SUSQUEHANNA TOWNSHIP AUTHORITY
STORMWATER DIVISION
RULES AND REGULATIONS

1900 Linglestown Road

Harrisburg, Pennsylvania 17110

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Chapter I
General Provisions

1.01 Susquehanna Township Authority ("STA"), through its board as the governing body of STA (the "Board"), has adopted the following Rules and Regulations (the "Rules") governing its stormwater management program in the Township of Susquehanna, Dauphin County, Pennsylvania (the "Township").

1.02 STA, a body corporate and politic, validly existing under the laws of the Commonwealth of Pennsylvania pursuant to the Municipality Authorities Act of 1945, approved May 2, 1945, P.L. 382, as amended (the "Act"), was duly incorporated by the Township.

1.03 STA is authorized by the Act, its articles of incorporation, and appropriate action of the Board to engage in stormwater planning, management, and implementation and to promulgate the Rules.

1.04 These Rules, as the same may be amended, shall be applicable to all Property (hereinafter defined) in the Township, and every such Owner (hereinafter defined) shall be bound by these Rules.

1.05 No officer or employee of STA can waive these rules without action of the Board, and no agent or employee of the Board can bind it by any agreements or representations except when authorized in writing by action of the Board.

1.06 STA reserves the right to make such changes to these Rules and Regulations, from time to time, as in its opinion may be desirable or beneficial for the more efficient operation and control of STA's Stormwater Management Program, and to amend or to change the fees or charges in such manner and at times as in its opinion may be advisable. Such actions shall be taken by resolution of the Board of STA.

1.07 These Rules, as the same may be amended, shall become effective as provided by resolution of the Board of STA.

1.08 If any section or subsection of these Rules, or the application of any provision hereof, shall be held to be invalid, such invalidity shall not affect or impair the remainder of these Rules, it being the intention of the Board of STA that such remainder shall continue in full force and effect.

Chapter II
Definitions

2.01 Words and terms used in these Rules and not given specific definition shall be defined as set forth in applicable statutes of the Commonwealth of Pennsylvania or applicable Resolutions of STA, if any, and shall otherwise be given their ordinary and common meaning.

2.02 For purposes of these Rules, the following words and terms shall be defined as set forth below:

2.02.1 **Best Management Practices (BMPs)** – Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of the Stormwater Management Program. BMPs are commonly grouped into one of two broad categories or measures: "nonstructural" or "structural" as further defined in STA's Credit Policy attached hereto as Appendix 6.

2.02.2 **Credit** – an SMP Fee reduction usually in the form of an account credit or rebate that a property owner may receive as described in STA's Credit Policy.

2.02.3 **Impervious Area (IA)** – an area and surface that prevents, or allows only with great difficulty, the infiltration or movement of water into the ground. Impervious areas include, but are not limited to buildings, roofs, additional outdoor living spaces, patios, garages, storage sheds, and similar structures, compacted dirt, gravel, macadam, pavement, concrete or other substances and materials, parking or driveway areas, and any streets and sidewalks. Any travel areas initially proposed to be gravel or crushed stone shall be presumed to be impervious areas unless designed as infiltration BMPs. The determination of whether or not an area is determined to be impervious shall be in the sole discretion of STA which may be clarified through the establishment of further policies which, if adopted, will be incorporated herein.

2.02.4 **Impervious Area Estimate** – approximate square footage of total Impervious Area (IA) per Property. The estimate is developed through the use of aerial imagery and related remote sensing processes to identify Impervious Area cover. Dauphin County GIS information, showing parcel boundaries, are overlaid with the IA dataset to determine the total amount of IA per property. STA may establish policies to clarify adjustment of the location of parcel boundaries and/or impervious area boundaries which, if adopted, will be incorporated herein.

2.02.5 **Joint PRP** – the Intergovernmental Cooperation Agreement for the Preparation and Implementation of the Joint Pollution Reduction Plan, dated September 14, 2017, as the same may be amended, by and among the Township, the Township of Lower Paxton, Dauphin County, Pennsylvania, and Capital Region Water.

2.02.6 **MS4 Permit** – the NPDES Permit currently held by the Township, as the same may be amended, renewed, or reissued, relating to the Stormwater System.

2.02.7 **Operation and Maintenance** – the effort and associated costs of equipment and facilities, energy, manpower, materials, transportation, and services required to collect, convey, detain, pump and transport stormwater, keep equipment, infrastructure, and facilities functioning satisfactorily and economically, administer the Stormwater Management Program, including the installation, operation and maintenance of BMP's, and shall include sums paid to defray costs of STA's improvements to the Stormwater Systems, as applicable.

