

# City of Lima



## Stormwater Credit Manual

January 2011

## **INDEX**

Overview & General Instructions & Definitions .....	1
General Policies .....	2
Basic Procedures .....	2-3
Peak Flow Credit .....	4-7
Minimum Peak Flow Credit .....	5
Calculated Peak Flow Credit .....	6
Extended Peak Flow Credit .....	6
Maintenance credit .....	8-9
Water Quality BMP Credit .....	10

## **Appendix**

Form 1	Minimum Peak Flow Credit Application Form
Form 2	Calculated & Extended Peak Flow Credit Application Form
Form 3	Right of Entry
Form 4	Open Channel Maintenance Credit Application Form
Form 5	Water Quality BMP Credit Application Form

**CITY OF LIMA**  
**DEPT. OF PUBLIC WORKS**  
**STORMWATER CREDIT MANUAL**  
*(for eligible commercial, non-residential properties only)*

**SECTION I - OVERVIEW AND GENERAL INSTRUCTIONS**

**INTRODUCTION**

A stormwater credit is a reduction in a portion of your stormwater service fee available if you do certain things that reduce the impact of stormwater generated from your property or reduce the City's cost to maintain the public stormwater system through your property. Authority for the stormwater credit is found in City of Lima Codified Ordinance Chapter 1054 and implementing regulations.

**Credit is given for three types of activities:**

- **Peak Flow Credit** - Reducing the peak flow of runoff from your property through the use of stormwater detention or retention; called the peak flow credit; or
- **Maintenance Credit** - Performing your own maintenance on the part of the public, open channel stormwater system that goes through your property, called the maintenance credit. Non-applicable to channels and ditches or petition ditch maintenance by the Allen County Engineer's Office.
- **Water Quality BMP Credit** – Implementing Best Management Practices as determined and approved by the City Engineer designed to meet specific site situations.

**DEFINITIONS**

“Credit” means a reduction in a customer's stormwater service fee given for certain qualifying activities which reduce either the impact of increased stormwater runoff or reduces the City's costs of providing stormwater management.

“Detention Facility” means a facility, by means of a single control point, which provides temporary storage of stormwater runoff in ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc., for future release, and is used to delay and attenuate flow.

“Retention Facility” means a detention facility that maintains a permanent pool of water as well as having flood peak flow reduction capability.

“Routing” means an engineering technique described as computation of the movement and attenuation of an inflow hydrograph as it passes through the stormwater system, resulting in a discharge hydrograph at the downstream end of the element, such as a pipe, channel, or detention basin, and accounts mathematically for the effects of storage on flow through the element. “Level pool routing” assumes that a retention/detention facility maintains “even or level” surface water elevation.

“SCS” means soil conservation science.

“Stormwater” means stormwater runoff, snow melt runoff, and surface runoff and drainage.

“Water Quality BMP” means engineered system (e.g. filters, clarifiers, bio swales) to treat polluted stormwater.

### **GENERAL POLICIES**

There are certain conditions which must be met and applications which must be made that will determine if you actually qualify for a credit and for what amount of credit.

- In no case, for on-site activities, will the total credit amount be more than the stormwater service fee paid.
- A right-of-entry or easement, as applicable, must be given to the City in order for a credit to be approved.
- Credit is available to all eligible non-residential commercial properties only.
- Credit applications must be in the proper form and complete.
- Stormwater credit for retention/detention may be given retroactive to the inception of the stormwater fee for all complete and approved credit applications received within one year from the inception of the utility fee. Thereafter, credit will be given after completed credit application is received and improvement is constructed and acceptable.
- Appeals of all stormwater credit decisions will be heard first by the Director of Public Works and the Stormwater Manager and then by the Stormwater Appeals Board.
- Credit applications for new construction may be submitted once the facility is in place or stormwater billing begins, whichever is later.

See specific policies under each type of credit for details and special circumstances. Section II of this document gives instructions for the **peak flow credit** and Section III gives instructions for the **maintenance credit**, Section IV gives instruction for the **BMP Credit**.

