

The Town of Normal, Illinois has implemented a storm water user fee to fund the operation and maintenance of its storm water infrastructure and to meet new storm water permit requirements. The Town has developed a crediting program through which a ratepayer (owner or occupant) can reduce their total storm water user fee. Credits will be available to all applicants who own developed properties within the Town of Normal corporate limits. This manual provides the information, instructions, examples, and application forms necessary to apply for a storm water user fee credit.

*– Credit applications must be completed by a **Qualified Professional** –*

*Due to the technical nature of the credit application, engineering judgment will be required in order to complete the application. The Town of Normal will consider only those application packages that have been completed and certified by a **Qualified Professional** (see Section 2.0 – Definitions for a description of a **Qualified Professional**). The Education Credit Application will not require a **Qualified Professional** certification.*

A storm water user fee credit is a reduction in a storm water user fee for doing certain things, such as building and maintaining a storm water detention pond which reduces the impact of storm water runoff from a property. A credit of up to 35% of the total storm water user fee may be available for a well designed and maintained detention facility that addresses storm water quantity. A credit of up to 10% of the storm water user fee may be available for on-site controls which improve the quality of storm water by reducing the amount of Total Suspended Solids (TSS) discharging to the Town’s storm water system. Additionally, a credit of up to 5% of the storm water user fee may be available to property owners who are required to maintain an individual NPDES Industrial Storm Water Discharge Permit. The maximum credit that can be received for an individual property is 50% (except for Direct Discharge Credit applicants who meet the Industrial NPDES Stormwater Permit criteria, see Section 3.5 for details).

1.0 INTRODUCTION

Storm water runoff is water that flows over yards, streets, buildings, parking lots, and other surfaces when it rains. Storm water runoff flows into the nearest natural or manmade drainage features such as streams, catch basins, pipes, and ditches. In general, storm water runoff eventually empties, untreated, into our local streams, ponds, and lakes.

As properties are developed, the amount of storm water runoff generated by those properties increases. The increase in runoff produced by developed properties creates a variety of negative impacts on both the storm drainage system and on natural drainageways. This increase in runoff and the resulting negative impacts are directly proportional to the amount of impervious area found on the developed property.

The Town of Normal defines an impervious area as any area that prevents or significantly impedes the infiltration of storm water into the soil. Common impervious surfaces include, but are not limited to, roof tops, sidewalks, walkways, patio areas, driveways, parking lots, storage areas, brick or concrete pavers, compacted gravel surfaces (roads, driveways, parking, and

storage areas), and other surfaces which prevent or significantly impede the natural infiltration of storm water into the soil.

Since the amount of storm water runoff generated by a given property is directly proportional to the amount of impervious area found on that property, the storm water user fee a property owner pays is also directly proportional to the amount of impervious area found on their property.

In order to characterize impervious area, the Town of Normal has established an Equivalent Residential Unit (ERU). One ERU is equal to the average amount of impervious area found on a typical single-family residential property. It was found that a typical single-family residential property in the Town of Normal contains approximately 3,200 square feet of impervious area. Therefore, one ERU equals 3,200 square feet of impervious area. All single-family residential properties are charged 1 ERU.

Other properties are charged a storm water user fee based on the number of ERUs on the property. For example, a commercial shopping center containing 128,000 square feet of impervious area would be charged for 40 ERUs (128,000 square feet divided by 3,200 square feet per ERU).

The monthly rate for one ERU is \$4.60. The shopping center in the above example would therefore pay \$184 per month, or \$2,208 per year (40 ERUs times \$4.60/month per ERU = \$184/month).

An increase in runoff pollution is a negative impact associated with storm water runoff and is identified as being of particular concern to the Town of Normal. It has been shown in previous studies, such as the National Urban Runoff Program (NURP), that there is a direct correlation between increases in impervious area and increases in polluted storm water runoff. Therefore, increases in impervious area result in increases in both storm water runoff and pollution. Storm water detention systems not only restrict and reduce peak flows they help to reduce storm water runoff pollution. During detention, heavy particles settle out of the water and are not transported downstream. Also, the vegetation absorbs some of the nutrients in the storm water, again reducing downstream pollution. Thus, a ratepayer's storm water credit is designed to be proportional to the level in which storm water runoff is controlled by storm water detention systems and other on-site Best Management Practices (BMPs) that help to reduce the impacts of storm water pollution.

2.0 DEFINITIONS

The following definitions will assist the applicant understand the requirements to receive a credit and fill out the appropriate forms.

APPLICANT: The owner of land requesting a storm water user fee credit or his agent or his legal representative.

TOWN: The Town of Normal, Illinois.

BEST MANAGEMENT PRACTICE (BMP): A storm water control which, when properly installed and maintained, reduces the concentration of typical storm water pollutants discharged from a particular property by either providing a mechanism to trap or filter sediment or by promoting infiltration of storm water runoff.

