



# **Stormwater Management Utility Fee Reduction Credit Application**

**City of Dubuque, IA**  
Winter 2003

# **Stormwater Management Utility Fee Reduction Credit Application**

## **Introduction**

The City of Dubuque established a Stormwater Management Utility on February 27, 2003, pursuant to Iowa Code § 384.84(1), with the passage of Ordinance No. 7-03. The utility provides the City with the authorization to establish and collect just and equitable rates, fees, and charges for the services and facilities provided by the utility system. The ordinance also declares that the utility is to provide benefits and services within the incorporated city limits, including the provision of adequate collection, conveyance, detention and treatment systems, a hazard reduction to property and life resulting from stormwater runoff and flooding, improvement in general health and welfare through the reduction of undesirable stormwater conditions and flooding, and improvements to stormwater, surface water and receiving water quality.

No additional City staff personnel have been added to implement or manage the Stormwater Management Utility. Therefore, City staff intends to keep the credit application process as simple as possible, employing principles of equity and reason. The credit policies have been developed to strike a delicate balance between simplicity, effectiveness, and equity.

A stormwater credit is a reduction in a portion of a customer's Stormwater Utility Fee. To be eligible for a credit, the customer must demonstrate that an existing or proposed stormwater facility or a customer's action reduces the City's stormwater program needs funded by the user fee. Credit eligibility is determined on a case-by-case basis. Credits will not be allowed for any properties that do not pay a stormwater fee.

Typically, residential customers do not have the necessary land or resources to implement, operate or maintain meaningful or quantifiable stormwater management facilities. Moreover, the City does not have the means to regulate or oversee individual residents to ensure that the credit is valid. For example: while the City could issue a credit for the use of a rain barrel, the City would be unable to verify that a rain barrel is installed properly or that it is emptied after each rainstorm. Therefore, only nonresidential customers are eligible for credits.

## **Available Credits**

Credits are divided into four types: facility and activity credits, direct discharge credit, private detention basin credits, and a private NPDES credit. Table 1 is a summary of stormwater fee credits. Table 2 outlines the documentation required to apply for a specific credit. The maximum credit per account is limited to 50% of total billing units.

Table 1. Summary of Available Stormwater Fee Credits

Credit Description		Maximum Available Credit
<b>Facility and Activity Credits</b>		
<b>Operation &amp; Maintenance</b>		
Catch Basins	Generally, the maintenance of a catch basin requires annual inspection and sediment removal. Cleaning requires a vacuum truck and/or climbing into the catch basin.	10%
Storm Sewer	Maintenance of the storm sewer system consists of inspection, cleaning, and general repairs. If a customer inspects, cleans and repairs a public storm sewer on private property, the customer may be eligible for a Storm Sewer credit.	21%
Manholes	The maintenance of manholes involves biannual inspection and cleaning and repairs as needed. If a customer inspects, cleans and repairs a public storm manhole on private property, the customer may be eligible for a Manhole credit.	3%
Culverts/ Bridges	Culverts and bridges provide conveyance for stormwater under roads and other structures. If a customer has the expertise to inspect, clean, or repair a culvert or bridge the customer may be eligible for a Culverts/Bridges credit.	1%
Creeks/ Streams	If a customer has the capability to remove sediment and debris from a creek or stream the customer may be eligible for a Creeks/ Streams credit.	1%
<b>Capital Improvement Program</b>		
Future Projects (Debt Relief)	Capital improvement projects are projects built to improve the infrastructure or performance of the City's Stormwater Management System. Under rare circumstances a customer may be eligible for a CIP credit.	26%
<b>NPDES</b>		
Public Education & Outreach	The City will consider the maximum credit for public education and outreach and public involvement and participation tasks. Activities considered must be applicable to the program outlined in the City's NPDES Phase II permit.	4%
Public Involvement & Participation		4%
<b>Direct Discharge Credit</b>		
A direct discharge credit may be available for the portion of a property's impervious area that is contiguous to (or contains) and discharges stormwater directly into, the Mississippi River, Catfish Creek, South Fork Catfish Creek, or Middle Fork Catfish Creek.		20%
<b>Private Detention Basin Credit</b>		
Peak Flow Preservation	Credit may be available if the peak flow of runoff during 2, 10, and 100-year rains after development does not exceed the peak flow of runoff that occurred prior to development.	10%
Peak Flow Reduction	Credit may be available if a detention basin is shown to reduce the pre-development peak flow of runoff from the site by at least twenty percent during 2, 10, and 100-year rains following development.	12%
<b>Private NPDES Credit</b>		
An NPDES credit may be available is available for a customer who maintains an NPDES General Permit No. 1 or General Permit No. 2 for stormwater discharge associated with an industrial activity.		10%

**NOTE:** The maximum credit per account is limited to **50%** of the total billing units.

## Facility and Activity Credits

The City's Stormwater Management System is funded through various sources, including the Dubuque Racing Association distribution, the general fund, bonds, fees, and the Stormwater User Fee. The City allocates money from each source to activities or facilities associated with stormwater management. Customers are only allowed facility and activity credits for facilities or activities that are associated with the City's services funded by the stormwater user fee. See Table 1 for a list of the potential facility and activity credits.