2.02.8 **Owner** – any person, firm, corporation, individual, partnership, trust, company, association, government agency, society, group or other legal entity owning Property in the Township.

2.02.9 **Property** – each lot, parcel, building or portion thereof, separately established by

a parcel number in the Township, regardless of tax-exempt status.

2.02.10 **PRP** – other than the Joint PRP, a pollution reduction plan to which the Township or STA may become a party.

2.02.11 **PRPs** – collectively, the Joint PRP and any other PRP.

2.02.12 **Stormwater Management Program (SMP)** – the comprehensive program developed and implemented by STA in collaboration with the Township to address stormwater issues, including, but not limited to, complying with the MS4 Permit and with PRPs, reductions in storm runoff rate and volume, improvements to water quality, compliance with any other state/federal regulatory permit requirements and overall management of the Stormwater Systems.

2.02.13 **Stormwater Management Program (SMP) Fee** – sums assessed, imposed, and to be collected from each Owner for each Property in the Township.

2.02.14 **Stormwater System** – the public system of collection and conveyance facilities, including, but not limited to, underground pipes, conduits, mains, inlets, culverts, catch basins, gutters, ditches, manholes, outfalls, dams, flood control structures, stormwater best management practices, channels, detention ponds, public streets, curbs, drains and all devices, appliances, appurtenances and facilities appurtenant thereto used for collecting, conducting, pumping, conveying, detaining, discharging and/or treating Stormwater.

2.02.15 **Stormwater** – water from a precipitation event that flows across the land and eventually into rivers, creeks, lakes, ditches, and canals resulting in debris, sediment, pollutants, bacteria and nutrients from sidewalks, streets, parking lots, and other impervious areas washing into gutters, through storm drains, and eventually flowing into the creeks and rivers.

Chapter III
Property Tiers for SMP Fees

3.01 STA has adopted and shall maintain effective a resolution establishing SMP Fees necessary in order to operate the Stormwater Management Program including all Operation and Maintenance, and the SMP Fees may be changed by subsequent action of the Board by resolution. SMP Fees shall be calculated based on the total amount of impervious area (IA) on a parcel of Property. The following are the established Tiers:

Tier 1:	0 to 499	Square Feet of IA
Tier 2:	500 to 1,999	Square Feet of IA
Tier 3:	2,000 to 4,499	Square Feet of IA
Tier 4:	4,500 to 6,999	Square Feet of IA
Tier 5:	7,000 and Greater	Square Feet of IA

Chapter IV
Exemptions and Credits

4.01 STA has established a Credit Policy relative to the Stormwater Management Program attached hereto as Appendix 6. Credits against SMP Fees are an appropriate means of adjusting SMP Fees, to account for applicable mitigation measures and the level of service provided to a Property. The credits can be applied for beginning January 1, 2021 and, where qualified, shall be applied retroactively to the commencement of billing in April 1, 2020. An Owner can only apply for a retroactive application of credits until June 1, 2021.

4.02 To be eligible for a Credit the Property must be a Tier 2 through Tier 5 Property and there must not be any outstanding or unpaid SMP Fees or sanitary sewer fees against the Property. All other requirements in connection with the Credit Policy may be found therein.

Chapter V
Appeals Procedure

Tier 1 through Tier 4 Properties

5.01 Any Tier 1 through Tier 4 Owner who has billing questions or believes that a bill is incorrect or should be revised going forward may contact STA at 717-545-0116 or visit our website at www.susquehannatwp.com for clarification on the Impervious Area calculations. Owners that require additional clarification or believe that the calculation of the stormwater bill is incorrect or should be revised going forward should follow the policies in Appendices 1, 3 and 4, as applicable. The steps in those Appendices must be completed prior to initiating the steps in Appendix 5 in order for the Property to be considered for a stormwater account adjustment. If it is determined that a billing error has been made, an account adjustment upward or downward retroactive to when the error occurred will be made to the account; if the property owner would like a cash refund they must put their request in writing. Any revisions to billing that fall under the Parcel Delineation Adjustment Policy or the Impervious Area Adjustment Policy in Appendices 3 and 4, respectively, are not retroactive and become effective at such time any adjustment is made by STA.