### **BASIC PROCEDURES**

In order to receive certain levels of credits, some engineering calculations and applications are required to be performed by a registered professional engineer. Some applications can be filled out by the property owner. The basic procedure is to pick up an application packet; perform the necessary analysis; fill out the application and submit the required information. The credit will be instituted by the City after approval of an application.

A **peak flow** credit can be any of three types (see Section II for details):

- A **minimum peak flow credit** of 10% of the service fee can be obtained by having a stormwater detention facility which was required by City standards, functions as designed, and filling out the proper application form. The City will perform necessary inspections and calculations for issuance of this credit.
- A **calculated peak flow credit** of up to 25% of the service fee requires additional engineering analysis performed at the owner's expense.
- An **extended peak flow credit** of up to 50% of the service fee is available for over-designed detention and retention ponds on the basis of special permission by the City. The application procedure is identical to that for the calculated credit but with additional request to be considered for the extended credit and the potential requirement for additional analysis.
- The maximum property owners can reduce their annual assessment costs by utilization of any of the above credits is up to 50% of assessment value.

**Maintenance credit** is available for property owners who perform regular maintenance on the public open drainage system located on their property which results in a cost savings to the City.

Property owner activities eligible for a credit include providing a site plan, maintenance plan and annual report. Details can be found in Section III.

A **BMP credit** is available to property owners who install and maintain a stormwater Best Management Practice (BMP) as approved by the City Engineer or designee.

## SECTION II- PEAK FLOW CREDIT

### INTRODUCTION

The purpose of this section is to acquaint the applicant with the procedures of applying for and receiving a peak flow reduction credit on the stormwater service fees. This section contains step by step procedures to follow when applying for a peak flow reduction credit.

### POLICIES AND GENERAL INFORMATION

All properties, other than single family residential, as defined in Chapter 1054, are eligible to receive a peak flow credit based on the policies listed below.

#### Policies

1. All properties, other than single family residential properties, which have constructed stormwater retention or detention facilities, are eligible for a percentage reduction, or credit, in that property's stormwater service fee.
2. The minimum amount of reduction (credit) available for meeting minimum retention/detention design, construction and maintenance standards is 10 percent. The minimum 10 percent credit will be given to all eligible properties which have constructed a retention/detention facility in accordance with City policy provided: (1) such facility meets the design, construction, and maintenance standards in effect at the time of construction; (2) for which a complete credit application form (Form 1) has been submitted; and (3) there has been provided to the City a signed right of entry (Form 3) by the owner thereof.
3. The retention/detention credit is also available beyond the 10 percent reduction under the following conditions:

The amount of reduction, if any, is based upon the following:

$$P = (0.8 - (0.3 * (Q_A/Q_T))) * 100 \quad (\text{Equation 1})$$

Where: **P** is the percent reduction in stormwater fee to be applied to the property.  
**Q<sub>A</sub>** is the actual peak flow from the basin determined by calculating the peak flow of 100-year.  
**Q<sub>T</sub>** is the target peak flow from the design criteria as defined in the City's Erosion Control Ordinance (2-year flow with a C factor of 0.4)

$$Q_T = C * i_{2yr} * A = 0.4 * i_{2yr} * A$$

Where: **C** is the Rational Method C factor  
**i<sub>2yr.</sub>** is the 2-year frequency peak flow (cfs)  
**A** is the drainage area (acres)

4. SCS standard methodologies shall be used for all calculations when determining the actual peak flow. The storm must be the appropriate design frequency (10-year for drainage areas less than 10 acres and 100-year for larger areas) and at least 6-hours in duration. The SCS 24-hour storm can be used.
5. The retention/detention credit beyond the 10 percent reduction is available upon successful completion of an application process, and submittal of all necessary engineering calculations, documentation, and proof of required information, signed and stamped by a professional engineer registered in the State of Ohio.
6. The maximum amount of percent reduction (credit) available for reducing discharge from property to zero is 50 percent.
7. Retention/detention credit is available only for those eligible properties whose retention/detention facilities meet City design, construction and maintenance standards.
8. If all requirements and conditions of this section are met, the credit will be applied to the property and become effective under the following conditions:
  - The credit shall be the later of the effective the date of submittal of a successful application or the date that stormwater billing for that property begins (provided all requirements and conditions of the rule are met).

