



Susquehanna
TOWNSHIP AUTHORITY

STORMWATER MANAGEMENT PROGRAM FEE

CREDIT POLICY MANUAL

1900 Linglestown Road
Harrisburg, Pennsylvania 17110
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All forms for the Stormwater Management Program Fee can be found in the supplementary packet.

Introduction

This Manual provides Susquehanna Township Authority (STA) Stormwater Management Program (SMP) customers with details on the credits available to reduce their quarterly SMP Fee. Stormwater Credits offer a method for customers to reduce their quarterly fee in the form of a percent reduction. Implementing Best Management Practices (BMP) on properties reduces the contribution of stormwater and pollutants to the stormwater management (SWM) system and assists the Township and STA in meeting their Municipal Separate Storm Sewer System (MS4) Permit obligations.

SWM is essential to our community. Management of volume and pollutant- laden runoff generated by impervious surfaces is necessary as to prevent harmful effects on streams. It also reduces the potential for flooding and associated property damages. Susquehanna Township and STA have partnered in the development and implementation of a comprehensive SMP to provide enhanced SWM 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 source. Revenues generated by the SMP Fees will be used for the following:

- ◆ Supporting SMP's goals;
- ◆ Ensure MS4 Permit regulatory compliance;
- ◆ Improve water quality;
- ◆ Support strategic planning for capital improvements;
- ◆ Provide for effective infrastructure operation and maintenance, and;
- ◆ Promote education to the community on practices to improve the quality of water resources.

The Susquehanna Township Authority Stormwater Management Program Fee Resolution outlines how properties within STA's stormwater service area will be assessed fees based on Impervious Area (IA). All Property Owners in Tiers 2 through 5 may reduce their fee by up to 35%, unless otherwise specified herein, by applying for and qualifying for credits made available by the Stormwater Credit System. This Manual will provide the user with the procedures to apply for Stormwater Credits from the STA.

Disclaimer

By submitting a SMP Fee Credit Application pursuant to the STA SMP Credit Policy Manual, the 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 (O&M) 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 O&M of any BMP or any damages arising therefrom. If Susquehanna Township and STA employ measures to conduct proper O&M in order to prevent failure of the BMP, all accrued fees and charges will be the sole responsibility of the Property Owner, or Stormwater Credit Applicant, to provide reimbursement to the Township and STA.

Definitions

The following definitions apply to the SMP 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.

Annual Documentation – Annual documentation is due by June 1 of each year throughout the credit's lifetime, see Table 1 for Credit expiration timeframes. Annual documentation shall include all performed maintenance activities and inspection reports on the BMP/SWM facility. If documentation is not received by June 15th, the applicant will receive a reminder. If documentation is not received by July 1st at the latest, the applicant will be placed on a credit denial list and will have all active credits revoked, as well as be ineligible to receive stormwater credits for four (4) billing cycles.

Best Management Practice (BMP) - Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, meet state water quality requirements, promote groundwater recharge, and otherwise meet the purposes of the Township's MS4 Permit requirements. Stormwater BMPs are commonly grouped into one of two broad categories: "structural" or "non-structural".

Disconnected Impervious Area (DIA) - The practice of directing stormwater runoff from built-upon (impervious) areas to properly sized, sloped, and vegetated pervious surfaces. Both roofs and paved areas can be disconnected with slightly differing designs.

Green Infrastructure (GI) - Systems and practices that use or mimic natural processes to infiltrate, evapotranspire, or reuse stormwater on the site where it is generated.

Impervious Surface or Impervious Area (IA) - defined in the STA Stormwater Division Rules and Regulations.

Infiltration – The entrance of surface water into the soil, usually at the soil/air interface.

Infiltration Testing – Specific tests designed to measure the saturated movement of water into the soil in a single direction downward through a two-dimensional soil surface.

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

Low Impact Development (LID) – Site design approaches, small-scale cost-effective landscape features located on-site, or SWM BMP practices that promote the use of natural systems for infiltration, filtration, evaporation, evapotranspiration, storage, and reuse of rainwater. LID can be applied to new development, urban retrofits, and revitalization projects.

MS4 – Municipal Separate Storm Sewer System

MS4 Permit Cycle Expiration Date – July 31, 2025

MS4 Permit Reporting Term – July 1 to June 30 for the life of the Permit Cycle. (i.e., there are five (5) terms during an active permit cycle).