- CREDIT:** A conditional reduction in the amount of a storm water service charge to an individual property based on approved on-site controls, NPDES industrial storm water discharge permit, or proof of direct discharge outside of the corporate limits.
- DEPARTMENT OF PUBLIC WORKS:** The Department of Public Works of the Town of Normal, the department that manages the storm water utility.
- DETENTION FACILITY (DRY):** Privately-owned and maintained storm water detention facility, constructed for the purpose of mitigating storm water runoff from a developed site to control the peak discharge rates that is normally a dry basin between storms. Maintained by the property owner.
- DETENTION FACILITY (WET):** Privately-owned and maintained storm water detention facility, constructed for the purpose of mitigating storm water runoff from a developed site to control the peak discharge rates that normally has a permanent pool of water between storms. Maintained by the property owner.
- DETENTION FACILITY (PUBLIC):** Publicly-owned and maintained storm water detention facility, constructed for the purpose of mitigating storm water runoff from a developed site or multiple developed sites, to control the peak discharge rates on a regional basis.
- DITCH-OPEN:** An open drainage channel with either natural (grassed) or paved (concrete) banks which may have continuous flow of storm water. Open ditches are outlets for surface and subsurface storm sewer drainage systems.
- DRAINAGE EASEMENT:** The land required for the installation and maintenance of storm sewers or drainage ditches, or required along a natural stream or water course for preserving the channel and providing for the flow of water therein to safeguard the public against flood damage.
- DRAINAGE FACILITIES:** All ditches, channels, conduits, retention-detention systems, tiles, swales, sewers, and other natural or artificial means of draining storm water from land.
- DRAINAGE REQUIREMENTS:** Any or all of the following: (1) Minimum drainage standards as established by the storm water ordinance, (2) Regulations promulgated by the Town of Normal, (3) Obligations and requirements relating to drainage established under the Subdivision Control Ordinance of the Town of Normal, (4) Requirements stated under the Zoning Ordinance of the Town of Normal, including floodway zoning requirements, and (5) Conditions relating to drainage attached to a grant of variance by the Board of Zoning Appeals of the Town of Normal.
- DRAINAGE-SUBSURFACE:** A system of pipes, tile, conduit, or tubing installed beneath the ground surface used to collect underground water from individual parcels, lots, building footings, or pavements.
- DRAINAGE-SURFACE:** A system by which the storm water runoff is conducted to an outlet. This would include the proper grading of parking lots, streets, driveways and yards so that storm runoff is removed without ponding and flows to a drainage swale, open ditch, or a storm sewer.
- DRAINAGE-SWALE:** A natural or constructed waterway, usually broad and shallow, covered with erosion - resistant grasses, used to conduct surface water from a lawn, field, diversion, or other site feature.
- DRAINAGE-SYSTEM:** Any combination of surface and/or subsurface drainage components fulfilling the drainage requirements.
- EASEMENT:** A grant by the property owner of the use of a strip of land by the public, a corporation, or persons, for specified purposes.
- ERU:** Equivalent Residential Unit, used as the basis for determining the storm water service charge to a parcel. Three thousand two hundred (3,200) square feet of impervious area shall be one ERU. The number of ERU's attributed to a parcel is determined by dividing

the total impervious area (square feet) of the parcel by three thousand two hundred (3,200) and rounding the result up to the next integer.

IMPERVIOUS AREA: Areas that prevent or impede the infiltration of storm water into the soil. Common impervious areas include, but are not limited to, rooftops, sidewalks, walkways, patio areas, driveways, parking lots, storage areas, compacted aggregate (gravel) and awnings.

MAINTENANCE: Cleaning, spraying, removal of obstructions or debris or sediment from, and making minor repairs in a drainage facility or BMP so that it will perform the function for which it was designed and constructed.

NPDES: National Pollutant Discharge Elimination System, an EPA program initiated to reduce and eliminate pollutants reaching water bodies of all types.

QUALIFIED PROFESSIONAL: An individual who (1) has received a baccalaureate or postgraduate degree in the natural sciences or engineering; and (2) is trained and experienced in storm water treatment techniques and related fields as may be demonstrated by state registration, professional certification, or completion of coursework that enable the individual to make sound, professional judgments regarding storm water control/treatment and drainage planning.

USER FEE: Fee charged to owners or occupants all developed residential and non-residential properties, within the Town of Normal, based on impervious area, to manage the storm water program.

3.0 CREDIT CRITERIA

Currently the Town requires new developments to provide storm water detention for a 100-year storm event, as described below. Existing and new properties that meet this criterion are eligible to receive a 20% Runoff Quantity Credit. Properties that provide wet or dry detention facilities to address more frequent storm events (i.e. first flush and 2-year storms) are eligible to receive a 15% Runoff Quantity Credit. Wet and dry detention facilities that meet both the required (100-year) and optional (first flush / 2-year) designs are eligible for up to a 35% Runoff Quantity Credit. ***Properties draining to public storm water detention facilities are not eligible for a Runoff Quantity Credit.*** An additional 10% BMP Credit can be obtained for the use of storm water best management practices to enhance storm water quality. A 5% NPDES Compliance Credit can be obtained by industrial property owners who can demonstrate ongoing compliance with their NPDES Industrial Storm Water Discharge Permit.

Developed properties within the Town of Normal that discharge their storm water directly to unincorporated areas may be eligible for a 50% Direct Discharge Credit, as there would be no storm water quantity impact on the Town's storm water infrastructure. *A 100% credit will be considered for Direct Discharge Credit applicants who also hold an Industrial NPDES Stormwater Permit issued by the IEPA.* This credit would be removed upon the annexation of land where the storm water discharge point is located.

Credits will only be allowed for the portion of the impervious area that is in the drainage area of a qualifying storm water control facility. For example, if a site is developed such that 60% of the impervious area on the site drains to a detention pond or other BMP, then the credit application would reflect that only 60% of the area would receive the credit.

For any individual property, the maximum aggregate user fee credit is 50% of the gross billing amount, regardless of how many individual credits for which the property qualifies. (Direct Discharge Credit applicants: See Section 3.5 for an exception to this rule).

3.1 Runoff Quantity Credit – Level 1 (20% credit)

The City currently requires that all new developments meet the following criteria:

1. 100-year recurrence interval post-development peak flow shall not exceed the 3-year recurrence interval pre-developed peak flow.
2. One vertical foot of freeboard for the design (100-year) high water level
3. Emergency spillway for storms exceeding the 100-year design

Properties that meet these storm water detention criteria will qualify to receive a 20% credit. The applicant will need to submit the application accompanied by the appropriate references to calculations previously submitted to the Town as part of the site plan review process. If the Town does not have the appropriate site plans and detention calculations on file, copies will need to be submitted by the applicant for verification and review. All Level 1 Detention calculations must be prepared by a Qualified Professional.

If the property owner pays a fee in-lieu-of for using a publicly-maintained regional detention facility, the Runoff Quantity Credit cannot be applied for.

