bank. One (1) Credit hour is equal to \$0.50 per month (\$6.00 per year). A minimum of four (4) donated hours are required to qualify for the Credit, but do not have to be donated from the same individual. Donated Credits do not have to be from the same event, and individuals may participate in as many qualifying events as they choose. Donated Credits will be tallied over a calendar year and applied to the Stormwater bill beginning in January of the year following the donation. Public Participation Credits cannot simultaneously be applied to an Owner's stormwater bill and donated. Donated Credits cannot exceed 15% of the SMP Fee for the recipient property.

Adopt an Inlet (SFR)

DTMA will grant customers a 15% Credit for participating in the Adopt an Inlet program. Although residents may adopt as many inlets as they like, only one adopted inlet will be applied per SFR for the purpose of Credit. Adopted inlets should be in close proximity to the property receiving the Credit. If there are no inlets in close proximity to the property, DTMA may grant permission for a property owner to adopt an inlet elsewhere in the Township. Participants will be responsible for keeping leaves and other debris away from their adopted inlet. Approved participants will receive periodic emails to alert them to check on and remove surface debris from their adopted inlet. Additionally, participants will be asked to alert DTMA of any maintenance issues that need addressed around their adopted inlet. An Adopt an Inlet participant may donate their Credit to an eligible organization under the Public Participation Credit Donation program. If the Credit is donated, it will be valued at six (6) Credit hours, or \$3.00 per month (\$36.00 per year).

Rain Barrels and Downspout Disconnection (SFR and All NR)

DTMA will grant customers up to a 20% Credit for SFR if downspouts on the property are properly connected to a rain barrel, cistern, or other approved containment device that provides a minimum of 40 gallons of storage per downspout. If all downspouts are connected to rain barrels then a maximum of a 20% Credit will be applied. If only half of the downspouts have rain barrels then a 10% Credit will be applied (half of the total 20% Credit allowed). In lieu of counting the number of downspouts, the percentage of roof area captured can also be used to determine Credit amount.

DTMA will grant SFR customers up to a 20% Credit if downspouts are disconnected from directly discharging into a stream, channel, stormwater inlet, stormwater conveyance pipe, driveway or other surface conveyance feature, including all IA. The amount of the Credit will be determined by the percent of downspouts disconnected or by the percent of the roof area discharged to disconnected downspouts. Disconnected downspouts should have a minimum of ten (10) feet of pervious land separation from the nearest down gradient impervious surface to qualify for Credit.

For NR properties, DTMA will review the use of containment devices and downspout disconnections on an individual basis. For general guidance, NR properties that are similar to SFR in the amount of IA can expect to receive Credits similar to SFR properties.

The use of rain barrels and downspout disconnection can be used together. For example, if you have four (4) downspouts and two (2) are connected to two (2) rain barrels and two (2) are disconnected and drain into the lawn, then you would be eligible for 10% (rain barrel) + 10% (downspout disconnection) = 20% Total Credit.

Turf and Landscape Management Program (SFR and All NR)

Properties with lawns or landscape areas where fertilizers (organic or inorganic) and pesticides are typically applied may apply for a 15% (SFR) or 10% (NR) Credit if all of the following are completed:

1. A soil fertility sample is collected and submitted to the Pennsylvania State Agricultural Analytical Services Laboratory for a soil fertility test. A sample must be taken a minimum of once every three years and a copy of the results must be submitted to DTMA with the Credit Application;
2. The property owner must commit to following the recommendations provided on the soil fertility report, including the application of lime if recommended; and
3. The property owner must commit to following the fertilizer, lime, and pesticide application recommendations provided by DTMA.

For NR properties, the IA of the parcel cannot exceed 40% of the total parcel area to be eligible for this Credit.

NPDES Industrial Stormwater Permit Compliance (NPDES)

By complying with NPDES Industrial Stormwater Permit requirements for industrial facilities, participating Owners are assisting DTMA by addressing stormwater issues onsite. Any property covered under a NPDES Industrial Stormwater Permit, and in compliance with all applicable requirements during the preceding twelve (12) months, is eligible for a 20% Credit for those portions of the property covered under the NPDES Industrial Stormwater Permit. To be eligible for the Credit, DTMA must be provided with a copy of the active NPDES Industrial Stormwater Permit and a copy of the Discharge Monitoring Report from the current year when the Credit Application is submitted.