## **PROCEDURES**

### **To apply for the *minimum* peak flow credit:**

- STEP 1: The owner insures the retention/detention facility is properly functioning as designed prior to the City inspection.
- STEP 2: The owner sends in a Minimum Credit Information Form (Form 1) and a signed right of entry (Form 3).
- STEP 3: The City pulls the site plan (if available) and provides it and a checklist to an inspector.
- STEP 4: The inspector checks the retention/detention area and makes some basic measurements to insure the retention/detention area meets minimum design standards.
- STEP 5: If the retention/detention area passes inspection, the City calculates the 10% credit. If the retention/detention area fails the inspection the City provides a letter explaining the failure and steps necessary to qualify for a credit and re-inspection.
- STEP 6: The City notifies the owner of the results and credit amount, the effective date and makes the changes to the database.

**To apply for the *calculated* peak flow credit:**

- STEP 1: The property owner or representative obtains a credit application packet from the City.
- STEP 2: The owner insures the retention/detention facility is functioning as designed prior to the City inspection.
- STEP 3: A professional engineer measures the basic retention/detention area features and performs a level pool routing of the design storm. This gives  $Q_A$ . This is compared to a calculated  $Q_T$ .
- STEP 4: The calculations, signed application (Form 2) including certification, and signed right of entry (Form 3), are submitted to the City.
- STEP 5: The City will calculate the credit and may inspect the facility. If the facility fails an inspection the City provides a letter explaining the failure and steps necessary to qualify for a credit and re-inspection.
- STEP 6: The City notifies the owner of the results and credit amount, the effective date and makes the changes to the database.

**To apply for the *extended* peak flow credit:**

- STEP 1: Follow the procedures to receive a calculated credit.
- STEP 2: If  $Q_A/Q_T$  is less than 1.0 the owner can contact the City to request to be granted **extended credit** for the detention over-design.
- STEP 3: The City reviews the application and determines if there is a need for the additional reduction in peak flow and if additional information and analysis from the applicant is needed.
- STEP 4: Applicant provides any additional information or analysis. Once all conditions are met, the extended credit will be granted according to equation 1.

**CALCULATED CREDIT EXAMPLE**

The example site in a 7 acre site with a  $C = 0.80$  and  $t_C = 10$  min. ( $t_C$  is the estimated time-of-concentration for the site).

- STEP 1: The property owner or representative obtains a credit application packet from the City.
- STEP 2: The owner insures the detention basin is functioning and properly maintained prior to the City inspection.
- The inlet, outlet, overtopping and all other applicable structures are structurally in good condition and are not clogged or blocked.
  - The detention basin is maintained all trash, excess vegetation and debris is removed on a regular basis.
  - Excess sediment is removed to restore the original basin volume.



STEP 3: The property owner or representative measures the basic retention/detention area features and performs a level pool routing of the design storm. This gives  $Q_A$ . This is compared to a calculated  $Q_T$ .

From analysis of the retention/detention area topography and outlet structure, stage-storage-discharge tables were created:

Stage (ft)	Storage (ft <sup>3</sup> )	Discharge (cfs)
0.0	0.0	0.0
0.5	3.1	4.2
1.0	6.25	6.7
1.5	4,800	10.9
2.0	19,600	12.0
2.5	49,000	12.8

- Level pool routing was conducted using an SCS Type II 6-hr. design storm (24 hr. SCS is allowable) to determine  $Q_A$ . From level pool routing the outlet and the discharge is 12.04 cfs for the 100-year storm.
- Calculate  $Q_T$  using the Rational Method and the two-year peak flow for a site with a C factor of 0.4,  $I = 2$ yr intensity for a specific  $t_c = 10$  minutes.  $A =$  drainage area.
  - $Q_T = 0.4 * (3.81) * (7) = 10.67$  cfs

STEP 4: The calculations, signed application (Form 2) including certification, and signed right of entry (Form 3) are submitted to the City. See attached filled-in forms.