All detention facilities that receive a storm water credit must be maintained by the applicant, as defined in a Long Term Maintenance Plan (to be prepared by the applicant). Maintenance shall be documented by the applicant, in writing, on a bi-annual basis (as further described in Section 3.6 of this document). The bi-annual reporting is required to remain eligible for the storm water credit. The Town of Normal reserves the right to inspect applicants' properties to verify the functionality of the detention facilities. In the event of noncompliance, the applicant will be notified and given sixty (60) days to address the deficiencies and bring the facility to full compliance. If the deficiencies have not been corrected within 60 days of the notice of noncompliance, the credit will be forfeited. Upon the forfeiture of a storm water credit, the property owner will have to address the site deficiencies resulting in the forfeiture and reapply for a new storm water credit. The credit application fee will not be waived in this situation.

3.1.1 Partial Level 1 Credit (50-year detention pond design)

Recognizing that many privately-maintained detention facilities were designed and constructed before the current 100-year design criteria, the Town of Normal will offer a partial Level 1 Credit for detention ponds that meet the following criteria:

1. 50-year recurrence interval post-development peak flow shall not exceed the 3-year recurrence interval pre-developed peak flow.
2. One vertical foot of freeboard for the design (50-year) high water level
3. Emergency spillway for storms exceeding the 50-year design

Properties that meet these storm water detention criteria will qualify to receive a 10% credit. The property owner will need to submit the application provided with the appropriate references to calculations submitted to the Town. If the Town does not have

the calculations provided on file, new copies will need to be resubmitted for verification and review. All detention pond calculations must be prepared by a Qualified Professional.

Detention pond maintenance and inspection requirements shall be the same as those receiving the full Level 1 Credit.

3.2 Runoff Quantity Credit – Level 2 (15% credit)

In place of (or in addition to) the Level 1 Runoff Quantity Credit, a property owner may receive a 15% credit if their storm water facilities are designed to control the storm water runoff produced by more frequent storm events. By controlling site discharge for the “first flush” and 2-year recurrence interval storms, the applicant will help reduce the hydraulic burden on receiving storm sewers and open drainage channels.

To be eligible for this credit, the property owner shall provide storm water detention for the following specifications:

1. Provide detention volume for the runoff produced by 0.75 inches of rainfall (first flush storm) and release this volume over a period not less than twenty-four (24) hours. The total runoff volume from the first flush storm can be calculated as follows:

$$V_{ff} = 2,722.5 * C * A$$

Where:

- V_{ff} = First flush volume, post-development (in cubic feet)
- C = Post-development runoff coefficient
- A = Site drainage area (in acres)

2. Provide detention volume for a 2-year recurrence interval 24-hour duration rainfall event and release this volume over a period not less than thirty-six (36) hours. This volume shall be determined by calculating the runoff volume from a 2-year 24-hour hydrograph as calculated using the SCS Unit Hydrograph Method.
3. For storms exceeding the 2-year magnitude, provide a defined outlet to the receiving drainage facility.

Properties that meet these storm water detention criteria will qualify to receive a 15% credit. The property owner will need to submit the application provided with the appropriate references to calculations submitted to the Town. All Level 2 Detention calculations must be prepared by a Qualified Professional.

Level 2 Detention may also be eligible for a BMP Credit (see Section 3.3) if it can be demonstrated that the stormwater control is designed for removal of Total Suspended Solids and meets performance and maintenance requirements of Section 3.3.

Detention pond maintenance and inspection requirements shall be the same as those receiving the Level 1 Credit.

3.3 Water Quality Credit (15% credit)

Properties that provide measures to improve the storm water quality that leaves the property are eligible to receive a portion or all of the available Water Quality Credit. For those properties that are granted a Runoff Quantity Credit, the Water Quality Credit will be added to those credits.

The Water Quality Credit consists of the following components:

1. NPDES Compliance Credit (5% credit). This credit will apply only to industrial property owners who currently have an Industrial NPDES Stormwater Permit issued by the Illinois Environmental Protection Agency. This credit is conditional upon the proof of permit coverage and continuing compliance. The applicant shall submit annual coverage and compliance updates to remain eligible for this credit.

2. BMP Credit (10% credit). This credit will be available to applicants who discharge a portion or all of their parcel runoff to structural or non-structural best management practices (BMPs). The Water Quality Credit will be granted if the applicant can demonstrate that the BMPs are designed to provide a minimum of 75% reduction in Total Suspended Solids (TSS), as measured on an annualized basis. Engineering calculations and, if applicable, vendor specifications shall be included with the application to demonstrate the minimum 75% TSS removal efficiency of the BMPs.

To be considered for the BMP Credit, the applicant shall provide a Long Term Maintenance Plan for the selected BMP(s). The Long Term Maintenance Plan shall provide instructions on proper BMP maintenance and specify a maintenance schedule (i.e. frequency of cleaning, equipment required, means of material disposal, etc.). To remain eligible for the BMP Credit, the applicant must demonstrate continued adherence to the approved Long Term Maintenance Plan, per the instructions listed in Section 3.6 of this document.

The applicant can request credits for both components for a maximum Water Quality Credit of 15% (if applicable). Property owners that receive the 5% NPDES Compliance Credit may also be eligible for the 10% BMP Credit if it can be demonstrated that the NPDES compliance activities and related stormwater controls meet the specifications of the BMP Credit.

3.4 Education Credit

The Town of Normal is required by its NPDES stormwater permit to provide a storm water quality education program to elementary school children. In order to accomplish this, the Town intends to provide the opportunity for both public and private schools to provide this education, thereby reducing the burden on the Town of Normal for storm water education. For public and private elementary schools that develop a lesson plan and teach their students about storm water management issues, the Town will provide an annual per-child instructed credit to schools that comply with the requirements of this credit.

The allowable education credit will be \$2.50 per 3rd grade child taught per year. To remain eligible for this credit, the applicant shall, on an annual basis, provide a copy of the lesson plan(s), demonstrate that the lesson plan(s) is (are) consistent with the educational content

deemed appropriate by the U.S. EPA for storm water education, and provide documentation of the number of students taught that year. This credit is limited to the number of 3rd grade children enrolled in the applicant's school at the time of the application.

The initial application for the Education Credit will require an application fee. If the applicant continues the education program, the Town of Normal will waive subsequent annual application fees. Instead, the applicant will provide an update of lesson plan(s) and number of students taught. As the Education Credit is a non-technical application, it is not required to have a Qualified Professional complete the application form.