Separate MS4 Permit (MS4)

A 20% Credit is available to those properties that have been identified by PADEP as being required to obtain and comply with the terms of a Non-Municipal MS4 permit. To be eligible for the Credit, the MS4 permit must be kept in full compliance and DTMA must be provided a copy of the MS4 permit as well as copies of the annual reports.

Education Credit (EDUC)

It is the goal of DTMA to strongly encourage both public and private educational systems (K-12) to educate and inform their students on the importance of surface water, ground water, and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the Township's water resources.

The educational program may include participation in a water resource-themed student poster session or science fair, take-home materials, classroom lessons, field trips, etc. The educational program/materials must be preapproved by DTMA. The following list of educational resources and materials are provided as examples, but is not meant to exclude other educational material that may be approved by DTMA (Links to educational material are provided on DTMA's website):

- PSU Extension: *Rain to Drain – Slow the Flow*
- EPA NPDES Stormwater Outreach Materials and Reference Documents
- EPA Teacher Resources and Lesson Plans
- EPA Water Science and Technology for Students and Educators
- USGS Education Resources
- Soil Science Society of America: *Soils 4 Teachers*

A school with more than 50% of its students enrolled in levels below Kindergarten (i.e. pre-K, pre-school, daycare, etc.) is not eligible for an Education Credit. Eligible education institutions may be granted up to a 20% Credit based on the following criteria:

- **Tier One Education Credit:** A 10% Education Credit is available to a qualifying education institution which educates 50% to 74% of the grade levels within the school or school system.
- **Tier Two Education Credit:** A 20% Education Credit is available to a qualifying education institution which educates 75% to 100% of the grade levels within the school or school system.

Education Credits only apply to the IA associated with the teaching facility and associated infrastructure. For example, the Credits would be applied to a High School building and its parking lot, but not to the School District Administrative offices that oversee the High School. Student living quarters, such as dorms, are also not eligible for Education Credits. Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught. Additional Credits can be earned under the Public Participation Credit by combining the efforts of the Education Credit with an activity where students' work is presented to the public. Please see Public Participation for further details.

Riparian Buffer (SFR and All NR)

DTMA will grant up to a 45% Credit for those Owners who create and/or maintain a riparian buffer alongside a stream on their property (maintaining a stream buffer on property other than the Owner's may be eligible for a Public Participation Credit). The riparian buffer can be existing or a newly-planted buffer of native plants. To be eligible for a Credit, a minimum of twenty-five (25) contiguous linear feet of stream must be buffered from top of bank a minimum of 25 feet (measured horizontally). If property conditions are limiting (proximity to property line, roads, structures, etc.), buffers with less than 25 feet horizontal width may be considered for Credit. Please note projects requiring PADEP permits may have more stringent requirements. The amount of the Credit will be dependent on site-specific conditions including, but not limited to, contributing IA and buffer width and length. Interested Owners should contact DTMA prior to project initiation.

Stream Restoration (SFR and All NR)

DTMA will grant up to a 45% Credit for those Owners who complete and maintain an approved stream restoration project and/or who dedicate an easement suitable for stream restoration on a minimum of twenty-five (25) contiguous linear feet of stream and a minimum of 25 feet measured horizontally from top of bank. If property conditions are limiting (proximity to property line, roads, structures, etc.), projects with less than 25 feet horizontal width may be considered for Credit. Please note projects requiring PADEP permits may have more stringent requirements. The amount of the Credit will be dependent on site-specific conditions. Interested Owners should contact DTMA prior to project initiation.

BMP Easement (SFR and All NR)

DTMA will grant up to a 45% Credit to Owners who grant an easement for DTMA to construct and maintain a stormwater BMP on their property. This Credit is intended for projects that would be financially prohibitive for a property owner to complete on their own, but is an important project for meeting the goals of the SMP.