Tier 5 Properties

5.02 Any Tier 5 Owner who has billing questions or believes that a bill is incorrect or should be revised going forward may contact STA at 717-545-0116 or visit our website at www.susquehannatwp.com for clarification on the Impervious Area calculations. Owners that require additional clarification or believe that the calculation of the stormwater bill is incorrect or should be revised going forward should follow the policies in Appendices 2, 3, and 4, as applicable. The steps in those Appendices must be completed prior to initiating the steps in Appendix 5 in order for the Property to be considered for a stormwater account adjustment. If it is determined that a billing error has been made, an account adjustment upward or downward retroactive to when the error occurred will be made to the account; if the property owner would like a cash refund they must put their request in writing. Any revisions to billing that fall under the Parcel Delineation Adjustment Policy or the Impervious Area Adjustment Policy in Appendices 3 and 4, respectively, are not retroactive and become effective at such time any adjustment is made by STA.

Chapter VI
Billing, Collection, and Enforcement

6.01 STA imposes SMP Fees pursuant to a rate resolution, as the same may be amended from time to time, with SMP Fees payable quarterly, in advance, in accordance with the provisions of these Rules.

6.02 SMP Fees for the quarter in which a new impervious surface is made or Property ownership is transferred shall be prorated and shall be billed in conjunction with the next regular quarterly billing or by interim billing as the official responsible for billing may elect.

6.03 All Owners will be billed SMP Fees. Owners will be billed based upon the amount of Impervious Area located on the Property.

6.04 The combined bill for sanitary sewer and stormwater services, as applicable, shall be submitted to the Owner of record of a Property, and will contain current charges, past due amounts, penalties, and interest. Bills shall not be submitted to tenants.

6.05 Bills for sanitary and stormwater fees shall be mailed to the address of the record Owner of the Property unless or until a different address is specified in writing by the Owner of the Property to STA.

6.06 It is the responsibility of the Owner to notify STA in writing of any change of mailing address or any alterations to or omissions of Impervious Area (IA) associated with their Property, in a timely manner. STA shall have the opportunity extended retroactively, for up to three (3) years, to impose additional fees which should have been charged to an Owner due to failure to report in a timely manner.

6.07 Failure to receive a bill as a result of an incorrect address in STA's records, or otherwise, shall not excuse non-payment of SMP Fees or extend the time of payment.

6.08 Owners will be given the option annually of paying the annual stormwater bill in full, less a discount as determined by the Board of STA, if payment in full is received within 45 days from the date of the first quarterly bill.

6.09 Bills may be paid in person at the STA Office located at 1900 Linglestown Road, Harrisburg, PA, as listed on the Township website, during regular business hours or through a duly authorized agent that the STA may designate; or by mail; online (credit card fees may apply); or electronic funds transfer.

6.10 If a bill is disputed by an Owner, STA shall afford the Owner a reasonable opportunity to state in writing why they dispute with the bill. All disputes and appeals shall be submitted in writing for resolution pursuant to Appendix 1. Upon review of the Owner's appeal, STA shall investigate the dispute and render a decision as to whether the bill should be revised. The decision of the STA shall be subject to the appeal procedures set forth in these Rules.

6.11 During the billing inspection and investigation process if it is determined that an Owner overpaid or has not properly paid for service, the adjustments, will not extend retroactively for a period of more than three years. It is the responsibility of the Owner to review all bills for accuracy with regard to amount of impervious area and all other billing details.

Liens, Monetary Penalties, and Application of Payments

6.12 Each SMP Fee, or surcharge levied under these Rules, shall be a debt due STA and shall be subject to the imposition of a municipal lien if not paid.

6.13 If any quarterly installment of the annual SMP Fee is not paid within 30-days after the date of the bill, a 5% late charge penalty shall be calculated on the current quarterly charges.

6.14 Payments mailed, as evidenced otherwise by the postmark on the envelope on or previous to the last day before penalty is added, will be deemed by STA to be a payment of the bill within the period allowed for payment.

6.15 Timely payment of any bill within the meaning of these Rules shall be payment of the bill within thirty (30) days following the date on which the bill was mailed.

6.16 The Owner shall be liable for all SMP Fees.

6.17 Any partial payment of a combined bill for sanitary sewer and stormwater services will be first allocated and applied towards payment of the stormwater portions of the bill and then the balance of the partial payment to the sewer portion of the bill. An Owner may not choose how to allocate any partial payment on a combined sanitary sewer and stormwater bill. Payments will be applied to the previous balance, penalty, interest, and then current charges in that order and subject to collection fees in accordance with STA collection policy.