STEP 5: The City will calculate the credit and inspect the facility. If the facility fails the inspection the City provides a letter explaining the failure and steps necessary to qualify for a credit and re-inspection.

Calculate the credit:

**Peak Flow Credit % =  $[(0.8 - (0.3 * (12.04/10.67))) * 100] = 46\%$**

STEP 6: The City notifies the owner of the results and credit amount and makes the changes to the user fee charge in the database.

## SECTION III -- MAINTENANCE CREDIT

### Introduction

The purpose of this section is to acquaint the applicant with the procedures of applying for and receiving a maintenance-cost reduction credit on the stormwater utility fees. This section contains step by step procedures to follow when applying for a credit.

### Policies and General Information

All properties, other than single family residential, for which the stormwater fee is calculated based upon impervious area are eligible to receive a credit based on the maintenance criteria listed below.

#### Policies

1. All properties, other than single-family residential properties, who maintain public stormwater open channels, are eligible to receive a direct cost reduction (credit) in the property's stormwater service fee.
2. To receive a credit, the property owner must (1) provide to the City a site plan at appropriate scale indicating the open channel(s) proposed to be maintained; (2) provide evidence that the channel meets the definitions of public stormwater open channel; (3) provide evidence indicating the size of the tributary area to the open channel; (4) provide evidence of an easement dedicated to the City; (5) provide a statement signed by the property owner releasing the City from any assumed maintenance activities on the open channel; and (6) maintain the open channel to a minimal City standard.
3. Credit is given on the basis of two channel types according to the following table:

<b>Channel Type</b>	<b>Description</b>	<b>Credit (\$/lin. Ft./yr.)</b>
Minor Ditch	Drains up to 10 acres	\$0.50
Feeder Channel & Stream	Above 10 acres drainage area	\$1.00

4. If all requirements and conditions of this section are met, the credit will be applied to the property and become effective the date a completed maintenance credit application was submitted.
5. The credit received by the property owner alone or in combination with all other stormwater credits received cannot exceed 50% of a customer's stormwater service fee.
6. The credit shall be in effect for a period of two years from the effective date of the credit. After the initial application has been submitted and approved, in order to continue receiving the credit, the customer shall, on a biannual basis, submit a statement certifying

that the public stormwater open channel is being maintained to the standards included herein. The City shall, prior to certifications being due, send notification to customers stating that this certification is due.

7. Basic minimum maintenance requirements for public stormwater open channels are:

- The open channel shall be kept free from any debris, vegetation, and material which does or could inhibit the normal flow of water;
- Any erosion occurring on the open channel shall be repaired so as to prevent further erosion from occurring;
- Sediment deposited in the stream bed which inhibits the normal flow of water shall be removed.

## **PROCEDURES**

### **To apply for a maintenance cost reduction credit:**

STEP 1: The owner insures that the channel to be submitted for credit is currently in a proper state of maintenance. The owner obtains the appropriate application form (Form 4).

STEP 2: The owner determines the channel length(s), location(s), and tributary area(s) and develops a site plan.

STEP 3: The owner determines a basic inspection and maintenance plan to meet basic maintenance criteria and any specific activities necessary to bring the channel to an acceptable level initially.

STEP 4: The owner coordinates with the City to dedicate a permanent easement to the City and fills out and provides the right of entry form (Form 3).

STEP 5: The owner submits the application.

STEP 6: The City may inspect the channel and verify the current level of maintenance. Based on the inspection and/or application the city will approve or disapprove the credit. If the City does not approve the credit, a letter will be sent to the owner describing the deficiencies and how to reapply for a credit.

Every two years, in response to City credit renewal notification letter, the applicant shall renew the maintenance credit.