Urban Tree Canopy Expansion (SFR and All NR)

DTMA will grant up to a 45% Credit for those Owners who complete an urban tree planting project on their property. Tree canopy Credits can also be applied to existing trees if the tree canopy covers existing impervious surfaces. New trees are not required to cover existing impervious surfaces. To be eligible, the planted tree must have a minimum diameter at breast height (DBH) of one (1)-inch. A minimum of four (4) trees are needed to qualify for the Credit, and can consist of a combination of existing and new plantings. Credits will be applied based on Table 2. Planting trees as part of restoration efforts associated with tree harvesting is not an eligible activity to receive Credits. For SFR properties, Credits are applied based on absolute number of trees. For NR properties, Credits are applied based on the number of trees per ERU. Two examples of how Credits are calculated are shown below:

SFR Example: Property has two (2) existing trees along the street in front of their house. The property owner plants three (3) additional trees in the backyard for a total of five (5) trees. The property owner is eligible for a 20% Credit for the five (5) trees.

NR Example: A property with 100 ERUs of IA has no existing trees. The property owner plants 30 trees around the perimeter of the property. This is equivalent to planting five (5) trees per ERU for six (6) ERUs. The property owner is eligible for a 45% Credit on six (6) of their 100 ERUs.

Table 2. Tree Canopy Credit based on Number of Trees

Number of Eligible Trees		Credit
SFR	NR	
4	2 per ERU	15%
6	3 per ERU	25%
8	4 per ERU	35%
10	5 per ERU	45%

Pervious Pavement (SFR and All NR)

DTMA will grant up to a 45% Credit for those Owners who install pervious or porous pavement or pavers for driveways, parking lots, patios, sidewalks, etc. Pervious pavement that was installed as a stormwater structural BMP for a land development project, only receives direct rainfall, and/or has an existing Operations and Maintenance agreement with the Township would be considered pervious surfaces and should not be assessed as IA for purposes of calculating the SMP Fee.

Green Roofs (SFR and All NR)

A property is eligible for a Green Roof Credit when a green roof is installed on a building. The design, construction, and maintenance plan must meet as a minimum, the requirements noted for such facilities in the Pennsylvania Stormwater Best Management Practices Manual or approved recognized engineered

equivalent. Green roofs may be eligible for a Credit up to 45% or may result in a reduction in total IA dependent on design and function.

Innovation Credit (SFR and All NR)

DTMA recognizes that the ultimate goal of the SMP and Credit Policy is to improve our stormwater management system and local and regional water quality. Therefore, DTMA encourages customers to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a DTMA stormwater customer has an idea for a project that could be worth stormwater credits, DTMA encourages the customer to submit the project idea under the Innovation Credit. The maximum Credit is 45% and will be dependent on the specifics of the idea and/or technology.

Incentives

The purpose of the Stormwater Incentives Program is to offer Owners a variety of incentive-based tools that promote the design and construction of green stormwater infrastructure. Green stormwater infrastructure includes a range of soil-water-plant systems that intercept stormwater, infiltrate a portion of it into the ground, evaporate a portion of it into the air, and in some cases release a portion of it slowly back into the stormwater system. Green infrastructure is designed to reduce and treat the stormwater at its source, which differs from traditional gray infrastructure (conventional piped drainage) which is designed to move stormwater away from the built environment. The Stormwater Incentives Program also affords Owners the opportunity to reduce their SMP fee. DTMA may offer various types of monetary and non-monetary incentives including, but not limited to, grants, rebates, design assistance, etc. DTMA encourages Owners to review the DTMA website and their DTMA bills for information on these programs as they become available.

Appendix A – Stormwater Adjustment Appeal Form



Stormwater Adjustment Appeal Form

Appeal Instructions

1. This form is provided to DTMA stormwater customers who believe the Impervious Area (IA) and/or Equivalent Residential Unit (ERU) calculation for their property is incorrect. Customers should also use this form if it is believed that stormwater fees have been assigned for a parcel they don't own.
2. Please fill out all sections of the form, except for the last section marked "For DTMA Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Derry Township Municipal Authority
670 Clearwater Road
Hershey, PA 17033-2453

4. A DTMA representative will review the Stormwater Adjustment Appeal Form within five (5) business days of receipt of the completed form.
5. Approved adjustments will be applied to the current stormwater bill and all future billings.