## Direct Discharge Credit

A direct discharge credit may be available for the portion of a property's impervious area that is contiguous to (or contains) and discharges stormwater directly into, the Mississippi River, Catfish Creek, South Fork Catfish Creek, or Middle Fork Catfish Creek. Runoff that passes through a public or private drainage facility such as a detention basin, ditch, or drainage way prior to discharging into one of the receiving waters identified above is not considered direct discharge.

## Private Detention Basin Credit

A private detention basin credit may be available to a customer that maintains a private detention (or retention) basin that reduces the impact of the stormwater drainage on downstream properties. There are two concurrent credits available: peak preservation credit and peak reduction credit.

The peak flow preservation credit may be available if the peak flow of runoff during 2, 10, and 100-year rains following development does not exceed the peak flow of runoff that occurred prior to development.

The peak flow reduction credit may be available if the runoff during 2, 10, and 100-year rains following development is twenty percent lower than the peak flow of runoff that occurred prior to development. A 4% credit is available for a twenty percent reduction in peak flows for each of the three rain events.

In order for stormwater detention facilities to operate as designed, maintenance must be performed on a routine basis. Improperly maintained facilities fail to provide the intended stormwater management benefit. The minimum maintenance requirements for detention facilities are as follows:

- 1) The owner must make periodic inspections and fill out an inspection report, noting the condition of the facility;
- 2) The owner must remove sediment when approximately 20% of the storage volume is filled;
- 3) The owner must remove sediment or debris whenever it can potentially block the outlet structure;
- 4) The owner must keep the outlet control structure structurally sound, free from erosion, and functioning as designed; and

- 5) The owner must maintain the facility so that there is NO STANDING WATER.

If a random City inspection finds that the detention basin does not operate as outlined in the credit application, the City will send a letter informing the customer of the required action to avoid revocation of the credit. If the property owner fails to take the required action, the credits will be revoked. The credit may be restored when the detention basin functions properly.

## **Private NPDES Credit**

Certain private industrial operations are required to obtain an NPDES permit from the Iowa Department of Natural Resources. The permit requires the industrial operation to implement measures to manage stormwater runoff to minimize the pollutants associated with the stormwater runoff that leaves the property.

## **Credit Application Process**

The City of Dubuque Engineering Division will accept applications from customers for credits. Applications are available in the Office of the Engineering Division at City Hall. In most cases, engineering calculations are required to support credits. A registered professional engineer may be required to prepare some of the supporting application documents.

To apply for a credit, the customer must submit a completed STORMWATER MANAGEMENT UTILITY FORM NO. 6: APPLICATION FOR USER FEE CREDIT, along with the required documentation and application review fee, to the address below:

City of Dubuque, Engineering Division  
Attention: Deron Muehring  
50 W. 13<sup>th</sup> Street  
Dubuque, IA 52001  
Phone: (563) 589-4270

The Public Works Director will review the credit application. Upon approval of a stormwater credit, the credit will be given at the next billing. A credit may be retroactive to the beginning of the City's current Fiscal Year if it can be shown to the satisfaction of the Public Works Director that the justification for the credit was in place at that time.

## **Annual Credit Re-Application Process**

To ensure that a credit remains justified, a credit application will only remain valid for one year. Customers must re-apply for the credit using UTILITY FORM NO. 6-R: RE-APPLICATION FOR USER FEE CREDIT. At this time, there is no credit re-application fee.

CITY OF DUBUQUE, IOWA  
 STORMWATER MANAGEMENT UTILITY FORM NO. 6  
**APPLICATION FOR USER FEE CREDIT**

**SECTION A – CUSTOMER INFORMATION**

BUSINESS/ORGANIZATION NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE: (\_\_\_\_) -

FAX: (\_\_\_\_) -

**SECTION B – SITE INFORMATION**

SERVICE ADDRESS:

*Dubuque, IA*

ZIP:

PARCEL I.D. #:

BILLING ACCOUNT #:

**SECTION C – CREDIT INFORMATION**

CREDITS APPLIED FOR [check the appropriate boxes below]:

FACILITY AND ACTIVITY CREDIT

DIRECT DISCHARGE CREDIT

INFILTRATION CREDIT

PRIVATE DETENTION BASIN CREDIT

PRIVATE NPDES PERMIT CREDIT

**SECTION D – CUSTOMER CERTIFICATION**

I hereby request consideration for a Stormwater Management Utility fee credit. I certify that I have the authority and authorization to make such a request for this property. I hereby grant to the City, its employees, agents, consulting engineers, contractors and other representatives the right to enter upon the above described real estate for the purpose of inspection and surveying of retention/detention basin facilities, review of facility layout and impervious area in conjunction with this application for, and conditions required to retain, a stormwater utility fee credit. I further certify that the information contained in this application is, to the best of my knowledge, correct and represents a complete and accurate statement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION E – FACILITY & ACTIVITY CREDIT