Non-MS4 Permit – An entity that must regulate stormwater discharges on their property and administer the Minimum Control Measures identified in the MS4 Permit but does not qualify as a Municipal or Industrial entity.

Non-Structural BMP – Actions that involve management and source controls such as;

- (1) policies and ordinances

that provide requirements and standards to direct growth to identified areas, promote redevelopment, protect areas such as wetlands and riparian areas, maintain and/or increase open space, provide buffers along water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation;

- (2) education programs for developers and the public about reducing water quality impacts; and,
- (3) measures such as minimizing the percentage of IA after development, use of measures to reduce directly connected IA, street sweeping, and source control measures such as good housekeeping, maintenance, and spill prevention; and other BMP as referenced in Chapter 5 of the PA Stormwater BMP Manual (363-0300-002).

Operation and Maintenance (O&M) Plan – a document that outlines the inspections, and operations and maintenance procedures required to properly maintain the SWM facility or BMP on a STA Customer’s property. O&M Plans can include, but are not limited to:

- (1) Identification of the parties responsible for O&M;
- (2) Maintenance schedules;
- (3) Inspection requirements;
- (4) Frequency of inspections;
- (5) Easement or covenants for O&M;
- (6) Identification of a funding source; and,
- (7) Description of basic O&M activities like weeding, mulching, trimming of shrubs and trees, replanting, sediment and debris removal, and inlet/outlet cleaning.

Operation and Maintenance (O&M) Agreement – An agreement, described in the Township’s SWM Ordinance and included in this Manual, establishing the required O&M activities for SWM BMP’s and who is responsible for performing the activities.

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

Pennsylvania Department of Environmental Protection (PADEP) – PADEP or any agency successor to the PADEP.

Peak Discharge – The maximum rate of stormwater runoff from a specific storm event.

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, i.e., detention tanks/basins with a controlled outlet.

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

Pervious Area – Any area not defined as impervious, i.e., grass, meadow, or woods.

Riparian Buffer – A vegetated area near a stream, forested, which helps shade and partially protect the stream from the impact of adjacent land uses. The facility intercepts sediment, nutrients, pesticides, and other materials in stormwater runoff and reduces nutrients and other pollutants in shallow subsurface water flow. They also provide habitat and wildlife corridors and aim to reduce erosion by providing stream bank stabilization.

Stormwater Management (SWM) Facility – Any structure, natural or man-made, that, due to its conditions, design, or construction, conveys, stores, or otherwise affects stormwater runoff. Typical SWM facilities include but are not limited to detention and retention basins, open channels, storm sewers, pipes, and infiltration facilities.

Stream Restoration – 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.

Structural BMP – Physical device or practice that is installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale retention ponds and constructed wetlands to underground treatment systems, infiltration facilities, filter strips, low impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and more. Structural BMPs are permanent SWM facilities on properties.

Volume Control – 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 or census blocks that meet minimum population density requirements, along with adjacent territory containing non-residential urban land uses as well as a territory with low population density included to link outlying densely settled territory with the densely settled core. The United States Census Bureau defines the UA.

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 is more restrictive.

Credits and Credit Policies

General Policies

1. It is the Owner's responsibility to apply for credits with all required materials identified on the applicable credit application.
2. Credits are available to all Tier 2 through 5 properties, as provided in this Manual.
3. The maximum amount of credit a property can receive **shall not exceed 35% per property** unless otherwise provided for in this Manual.
4. **Sanitary sewer and stormwater accounts must be current to receive credit(s) conferred by this Policy.** After receiving awarded credits, if the account becomes overdue for more than 90 days after the credit was awarded, credits will be revoked. Upon becoming current, a Property Owner may reapply for any credits revoked during delinquency.
5. STA Customers must submit all operation, maintenance, and inspection documents to the Township by June 1st of each year to remain eligible for continued credit reductions. Failure to comply with annual documentation requirements will have credits revoked, and STA Customers will be ineligible to receive credits on the subject property for the following four (4) billing quarters. Upon conclusion of the disciplinary period, the subject property must resubmit a complete application for their desired credit(s).
6. In the event qualified BMPs are not maintained by the STA Credit Applicant, credits will be revoked. STA Customers will have to reapply for their credits after the subject BMP has been properly maintained for two full billing quarters.
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 applied retroactively to the date of the full application submittal. (Incomplete applications will be returned for correction.)
8. Specific credits have application fees; refer to Table 1 for determining if an application fee is required. Application fees are subject to adjustment on January 1 of each year. Refer to the Applying for Credit section of this Manual for additional detail.
9. Refer to Table 1 for more information on credit expiration time frames. Credit Renewal Applications are required 75 days in advance of the expiration date of the credit to be reevaluated and renewed. Renewal applications will be reviewed within 90 days of receipt. Adjustments to the value of credits for the property may be made at any time.
10. In the event of a change in ownership, the new Owner must reapply for credits to verify modifications to the O&M Agreement and associated credit requirements.
11. The STA 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 square feet (SQFT) 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 a 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 Stormwater Partnership Credit. Credit reduction is either proportionally applied to the IA which drains to the credit eligible BMP, or entirely applied (i.e., Disconnected Impervious Cover Credit is applied proportionally and Low Impact Parcel is applied entirely).