6.18 Change of ownership for properties where SMP Fees are found to be delinquent shall not be cause for reducing or eliminating any late charges, penalties, interest, fees or costs hereinbefore stated. All STA debts including penalties, interest fees, liens, and municipal claims, appearing of record shall be paid in full and satisfied on transfer of property. This includes all amounts reduced to and filed as a municipal claim and all other amounts due and owing which have not yet been reduced to a municipal claim. It is the responsibility of the purchaser of one or more Properties in the Township to ensure that there are no financial obligations due and owing to STA for stormwater <u>before the purchase takes place. This includes any financial obligations which have not yet been reduced to a municipal lien and filed of public record. Purchasers of property should contact the STA Office at 717-545-0116 prior to closing on a real estate transaction in order to determine whether there are any outstanding SMP fees due and owing with regard to the subject property.</u>

6.19 Any unpaid SMP Fees (together with late charges, penalties, interest, fees and costs thereon to the extent permitted by law) shall be collected and collection enforced in a manner provided by law as a municipal claim and lien on the property and otherwise under the laws of the Commonwealth of Pennsylvania. Attorneys' fees and costs will be assessed to the extent permitted by law. Where municipal liens are filed, the amount of interest shall be assessed and accrue at the rate of 10% per year on the amount of lien and shall be collected at the time of satisfaction of the lien.

6.20 Personal and business checks, credit cards and ACH withdrawals will be accepted for payment of SMP Fees. Items that are returned as non-sufficient funds (NSF) or any other reason failing payment, will be charged $20.00 per occurrence. STA reserves the right to request a certified check from those Owners who have had more than one payment returned as non- sufficient funds (NSF) by the bank. A service charge will be imposed for

payment in addition to the amount paid by credit card.

Appendix 1
TIERS 1 through 4 Properties

STA Stormwater Fee Review & Recalculation Policy

Any Owner of a Tier 1 through Tier 4 Property who believes an SMP Fee has been applied incorrectly or is subject to adjustment may address the STA by following the Parcel Delineation Adjustment Policy in Appendix 2 hereof, the Impervious Area Adjustment Policy in Appendix 3 hereof, or by requesting an onsite inspection of the property to verify the Impervious Area Estimate or investigate requests for credits, as applicable. The following steps will be taken for any property inspection:

1. The inspector may visit the property location and review billing questions with the property owner. The inspector at the time of the inspection will determine if the information provided is reason to adjust the SMP Fee or make an account adjustment. Based upon the results of the inspection, STA may adjust the SMP Fees applicable to the Property in accordance with the established Rules and Regulations of the STA.

2. Onsite Inspections shall be requested through submission in writing of the STA's Stormwater Inspection Form to be provided by STA. This form can be requested by calling our Office at 717-545-0116 or downloading the form from our website at www.susquehannatwp.com. This request must state the reasons for the review and be submitted using the forms provided.

3. The property owner will be notified by mail or email (chosen by the owner, if the owner fails to choose mail will be used) within 90 days of the inspection as to the results of the inspection.

4. Any owner who disagrees with the onsite inspection decision shall have the right to appeal. Please see Appendix 5 for the appeal process.

Appendix 2
TIER 5 Properties

STA Stormwater Fee Review & Recalculation Policy

Any Owner of a Tier 5 Property who believes an SMP Fee has been applied incorrectly or is subject to adjustment may address the STA by following the Parcel Delineation Adjustment Policy in Appendix 2 hereof, the Impervious Area Adjustment Policy in Appendix 3 hereof, or by requesting a technical review of the property to verify the Impervious Area Estimate or investigate requests for credits, as applicable.

1. The technical review of the property will allow the STA Stormwater Technician to take a more detailed and in-depth view of both the Impervious Area Estimate, stormwater mitigation sites, and claimed credits located on a Tier 5 Property.

2. Technical reviews shall be requested through submission in writing of the STA's Stormwater Technical Inspection Form which is attached to this Appendix. This form can be requested by calling our Office at 717-545-0116 or downloading the form from our website at www.susquehannatwp.com. This request must state the reasons for the review and be submitted using the forms provided.

