



**Susquehanna Township Authority**  
**Dauphin County, Pennsylvania**

# **Stormwater Management Program**

## **Credit Policy Manual**

**March 2020**

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## Introduction

This Manual provides Susquehanna Township Authority (STA) Stormwater Management Program customers with details on the Credits available to reduce their quarterly Stormwater Management Program (SMP) Fee. Stormwater Credits are provided as a means for customers to reduce the amount of their quarterly fee by implementing a creditable Best Management Practice activity to reduce the contribution of stormwater and pollutants to STA's stormwater management system and/or to aid Susquehanna Township and STA in meeting their MS4 Permit obligations.

Stormwater management is important to our community. It is necessary to manage pollutant-laden runoff generated by impervious surfaces so that it does not have a harmful effect on streams and reduces the potential of flooding and associated property damage. Susquehanna Township and STA have partnered in the development and implementation of a comprehensive, Stormwater Management Program to provide enhanced stormwater management to property owners in the Township.

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

The *Susquehanna Township Authority Stormwater Management Program Fee Resolution* currently in effect defines how properties within STA's stormwater service area will be assessed fees based upon Impervious Area (IA). All property owners in Tiers 2 through 5 may reduce their fee by up to 35%, unless otherwise specified herein, if they apply and qualify for STA's credits made available by the stormwater credit system. This Manual will provide the user with the procedures to follow in order to apply for stormwater credits from the Susquehanna Township Authority.

## Disclaimer

By submitting a Stormwater Management Program Fee Credit Application pursuant to this STA Stormwater Management Program Credit Policy Manual, Property Owner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all Best Management Practices ("BMPs") constructed, installed, or employed by the property owner. Susquehanna Township and STA shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

## Definitions

The following definitions apply to the Stormwater Management Program Credit Policy Manual. Any term not defined by this section can be defined by the *Susquehanna Township Authority Stormwater*

*Management Program Fee Resolution* currently in effect and *Susquehanna Township Authority's Rules and Regulations*, to the extent not contradictory.

**Inlet** – A surface connection to a closed drain. The upstream end of any structure through which water may flow.

**MS4** – Municipal Separate Storm Sewer System

**Operation and Maintenance Agreement** – An agreement as described in the Township's Stormwater Management Ordinance, and included in this manual, regarding the required operation and maintenance activities for existing Stormwater Management BMP's and who will be responsible for performing them.

**Outlet** – Points of water disposal from a stream, river, lake tidewater or artificial drain.

**PADEP** - Pennsylvania Department of Environmental Protection or any agency successor to the PADEP.

**Pennsylvania Stormwater Best Management Practices (BMP) Manual** - The most recent version of the Pennsylvania Stormwater Best Management Practices Manual.

**Peak Rate** - The maximum design flow rate at which runoff from a drainage area discharges past a specific point from a specific storm event.

**Peak Rate Control Credit** – A credit that can be applied for utilizing proper stormwater rate control techniques. Example: Detention tanks/basins with a controlled outlet.

**Volume Control** – Stormwater Management (SWM) controls, or BMPs, used to remove a predetermined amount of runoff or the increase in volume between the pre- and post-development design storm.

**Urbanized Area (UA)** – Comprised of a densely settled core of census tracts and/or census blocks that meet minimum population density requirements, along with adjacent territory containing non-residential urban land uses as well as territory with low population density included to link outlying densely settled territory with the densely settled core. The UA is as defined by the United States Census Bureau.

**Water Quality Benefit** - Increasing surface water runoff quality as outlined in the Pennsylvania Stormwater BMP Manual or as defined in the PA MS4 guidelines; whichever are more restrictive.

## Credits and Credit Policies

### General Policies

1. It is the Owner's responsibility to apply for credits and supply all of the necessary materials with the exception of credits for Low Impact Parcels.
2. Credits are available to all Tier 2 through Tier 5 properties, as provided for in this policy manual.
3. The maximum amount of credit received **shall not exceed 35% per property**, unless otherwise provided for in these policies.

4. **Sanitary sewer and stormwater accounts must be current in order to receive Credit(s) conferred by these policies.** Credits will be revoked if an account is overdue more than 90 days. Upon becoming current, a property owner may reapply to reinstate the revoked credits.
5. Credits will be revoked where qualified BMPs are not maintained, or if annual Operation and Maintenance Reports are not submitted on time.
6. STA shall automatically apply Low Impact credits to eligible properties.
7. Complete applications will be reviewed within 90 days of submission. Applications requiring review and response from PADEP may take additional review time, however credits requiring additional time will be retroactively applied to date of full application submittal. (Incomplete applications will be returned for correction).
8. Credit application fees are applicable to certain credits. Refer to Table 1 for determination if a credit fee applies. Application fees are subject to adjustment January 1 of each year. Refer to the Applying for Credit section of this document for additional detail. A credit application may include multiple related parcels.
9. Refer to Table 1 for details on credit expiration timeframes. At the time of expiration, the Credit Policy will be reevaluated at the discretion of the Township. Adjustments to the value of credits may be made at that time and/or reapplication required.
10. In the event of a **change of ownership, the new Owner must reapply for Credits** to verify change in Maintenance Agreement, and associated Credit requirements.
11. The Susquehanna Township Authority has full discretion over the credit policy and process.