Tiers 2 through 5 Residential Properties

The SMP Fee for residential 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 sqft of IA, of which half of the IA (1,500 sqft) is permeable pavement. Max credit for permeable pavement is 35%.

Percentage of Impacted IA = (1,500 sqft IA / 3,000 sqft of Total IA) = 50%

Approved Credits = 35% credit applied to 50% of the Total IA = 17.5%

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

$$\text{SMP Fee} = \$57.30 \times [1 - 0.175]$$

Tier 5 Commercial Properties

The SMP Fee for commercial properties with approved credits will be calculated as follows:

$$\text{Billable IA} = \text{Total IA} - \text{Credit IA}$$

$$\text{SMP Fee} = \text{Billable IA} \times \text{SMP Rate } (\$/1,000 \text{ sqft of IA})$$

Where:

Billable IA = The amount of 1,000 sqft of IA billed to the STA Stormwater Program customer.

Total IA = The amount of 1,000 sqft of IA on a parcel before any credits have been granted.

Credit IA = The amount of 1,000 sqft of IA granted as credit for the parcel.

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

Example 2: A Property Owner has 8,000 sqft of IA on a property, of which 2,000 sqft of IA drains to a newly installed infiltration trench. Max credit for infiltration trenches is 35%.

Total IA = 8,000 sqft of IA

Credit IA = 35% credit * (2,000 sqft of IA / 8,000 sqft of IA) = 35% credit * 25% of overall IA = 8.75% * 8,000 sqft of IA = 700 sqft of IA

Billable IA = Total IA – Credit IA

$$\text{Billable IA} = 8,000 \text{ sqft of IA} - 700 \text{ sqft of IA} = 7,300 \text{ sqft of IA}$$

Summary of Available Credits

TABLE 1. SUMMARY OF AVAILABLE CREDITS BY PROPERTY TYPE

Credit	Eligible Tier		Max Credit	Application Fee	Credit Expiration (see below)
	Tiers 2-4	Tier 5			
Low Impact Parcel Credit	X	X	30%	-	(1)
Disconnected Impervious Cover Credit	X	X	25%	-	(1)
Structural BMP Credit	X	X	35%	\$25	(1)
Riparian Buffer Credit	X	X	25%	\$25	(1)
Stream Restoration Credit	X	X	35%	\$25	(1)
Permeable Pavement Credit	X	X	35%	\$25	(1)
Green Roof Credit	X	X	25%	\$25	(1)
Rain Barrel Rebate	X	X	NA	-	NA
Public Participation Credit	X	X	15%	-	(3)
Public Participation Donation		X	15%	-	(3)
Education Credit	X	X	15%	-	(1)
Separate MS4 Permit Credit	X	X	TBD	-	(2)
Stormwater Partnership Credit		X	TBD	\$25	(1)
BMP Easement Credit	X	X	TBD	-	(1)
Turf and Landscape Management Program Credit		X	15%	\$25	(1)
Agricultural Use	X	X	30%	-	(1)

Credit Expirations

- (1) End of Township MS4 Permit Cycle (July 31, 2025)
- (2) End of Property Owner's MS4 Permit Cycle
- (3) Expiration is one (1) year after application approval date

Available Credits

Low Impact Parcel Credit (eligibility: Tiers 2 – 5)

To be considered as a low impact parcel, the following conditions must be met:

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

Disconnected Impervious Cover Credit (eligibility: Tiers 2 – 5)

STA may grant up to a 25% credit for Property Owners who create and maintain a disconnected impervious area from either their rooftop, pavement, or similar surface (i.e., sidewalk, patio, deck...). In addition to directing runoff to vegetated areas, runoff may also be discharged to nonvegetated BMPs, such as French drains or infiltration devices, so long as the facilities are not connected to the stormwater system.

