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CITY OF SUPERIOR



THE CITY OF
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W I S C O N S I N

Living up to our name.

Stormwater Conveyance System Treatment and Peak Flow Credit Application and Instructions

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CITY OF SUPERIOR STORMWATER CONVEYANCE SYSTEM (SCS) CREDIT APPLICATION INSTRUCTIONS

Application Form

Application Fee

A Credit application will not be processed unless accompanied by the application fee. The credit application fee is \$150.00 and covers one Credit application form for one Customer Location. Customers requesting credit for multiple locations are required to submit an application and accompanying fee for each location. The application fee is nonrefundable. Make checks payable to: City of Superior – Stormwater Utility Credit Application Fee.

Property Owner Information

Enter the name and address of the property owner as it is recorded with the County Registrar of Deeds. If you have questions or want to make a change regarding either the owner name or owner mailing address, contact the Douglas County Treasurer at (715) 395-1348. [Note: With a few exceptions, the owner's name and owner's address should be the same as it is shown on the Municipal Stormwater Utility Bill.]

Enter the owner's email address, if available.

Property Information

Enter in the address of the property for which credit is being requested.

Record the size of the whole property in square feet. (1 acre = 43560 square feet)

Record the total amount of impervious area in square feet. [Existing Impervious Area will be shown on the ESD provided map.]

Enter the Owner's Account Number from the Municipal Stormwater Utility Bill. It is found on the top right side of the bill. [This number is formatted as C#####]

Enter the Location ID, which is found in the center of the bill above each billing section of the Municipal Stormwater Utility Bill. [This number is formatted as L#####]

Briefly describe the basis or reasoning for the credit request in the space provided.

Contact Information

Enter the name and title for the person responsible for the property.

Enter the address where correspondence regarding the credit application should be sent.

Enter an email address and phone number for the contact person.

Owner/Representative Certification

This section must be signed and dated by the property owner or an individual with delegated authority to execute instructions for the owner. By signing this form, the owner or representative is certifying that the information within the application is true and correct to the best of his/her knowledge and belief and that he/she agrees to provide updated information should there be any change in the information provided.

Any changes in information should be sent to: City of Superior Environmental Services Division, Attn: Stormwater Coordinator, 51 E. 1st St., Superior, WI 54880.

ERUs Eligible for Credit

Credits are offered as a percent reduction of the Variable Fee. Credits pertain to a specific Impervious Area within Developed Parcels.

Stormwater Conveyance System (SCS) Credits are available for eligible NSFU Customers with structural BMPs that provide treatment and/or peak flow attenuation for a designated and measured location of Impervious Area. All structural BMPs must comply with City Stormwater Standards. Compliant BMPs that provide both treatment and peak flow attenuation are eligible for a Credit of 59.02%. Complaint BMPs that provide treatment or flow attenuation are only eligible for a Credit of 29.51% (or half of the full SCS Credit).

For more specific information about requirements, see the “City of Superior Stormwater Technical and Performance Standards.”

Identify and quantify the amount of new Impervious Area, if any. Verify the existing Impervious Area quantified on the ESD provided map. Impervious area includes, but is not limited to, all areas covered by structures, roofs, patios, decks, porches, driveways, loading docks, parking lots, sidewalks, and compacted clay and gravel which are used as driveways or parking lots. Calculate the total amount of impervious area in square feet.

After the drainage areas have been defined, determine the total amount of impervious area that drains to the MS4. In addition, determine the amount of impervious area requesting each credit type. Divide all impervious area amounts by 1907 ft²/ERU to convert to ERUs:

ERUs eligible for SCS Treatment Only Credit = # ft ² tributary to approved treatment BMP ÷ 1,907 ft ²
ERUs eligible for SCS Peak Flow Only Credit = # ft ² tributary to approved peak flow BMP ÷ 1,907 ft ²
ERUs eligible for SCS Peak Flow AND Treatment Credit = # ft ² tributary to approved peak flow BMP ÷ 1,907 ft ²

Enter these numbers, rounded to the nearest tenth of an ERU, on the application in the section titled “ERUs eligible for Stormwater Conveyance System Credit.” The ERUs eligible must total at least 20 ERUs or constitute at least 50% of the ERUs draining to the MS4 to qualify for credit.