3. Owners requesting a technical review should submit any pictures, drawings, or other supporting documentation which supports their claim. The technical review will be based on the information provided by the Owner. It may require site visits or questions of the owner in order to determine if an adjustment to the stormwater fee or an account adjustment is warranted. In response to such request, STA may adjust the SMP Fees applicable to the property in accordance with the established Rules and Regulations of STA. In the event that an adjustment is warranted the property owner shall be issued an account adjustment or may request a cash refund in writing for the applicable amount. Pending receipt of the review determination the owner is still required to make timely payment of the stormwater fee. STA may establish policies further outlining submittal requirements and the review process which, if adopted, will be incorporated herein.

4. After STA conducts a technical review of the conditions on the property a response will be mailed or emailed to the property owner (chosen by the owner, if the owner fails to choose mail will be used) within ninety (90) days of the date the request is received by STA as evidenced by the postmark. The response will give the reason for the approval or denial of the request. Submissions determined by STA to require PADEP review and/or response may require additional review time.

5. Any owner who disagrees with the technical review decision shall have the right to appeal. Please see Appendix 5 for the appeal process.

Appendix 3
Parcel Delineation Adjustment Policy

If an Owner wishes to adjust its parcel lines for billing purposes, the Owner shall commission a parcel retracement survey to be completed and submitted to STA for review. The parcel retracement survey shall bear the signature and seal of a Licensed Professional Land Surveyor currently registered to practice land surveying in the Commonwealth of Pennsylvania. The following certification by the P.L.S., along with seal and signature, shall be located on the property plat(s) delivered to STA. The survey shall be delivered in both portable document format (PDF) and digital format (AutoCAD Drawing Format or ESRI Shapefile). Horizontal references must be labeled on the plat and data in the digital format must be on the geospatial coordinate base described in the below certification.

> **"I hereby certify that the parcel lines shown on this plat constitute an accuracy appropriate for use in billing purposes of land cover associated with the subject parcel(s). The horizontal reference for the property is North American Datum of 1983 (NAD83-2011 or current epoch), Pennsylvania State Plane Coordinate System, North Zone (3701) or the current corresponding successor horizontal datum and projection."**

After STA reviews the survey a response will be mailed to the Owner within ninety (90) days of the date the request is received by STA as evidenced by the postmark. The response will give the reason for the approval or denial of the request. Submissions determined by STA to require PADEP review and/or response may require additional review time.

Appendix 4
Impervious Area Adjustment Policy

If an Owner wishes to adjust the impervious area associated with their parcel for billing purposes, the Owner shall commission a study to be completed for the subject parcel demonstrating land cover equivalence, for the subject area, to a pervious cover type. The stormwater methodology utilized in the study shall be the Soils Conservation Services (SCS) method.

To demonstrate that an area is pervious, the study shall demonstrate an SCS Initial Abstraction (Ia) and Curve Number (CN) equivalence for the subject surface area, or sub-surface area in the case of gravel areas, to a pervious cover type; such as grass, meadow, or woods. Additionally, the study shall demonstrate that the Total Suspended Solid (TSS) runoff from the area is equivalent to a pervious surface cover type; such as grass, meadow, or woods. Any infiltration tests utilized in the study shall be in accordance with the Pennsylvania Stormwater Best Management Practices Manual.

The study shall bear the signature and seal of a Licensed Professional Engineer currently registered to practice engineering in the Commonwealth of Pennsylvania and contain the following certification.

> **"I hereby certify that the subject cover type/condition is equivalent in stormwater runoff to the pervious cover type _____ for Initial Abstraction, Curve Number and TSS runoff from the area."**

After STA reviews the request a response will be mailed to the Owner within ninety (90) days of the date the request is received by STA as evidenced by the postmark. The response will give the reason for the approval or denial of the request. Submissions determined by STA to require PADEP review and/or response may require additional review time.

Appendix 5
STA Stormwater Appeals Procedure

1. The Board hereby establishes a Stormwater Appeals Procedure to be used in instances where disputes cannot be resolved prior to this stage. This Appeals Procedure process must first be followed before further legal action can be taken on issues subject to appeal under these Rules. The filing of an appeal shall not relieve an Owner from the timely payment of all SMP Fees as required by STA Rules and Regulations.

2. Any property owner who has complied with Appendices 1 through 3 herein, as applicable, may appeal a decision, subject to limitations set forth is Section 7 below, before the STA Stormwater Appeals Board (hereinafter described).