ROOFTOP DISCONNECTION

1. The contributing area of rooftop to each disconnected discharge is 500 SQFT or less.
2. The soil of the pervious area is not designated as hydrologic soil group “D” or equivalent.
3. The overland flow path of the pervious area has a slope of 5% or less.
4. The percentage of roof area being disconnected is based on the flow length over pervious area.
5. The downspout is equipped with a splash pad or riprap dissipator.

Length of Pervious Area Treated as Disconnected	
Length	Percent
0-20 ft	20%
21-40 ft	40%
41-60 ft	60%
61-80 ft	80%
81-100 ft	100%

PAVEMENT DISCONNECTION

1. The contributing flow path over the IA is no more than 75 feet.
2. The length of overland flow over pervious area is greater than or equal to the length of the contributing flow path over IA.
3. The overland flow is non-concentrated sheet flow over vegetated area (flow through a swale is not eligible for pavement disconnection credit).
4. The soil of the pervious area is not designated as hydrologic soil group “D” or equivalent.
5. The contributing IA has a slope of 5% or less.
6. The overland flow path of the pervious area has a slope of 5% or less.

TABLE 2. DISCONNECTION RATIO

Structural BMP Credit (eligibility: Tiers 2 – 5)

Structural BMPs that control for rate, volume, and water quality of stormwater generated from the IA on the property are eligible for credit. The maximum credit for peak rate, volume control, and water quality improvements is 35%. Credits are cumulative. Structural BMPs must be designed to current Pennsylvania standards, as identified in the PA Stormwater BMP Manual. BMPs installed prior to 2003 will not be immediately eligible to receive a Stormwater Credit.

Peak rate credits for the installation or existence of an approved control system per *Chapter 19 SWM Part 3 Stormwater Management Standards 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. See the Pennsylvania Stormwater BMP Manual Chapter 6 for more information.

Any system designed for **volume control** in accordance with *Chapter 19 SWM Standards Volume Controls* of the *Susquehanna Township SWMO* will be eligible for up to 10% credit. The system must either follow CG-1 from the PADEP SWM 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. See the Pennsylvania Stormwater BMP Manual Chapter 6 for more information.

Any system designed for **water quality improvements** in accordance with *Chapter 19 SWM Standards General Requirements* of the *Susquehanna Township SWMO* will be awarded up to a 15% credit. These are systems containing BMPs that protect or improve water quality. Water quality improvements are BMPs that help with compliance for the Township's MS4 requirements. See the Pennsylvania Stormwater BMP Manual Chapter 6 for more information.

Property Owners shall maintain, in perpetuity, peak rate control, volume control, and water quality improvement BMPs 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. A detailed O&M Plan and Inspection Schedule and Plan shall be developed by the Property Owner and be submitted with the credit application forms. The maintenance schedule should include a detailed step-by-step procedure on how the SWM facility will be maintained to work in perpetuity. Include contact information of the person responsible for the O&M in accordance with Article VI of the STA Rules and Regulations. Annual documentation shall be submitted to the Township on June 1st of the year for ongoing approval of credit(s). All SWM facilities shall be contained within a minimum of 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 functionality and be eligible for credits from the existing and new features. The credits only apply to the IA controlled by the BMP(s). Peak rate, volume control, and water quality improvement calculations shall comply with the Township's SWMO. Property Owners who own an in-ground pool shall be eligible to receive credit. Previously installed BMPs prior to 2003 will require a preliminary inspection conducted by a Pennsylvania Licensed Professional Engineer (PE) to determine the status and functionality of the BMP. To receive credit, the BMP must undergo all identified repairs, retrofits, maintenance activities, and inspections for one year subsequent to the preliminary inspection. Once completed, a Pennsylvania Licensed PE shall conduct a second inspection to determine the latest status and functionality of the BMP.