## **SECTION IV – WATER QUALITY BMP CREDIT**

A credit of up to 10% will be given for projects of Water Quality Best Management Practices determined and approved by the City Engineer or designee to meet specific site situations.

### **To apply for the Water Quality BMP Credit:**

- STEP 1: Provide design plans, including the following information: site plan with scale, compass, contours, impervious areas, easements, riparian buffers, stormwater structures, stormwater systems, drainage areas, property lines, discharge points from property, and other related stormwater information.
- STEP 2: Provide detailed plans including BMP designs, construction details, seeding schedule, construction schedule, etc.
- STEP 3: Provide stormwater calculations, including drainage areas for each BMP, design storm size, detention and pollutant removals for each BMP impervious area site, etc.
- STEP 4: Provide BMP maintenance plan.
- STEP 5: Provide BMP Credit Application (Form 5)
- STEP 6: Provide any easements for public drainage way.
- STEP 7: Right-of-Entry Form (Form 3)

**CITY OF LIMA**  
**Form 1 - Minimum Peak Flow Credit Application Form**

Instructions:

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater detention/retention facilities to be inspected on the same property. Attach a separate sheet giving detention/retention facility location and description for each additional facility on the same property for which you are requesting inspection. Please insure that all detention/retention facilities are in a proper state of repair and maintained.
2. Fill out and attach a Right-of-Entry Form (Form 3).
3. Mail the completed form and Right-of-Entry to: Stormwater Manager, City of Lima, 50 Town Square, Lima, Ohio 45801.

**Site Location:**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip

**Parcel Number:**

\_\_\_\_\_

**Authorized Contact:**

\_\_\_\_\_

Name & Title (last, first and title)

**Contact Mailing Address (If different than Site Location):**

\_\_\_\_\_

Street Address

City

State

Zip

\_\_\_\_\_

Phone

Fax

Email

**Facility Location on Site (attach separate sheet for each facility giving location and description):**

**Description of Facility (i.e., pond, parking lot, etc.):** \_\_\_\_\_

I hereby request consideration for a Minimum Peak Flow Credit and further authorize the City of Lima or their authorized representative to inspect the above-identified stormwater facility(ies) for the purpose of investigation for a stormwater service fee adjustment. I certify that I have authority to make such a request and authorization for this property.

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Title or Authority

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# CITY OF LIMA

## Form 2 - Calculated and Extended Peak Flow Credit Application Form

Instructions:

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be assessed on the same property. Attach a separate sheet giving facility location and description for each additional facility on the same property for which you are requesting credit. Please insure that all facilities are in a proper state of repair and maintained.
2. Fill out and attach a Right-of-Entry Form (Form 3).
3. Mail the completed form and Right-of-Entry to: Stormwater Manager, City of Lima, 50 Town Square, Lima, Ohio 45801.

**Site Location:**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

**Parcel Number:**

\_\_\_\_\_

**Authorized Contact:**

\_\_\_\_\_

Name & Title (last, first and title)

**Contact Mailing Address (If different than Site Location):**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

Email

**Owner's Representative (Engineer):**

\_\_\_\_\_

Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

Email

Ohio Registration Number (PE): \_\_\_\_\_

I hereby request the City of Lima review this application for a Calculated Peak Flow Credit. I further authorize the City of Lima to inspect the above identified stormwater facility(ies) for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached 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

**STORMWATER FACILITY CALCULATIONS AND INFORMATION (Form 2 Cont.)**

**1. TOTAL SITE CHARACTERISTICS**

Total Site Area: \_\_\_\_\_ acres  
Total Site Impervious Area: \_\_\_\_\_ acres (sum of the three below)  
Paved Area: \_\_\_\_\_ ft<sup>2</sup> Roof Area: \_\_\_\_\_ ft<sup>2</sup>  
Other Impervious Area: \_\_\_\_\_ ft<sup>2</sup> (explain) \_\_\_\_\_

**2. TOTAL SITE DISCHARGES**

Pre-development 2-year Discharge for Development (C = Calculated Value) = \_\_\_\_\_ cfs.  
Post Development 10-year Discharge = \_\_\_\_\_ cfs. (100-year for sites > 10 acres).  
Post Development 10-year Discharge with Detention = \_\_\_\_\_ cfs. (100-year for sites > 10 acres).