The Education Credit is exclusive of the 50% maximum credit limit. Eligible applicants may add the amount of the Education Credit to the total credits received for onsite storm water controls and BMPs.

3.5 Direct Discharge Credit (50% credit)

Recognizing that properties discharging directly to unincorporated areas place a lower overall burden on the Town of Normal storm water program, a 50% credit is available to those portions of properties that are contiguous to unincorporated areas.

To receive this credit, the applicant shall submit site plans demonstrating which portion of the parcel directly discharges to the unincorporated area. For an individual parcel, the Direct Discharge Credit will apply only to the portion of the parcel that discharges to the unincorporated area.

For properties that are eligible for a Direct Discharge Credit and are covered by a current Industrial NPDES Stormwater Permit (issued by the IEPA), a 100% Direct Discharge Credit will be available for that portion of the impervious surface that applies to the criteria. In order to receive this credit, the applicant must demonstrate full compliance with their Industrial NPDES permit requirements.

The Direct Discharge Credit application shall include the following information:

1. Topographic survey of the applicant's parcel(s), sufficient to verify general drainage patterns and identify key drainage boundaries used to determine the portion of the parcel(s) draining to unincorporated areas
2. Layout of the drainage system on the property, including the location and elevations of natural and structural features
3. Specific location(s) of storm water discharge point(s)

The Direct Discharge Credit will not be granted under the following situations:

1. The discharge point is upstream of a public drainage facility for which the Town of Normal has maintenance responsibilities. (*Example: if the storm water discharge from a property flows through a bridge or culvert prior to leaving the Town of Normal corporate limits and the Town of Normal maintains that drainage facility, then the Direct Discharge Credit will not be provided.*)

2. The portion of the property draining offsite has no impervious surface. In this case, all runoff-producing (impervious) areas of the property would still drain to the Town of Normal storm sewer system, so no Direct Discharge Credit would be provided.
3. The discharge point is outside the Town's corporate limits but ultimately drains back into the Town of Normal. This applies to drainage facilities, such as the Sugar Creek, that convey storm water runoff in and out of the Town of Normal several times before ultimately discharging to unincorporated areas.
4. The discharge point drains directly to a City of Bloomington drainage facility.

The portion of a property deemed eligible for a Direct Discharge Credit shall not be eligible for any other credit.

The Direct Discharge Credit is valid until the Town of Normal annexes land adjacent to the applicant's storm water discharge point(s). At that time, the applicant will no longer be eligible for the Direct Discharge Credit. However, if the applicant's property contains a storm water detention facility or other BMPs, the applicant may be eligible to reapply for a storm water credit under the Water Quantity Credit and/or the Water Quality Credit options.

3.6 Long-Term Maintenance and Credit Program Compliance

Applicants who receive credits as outlined in this document must keep the storm water controls/BMPs properly maintained. Customers shall maintain the facilities to standards established by the Town of Normal, and shall document all operations/maintenance (O&M) activities by submitting an Inspection Report (consisting of a letter describing the O&M for each BMP) to the Director of Public Works on a bi-annual basis (even-numbered years, by July 1st). The Inspection Report shall be completed and signed by a Qualified Professional.

For the Runoff Quantity Credits (both Level 1 and Level 2 Detention Credits) and the BMP Credit, the applicant shall provide a Long Term Maintenance Plan. This plan shall include:

- Description and locations of storm water controls and BMPs to be inspected and maintained by the applicant
- Schedule of inspection and the techniques used to inspect and maintain the systems to ensure that they are functioning properly as designed (BMP vendor O&M manuals may be used, if applicable)
- Method(s) of disposal for extracted material from maintenance activities
- Person(s) and phone number(s) of who will be responsible for inspection and maintenance

4.0 INDEMNIFICATION

In consideration for permission to construct or install a storm water detention facility or other BMP, and by nature of applying for a storm water user fee credit, the applicant is hereby legally acknowledging and agreeing to the following:

1. After completion of the construction or installation by the applicant and approval by the Town, the construction or installation of a storm water control/BMP shall remain a

- privately owned and maintained storm water control/BMP, shall not be accepted by the Town, and shall not become a part of the maintenance program of the Town of Normal Storm Water Utility or the Department of Public Works. All maintenance responsibility and liability shall be and remain with Owners, their personal representatives, heirs, grantees, successors, and assigns.
2. Owners, their personal representatives, heirs, grantees, successors, and assigns shall indemnify and hold harmless the Town of Normal, its officers, agents, and employees from any and all claims, actions, causes of action, judgments, damages, losses, costs, and expenses (including attorney's fees) arising out of or resulting from the construction, installation, maintenance, or operation of the storm water control/BMP.
 3. This Agreement shall run with the real estate upon which the storm water control/BMP has been constructed and shall be binding upon Owners, their personal representatives, heirs, grantees, successors, and assigns so long as the drainage facility and/or improvement or any part of it shall be used by them. This Agreement shall be disclosed upon transfer of real estate. At such time as the storm water control/BMP shall cease to be so used, this Agreement shall immediately terminate.

5.0 APPLICATION SUBMITTAL/REVIEW PROCEDURES

Submittal

The technical component of the application, including storm water detention calculations, hydrologic/hydraulic calculations, BMP performance calculations, certification of topography and drainage areas, and applicable BMP operations/maintenance manuals shall be completed by a Qualified Professional as defined in this document.

Application fees are nonrefundable and required as part of the application package. The fees below are required for an individual application:

<i>Single-family residential parcels:</i>	<i>\$50</i>
<i>All other parcels:</i>	<i>\$200</i>

All applications, supporting documentation, and the nonrefundable application fee shall be submitted to the following address:

Town of Normal Department of Public Works
100 E Phoenix Avenue
PO Box 589
Normal, Illinois 61761

Checks should be made payable to: **Town of Normal**

All questions relating to storm water credits are to be directed to the Town's storm water hotline at (309) 433-3403.