### Eligibility

To be eligible for a Credit, the property must have been assigned a minimum of 500 SF of IA and there must not be any outstanding and unpaid SMP Fees or sanitary sewer fees against the property. Owners must submit the appropriate Credit Application along with any documentation required by STA.

### Credit Details

Owners may apply for one or more Credits, and the Credits will be cumulative up to a maximum Credit of 35% of that property's SMP Fee. In no circumstance may a Credit or group of Credits reduce the applicable SMP Fee to an amount that is less than 65% of the SMP Fee for that property, unless the property meets the requirements of the BMP Easement Credit or Stormwater Partnership Credit. **Credit reduction is proportional to the IA that drains to the BMP.**

The SMP Fee for **Tiers 2 through 4 properties** with approved Credits will be calculated as follows:

$$\text{SMP Fee} = \text{Original SMP Fee} \times [1 - \text{Approved Credit(s)}]$$

Example 1: A property owner has 3,000 sf of IA of which half of the IA (1,500 sf) is permeable pavement. Max Credit for permeable pavement is 35%.

Percentage of Impacted IA = (1,500 sf IA/3,000 sf Total IA) = 50%  
Approved Credits = 35% credit applied to 50% of the Total IA = 17.5%

$$SMP\ Fee = Original\ SMP\ Fee \times [1 - 0.175]$$

The SMP Fee for **Tier 5 properties** with approved Credits will be calculated as follows:

$$Billable\ IA = Total\ IA - Credit\ IA$$
$$SMP\ Fee = Billable\ IA \times SMP\ Rate\ (\$/1,000\ sf\ of\ IA)$$

Where:

**Billable IA** = The amount of 1,000 sf of IA billed to the STA stormwater program customer.

**Total IA** = The amount of 1,000 sf of IA on a parcel before any Credits have been granted.

**Credit IA** = The amount of 1,000 sf of IA granted as Credit for the parcel.

**SMP Rate** = The current rate per 1,000 sf of IA as defined in STA's SMP Fee Resolution.

Example 2: A property owner has 8,000 sf of IA on a property, of which 2,000 sf of IA drains to a newly installed infiltration trench. Max Credit for infiltration trenches is 35%. Based on the actual design of the trench a 30% credit is granted.

Total IA = 8,000 sf of IA.

Credit IA = 30% credit \* (2,000 sf of IA/8,000 sf of IA) = 30% credit \* 25% of  
overall IA = 7.5% \* 8,000 sf of IA = 600 sf of IA

Billable IA = Total IA – Credit IA

Billable IA = 8,000 sf of IA – 600 sf of IA = 7,400 sf of IA

## Summary of Available Credits

Table 1. Summary of Available Credits by Property Type

| Credit  | Eligible Property Type |        | Max Credit | Application Fee | Credit Expiration<br>(see below) |
|---|------------------------|--------|------------|-----------------|----------------------------------|
|   | Tiers 2 thru 4         | Tier 5 |            |                 |                                  |
| Low Impact Parcel (IA is < 10% of Parcel Area)  | X                      | X      | 30%        | No              | (1)                              |
| BMP Easement                                    | X                      | X      | TBD        | No              | (1)                              |
| Peak Rate Control/Volume Control Structural BMP | X                      | X      | 35%        | Yes             | (1)                              |
| Riparian Buffer                                 | X                      | X      | 30%        | Yes             | (1)                              |
| Stream Restoration                              | X                      | X      | 30%        | Yes             | (1)                              |
| Turf and Landscape Management Program           |                        | X      | 15%        | Yes             | (1)                              |
| Permeable Pavement                              | X                      | X      | 35%        | Yes             | (1)                              |
| Green Roofs                                     | X                      | X      | 25%        | Yes             | (1)                              |
| Education Credit                                | X                      | X      | 10%        | No              | (1)                              |
| Separate MS4 Permit                             | X                      | X      | 35%        | No              | (2)                              |
| Stormwater Partnership Credit                   |                        | X      | TBD        | Yes             | (1)                              |
| Agricultural Use Parcels                        | X                      | X      | 30%        | No              | (1)                              |
| Public Participation                            | X                      | X      | 15%        | No              | (3)                              |
| Public Participation Credit Donation            |                        | X      | 15%        | No              | (3)                              |
| Rain Barrel Rebate                              | X                      | X      | NA         | No              | NA                               |

1) End of Township MS4 Permit Cycle.  
 2) End of Property Owner's MS4 Permit Cycle.  
 3) December 31st of year applied.  
 4) One year following credit approval.