Appeal Information

Appeal Type:
 ERU / IA Ownership

Property Type:
 Residential Non-Residential

Customer IA / ERU Estimate (optional): _____

Customer Information

Name: _____ Date: _____

Email: _____ Telephone: _____

Account Number: _____

Billing Street Address: _____

Address Line 2: _____

City, State, Zip: _____

Additional Supporting Information: _____

For DTMA Use Only

Date Received: _____ Appeal: Granted Denied

Date Reviewed: _____ Reviewer: _____

Appendix B – Stormwater Management Program Fee Credit Application



Stormwater Credit Application Form

Credit Application Instructions

1. This form is provided to DTMA stormwater customers who believe they qualify for an approved stormwater Credit. Customers should review the DTMA Credit Manual for eligibility requirements for Credits. Customers are encouraged to use our online form at <http://www.dtma.com/credits>.
2. Please fill out all sections on the first page of the form, except for the last section marked "For DTMA Use Only". Please fill out all applicable sections on pages 2 and 3 related to the Credits you are applying for.
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Derry Township Municipal Authority
670 Clearwater Road
Hershey, PA 17033-2453

4. A DTMA representative will review the Stormwater Credit Application Form within 60 days of receipt of the completed form.

Please Mark All Credits That Apply

- | | |
|--|--|
| <input type="checkbox"/> Structural BMP | <input type="checkbox"/> Education Credit |
| <input type="checkbox"/> Low Impact Parcel | <input type="checkbox"/> Riparian Buffer |
| <input type="checkbox"/> Public Participation | <input type="checkbox"/> Stream Restoration |
| <input type="checkbox"/> Public Participation Credit Donation | <input type="checkbox"/> BMP Easement |
| <input type="checkbox"/> Adopt an Inlet | <input type="checkbox"/> Urban Tree Canopy Expansion |
| <input type="checkbox"/> Rain Barrels and Downspout Disconnection | <input type="checkbox"/> Pervious Pavement |
| <input type="checkbox"/> Turf and Landscape Management Program | <input type="checkbox"/> Green Roofs |
| <input type="checkbox"/> NPDES Industrial Stormwater Permit Compliance | <input type="checkbox"/> Innovation Credit |
| <input type="checkbox"/> Separate MS4 Permit | |

Customer Information

Name: _____ Date: _____

Email: _____ Telephone: _____

Account Number: _____

Billing Street Address: _____

Address Line 2: _____

City, State, Zip: _____

For DTMA Use Only

Date Received: _____ Credit(s): Granted Denied

Date Reviewed: _____ Reviewer: _____



Stormwater Credit Application Form (Cont.)

Structural BMP

Check all boxes that apply:

- I have a BMP that controls for rate
- I have a BMP that controls for volume
- I have a BMP that controls for water quality
- I have a BMP but I'm not sure what it does

Please attached any supporting information.

Low Impact Parcel

Check all boxes that apply:

- The total impervious area on my property is less than or equal to 10% of the total property area.
- There aren't any direct connections from the impervious area to a storm sewer, curb line, stream, channel, street or other surface conveyance.
- There is at least one direct connection from the impervious area to a surface conveyance.
- There is a minimum of fifty (50) feet between the impervious area and a stream, channel, wetland, or other surface conveyance.

Please attached any supporting information.

Public Participation

Check only one box:

- I want to apply my participation credits to my account.
- I want to donate my participation credits to an eligible non-profit.

Name of Event: _____ Date of Event: _____

Participant Name*: _____ Number of Hours*: _____

Name of Organization (if donating credits): _____

Address of Organization (if donating credits): _____

*Please attached a list of event participants and hours served if more than one person participated.

Adopt an Inlet

Check only one box:

- I want to participate in the "Adopt an Inlet" program and apply the credits to my account.
- I want to participate in the "Adopt an Inlet" program and donate the credits to an eligible non-profit.

Name of Organization (if donating credits): _____

Address of Organization (if donating credits): _____



Stormwater Credit Application Form (Cont.)

Rain Barrels and Downspout Disconnection

Please enter either the number of rain barrels and/or disconnected downspouts or the percentage of roof area connected to rain barrels and/or disconnected downspouts:

- _____ Total number of downspouts connected to the roof
- _____ Total number of downspouts connected to a rain barrel or other eligible containment device.
- _____ Total number of downspouts disconnected from direct discharge.

Please attached any supporting information.

Turf and Landscape Management Program

Please check next to each statement to indicate agreement. You must check all items to be eligible for the credit.