Review

The Town of Normal will review the application forms for completeness and accuracy within sixty (60) days of the receipt of the application form and fee payment. If the application package is complete and accurate, a letter will be sent to the applicant notifying them of approval of the credit. Any application for credit is an acknowledgement of the indemnification statement in Section 4 of this document, and the Town of Normal's right-of-entry to inspect and verify the information submitted in the application.

If deficiencies are found during the review, a deficiency letter will be sent to the applicant. Upon receipt of additional information from the applicant to constitute a complete application, the review will resume and be completed within sixty (60) days of receipt of the additional information. If an application is denied, a letter explaining reasons for the denial will be provided to the applicant.

Upon the successful application for a storm water credit, the Town of Normal will apply the appropriate user fee reduction for the applicant's following and subsequent storm water utility bills. See Section 6 for a description for a temporary retroactive credit.

Appeals

The applicant has the right to appeal the results of the credit application review. Appeals shall be made within ten (10) days from the date of the decision appealed from, by filing with the Director of Public Works a Notice of Appeal specifying the grounds for appeal. The Director of Public Works will conduct a review of the appeal and provide a written response within thirty (30) days of the written appeal request.

A decision of the Director of Public Works may be further appealed to the City Manager. Upon consideration of the appeal by the City Manager, the City Manager's decision shall be final.

6.0 APPLICATION FORMS

The forms on the following pages are required to apply for any of the available storm water user fee credits. The title of each form specifies which credit you are applying for. ***All applicants must complete the General Application Form.*** Complete all other applicable forms and attach all calculations, site plans, and other supporting data. Incomplete applications will be returned without being reviewed and will need to be resubmitted. Applications submitted without a fee shall be considered incomplete. Effective application dates will coincide with the date when completed applications are received.

Retroactive Credit

Applicants who submit a *complete* credit application to the Town of Normal by the end of the business day on Friday, March 30, 2007 shall be eligible for a retroactive credit, which will provide the applicant with a credit for storm water user fees paid to date. The retroactive credit will be limited to the percent credit approved during the application review process.

The retroactive credit will apply only to those storm water controls in place and operational prior to July 1, 2006.

Applications received after March 30, 2007 will not be eligible for the retroactive credit.

7.0 APPLICATION EXAMPLES

The following section provides examples of various credits. They are not intended to cover all possibilities for credit applications. Any questions or uncertainties should be addressed to the Department of Public Works for technical guidance. These examples are fictitious and any resemblance to actual situations is merely coincidental. The following credit scenarios will be reviewed:

- Level 1 Detention Credit: 10-acre office complex
- Level 2 Detention Credit and Water Quality Credit: 3-acre strip mall
- Runoff Quantity and Water Quality Credit: 20-acre apartment complex
- Direct Discharge Credit: 100-acre shopping center

7.1 Example 1 – Level 1 Detention Credit: 10-acre commercial site

The following example is for a 10-acre site containing office buildings. The site is paved except for a small grassed area in the corner of the property. The detention basin is contained within the grassed area and is maintained by the property owner. This site is 3 years old and has met the current storm water detention requirements for the Town of Normal. The Town approved the detention pond and site plans and the site was built according to plan. As-built plans are still on file at the Town.

The site has 326,700 ft² of impervious area and their current annual storm water user fee is \$5,685.60 which represents 102.1 ERUs rounded up to 103. The applicant is required to fill out the *General Application Form* and the *Runoff Quantity Credit Form*. By meeting the requirements for the current storm water detention ordinance, the property owner meets the minimum requirements of the Level 1 Detention Credit and is therefore requesting a 20% credit. The Town has reviewed the plans and application and has inspected the site to make sure the detention pond is being maintained properly. Based on the Town's review, the property owner should receive the 20% credit. Their adjusted ERUs will be 82.4, rounded up to 83. Therefore, their annual user fee will become \$4,581.60, a savings of \$1,104 per year. They will receive a credit as long as they demonstrate proper operation and maintenance of the detention pond.

7.2 Example 2 – Level 2 Detention Credit and Water Quality Credit: 3-acre commercial site

The following is an example of a 3-acre site containing a strip mall that was built before the Town had a storm water detention ordinance. The site is 85% impervious and has a small grassed area behind the building. The grassed area contains a storm sewer catch basin that collects runoff from 50% of the 3-acre site. The remaining 50% of the site drains towards the street. After consulting with a Professional Engineer, the property owner determines that she has enough room in the grassed area to provide storm water detention for the first flush and 2-year storms (Level 2 Detention). Through minor grading modifications and installation of deep-rooted vegetation in the bottom of the detention facility, she determines that she could create an infiltration swale in

the same footprint, thus providing a multi-use BMP. Furthermore, her engineer noted that roof downspouts could be redirected to the grassed area, resulting in 70% of the parcel area draining to the proposed storm water control/BMP.

The site has 111,078 ft² of impervious area and the applicant's current annual charge is \$1,932 which is 34.7 ERUs rounded up to 35. The applicant is required to fill out the *General Application Form*, the *Runoff Quantity Credit Form*, and the *Runoff Quality Credit Form*. By meeting the requirements for the Level 2 Detention Credit (15%) and the BMP Credit (10%), and adjusting the credit for the number of ERUs on the parcel draining to the storm water control/BMP (in this case, 70%), the applicant will receive a 17.5% credit on her storm water user fee. The adjusted ERUs will be 28.9, rounded up to 29. The new annual storm water user fee will become \$1,600.80, a savings of \$331.20 per year.

7.3 Example 3 – Runoff Quantity and Water Quality Credit: 20-acre multi-family development

The following example is for a 20-acre apartment complex. This is relatively new development and was constructed under the current stormwater detention requirements. The Town approved the detention pond and site plans and the site was built according to plan. As-built plans are still on file at the Town. The owner of the apartment complex has maintenance responsibility for the detention pond. The owner wishes to maximize his stormwater credit through site enhancements.

The site has 522,720 ft² of impervious area and the current annual storm water user fee is \$9,052.80 which represents 163.4 ERUs rounded up to 164. The applicant is required to fill out the *General Application Form*, the *Runoff Quantity Credit Form*, and the *Runoff Quality Credit Form*. By meeting the requirements for the current storm water detention ordinance, the property owner is already eligible for the Level 1 Detention Credit.