In the case of stream bank restoration projects, the magnitude of the Credit will be established based on the length of the associated project. In the case of other BMPs, Credit will be established proportional to the IA treated by the BMP.

### Credits

#### Low Impact Parcel (Eligibility: Tiers 2 through 5)

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

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

If a parcel meets all of the above conditions, it may be eligible for a Credit up to 30%. Portions of the IA may be eligible for Credit even if all the IA does not meet conditions 2 and 3 listed above. For

example, a parcel may contain a detached house and a shed. The total IA for the property equals 5.5%, however, the shed is twenty-five (25) feet from a stream, and therefore no Credit is applied for the shed. The house, which meets all three conditions, would receive a 30% Credit for its IA.

### BMP Easement (Eligibility: Tiers 2 through 5)

STA may provide a Credit to Owners who grant a permanent easement for STA to construct, operate and maintain a new stormwater BMP on their property. This Credit is intended for projects on the Township's approved Pollutant Reduction Plan that would be financially prohibitive for a property owner to complete on their own, but is an important project for meeting the goals of STA's program.

### Peak Rate Control / Volume Control Structural BMP (Eligibility: Tiers 2 through 5)

Structural BMPs that control for the rate, volume, and water quality of stormwater generated on the property are eligible for Credit. The maximum credit for peak rate, volume control and water quality improvements is 35%.

Peak Rate Credits for the installation of an approved control system per *Chapter 19 Stormwater Management Part 3 Stormwater Management Standards §19-304 Rate Controls* of the *Susquehanna Township Stormwater Management Ordinance* (SWMO) will be eligible for up to 10% Credit for rate control up to the 100-year storm event. This is in addition to any volume control credit as noted below. Landowners shall maintain, in perpetuity, volume control and water quality BMP's in the approved condition according to the terms of 25 Pa. Code Chapter 102 prevailing at the time of approval and provide annual documentation of the same to the Township. Property owners who fail to comply with annual reporting requirements will be ineligible for credits on the subject property in the following year.

Any system designed for volume control in accordance with *Chapter 19 Stormwater Management Part 3 Stormwater Management Standards §19-303 Volume Controls* of the *Susquehanna Township Stormwater Management Ordinance* (SWMO) will be eligible for up to a 10% Credit. This is in addition to any peak rate control noted above. The system must either follow CG-1 from the PADEP Stormwater Management Design Manual by not increasing the post-development total runoff volume when compared to the predevelopment total runoff volume for the two year/twenty-four-hour storm event, or follow CG-2 if the site disturbance is under one acre. Approved volume system control systems may be, but are not limited to, infiltration basins, infiltration trenches, and rain gardens. See the Pennsylvania Stormwater BMP Manual section 6.4 for more information on the listed systems as well as other options.

Any system designed for water quality improvements in accordance with *Chapter 19 Stormwater Management Part 3 Stormwater Management Standards §19-301 General Requirements* of the *Susquehanna Township Stormwater Management Ordinance* (SWMO) will be awarded a 15% Credit. This is in addition to any peak rate or volume control credits noted above. These are systems

containing BMP's that protect or improve water quality of receiving streams. Approved water quality improvements are BMP's which help with compliance with the Township's MS4 requirements under MCM #5 or their PRP plan, etc. See the Pennsylvania Stormwater BMP Manual Chapter 6 for more information on the listed systems as well as other options.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include a detailed step by step procedure on how the control system shall be maintained in order to work in perpetuity. Include contact information of the person responsible for the O&M in accordance with Article VI. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum 20 foot SWM easement. Access to the SWM easement shall be provided from the nearest public right-of-way.

Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMPs. Peak rate, volume control, and water quality calculations shall be in compliance with the Township. Previously installed control systems may also apply for this Credit assuming they are in proper working order and are approved by a Pennsylvania licensed professional engineer. Credits will be prorated to the amount of IA managed relative to total IA on site.

### Riparian Buffer (Eligibility: Tiers 2 thru 5)

STA may grant up to a 30% Credit for those Owners who create and/or maintain a protected riparian buffer alongside a stream on their property. The riparian buffer can be existing or a newly-planted buffer of native plants. To be eligible for a Credit, a minimum of twenty-five (25) contiguous linear feet of stream must be buffered from top of bank and a minimum of 35 feet (measured horizontally). The Credit will apply only to the IA on the property draining to the buffer.