Riparian Buffer Credit (eligibility: Tiers 2 – 5)

STA may grant up to a 25% credit for owners who create and maintain a protected riparian buffer alongside a stream on the subject property. The riparian buffer can be existing or a newly planted buffer of native plants. To be eligible for a credit, a minimum of 25 contiguous linear feet of stream must be buffered, and a minimum of 35 feet of buffer measured horizontally from top of bank. The credit will apply only to the IA on the property draining to the buffer.

If property conditions are limiting (proximity to property lines, roads, structures, etc.), buffers with less than 35 feet horizontal width may be considered for credit. Please note projects requiring PADEP permits may have more stringent requirements. The credit amount will depend on site-specific conditions, including, but not limited to, contributing IA and buffer width and length. Interested Property Owners should contact STA before project initiation.

A detailed O&M Plan and Inspection Schedule and Plan shall be developed by the Property Owner and be submitted with the credit application forms. The maintenance schedule should include step-by-step procedures on how the SWM system will be maintained to work in perpetuity and include contact information of the person responsible for the O&M in accordance with Article VI of the STA Rules and Regulations. Annual documentation shall be submitted to the Township by June 1st of each year for ongoing approval of credit(s). All SWM facilities 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.

Stream Restoration Credit (eligibility: Tiers 2 – 5)

STA may grant up to 35% credit for 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 100 contiguous linear feet of stream and a minimum of 35 feet measured horizontally from the top of the bank. The project may fall on multiple contiguous properties. If property conditions are limiting (proximity to property lines, 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 PA DEP permit obligations may have more stringent requirements. They may not be eligible for this credit (per PA DEP). A licensed Pennsylvania Engineer must approve stream restoration projects. This credit is available to Property Owners whose property contains an existing channel or stream on any actively enlarging or incising urban stream condition prior to restoration (an existing problem). The amount of credit will be dependent on site-specific conditions. Interested owners should contact STA before project initiation.

A detailed O&M Plan and Inspection Schedule and Plan shall be developed by the Property Owner and be submitted with the credit application forms. The maintenance schedule should include step-by-step procedures on how the SWM system will be maintained to work in perpetuity and include contact information of the person responsible for the O&M in accordance with Article VI of the STA Rules and Regulations. Annual documentation shall be submitted to the Township by June 1st of each year for ongoing approval of credit(s). All SWM facilities 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.

Permeable Pavement Credit (eligibility: Tiers 2 – 5)

STA may grant a credit of up to 35% for Owners who install permeable pavement (sometimes called pervious pavement or porous pavement) or pavers for driveways, parking lots, patios, sidewalks, etc. Eligible properties must have a permeable pavement designed and installed in accordance with Pennsylvania's Stormwater BMP Manual and have an O&M Agreement with the Authority to be considered for the credit. The credit percentage will be calculated based on the IA which drains to the facility. Credits will be proportional to the amount of IA managed by the BMP. For existing facilities, O&M records over the life of the BMP are required with the submission of the application.

A detailed O&M Plan and Inspection Schedule and Plan shall be developed by the Property Owner and be submitted with the credit application forms. The maintenance schedule should include step-by-step procedures on how the SWM system will be maintained to work in perpetuity and include contact information of the person responsible

for the O&M in accordance with Article VI of the STA Rules and Regulations. Annual documentation shall be submitted to the Township by June 1st of each year for ongoing approval of credit(s). All SWM facilities 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.

Green Roofs Credit (eligibility: Tiers 2 – 5)

A property is eligible for a green roof credit when a green roof has been installed on the building, with the following criteria:

1. **THE GREEN ROOF HAS A ZERO-DISCHARGE SYSTEM.**
2. **THE REMAINING SITE GREEN ROOF DESIGN MUST SAFELY CONVEY ROOF RUNOFF FROM LARGER STORM EVENTS TO AN APPROVED POINT OF DISCHARGE.**
3. **THE CALCULATIONS SHALL BE MODELED USING APPROPRIATE NRCS RUNOFF CURVE NUMBER (CN) VALUES FOR GREEN ROOF AREAS.**
4. **THE DESIGN, CONSTRUCTION, AND MAINTENANCE PLAN MUST MEET AS A MINIMUM, THE REQUIREMENTS NOTED FOR SUCH FACILITIES IN THE PENNSYLVANIA STORMWATER BMP MANUAL OR AN 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. Application for the credit should be done in conjunction with the BUILDING PERMIT APPLICATION for newly or anticipated green roof installations.