In order to receive the maximum storm water credit for this type of property, the property owner needs to do the following:

- Modify his detention pond to meet the Level 2 Detention requirement
- Install on-site BMPs to reduce the discharge of Total Suspended Solids (TSS) in order to qualify for the full BMP Credit

The property owner hired an engineer to design a retrofit to the existing detention pond outlet structure. This retrofitted outlet will provide adequate stormwater detention for the first flush and 2-year storms while still maintaining appropriate discharge control for the 100-year storm. The outlet structure retrofit was constructed as designed. At this point, the property owner is eligible for Level 1 and Level 2 Detention Credits (up to 35%).

The property owner installed a pre-fabricated underground sediment removal device (size and location specified by property owner's engineer). The device was installed immediately upstream of the detention pond and collects stormwater runoff from the entire 20-acre parcel. The sediment removal device is designed to remove 80% of Total Suspended Solids, as demonstrated by testing data provided by the vendor. The property owner prepared a BMP maintenance plan, which specifies annual cleaning of the sediment removal device, at the expense of the property owner, and safe offsite disposal of the removed material. The property owner is now eligible for a 10% BMP Credit (in addition to the 35% credit for Level 1 and Level 2 Detention) for a total potential credit of 45%

The Town has reviewed the plans and application and has inspected the site to make sure the detention pond and the sediment removal structure are being maintained properly and that the proper outlet retrofit was implemented. Based on the Town's review, the property owner should receive a total storm water credit of 45%. Their adjusted ERUs will be 90.2, rounded up to 91. Therefore, their annual user fee will become \$5,023.20, a savings of \$4,029.60 per year. They will receive a credit as long as they demonstrate proper operation and maintenance of the detention pond and sediment removal device.

7.4 Example 4 – Direct Discharge Credit: 100-acre commercial site

The following example is for a 100-acre shopping center on the edge of Town. The property has detention ponds that were constructed to the current Town detention requirements.

The site has 3,267,000 ft² of impervious area and the applicant's current annual charge is \$56,359.20, which is 1,020.9 ERUs rounded up to 1,021. The owner determined that two of the three detention pond outlets discharge directly to an open drainage channel that is outside the Town's corporate limits. After reviewing the characteristics of these two drainage outlets, the applicant's engineer determined that the receiving drainage channel does not reenter the municipality at any point downstream. Approximately 60% of the site drains to these two outlets (as determined by the site plan and storm water detention calculations). Within this 60% portion of the site, the applicant's engineer calculates that the impervious area is 1.3 million ft², which translates to 407 ERUs.

The Direct Discharge Credit of 50% would apply to the 407 ERUs which discharge to the unincorporated area (for a total reduction in ERUs of 204). This translates to a 20% Direct Discharge Credit (as calculated for the entire parcel, based on 1,021 ERUs). Although the area eligible for the Direct Discharge Credit contains detention ponds, no other credits are available in this area, as a Direct Discharge Credit negates access to other credits. As the remaining portion of the property (614 ERUs) drains to a Level 1 Detention Facility, a 20% Runoff Quantity Credit may be sought for this portion of the property, which translates to a 12% credit (as calculated for the entire parcel, based on 1,021 ERUs). The total eligible credit for the property would be approximately 32%.

The applicant's adjusted ERUs for this property will be 694 (1,021 total ERUs minus 204 ERUs [Direct Discharge Credit] minus 123 ERUs [Level 1 Detention Credit]). The applicant is required to fill out the *General Application Form*, the *Runoff Quantity Credit Form*, and the *Direct Discharge Credit Form*. The new annual storm water user fee is \$38,308.80, an annual savings of \$18,050.40.

Include Credit Application Fee. Application will be returned if fee is not included.

**Town of Normal, Illinois
Public Works Department**
STORM WATER CREDIT APPLICATION FORM
FORM 1: GENERAL APPLICATION FORM
This form shall be completed by all Storm Water Credit Applicants

Credits applied for: (check all that apply) <input type="checkbox"/> Level 1 Detention Credit (full or partial) <input type="checkbox"/> Level 2 Detention Credit <input type="checkbox"/> NPDES Compliance Credit <input type="checkbox"/> BMP Credit <input type="checkbox"/> Education Credit <input type="checkbox"/> Direct Discharge Credit <i>attach appropriate forms for individual credits</i>	Property Owner / Applicant Information (please print or type) Name _____ Address _____ City _____ State _____ Zip Code _____ Contact Person _____ Telephone _____ Email _____
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PROPERTY INFORMATION	
Property Location / Address: _____	
Property Size (square feet): _____	Total impervious area (square feet): _____
Parcel Identification Number (PIN): _____	
Brief Description of storm water facilities on property (if applicable): _____	

PLAN REVIEW INFORMATION	
Have storm water calculations for Applicant's property been previously approved by the Town of Normal?	<input type="checkbox"/> Yes
<i>If Yes, date of final approval of stormwater plan/calculations*</i> _____	<input type="checkbox"/> No
<i>If No, provide copies of as-built plans, stormwater calculations, and other supporting materials demonstrating eligibility for storm water credits [THESE MATERIALS SHALL BE PREPARED BY A QUALIFIED PROFESSIONAL]</i>	
<i>* If the original plan review materials are not on file, the Applicant shall be responsible for providing these materials to the Town of Normal for consideration of the Storm Water Credit</i>	

CERTIFICATIONS		
The above information is true and correct to the best of my knowledge and belief, and I agree to provide corrected information should there be any change in the information provided herein. I authorize Town of Normal staff to enter my property to verify the existence and operational characteristics of storm water controls. (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).		
APPLICANT: Type or print name	Title or Authority	
Signature	Date	
The following certification is required for approval of all storm water credits (except the Education Credit): The above information and the information on all attached forms was prepared by or under the direct supervision of myself as the Qualified Professional and is true and correct to the best of my knowledge and belief:		
QUALIFIED PROFESSIONAL: Type or print name	Professional License Type and I.D. Number	
Signature	Date	Phone Number

A Long Term Maintenance Plan for the Applicant's detention pond(s) must be included with this submittal.