If property conditions are limiting (proximity to property line, roads, structures, etc.), buffers with less than 25 feet horizontal width may be considered for Credit. Please note projects requiring PADEP permits may have more stringent requirements. The amount of the Credit will be dependent on site-specific conditions including, but not limited to, contributing IA and buffer width and length. Interested Owners should contact STA prior to project initiation. All riparian buffer projects will require an operations and maintenance (O&M) plan to ensure the continued functionality of the BMP, as well as submission of annual inspection reports to STA to demonstrate that the BMP is providing Water Quality Benefit.

### Stream Restoration (Eligibility: Tiers 2 thru 5)

STA may grant up to a 30% credit for those Owners who complete and maintain an approved stream restoration project. The total length of stream restoration associated with the project must include a minimum of one hundred (100) contiguous linear feet of stream and a minimum of 35 feet measured horizontally from top of bank. The project may fall on multiple contiguous properties.

For the purposes of eligibility determination, stream restoration is defined as any natural channel design, wet channel regenerative stormwater conveyance, legacy sediment removal or other stream

modifications intended to restore natural forms and processes that reduce streambank or streambed erosion and capture pollutants. If property conditions are limiting (proximity to property line, roads, structures, etc.), projects with less than 35 feet horizontal width on each side of the stream may be considered for partial Credit.

Please note stream bank restoration projects requiring to meet other PADEP permit obligations may have more stringent requirements and may not be eligible for this Credit (per PADEP). Stream restoration projects must be approved by a licensed Pennsylvania engineer. This credit is available to property owners whose property contains an existing channel or streambank erosion on an actively enlarging or incising urban stream condition prior to restoration (an existing problem). The amount of the Credit will be dependent on site-specific conditions. Interested Owners should contact STA prior to project initiation. All stream restoration projects will require an operations and maintenance (O&M) plan to ensure the continued functionality of the BMP, as well as submission of annual inspection reports to STA to demonstrate that the BMP is providing Water Quality Benefit.

### Turf and Landscape Management Program (Eligibility: Tier 5)

Educational institutions, public recreation facilities, golf courses and cemeteries with lawns or landscape areas where fertilizers (organic or inorganic) and pesticides are typically applied may apply for a 15% Credit if all of the following are completed:

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

The IA of the parcel cannot exceed 40% of the total parcel area to be eligible for this Credit.

### Permeable Pavement (Eligibility: Tiers 2 thru 5)

STA may grant a Credit of up to 35% for those Owners who install permeable pavement (sometimes called pervious pavement or porous pavement) or pavers for driveways, parking lots, patios, sidewalks, etc. Permeable pavement that was installed in accordance with the Pennsylvania Stormwater Best Management Practices Manual and has an existing Operations and Maintenance (O&M) agreement with the Authority will be considered for the Credit. Credit percentage will be evaluated based on the type of permeable pavement. Credits will be proportional to the amount of IA managed by the BMP.

For existing installations, maintenance records over the life of the BMP are required at time of application.

### Green Roofs (Eligibility: Tiers 2 thru 5)

A property is eligible for a Green Roof Credit when a green roof is installed on a building. The design, construction, and maintenance plan must meet as a minimum, the requirements noted for such facilities in the Pennsylvania Stormwater Best Management Practices Manual or approved recognized engineered equivalent. Green roofs may be eligible for a Credit up to 25% or may result in a reduction in total IA dependent on design and function.

### Rain Barrel Rebate (Eligibility: Tiers 2 thru 5)

STA will grant Tier 2 through 4 customers a One-Time Fee Rebate of \$30 per rain barrel for up to two downspouts on the property which are properly connected to a rain barrel, cistern, or other approved containment device that provides a minimum of 50 gallons of storage per downspout. Rain barrels that exist at the time of implementing the credit policy are eligible for the rebate. Photo documentation is required.

For Tier 5 properties, the Authority will review the use of containment devices on an individual basis.

The rebate will be applied to the customer account at the time of approval. Rebates are offered for up to two (2) rain barrels per property.

### Education Credit (Eligibility: Tiers 2 thru 5)

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

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

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

A school with more than 50% of its students enrolled in levels below Kindergarten (i.e. pre-K, pre-school, daycare, etc.) is not eligible for an Education Credit. Eligible education institutions may be granted up to a 10% Credit based on the following criteria:

- **Level One Education Credit:** A 10% Education Credit is available to a qualifying education institution which educates 50% to 74% of the grade levels within the school or school system.
- **Level Two Education Credit:** A 15% Education Credit is available to a qualifying education institution which educates 75% to 100% of the grade levels within the school or school system.

Education Credits only apply to the IA associated with the teaching facility and associated infrastructure. For example, the Credits would be applied to a High School building and its parking lot, but not to the School District Administrative offices that oversee the High School. Student living quarters, such as dorms, are also not eligible for Education Credits. Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught.