**3. STORMWATER FACILITY GENERAL INFORMATION (for items 3-5 attach separate sheet for each facility).**

Facility ID: \_\_\_\_\_  
Facility Location on Site: \_\_\_\_\_  
Description of Facility  
(i.e., pond, parking lot, etc): \_\_\_\_\_

**4. DETENTION/RETENTION WATERSHED CHARACTERISTICS**

(Area delineated as shown in Attachment(s) \_\_\_\_\_ )  
All values requested pertain to the drainage area into the Facility being analyzed only, not the whole site.

Runoff Coefficient: \_\_\_\_\_ (C Factor or SCS Curve Number)  
Time of Concentration: \_\_\_\_\_ min. (10 minutes minimum).  
Drainage Area to Facility: \_\_\_\_\_ acres  
Drainage Area Impervious Acreage: \_\_\_\_\_ acres (sum of the three below)  
Paved Area: \_\_\_\_\_ ft<sup>2</sup> Roof Area: \_\_\_\_\_ ft<sup>2</sup>  
Other Impervious Area: \_\_\_\_\_ ft<sup>2</sup> (explain) \_\_\_\_\_

**5. DETENTION/RETENTION FACILITY DATA (All calculations are at Attachment(s) \_\_\_\_\_)**

Storm Frequency and Duration \_\_\_\_\_, \_\_\_\_\_ hrs. Facility Storage Volume to Overflow ft<sup>3</sup>  
Inflow Hydrograph Peak Flow \_\_\_\_\_ cfs Routed Hydrograph Peak Flow \_\_\_\_\_ cfs  
Required Storage Volume \_\_\_\_\_ ft<sup>3</sup>  
Attach stage-discharge-storage information in tabular form, storage volume calculations, outlet description, overflow description, runoff calculations, and all other pertinent information necessary to perform a detailed review.

**6. EXTENDED CREDIT REQUEST**

[ ] I request to be considered for an extended credit based on the over design identified by these calculations and known downstream flooding conditions. I acknowledge that additional calculations may be necessary to qualify for an extended credit. (check the space if desired)

**ENGINEER'S CERTIFICATION:**

I hereby certify that the detention/retention facility(ies) has (have) been constructed in substantial conformance with pertinent design requirements and that the detention/retention facility(ies) is (are) in an acceptable state of maintenance and repair. I further certify that these calculations, technical details and information provided reflect accurately the condition of the detention/retention facility at the time of my inspection.

Signature and Seal of PE

**CITY OF LIMA**  
**Form 3 - Right of Entry**

---

Owner's Name

hereinafter termed "Owner" and the CITY OF LIMA, hereinafter termed "City" in consideration of the mutual promises of the Owner and City hereinafter contained, agree upon the following terms for the entry of the City and its representatives as set forth herein upon the real estate hereinafter described:

1. Owner hereby grants to City, its employees, agents, consulting engineers, contractors and other representatives the right to enter upon the above described real estate on and after \_\_\_\_\_, 20\_\_\_\_, for the purpose of inspection and surveying of retention/detention facilities, review of facility layout and impervious area.
2. The City shall, as soon as practicable after completion of the work as above described, cause all affected property of the Owner to be restored to its original condition as nearly as reasonably possible.
3. Owner hereby covenants with City that he/she is/they are the true and lawful owner of the above described real estate and has/have lawfully seized of the same in fee simple and has/have the right and full power to grant this right of entry, which right of entry shall cease to be effective on completion of the above described work.
4. Owner will not charge City rent or other compensation during the period of time City occupies the said real estate for purposes aforesaid under the provisions of this right of entry.

IN WITNESS WHEREOF, the parties have caused their respective names to be signed hereto on the day of

\_\_\_\_\_, 20\_\_\_\_\_.