**Town of Normal, Illinois
Public Works Department
STORM WATER CREDIT APPLICATION FORM
FORM 2: RUNOFF QUANTITY CREDIT FORM**

This form shall be completed by all Applicants requesting a Level 1 and/or Level 2 Detention Credit

GENERAL INSTRUCTIONS

Applicants shall complete the portion(s) of this form that apply to their property. If there are previously-approved storm water design calculations (Level 1 Detention only) on file at the Town of Normal, it is not necessary to include supporting materials. If there are no storm water design calculations on file at the Town of Normal, or if the Applicant is applying for a Level 2 Detention Credit, the Applicant shall include with this application package the following materials:

- Storm water design narrative, including a summary of detention pond performance data, key assumptions, etc.*
- Site drainage plan (including contours, detention pond location, all stormwater outfall locations, impervious surfaces)*
- Site hydrologic calculations (pre-development, post-development, supporting data, model output data)*
- Site hydraulic calculations (pond outlet calculations, high water level, freeboard, pond stage/storage/discharge table)*
- Calculation of site area draining to detention pond. If not entire site, number of ERUs draining to detention pond*

If additional technical materials are needed by the Town of Normal to determine the appropriate Storm Water Credit, the Town of Normal reserves the right to request that information from the Applicant. The Applicant shall submit additional requested information within sixty (60) days of a written request from the Town of Normal in order to keep the application active.

LEVEL 1 DETENTION CREDIT (100-YEAR CONTROL)

Pre-Development 3-year peak flow: _____ cfs
 Post-Development 100-year peak detention pond discharge _____ cfs
 100-year Freeboard (vertical distance from 100-year high water level and pond berm elevation: _____ ft (*min. 1.0 ft.*)
 Does the Applicant own and maintain the detention pond providing the runoff control listed above? Yes
The Applicant will be eligible for a Level 1 Detention Credit only if the answer above is "Yes" No
 Is an emergency overflow spillway provided for flows exceeding the 100-year magnitude? Yes
The site plans must indicate the location of the emergency overflow spillway and flood routing path No

LEVEL 1 DETENTION CREDIT (50-YEAR CONTROL)

Pre-Development 3-year peak flow: _____ cfs
 Post-Development 50-year peak detention pond discharge _____ cfs
 50-year Freeboard (vertical distance from 50-year high water level and pond berm elevation: _____ ft
 Does the Applicant own and maintain the detention pond providing the runoff control listed above? Yes
The Applicant will be eligible for a Level 1 Detention Credit only if the answer above is "Yes" No
 Is an emergency overflow spillway provided for flows exceeding the 50-year magnitude? Yes
The site plans must indicate the location of the emergency overflow spillway and flood routing path No

LEVEL 2 DETENTION CREDIT

First flush storage volume: _____ cubic feet 2-year storage volume: _____ cubic feet
 First flush detention period: _____ hours 2-year detention period: _____ hours
 First flush peak discharge: _____ cfs 2-year peak discharge: _____ cfs
 Does the Applicant own and maintain the detention pond providing the runoff control listed above? Yes
The Applicant will be eligible for a Level 2 Detention Credit only if the answer above is "Yes" No

SUMMARY CREDIT INFORMATION

Total Detention Credit:	Level 1 Detention (100-year)	<input type="checkbox"/>	20% Credit
<i>check all that apply</i>	Level 1 Detention (50-year)	<input type="checkbox"/>	10% Credit
	Level 2 Detention	<input type="checkbox"/>	10% Credit
<i>This credit shall apply only to impervious areas draining to the detention pond. If impervious areas on the Applicant's parcel drain directly off site, the credit shall be reduced accordingly.</i>			
Total Credit Requested: _____			(30% Maximum)

Applicants may apply for either the 100-year or 50-year Level 1 Credit, but not both. Applicants may apply for both a Level 1 and Level 2 credit. Credits will only be considered if Applicant includes a complete technical submittal on all information not already on file at the Town of Normal.

Is a Long Term Maintenance Plan attached for the subject detention pond(s)? Yes
 No

A Long Term Maintenance Plan for the Applicant's BMP(s) must be included with this submittal.

**Town of Normal, Illinois
Public Works Department
STORM WATER CREDIT APPLICATION FORM
FORM 3: RUNOFF QUALITY CREDIT FORM**

This form shall be completed by all Applicants requesting a NPDES Compliance Credit or a BMP Credit

GENERAL INSTRUCTIONS

Applicants shall complete the portion(s) of this form that apply to their property. If the NPDES Compliance Credit is applied for, the Applicant shall attach proof of permit coverage (from IEPA). In order to be eligible for the BMP Credit, the Applicant shall submit technical materials (site calculations, vendor testing data, etc.) that demonstrate adequate TSS removal, as defined in the Storm Water Credit Manual.

Supporting materials must be prepared by a **Qualified Professional** and should include (at a minimum):

- Storm water calculations for BMP design (rainfall depths and durations dependent on BMP type and size)*
- Infiltration / subsurface drainage calculations (for infiltration swales, rain gardens, and other infiltration-type BMPs)*
- BMP sizing / design data as provided by the BMP vendor (if applicable)*
- Calculations demonstrating adequate TSS removal (75% minimum)*
- Site drainage calculations, clearly indicating portion of property served by BMP*

If additional technical materials are needed by the Town of Normal to determine the appropriate Storm Water Credit, the Town of Normal reserves the right to request that information from the Applicant. The Applicant shall submit additional requested information within sixty (60) days of a written request from the Town of Normal in order to keep the application active.