Churches and religious organizations are eligible for the education credit per the requirements mentioned above. Institutions of higher education may participate as part of the Stormwater Partnership Credit.

### Separate MS4 Permit (Eligibility: Tiers 2 thru 5)

A 35% Credit is available to those properties that have been identified by PADEP as being required to obtain and comply with the terms of a Non-Municipal MS4 permit which includes implementing a pollution reduction plan (PRP). To be eligible for the Credit, the MS4 permit must be kept in full compliance and STA must be provided a copy of the MS4 permit as well as copies of the annual reports. Properties with a Non-Municipal MS4 permit which does not require PRP implementation are eligible for a maximum credit of 10%.

### Stormwater Partnership Credit (Eligibility: Tier 5)

STA recognizes that the ultimate goal of the stormwater program and credit policy is to improve local and regional water quality. Therefore, STA encourages customers to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a STA stormwater customer has an idea for a project that could be worth stormwater credits, STA encourages the customer to submit the project idea under the Stormwater Partnership Credit. Credit will be based upon benefit analysis demonstrating actual stormwater program cost reduction to be realized by STA.

### Agricultural Use Credit (Eligibility: Tiers 2 thru 5)

A range of credits are available for properties where agricultural E&S plans and/or manure/nutrient management plans are required according to Pennsylvania regulations, typically overseen by the Conservation District. STA may grant up to 30% credit for agricultural BMPs that are planned and fully implemented according to the applicable planning schedule, especially for properties that employ particular high performance water quality BMPs. Each approved and still relevant plan, approved within three months of the stormwater fee being in place, is worth 5% credit. Upon annual verification that each plan is being implemented according to the prescribed schedule, 10% credit per plan is offered by STA. Should a property owner/operator be willing to go above and beyond the

minimum agricultural water quality requirements, additional credit may be negotiable (e.g. farm is in compliance and is willing to work with STA, or a partner organization, on a stream restoration project and, thereby, install streambank fencing).

### Public Participation (Eligibility: Tiers 2 thru 5)

STA believes a strong Stormwater Management Program is predicated on public participation and involvement to help address water quality issues. STA customers who participate in certain state sponsored or STA pre-approved events to promote water quality and sound stormwater management principles will be eligible for Credit. The following activities are eligible for a Credit:

- Spending four (4) hours participating in a stream clean-up (5% Credit).
- Spending four (4) hours participating in a roadside clean-up (5% Credit).
- Spending four (4) hours participating in above ground debris removal from inlets. (5% Credit).
- Participating in an STA or other approved tree planting activity (5% Credit).
- Participating in any other proposed public participation activity pre-approved by STA (5% Credit).
- Sponsoring any other public participation activity pre-approved, and in conjunction with STA (5% Credit).

For Tier 2 through 4 customers to qualify for the Credit, at least one individual representing the property must participate in a qualifying event. A 5% Credit will be applied for each additional participant up to a maximum of 15%.

For Tier 5 customers to qualify for the Credit, at least 10% of the employees, students, church congregation, or members of the organization must participate in a qualifying event or the Property Owner must sponsor a qualifying event. Sponsorships must be pre-approved and are at the discretion of STA.

Customers may participate in multiple activities to earn up to a 15% Credit. Public participation Credits are valid for one (1) year and will be applied once each quarter. For example, if you participate in a four (4)-hour stream cleanup in April of 2020, you would begin receiving a 5% Credit on the July 2020 Stormwater bill. That Credit would expire after June 2021.

### Public Participation Credit Donation (Eligibility: Tiers 2 thru 5)

STA stormwater customers who earn Public Participation Credit may participate and earn credit on behalf of a non-profit organization (such as a church or food bank) or on behalf of a school. Activities must be preapproved by STA.

The following are examples of activities eligible for a Credit:

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

- Sponsoring any other public participation activity pre-approved by STA.

Credits are earned for every hour served. One (1) Credit hour is equal to \$2.00 per quarter (\$8.00 per year). A minimum of four (4) donated hours are required to qualify for the Credit, but do not have to be donated from the same individual. Donated Credits do not have to be from the same event, and individuals may participate in as many qualifying events as they choose. Donated Credits will be tallied over a calendar year and applied to the Stormwater bill beginning in January of the year following the donation. Donated Credits cannot exceed 15% of the SMP Fee for the recipient property. Credits are valid for one (1) year. Contact should be made with STA prior to the event to receive all required forms and documentation.

## Applying for Credit

### Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with STA. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in Attachment E to STA. Township Staff will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

### Design Standards

All proposed BMPs shall comply with the applicable design standards set forth in the municipal ordinances for which the property is located and Pennsylvania Stormwater Best Management Practices Manual including, but not limited to, the use of appropriate professionals, such as Professional Engineers, Professional Geologists, Landscape Architects, Soil Scientists, etc. when required. When applicable, karst hazards, soil investigations, infiltration testing, or other pertinent site-assessment activities should be conducted.