Witnesses:

"Owner"

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CITY OF LIMA**  
**Form 4 - Open Channel Maintenance Credit Application Form**

Instructions:

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple public stormwater open channels on the same property. Insure channel(s) are properly maintained.
2. Attach a separate site plan showing open channel location, and attach evidence of tributary area, and proof that the ditch or channel is a public stormwater open channel for each separate ditch location on the same property for which you are requesting credit.
3. Attach evidence of an easement dedicated to the City for each ditch for which you are requesting credit.
4. Mail the completed form and Right-of-Entry to: Stormwater Manager, City of Lima, 50 Town Square, Lima, Ohio 45801.

**Site Location:**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip

**Parcel Number:**

\_\_\_\_\_

**Authorized Contact:**

\_\_\_\_\_

Name & Title (last, first and title)

**Contact Mailing Address (If different than Site Location):**

\_\_\_\_\_

Street Address City State Zip

\_\_\_\_\_

Phone Fax Email

**CHANNEL INFORMATION SECTION**

Note: Attach separate information as necessary for each separate channel located on the property.

**Total number of channels for which I am requesting credit**

Open Channel ID #: \_\_\_\_\_

Location on Site: \_\_\_\_\_

Length of Open Channel: \_\_\_\_\_ ft.

- Please attach:
1. A site plan of the site locating the channel.
  2. Evidence of the tributary area of the channel.
  3. Evidence that the ditch is a public stormwater open channel.

I hereby request consideration for a Maintenance Credit and further authorize the City of Lima to inspect the above identified stormwater facility(ies) for the purposes of assessment for possible stormwater service fee credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated ditch to the prescribed criteria stated in the Credit Application Manual and according to the maintenance plan attached. I hereby release the City of Lima from any maintenance responsibility whatsoever on the above identified channel(s) located on my property. 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

**CITY OF LIMA**  
**Form 5 – Water Quality BMP Credit Application Form**

A credit up to 10% will be given for projects of Water Quality Best Management Practices determined and approved by the City Engineer or designee to meet specific site situations.

**Instructions:**

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be inspected on the same property. Attach a separate sheet giving parcel location, description and number(s) for each parcel for which you are requesting evaluation.
2. Fill out and attach a Right-of-Entry Form (Form 3).
3. Mail the completed form and Right-of-Entry to: Stormwater Manager, City of Lima, 50 Town Square, Lima, Ohio 45801.

**Site Location:**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip

**Parcel Number:**

\_\_\_\_\_

**Authorized Contact:**

\_\_\_\_\_

Name & Title (last, first and title)

**Contact Mailing Address (If different than Site Location):**

\_\_\_\_\_

Street Address City State Zip

\_\_\_\_\_

Phone Fax Email

**TYPE of BMP on Site (circle the one(s) that apply)**

Detention Pond	Retention Pond	Bio-Swale
Bio-Retention	Green Roof	Conservation Easement
Underground Detention	Constructed Wetland	Sand Filter
Floatable Skimmer	Permeable Pavement	Stream Buffer
Proprietary Device (list type) _____		

Other BMPs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form 5**

Describe additional Stormwater/Water Quality Practices (attach additional documents if needed)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Attach the following supporting documents:

- Letter seeking BMP credit addressed to City of Lima Stormwater Manager
- Provide As-built stormwater drawings sealed by a Registered Professional Engineer or Surveyor
- Site available hydrology report
- Site Stormwater Plan showing the direction of stormwater flow and identifying (labeling) all site stormwater BMPs and other stormwater structures shall be included
- An estimation of the site area (square feet) or ratio (%) of total impervious area that benefits from your stormwater BMPs (controls)
- Provide any easements for public drainageways

Property Owner Certification:

I hereby certify that the stormwater BMP(s) at this property meet the City of Lima’s stormwater/water quality requirements and further authorize the City of Lima or their authorized representative to inspect the above-identified stormwater facility(ies) for the purpose of investigation for a stormwater service fee adjustment. I certify that I have authority to make such a request and authorization for this property.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date