Professional Engineer Certification

Enter the name of the engineering company that the engineer is affiliated with along with the company address, city, state, zip code, phone and fax number.

Enter the name of the engineer and the title or authority.

The engineer must sign, date, enter the license type and number, and a cell phone number and email address if available. The professional must also check and initial the ESD provided map regarding the ESD provided contours.

License Agreement

This section must be signed and dated by the owner or an individual with delegated authority to execute instructions for the owner. By signing this form the owner or representative is agreeing to allow the City access to the property to conduct inspections to verify compliance with the stormwater credit requirements.

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Narrative

Site Description

Provide a detailed site description. Describe the property location relative to major geographical features, waterbodies, roads, etc.

Identify the portion of impervious area being treated and the location of all stormwater BMPs installed.

The location of commercial or industrial activities and materials that have the potential to contaminate storm water must be described.

Credit Justification

Describe in detail the BMPs that will be used to qualify for credit. Specify which credit type(s) are being applied for: only SCS peak flow, only SCS treatment, or both SCS peak flow and SCS treatment.

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Survey Map

On the map provided by ESD, the property will be identified with the current parcel layer. If the representation of the parcel(s) is not adequate, a CSM or Map of Survey should be submitted. The Douglas County's Register of Deeds houses existing maps and are available for purchase.

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Stormwater Mapping

Existing Conditions

Provide map(s) containing all of the following information about your property (City provided GIS map plus additional maps as needed to clearly show all required information):

- Existing contours.
 - ESD will provide 1ft contours on the GIS map; however, if the contours provided are not representative of the existing conditions, the applicant is responsible for providing contours that are representative of the site or the specific areas not accurately represented by the ESD contours. Additionally, the applicant may submit their own contours of the existing conditions, so long as the scale is such that topography of the site and drainage patterns can be clearly identified.
 - Land features not represented by contours.
 - Any land feature (i.e. sink or hill) that is not represented by contours shall be drawn on the map.
- All existing drainage divides and flow patterns.
 - This includes all flows affected by ditches and pipe systems. Flow arrows must be shown. Each area on the site must be labeled as "tributary to receiving water" or "tributary to City MS4".
- Location of stormwater controls/conveyance systems.
 - The location of stormwater controls and conveyances, public and private, including all known surface and subsurface conveyances, structural storm water controls and BMPs, including any secondary or other containment structures, shall be mapped and labeled. All public conveyances utilized, including pipes, ditches, culverts and street stormwater systems, shall be clearly labeled as "public".
 - Roads/streets/alleys
 - This includes paved and unpaved
 - Inlets/Catch Basins
 - Outfalls

- These includes outfalls recognized as permitted outfalls under a WPDES permit that discharge channelized flow to surface water, groundwater, or wetlands (number each for reference)
 - Curbs
 - Gutters
 - Ditches
 - Culverts
 - BMPs
 - Channels
 - Other
- Additional Impervious area.
 - Any impervious area that is not shown on the ESD provided GIS map's aerial photograph shall be added to the map and labeled as "Impervious" (i.e. newly constructed buildings, roads, etc.)
- Contact the Stormwater Coordinator at 715-394-0392 to request the ESD provided GIS map.

As-built Conditions

All applicants are required to submit as-built plans for any permanent stormwater management facilities after final construction is completed. The plan must show the final implemented design details and specifications for all stormwater management facilities and be sealed by a registered professional engineer.