### Credit Application

In order to receive Credit, all Owners must follow the subsequent application process. Materials can be mailed or personally delivered to STA at 1900 Linglestown Road, Harrisburg, PA 17110, Attn: Stormwater Credit Administrator. Properly submitted and complete applications will be reviewed by STA within 90 days of submission, unless extended by good cause shown. The applicant will be notified in writing whether or not the credits applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved applicants will receive a letter along with a credit agreement that must be signed and returned to STA within 60 days (failure to do so will terminate the Credits). Credits will then be applied to the next billing period. Credits will be valid through the period of time defined in Table 1, after which time they may be eligible for reapplication. Separate Credit applications must be submitted for each tract of land.

The following documentation must be submitted for an application to be reviewed:

1. Completed and signed credit application form.

- a. Application forms are available in Attachment A, online at the Township website, and at the Township office (located at the address listed above).
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Owner's Operation and Maintenance Plan.
4. Previous 1 year maintenance log. (Existing facilities only)
5. \$25 application fee applies to certain credits. Refer to Table 1.
6. STA has the right to require submission of design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.
7. STA has the right to require documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only).
8. Additional documentation may be required at the request of STA.

## Maintenance Policies:

All who receive Credits will be required to sign a Maintenance Agreement, substantially in the form attached to this document, which references an Operations and Maintenance Plan outlining any and all maintenance that will be required to continually qualify. At the request of STA, property owners with existing BMPs and associated maintenance agreements may be required to sign the agreement attached to this document. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan are, but not limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sediment traps shall be cleaned when filled.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the inlet, outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours after any major rain events of >1".
- Documentation of inspections must be submitted by July 15th of each year.
- Provide previous year's maintenance log must be submitted by July 15th of each year to the Township.
- Control structures shall remain unaltered, intact, and functioning as originally designed unless otherwise determined by the Township and/or STA staff with written notification.
- See Pennsylvania Stormwater BMP Manual for system specific inspection details.

STA has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the Owner will be notified in writing of the deficiencies. If the Owner does not make the necessary corrections within 45 days any and all Credits may be revoked. If Owner fails to submit annual reporting documentation by deadline listed above Credits may be revoked.

## Credit Renewal

Credits expire after the period of time defined in Table 1 and many can be renewed to the extent permitted by controlling laws or regulations. Materials can be mailed or personally delivered to STA at 1900 Linglestown Rd. Harrisburg, PA 17110, Attn: Stormwater Credit Administrator. Failure to do so may result in Credits not being renewed before they expire. Renewal applications will be reviewed by STA within 90 days of submission. The applicant will be notified in writing if the credits are not renewed, only. Unapproved applications will have 60 days to resubmit before their application is terminated without a fee reimbursement. Approved applicants will receive a letter along with a renewed credit agreement that must be signed and returned to STA within 60 days (failure to do so will terminate the Credits). The signed agreement must be returned at least 15 days before the next billing period to guarantee that the renewed Credits will be applied to the next billing period.

The following documentation must be submitted for a renewal application to be reviewed.

1. Completed and signed renewal application form.
  - a. Application forms are available in Attachment B, online at the Township website, and at the Township office (located at the address listed above).
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Provide previous year's maintenance log.
4. Provide documentation from a Pennsylvania licensed professional engineer that the facility is in proper working order, where required by STA.
5. For MS4 Permit Compliance Credits documentation must be provided showing compliance with permit limits/regulations over the proceeding 3 year period.

## Reassessments

### Reassessment of Properties

Applying for reassessment is encouraged, if changes have been made to a property. **If impervious surface has been removed from a property it will be removed from the fee.** Application forms are available in Attachment C, online at the Township website, and at the Township office. Materials can be mailed or personally delivered to the Township office. Within 60 days of being received, Township Staff will contact the owner with information about the status of the application as well as instructions about how to proceed. There is a \$50 fee for reassessment of properties. Property Owners may submit for reassessment once per calendar year.

1. Attachment A – Credit Application

## Stormwater Credit Application Form

### Credit Application Instructions

1. This form is provided to STA stormwater customers who believe they qualify for an approved Stormwater Credit. Customers should review the STA Credit Manual for eligibility requirements. Accounts must be current for credits to be considered.
2. Please fill out all sections on the first page of the form (except for the last section marked "For STA Use Only".) Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for (except for the last section marked "For STA Use Only".).
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Susquehanna Township Authority  
 1900 Linglestown Rd. Harrisburg, PA 17110  
 Attn: Stormwater Credit Administrator

4. An STA representative will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

### Attached Documents

The following documentation must be submitted for an application to be reviewed

- 1 Completed and signed credit application form.
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous year's maintenance log. (Existing facilities only)
5. Provide \$25 application fee (if required per Credit Policy Manual- Table 1.)
6. STA may require for the following additional documentation to be submitted:
  - a. Design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer.
  - b. Documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only)
  - c. Other documentation as may be required at the request of the Authority.