NPDES Compliance Credit

Does the Applicant hold a current Industrial NPDES Storm Water Permit, issued by the IEPA? Yes

If Yes, attach proof of permit coverage No

Does the Applicant have and fully-implement a Storm Water Pollution Prevention Plan (SWPPP)? Yes

Attach a brief (1-2 page) narrative of the key SWPPP activities implemented on Applicant's parcel No

BMP CREDIT

BMP 1: Briefly describe BMP type and location: _____

Percentage of total impervious area draining to BMP 1: _____ %

BMP 2: Briefly describe BMP type and location: _____

Percentage of total impervious area draining to BMP 2: _____ %

-- IF ADDITIONAL BMPs ARE PART OF APPLICATION PACKAGE, ATTACH DESCRIPTIONS TO THIS FORM --

Total percentage of parcel's impervious area draining to BMPs: _____ % **[1]**

Maximum eligible BMP Credit: = 10% x Line **[1]** above (max = 10%)

Does the Applicant own and maintain the BMP(s) providing the runoff control listed above? Yes

The Applicant will be eligible for a BMP Credit only if the answer above is "Yes" No

Does(do) the BMP(s) have adequate overflow devices to allow for flood routing? Yes

The BMP details must indicate the location of the overflow location and flood routing to the receiving storm water system No

BMP MAINTENANCE SUMMARY

BMP 1: Frequency of Maintenance _____ (i.e. annual, bi-annual, semi-annually, etc.)

BMP 2: Frequency of Maintenance _____ (i.e. annual, bi-annual, semi-annually, etc.)

-- IF ADDITIONAL BMPs ARE PART OF APPLICATION PACKAGE, ATTACH MAINTENANCE FREQUENCIES TO THIS FORM --

Applicant shall provide detail on maintenance activities in the Long Term Maintenance Plan

SUMMARY CREDIT INFORMATION

Total Water Quality Credit:	NPDES Compliance Credit	<input type="checkbox"/>	5% Credit
<i>check all that apply</i>	BMP Credit	<input type="checkbox"/>	_____ % credit (from max eligible BMP Credit)

Total Credit Requested: _____ (15% Maximum)

Applicants who are eligible for the NPDES Compliance Credit may use existing on-site storm water BMPs to be considered for the BMP Credit, provided that the subject BMPs meet the requirements of the Storm Water Credit Manual.

Is a Long Term Maintenance Plan attached for the subject BMP(s)? Yes

No

Town of Normal, Illinois
Public Works Department
STORM WATER CREDIT APPLICATION FORM
FORM 4: DIRECT DISCHARGE CREDIT FORM

This form shall be completed by all Applicants requesting a Direct Discharge Credit

GENERAL INSTRUCTIONS

Applicants shall complete this form in its entirety. The Applicant shall include with this application package the following materials (at a minimum):

- Contour map of existing parcel, clearly delineating separate drainage areas and area discharging outside Town limits*
- Site location map, clearly indicating location of parcel, Town limits, and the location/type of receiving storm water system*
- Total amount of impervious surface (measured in square feet) discharging outside Town limits*
- Copy of Industrial NPDES Stormwater Permit (if applicable)*
- Location(s) of site storm water discharge point(s)*

If additional technical materials are needed by the Town of Normal to determine the appropriate Storm Water Credit, the Town of Normal reserves the right to request that information from the Applicant. The Applicant shall submit additional requested information within sixty (60) days of a written request from the Town of Normal in order to keep the application active.

DIRECT DISCHARGE CREDIT

Total parcel area: _____ acres

Total impervious area on parcel: _____ square feet

Name of stream or water body (outside Town Corporate Limits) receiving storm water discharge: _____

Total area draining to a point outside Town of Normal Corporate Limits: _____ acres **[Direct Discharge Area]**

Total impervious area within the **Direct Discharge Area**: _____ square feet **[Direct Discharge Impervious]**

Divide the **Direct Discharge Impervious** value by 3,200 and round up to nearest integer: _____ **[Direct Discharge ERUs]**

for example: 14,000 square feet / 3,200 = 4.375, round up to 5 ERUs

Compute the Direct Discharge Credit for the Applicant's parcel:

Total number of **Direct Discharge ERUs**: _____ ERUs

Multiply Direct Discharge ERUs by 0.50

$$\begin{array}{r} \times \quad 0.50 \\ \hline = \quad \boxed{} \end{array}$$

← If Applicant holds an active Industrial NPDES Stormwater Permit for subject parcel, multiply by 1.0 instead of 0.50

Reduced ERUs, based on Direct Discharge Credit

SUMMARY CREDIT INFORMATION

Total Direct Discharge Credit: _____ Reduced ERUs, based on calculation above **[1]**

Total number of ERUs on Applicant's storm water bill: _____ **[2]**

Divide Line 1 by Line 2 - This is your eligible Direct Discharge Credit (%). Place number in space below.

Total Credit Requested: _____ %

Town of Normal, Illinois
Public Works Department
STORM WATER CREDIT APPLICATION FORM
FORM 5: EDUCATION CREDIT

This form shall be completed by all Applicants requesting an Education Credit

GENERAL INSTRUCTIONS

Applicants shall complete this form in its entirety. This credit is only available to public and private elementary schools providing a curriculum that includes education on storm water quality and pollution prevention. The credit applies only to 3rd Grade students and represents a once-per-year credit. The Applicant shall include with this application package the following materials (at a minimum):

Copy of lesson plan used to educate students on storm water quality and pollution prevention

Number of 3rd Grade students enrolled in school and receiving storm water quality and pollution prevention education

If additional materials are needed by the Town of Normal to determine the appropriate Education Credit, the Town of Normal reserves the right to request that information from the Applicant. The Applicant shall submit additional requested information within sixty (60) days of a written request from the Town of Normal in order to keep the application active.

EDUCATION CREDIT

Name of school or school district: _____

Total number of 3rd Grade students currently enrolled: _____

Number of 3rd Grade students who will receive lessons on storm water quality and pollution prevention _____

Number of anticipated hours of instruction for storm water quality / pollution control lessons: _____ hours (annually)

Key contact person (administrative or faculty) for storm water quality curriculum: _____

Contact person's phone number _____

Contact person's email: _____

SUMMARY CREDIT INFORMATION

Total Education Credit: _____ Number of 3rd Grade students receiving approved lessons: _____ **[1]**

Annual per-student education credit _____ **\$2.50 [2]**

Multiply Line 1 by Line 2. This is the total eligible Education Credit

Total Credit Requested: \$ _____ (annual credit)