3. The appeal shall be requested though submission in writing, on the STA's Stormwater Appeal Form, which can be requested by calling our Office at 717-545-0116 or downloading the form from our website at www.susquehannatwp.com. The form must be submitted via mail, within 30 days of the onsite inspection or technical review denial as evidenced by the postmark. The appeal should be mailed to: STA Stormwater Appeals, 1900 Linglestown Road, Harrisburg, PA 17110.

4. An appeal hearing shall be scheduled within 60 days of the date the appeal is filed. A written recommendation, as explained in Section 6 below, shall be made within 60 days of the date of hearing, unless extended for good cause shown (during the first year) or for instances which require review and/or response from PADEP. The STA shall render a decision at its next scheduled Board Meeting unless additional time is required to schedule the review of the Appeal recommendation in which case the decision will be rendered at the following meeting of the Board. The Board will make every effort to timely rule on appeals to the extent reasonably practicable. Board members shall abstain from voting on any matters where a conflict presents itself.

5. The Stormwater Appeals Board shall be composed of three individuals appointed by the STA Board Chairperson and more than one appeals panel can be established at the discretion of STA. Each panel shall preferably be comprised of one licensed attorney, one licensed engineer with preferred stormwater experience, and one other individual. Panel members will be compensated for their time as approved by the Board.

6. The STA Appeals Board shall initially determine from the parties whether an amicable resolution to a dispute can be achieved. Where an agreed upon resolution to a dispute is reached the Appeals Board shall recommend approval of the final agreement to the STA Board. Where no agreement has been reached, the Appeals Board shall take testimony and evidence from the Owner and STA, to the extent deemed necessary, to address the issues presented, and shall summarize the positions of the STA and the Owner. The Appeals Board shall submit such summaries, along with a recommendation for a resolution, to STA. The decision of the STA Board shall be the final determination of the Appeal.

7. Appeals are limited to challenges regarding (1) impervious area calculations (2) parcel delineation (3) mathematical errors in calculation of fees (4) incorrect identification of ownership of parcel (5) incorrect application of a credit under the STA Credit Policy or (6)

incorrect interpretation of applicable STA Rules and Regulations.

8. The cost for filing an appeal shall be as follows:

Tiers 1-4:	$100.00
Tier 5:	$250.00 plus an escrow as established by subsequent policy of the Board.

9. The appeal fee must accompany the filing of the appeal to be effective. The appeal fee is non-refundable, however any unused escrow balance will be refunded once the review is completed.

10. Any person aggrieved by any decision of the STA Board may file an action in the Court of Common Pleas of Dauphin County, Pennsylvania to the extent permitted by law.

11. Any challenges relative to the reasonableness of rates or other issues, to the extent permitted by law, shall be filed in the Court of Common Pleas of Dauphin County, Pennsylvania in accordance with the Municipality Authorities Act, 53 Pa. C.S.A. Section 5601, *et. seq*.

Appendix 6
Credit Policy

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:

SMP Fee = Original SMP Fee x [1 – 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 x [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 x 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 (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):

☐ BMP Easement	☐ Green Roofs
☐ Peak Rate Control/Volume Control Structural BMP	☐ Education Credit
☐ Riparian Buffer	☐ Separate MS4 Permit
☐ Stream Restoration	☐ Stormwater Partnership Credit
☐ Turf and Landscape Management Program	☐ Agricultural Use Credit
☐ Permeable Pavement	☐ 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
- Riparian Buffer
- Stream Restoration
- Permeable Pavement
- Green Roofs
- Education Credit
- Separate MS4 Credit
- 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): ☐ Granted ☐ Denied
Date Reviewed: _____	Reviewer: _____

2. Attachment B – Renewal Application

Stormwater Credit Renewal Application Form

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

☐ BMP Easement	☐ Green Roofs
☐ Peak Rate Control/Volume Control Structural BMP	☐ Education Credit
☐ Riparian Buffer	☐ Separate MS4 Permit
☐ Stream Restoration	☐ Stormwater Partnership Credit
☐ Turf and Landscape Management Program	☐ Agricultural Use Parcel
☐ 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): ☐ Granted ☐ Denied
Date Reviewed: _____	Reviewer: _____

3. Attachment C – Reassessment Application

Stormwater Reassessment Form

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): ☐ Granted ☐ Denied
Date Reviewed: _____	Reviewer: _____

4. Attachment D – Maintenance Agreement

Maintenance Agreement

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

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 30th** 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 are 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): ☐ Granted ☐ Denied
Date Reviewed: _____	Reviewer: _____