**\*Please review STA's Stormwater Management Program Credit Manual before applying\***

Select the credit(s) being applied for (check applicable boxes):

|  |  |
|--|--|
| <input type="checkbox"/> BMP Easement                                    | <input type="checkbox"/> Green Roofs                   |
| <input type="checkbox"/> Peak Rate Control/Volume Control Structural BMP | <input type="checkbox"/> Education Credit              |
| <input type="checkbox"/> Riparian Buffer                                 | <input type="checkbox"/> Separate MS4 Permit           |
| <input type="checkbox"/> Stream Restoration                              | <input type="checkbox"/> Stormwater Partnership Credit |
| <input type="checkbox"/> Turf and Landscape Management Program           | <input type="checkbox"/> Agricultural Use Credit       |
| <input type="checkbox"/> Permeable Pavement                              | <input type="checkbox"/> Rain Barrel Rebate            |

### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Customer Classification:  Tiers 2 through 4 or  Tier 5

## Stormwater Credit Application Form (Cont.)

### Turf and Landscape Management Program

Check all boxes that apply:

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

Please attach a copy of the soil fertility report.

### Public Participation Credit Donation

Check only one box:

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

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Participant Name\*: \_\_\_\_\_ Number of Hours\*: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

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

### Additional Credits

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

- Peak Rate Control/Volume Control Structural BMP
- Green Roofs
- Riparian Buffer
- Education Credit
- Stream Restoration
- Separate MS4 Credit
- Permeable Pavement
- Stormwater Partnership Credit
- Agricultural use Parcels

### Confirmation of Credit Conditions and STA Access Rights

I, (please print name) \_\_\_\_\_ agree to all conditions of the Credits I have applied for as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR STA USE ONLY

|                      |   |
|----------------------|---|
| Date Received: _____ | Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied |
| Date Reviewed: _____ | Reviewer: _____   |

2. Attachment B – Renewal Application

### Credit Renewal Application Instructions

1. This form is provided to existing STA stormwater customers who are renewing stormwater credit. Customers should review the STA Credit Manual for eligibility requirements for Credits. Accounts must be current for renewal applications to be considered.
2. Please fill out all sections on the form, except for the last section marked "For STA Use Only".
3. Please mail completed form to:
 

Susquehanna Township Authority  
 1900 Linglestown Rd. Harrisburg, PA 17110  
 Attn: Stormwater Credit Administrator
4. An STA representative will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

### Attached Documents

The following documentation must be submitted for an application to be reviewed

1. Completed and signed credit application form.
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous year's maintenance log.
5. STA may require the following additional documentation to be submitted:
  - a. Documentation from a licensed engineer that the facility is in proper working order. (Previously existing facilities only)
  - b. Other documentation as may be required at the request of the Authority.

Please Mark All Credits That Apply

|  |  |
|--|--|
| <input type="checkbox"/> BMP Easement                                    | <input type="checkbox"/> Green Roofs                   |
| <input type="checkbox"/> Peak Rate Control/Volume Control Structural BMP | <input type="checkbox"/> Education Credit              |
| <input type="checkbox"/> Riparian Buffer                                 | <input type="checkbox"/> Separate MS4 Permit           |
| <input type="checkbox"/> Stream Restoration                              | <input type="checkbox"/> Stormwater Partnership Credit |
| <input type="checkbox"/> Turf and Landscape Management Program           | <input type="checkbox"/> Agricultural Use Parcel       |
| <input type="checkbox"/> Permeable Pavement                              |  |

### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR STA USE ONLY

|                      |   |
|----------------------|---|
| Date Received: _____ | Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied |
| Date Reviewed: _____ | Reviewer: _____   |

3. Attachment C – Reassessment Application

### Reassessment Instructions

1. This form is provided to STA stormwater customers who have reduced their Impervious Area (IA) coverage or believe their IA or fee was improperly calculated.
2. Please fill out all sections on the form, except for the last section marked "For STA Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail or hand deliver completed form to:

Susquehanna Township Authority  
 1900 Linglestown Rd. Harrisburg, PA 17110  
 Attn: Stormwater Credit Administrator

4. An STA representative will review the Stormwater Appeal and Reassessment Form within 60 days of receipt of the completed form.
5. Approved adjustments will be applied to the current stormwater bill and future billings, as deemed appropriate.