- I agree to submit a soil sample and provide DTMA with a copy of the results at least once every three years.
- I agree to follow the recommendations provided on the soil fertility report, including the application of lime if recommended.
- I agree to follow the fertilizer, lime, and pesticide application recommendations provided by DTMA.

Please attach a copy of the soil fertility report.

Urban Tree Canopy Expansion

- _____ Number of new trees planted
- _____ Number of eligible existing trees

Please attached any supporting information.

Additional Credits

If you are applying for any of the following credits, DTMA will contact you to discuss the details of the credit after you submit page 1 of the application.

- NPDES Industrial Stormwater Permit Compliance
- Separate MS4 Permit
- Education Credit
- Riparian Buffer
- Stream Restoration
- BMP Easement
- Pervious Pavement
- Green Roofs
- Innovation Credit

Confirmation of Credit Conditions and DTMA Access Rights

I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the DTMA *Stormwater Management Program Credits and Incentives Policy Manual*. Additionally, I agree that DTMA may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Property Owner Signature

Date

Appendix C – Pre-Application Meeting Request Form



Pre-Application Meeting Request Form

Pre-Application Instructions

1. This form is provided to DTMA Non-Residential stormwater customers who want to install a new BMP or retrofit an existing BMP to become eligible for DTMA stormwater Credits.
2. Please fill out all sections on the form, except for the last section marked "For DTMA Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Derry Township Municipal Authority
670 Clearwater Road
Hershey, PA 17033-2453

4. A DTMA representative will be in contact to schedule a mutually agreeable meeting date and time to review the proposed changes.

Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP
- I want to request a review of my property to determine potential BMPs
- I want to discuss a BMP easement, riparian buffer, stream restoration project
- I have an idea for a project that might qualify for the Innovation Credit
- Other: _____

Customer Information

Name: _____ Date: _____

Email: _____ Telephone: _____

Account Number: _____

Property Street Address: _____

Address Line 2: _____

City, State, Zip: _____

Parcel ID (if known): _____

For DTMA Use Only

Date Received: _____ Date of Meeting: _____

DTMA Personnel: _____ Time of Meeting: _____

Appendix D – Continuation of Existing Credit for New Property Owners



Continuation of Existing Credits Form

Application Instructions

1. This form is provided to DTMA stormwater customers who are a new owner of a property that has existing Credits associated with the property.
2. Please fill out all sections on the form, except for the last section marked "For DTMA Use Only".
3. Please mail completed form to:

**Derry Township Municipal Authority
670 Clearwater Road
Hershey, PA 17033-2453**

4. A DTMA representative will review the Application Form within five (5) business days of receipt of the completed form.

Please Mark All Credits That Apply

- | | |
|--|--|
| <input type="checkbox"/> Structural BMP | <input type="checkbox"/> Education Credit |
| <input type="checkbox"/> Low Impact Parcel | <input type="checkbox"/> Riparian Buffer |
| <input type="checkbox"/> Public Participation | <input type="checkbox"/> Stream Restoration |
| <input type="checkbox"/> Public Participation Credit Donation | <input type="checkbox"/> BMP Easement |
| <input type="checkbox"/> Adopt an Inlet | <input type="checkbox"/> Urban Tree Canopy Expansion |
| <input type="checkbox"/> Rain Barrels and Downspout Disconnection | <input type="checkbox"/> Pervious Pavement |
| <input type="checkbox"/> Turf and Landscape Management Program | <input type="checkbox"/> Green Roofs |
| <input type="checkbox"/> NPDES Industrial Stormwater Permit Compliance | <input type="checkbox"/> Innovation Credit |
| <input type="checkbox"/> Separate MS4 Permit | |

Customer Information

Name: _____ Date: _____

Email: _____ Telephone: _____

Account Number: _____ Parcel ID (if known): _____

Billing Street Address: _____

Address Line 2: _____

City, State, Zip: _____

I, (please print name) _____ agree to all conditions of the Credits associated with the above referenced property as outlined in the *DTMA Stormwater Management Program Credits and Incentives Policy Manual*. Additionally, I agree that DTMA may at reasonable times enter my property to inspect the property or condition or operation of BMPs. I also understand my obligations to any conditions listed in any Operation and Maintenance Agreements that are in existence for this property with the Township of Derry or DTMA.

For DTMA Use Only

Date Received: _____ Credit(s): Granted Denied

Date Reviewed: _____ Reviewer: _____