Provide map(s) containing all of the following information:

- As-Built Contours.
 - The applicant is responsible for providing contours and topographic features which accurately reflect the as-built conditions of the site.
- All drainage areas, divides and flow patterns.
 - This includes all flows affected by ditches and pipe systems. Flow arrows must be shown. Each area on the site must be labeled as "tributary to receiving water" or "tributary to City MS4".
 - These areas shall be delineated and labeled with the same identifier as in the TR-20/55 routing schematics
- Location of stormwater controls/conveyance systems.
 - The location of stormwater controls and conveyances, public and private, including all known surface and subsurface conveyances, structural storm water controls and BMPs, including any secondary or other containment structures, shall be mapped and labeled. All public conveyances utilized, including pipes, ditches, culverts and streets, shall be clearly labeled as "public".
 - Roads/streets/alleys
 - This includes paved and unpaved
 - Inlets/Catch Basins
 - Outfalls
 - These includes outfalls recognized as permitted outfalls under a WPDES permit that discharge channelized flow to surface water, groundwater, or wetlands (number each for reference)
 - Curbs
 - Gutters
 - Ditches
 - Culverts
 - BMPs
 - Channels
 - Other

Stormwater Design

Provide the following for your property:

- Stormwater modeling calculations
 - ***SCS Peak Flow Modeling (Wet Detention Basins, Artificial Wetlands, Dry Detention Basins, and In-pipe storage)***
 - For all credit applications requesting peak flow attenuation credit, an evaluation which compares existing peak flows to proposed peak flows for the 1-year, 2-year, 10-year, and 100-year Soil Conservation Service Type 2 design storm must be modeled. The results of this analysis must show that peak flows do not increase for any of these storms in the proposed conditions. A summary table must be included showing existing peak flows and proposed peak flows with attenuation. New facilities must also include proposed peak flows without peak flow attenuation.
 - Computation utilizing NRCS TR-20/55 and curve numbers for existing condition shall open space in good condition.
 - All connected impervious areas shall be modeled as separate areas.
 - All input data for individual areas, reaches, ponds, or other routing components must be included.
 - Routing schematics shall be included for existing and proposed condition.
 - Graphical hydrographs shall be shown for all storms and all drainage areas.
 - Inflow and outflow graphical hydrographs shall be included for all structural BMP's utilized in reducing peak rates of flow.
 - Stage versus discharge data shall be included which accurately reflects the outlet structure design details, including the emergency overflow, if applicable.
 - Plans/Details and specifications showing compliance with The City of Superior Technical and Performance Standards must be included.
 - ***SCS Treatment Modeling (Wet Detention Basins and Artificial Wetlands)***
 - For all credit applications requesting treatment credit, an evaluation which shows that by design, structural BMP's will reduce total suspended solids (TSS) by 80% compared to no controls in place, must be made utilizing currently accepted versions of either P8 or SLAMM for modeling. Information on either of these modeling programs can be found at <http://dnr.wi.gov/runoff/models/>.
 - Plans/Details and specifications showing compliance with The City of Superior Technical and Performance Standards must be included.

Operation and Maintenance Plan

The effectiveness of post-construction stormwater BMPs depends upon regular inspections of the control measures. Inlet and outlet pipes should be inspected for obstructions, erosion and condition. Trash and debris should be collected and properly disposed of. Vegetation should be checked as mowing might be required and/or dead vegetation may need to be removed.

For each of the BMPs qualifying for credit, develop an operation and maintenance plan that is consistent with the BMP being used, the intended lifespan of the BMPs, safety requirements, and the design criteria.

The operation and maintenance plan shall include:

- Description and locations of storm water controls and BMPs to be inspected and maintained by the applicant.
- Schedule of inspection and maintenance including the techniques used to inspect and maintain the systems to ensure that they are functioning properly as designed.
- 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.