### Attached Documents

The following documentation must be submitted for a reassessment application to be reviewed

1. Completed and signed Reassessment Application Form.
2. Provide \$50 application fee.

### Appeal Information

Select the revision(s) being requested (check applicable boxes):

**Impervious Area on Property has been reduced by the Property Owner.** Provide a brief description of why the reassessment is necessary. Include \$50 reassessment fee.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reassessment IA Estimate: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

### FOR STA USE ONLY

|                      |   |
|----------------------|---|
| Date Received: _____ | Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied |
| Date Reviewed: _____ | Reviewer: _____   |

4. Attachment D – Maintenance Agreement

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Owner's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_

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**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, (hereinafter the "Landowner"), and the Susquehanna Township Authority ("Authority");

**WITNESSETH;**

**WHEREAS**, the Landowner is the owner of a certain real property in the Authority's stormwater service area, recorded by deed in the land records of Dauphin County, Pennsylvania, Deed Book \_\_\_\_ at Page \_\_\_\_ and identified by Parcel Identification (ID) Number(s) \_\_\_\_\_ (hereinafter "Property");

**WHEREAS**, the Landowner installed certain Best Management Practices to manage stormwater impacts associated with the Property;

**WHEREAS**, the Susquehanna Township Authority and the Landowner, for itself and its administrators, executors, successors, heirs, and assigns, agree that the health, safety, and welfare of Township residents and the protection and maintenance of water quality require that stormwater practices and conveyances be properly constructed and maintained on the Property;

**WHEREAS**, the Susquehanna Township Authority, through the implementation of the Operation of Maintenance Plan (the Plan), that stormwater practices as designed in said Plan be adequately operated and maintained by the Landowner.

**NOW, THEREFORE**, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The owner shall operate and maintain the stormwater facility on the Property as shown on the Plan in good working order in accordance with the specific maintenance requirements noted on the Plan for the duration of the approved credit period.
2. The Owner agrees to all specifications made by the Susquehanna Township Authority's Stormwater Credit Policy Manual, the stormwater ordinance of the municipality for which the property is located, applicable PADEP requirements, and any documents referenced by the previously mentioned.

3. The Owner hereby grants permission to the Susquehanna Township Authority, its authorized agents, and employees to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the stormwater facilities periodically in the discretion of the Susquehanna Township Authority. Whenever possible, the Susquehanna Township Authority shall notify the Owner prior to entering the property.
4. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit annual an inspection report to the Susquehanna Township Authority no later than **June 30<sup>th</sup>** of each year. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, plantings, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
5. The Owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater facility except in accordance with written approval of the Susquehanna Township Authority.
6. The Owner shall undertake necessary repairs and replacement of the stormwater facility at the direction of the Susquehanna Township Authority or in accordance with the recommendations of a Pennsylvania Licensed Professional Engineer.
7. In the event the Owner fails to Operate and maintain the stormwater facility as specified in the Plan, the Susquehanna Township Authority reserves the right to revoke any credits awarded by the stormwater credit system.
8. It is the intent of this agreement to ensure the proper maintenance of the facility or facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or caused by stormwater runoff.
9. The Owner, its executors, administrators, assigns, and other successors in interest, shall release the Susquehanna Township Authority from any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives for the construction, presence, existence, or maintenance of the stormwater facility by the owner or the Susquehanna Township Authority.
10. Any assignment of this Agreement must first be approved by the STA.

---

**ATTEST:**

Witness the following signatures and seals:

(SEAL)  
Authority

For the Susquehanna Township

\_\_\_\_\_

For the Owner:

\_\_\_\_\_

Date:

\_\_\_\_\_

5. Attachment E – Pre-Application Meeting Request Form

## Stormwater Credit Pre-Application Meeting Request Form

### Pre-Application Meeting Request Instructions

1. This form is provided to STA stormwater customers who want to install a new BMP or retrofit an existing BMP to become eligible for STA stormwater Credit. Customers should review the STA Credit Manual for eligibility requirements for Credits. Accounts must be current for credits to be considered.
2. Please fill out all sections on the form, except for the last section marked "For STA Use Only".
3. Please mail completed form to:
 

Susquehanna Township Authority  
 1900 Linglestown Rd. Harrisburg, PA 17110  
 Attn: Stormwater Credit Administrator
4. An STA representative will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP
- I want to discuss a BMP easement, riparian buffer, stream restoration project
- I have an idea for a project that might qualify for the Stormwater Partnership Credit
- Other: \_\_\_\_\_

### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Parcel ID (if known): \_\_\_\_\_

### FOR STA USE ONLY

|                      |   |
|----------------------|---|
| Date Received: _____ | Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied |
| Date Reviewed: _____ | Reviewer: _____   |