IDENTIFY STORMWATER FACILITY OR ACTIVITY:

- |   |   |
|---|---|
| <input type="checkbox"/> Public Catch Basin Maintenance | <input type="checkbox"/> Creek or Stream Maintenance            |
| <input type="checkbox"/> Public Storm Sewer Maintenance | <input type="checkbox"/> Capital Improvement Project Assistance |
| <input type="checkbox"/> Public Manhole Maintenance     | <input type="checkbox"/> City NPDES Program                     |
| <input type="checkbox"/> Culvert Maintenance            |   |

<b>Check if Attached</b>	<b>Documentation Required for Application</b>
<input type="checkbox"/>	Site Plan or Survey
<input type="checkbox"/>	Description of Stormwater Facility
<input type="checkbox"/>	Maintenance or Activity Plan
<input type="checkbox"/>	Inspection Report (condition of the facility at the time of application)
<input type="checkbox"/>	Application Fee (\$ 75.00 )

## SECTION F – PRIVATE DETENTION BASIN CREDIT

APPLICATION IS FOR:       Peak Flow Preservation       Peak Flow Reduction

<b>Check if Attached</b>	<b>Documentation Required for Application</b>
<input type="checkbox"/>	Site Plan or Improvement Plans ( <input type="checkbox"/> On File in the Office of the City Engineer )
<input type="checkbox"/>	Complete Design Calculations ( <input type="checkbox"/> On File in the Office of the City Engineer )
<input type="checkbox"/>	Maintenance Schedule (including inspection, mowing, sediment removal, etc.)
<input type="checkbox"/>	Inspection Report (condition of the facility at the time of application)
<input type="checkbox"/>	Application Fee (\$ 75.00 )

## SECTION G – INFILTRATION CREDIT

<b>Check if Attached</b>	<b>Documentation Required for Application</b>
<input type="checkbox"/>	Site Plan or Improvement Plans ( <input type="checkbox"/> On File in the Office of the City Engineer )
<input type="checkbox"/>	Complete Design Calculations ( <input type="checkbox"/> On File in the Office of the City Engineer )
<input type="checkbox"/>	Inspection Report (condition of the facility at the time of application)
<input type="checkbox"/>	Application Fee (\$ 75.00 )

## SECTION H – DIRECT DISCHARGE CREDIT

WATER BODY THAT STORMWATER DISCHARGES TO:

IMPERVIOUS AREA THAT DIRECTLY DISCHARGES:

<b>Check if Attached</b>	<b>Documentation Required for Application</b>
<input type="checkbox"/>	Site Plan or Survey ( <input type="checkbox"/> On File in the Office of the City Engineer )
<input type="checkbox"/>	Application Fee (\$ 75.00 )

## SECTION I – PRIVATE NPDES CREDIT

<b>Check if Attached</b>	<b>Documentation Required for Application</b>
<input type="checkbox"/>	Copy of NPDES Permit
<input type="checkbox"/>	Application Fee (\$ 15.00 )

CITY OF DUBUQUE, IOWA  
 STORMWATER MANAGEMENT UTILITY FORM NO. 6-R  
**RE-APPLICATION FOR USER FEE CREDIT**

**SECTION A – CUSTOMER INFORMATION**

BUSINESS/ORGANIZATION NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE: (\_\_\_\_) -

FAX: (\_\_\_\_) -

**SECTION B – SITE INFORMATION**

SERVICE ADDRESS:

*Dubuque, IA*

ZIP:

PARCEL I.D. #:

BILLING ACCOUNT #:

**SECTION C – CREDIT INFORMATION**

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INFILTRATION CREDIT

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Name

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Title

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Signature

\_\_\_\_\_  
Date



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|---|---|
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| <input type="checkbox"/> Public Storm Sewer Maintenance | <input type="checkbox"/> Capital Improvement Project Assistance |
| <input type="checkbox"/> Public Manhole Maintenance     | <input type="checkbox"/> City NPDES Program                     |
| <input type="checkbox"/> Culvert Maintenance            |   |

<b>Check if Attached</b>	<b>Documentation Required for Application</b>
<input type="checkbox"/>	Site Plan or Survey
<input type="checkbox"/>	Description of Stormwater Facility
<input type="checkbox"/>	Maintenance or Activity Plan
<input type="checkbox"/>	Inspection Report (condition of the facility at the time of application)
<input type="checkbox"/>	Application Fee (\$ 0.00 )

## SECTION F – PRIVATE DETENTION BASIN CREDIT

APPLICATION IS FOR:       Peak Flow Preservation       Peak Flow Reduction

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<input type="checkbox"/>	Application Fee (\$ 0.00 )