Submittal Checklist

Submittal Checklist			
Completed Stormwater Utility Credit Application	Check to indicate inclusion		
- Application Fee (\$150.00)			
- Property Owner Information			
- Property Information			
- Contact Information			
- Owner/Representative Certification			
- ERUs Eligible for Credit			
- Professional Engineer Certification			
- License Agreement			
Narrative	Check to indicate inclusion		
- Site Description			
- Impervious area description			
- Location of activities and materials that have the potential to contaminate storm water			
- Credit Justification			
Plat Map (if needed)	Included	N/A	
- Available through the Douglas County Register of Deeds if existing.			
Stormwater Mapping	Existing	As-Built	N/A
Maps of both existing and as-built conditions are required.			
- Map(s) containing:			
• Contours			
○ Land features not visible with contours			
• Drainage divides, flow patterns, and flow types-all labeled			
• Location of any stormwater controls/conveyance systems			
○ Roads/Streets			
○ Inlets/Catch Basins			
○ Outfalls			
○ Curbs			
○ Gutters			
○ Ditches			
○ Culverts			
○ BMPs			
○ Channels			
○ Other			
• Additional Impervious area not shown on the aerial photograph			

Submittal Checklist Continued

Stormwater Design <ul style="list-style-type: none"> - Stormwater Design Plans and Details - Peak Flow modeling (TR-20/55) <ul style="list-style-type: none"> ♦ Software and version used ♦ All input values ♦ Assumptions - TSS Modeling (P8 or WinSLAMM) <ul style="list-style-type: none"> ♦ Software and version used (most current version strongly recommended) ♦ All input values ♦ Assumptions 	Check to indicate inclusion
Rainfall Data <ul style="list-style-type: none"> - Data source documentation - Justification of Specific values used, if needed 	Check to indicate inclusion
Operation and Maintenance Plan <ul style="list-style-type: none"> - Plan 	Check to indicate inclusion

**STORMWATER UTILITY
STORMWATER CONVEYANCE SYSTEM
CREDIT APPLICATION**



Application Fee \$150

Make checks payable to: City of Superior – Stormwater Credit Application Fee

Property Owner Information (Please print or type)
Owner's Name: _____ (Same as "Owner's Name" on Municipal Stormwater Utility Bill)
Owner's Address: _____ (Same as "Owner's Address" on Municipal Stormwater Utility Bill)
Email Address: _____

Property Information
Property Address/Location: _____
Property size (square feet): _____ Impervious area (square feet) _____
Account Number (from your Stormwater Utility Bill): _____
Location ID (from your Stormwater Utility Bill): _____
Briefly describe the basis or reasoning for the credit request: _____ _____

Contact Information
Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____
Email Address: _____

Owner/Representative Certification
The information within this application is true and correct to the best of my knowledge and belief. I agree to provide updated information should there be any change in the information provided herein. (This form must be signed by the owner or individual with delegated authority to execute instructions for owner.)
Signature _____ Date _____

ERUs eligible for Stormwater Conveyance System Credit

1.Total number of ERUs draining to the MS4 _____

2.Requested number of ERUs for only SCS Treatment Credits _____

BMP: Wet Detention Basin Artificial Wetland

3.Requested number of ERUs for only SCS Peak Flow Credits _____

BMP: Wet Detention Basin Dry Detention Basin Artificial Wetland Storage

4.Requested number of ERUs for both
SCS Peak Flow and SCS Treatment Credits _____

BMP: Wet Detention Basin Artificial Wetland

(NOTE: lines 2, 3 and 4 can NOT add to more than line 1)

Professional Engineer Certification

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax _____

Certification: The following certification is required for approval of all credits for which a certified technical submission is required:

Any facilities constructed and/or installed as a condition of Credit qualification have been inspected and conform to technical and performance standards required within the City of Superior Stormwater Technical and Performance Standards. The information above and within this application was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

Type or print name Title or Authority

Signature Date

Professional License Type and Number

Phone Number Email:

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (this "*Agreement*") is made by the applicant named below (together with its successors and assigns, "*Applicant*"), for the benefit of the City of Superior, Wisconsin, a municipal corporation (the "*City*"). Applicant has applied to the City for credits under the City's Stormwater Utility Credit Program (as in effect from time to time, the "*Stormwater Program*"). The Stormwater Program is primarily governed by the Stormwater Utility Credit Program Customer Manual (the "*Customer Manual*"). For good and valuable consideration, Applicant agrees as follows:

1. License. Applicant grants to the City a license to enter upon all or any portion of the real property set forth as " *APPLICANT'S STREET ADDRESS, CITY, STATE & ZIP*" below (the "*Property*"), for the limited purpose of inspecting the Property for compliance with the terms and conditions of the Stormwater Program and the paragraphs that follow. Any such right of entry by the City pursuant to the foregoing license shall be made upon at least 24 hours notice to Applicant, which may be given by telephone. The license may be revoked by Applicant only in the manner described below.
2. Creditable Activity. For purposes of this Agreement, the term "*Creditable Activity*" refers to any and all activities undertaken by Applicant on the Property to receive any credit under the Stormwater Program, including, without limitation, stormwater improvements, best managements practices for stormwater management, or related stormwater runoff managed by Applicant, as well as the construction, installation, condition, repair, maintenance or operation of the same.
3. Compliance. Applicant represents and warrants to the City that all Creditable Activity is, and will remain, in compliance with all Federal, State or local laws, ordinances, codes, rules and regulations, with all local technical or performance standards, and with all related stormwater management plans or programs, as each of them are in effect from time to time and applicable to the Property (collectively, "*Applicable Laws*"). Applicant is charged with knowledge of all Applicable Laws, as well as any changes to Applicable Laws during the period of time during which this instrument is effective.
4. Maintenance. All Creditable Activity shall be and remain privately owned and maintained, and shall not be accepted by the City, and shall not become a part of the maintenance program of the Stormwater Utility or the Public Works Department of the City. All responsibility and liability for maintenance of any Creditable Activity shall be and remain with Applicant.
5. Waiver of Claims. Applicant assumes all risks that may arise in connection with its Creditable Activity. Applicant agrees that the City assumes and bears no liability or responsibility for Applicant's Creditable Activity. Applicant waives any and all claims it may have against the City for its Creditable Activity, for the exercise by the City of its right of entry pursuant to the license granted by Applicant above, or otherwise in connection with the Stormwater Program.

6. Revocation of Credits. This Agreement is being delivered as a prerequisite to Applicant's participation in the Stormwater Program, but confers no rights or interests in such program. Any credits that had been granted to Applicant under the Stormwater Program shall be automatically revoked upon the occurrence of any of the following events: (a) Applicant is in default under any of the terms of this Agreement or the Customer Manual; or (b) Applicant discontinues any Creditable Activity; or (c) Applicant transfers the Property, as evidenced by an instrument of conveyance recorded in the real property records of Douglas County, Wisconsin, and the new owner fails within 30 days to execute and deliver an agreement containing all of the same terms and conditions of this Agreement. Applicant will not be entitled to restoration of such credits unless Applicant re-applies for the same pursuant to the terms of the Stormwater Program.

7. Revocation of License. Applicant may revoke the license granted above only by written notice to the City by certified mail, return receipt requested, to the attention of the Stormwater Coordinator, City of Superior – Environmental Services Division of Public Works, 51 East 1st Street, Superior, WI 54880.

8. General. Any notices required or permitted hereunder shall be sent by certified mail, addressed to Applicant at its address first listed above, and to the City c/o Stormwater Coordinator, City of Superior – Environmental Services Division of Public Works, 51 East 1st Street, Superior, WI 54880. If any provision hereof is invalid or unenforceable to any extent, that provision and the remainder of this instrument shall continue in effect and be enforceable to the fullest extent permitted by law.

<i>SIGNATURE OF AUTHORIZED AGENT OR EMPLOYEE OF APPLICANT</i>	<i>PRINTED NAME & TITLE OF AUTHORIZED SIGNATORY (e.g. "John Doe, President")</i>
<i>LEGAL NAME & ENTITY OF APPLICANT (e.g. Doe, Inc., a Wisconsin corporation)</i>	<i>APPLICANT'S STREET ADDRESS, CITY, STATE & ZIP</i>
<i>APPLICANT'S TELEPHONE NUMBER:</i>	<i>DATE OF SIGNATURE</i>