A detailed O&M Plan and Inspection Schedule and Plan shall be developed by the Property Owner and be submitted with the credit application forms. The maintenance schedule should include step-by-step procedures on how the SWM system will be maintained to work in perpetuity and include contact information of the person responsible for the O&M in accordance with Article VI of the STA Rules and Regulations. Annual documentation shall be submitted to the Township by June 1st of each year for ongoing approval of credit(s). All SWM facilities 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.

Rain Barrel Rebate (eligibility: Tiers 2 – 5)

STA will grant Tier 2 through 5 residential customers a **one-time rebate of \$30** for 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 storage per downspout. Rain barrels that exist at the time of implementing the credit policy are eligible for the rebate. Photo documentation is required.

TO QUALIFY FOR A REBATE, A RAIN BARREL MUST:

1. **HOLD A MINIMUM OF 50 GALLONS;**
2. **HAVE AN OVERFLOW MECHANISM THAT IS AT LEAST 2 INCHES IN DIAMETER;**
3. **INCLUDE A SCREENED INLET TO PREVENT LEAF DEBRIS AND MOSQUITO LARVAE FROM ENTERING;**
4. **HAVE A SPIGOT WITHIN 3 INCHES OF THE BOTTOM OF THE BARREL; AND,**
5. **BE ELEVATED TO INCREASE WATER PRESSURE.**

The rebate will be applied to the customer's account at the time of approval. STA Customers may receive a maximum of two (2) rain barrel rebates for their property.

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

Public Participation Credit (eligibility: Tiers 2 – 5)

STA believes a robust SMP is predicated on public participation and involvement to help address water quality issues. STA customers who participate with local stormwater and environmental organizations, and/or state-sponsored or STA pre-approved events to promote water quality and sound SWM principles will be eligible for credit. STA customers who hold certifications for either the Chesapeake Bay Landscape Professional or Penn State Master Watershed Steward may also be eligible for credits. 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 [SUCH AS THE ADOPT A STORM DRAIN PROGRAM] (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)
- HOLDING A MEMBERSHIP WITH A LOCAL STORMWATER AND OR ENVIRONMENTAL ORGANIZATION (10% CREDIT)
- HOLDING A CERTIFICATION AS A CHESAPEAKE BAY LANDSCAPE PROFESSIONAL AND OR PENN STATE MASTER WATERSHED STEWARD (15% CREDIT)

For Tier 2 through 5 residential 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 for up to a maximum of 15%.

For Tier 5 commercial 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 maximum credit of 15%. 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 clean-up in April of 2021, you will begin receiving a 5% credit on the July 2021 SMP Fee. This credit would expire after July 2022.

Public Participation Credit Donations (eligibility: Tiers 2 – 5)

STA Customers who earn a Public Participation Credit may receive and donate the credit to a non-profit organization (such as a church or food bank) or a school. Activities are as identified above in the Public Participation Credit.

Credits are earned for every hour served. One (1) credit 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 donation program 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.

Education Credit (eligibility: Tiers 2 – 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, groundwater, 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. STA must pre-approve the educational program/materials. The following list of educational resources and materials are provided as examples below, 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**
- **ENVIROSCAPE LESSONS**

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

1. **LEVEL ONE EDUCATION CREDIT:** A 10% EDUCATION CREDIT IS AVAILABLE TO A QUALIFYING EDUCATION INSTITUTION THAT EDUCATES 50% TO 74% OF THE GRADE LEVELS WITHIN THE SCHOOL OR SCHOOL SYSTEM.
2. **LEVEL TWO EDUCATION CREDIT:** A 15% EDUCATION CREDIT IS AVAILABLE TO A QUALIFYING EDUCATION INSTITUTION THAT 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 related 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 – 5)

A 35% credit is available to those properties identified by PADEP as required to obtain and comply with the terms of a Non-MS4 Permit, which includes implementing a 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 Status Reports. Properties with a Non-MS4 Permit that does not require PRP implementation are eligible for a maximum credit of 10%.

Stormwater Partnership Credit (eligibility: Tier 5)

STA recognizes that the goal of the SMP 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 using innovative stormwater technologies. If an STA Customer has an idea for a project that could be worth stormwater credits, they are encouraged to submit the project idea under the Stormwater Partnership Credit Application. The credit will be based upon benefit analysis demonstrating actual SMP cost reduction to be realized by STA.

BMP Easement Credit (eligibility: Tiers 2 – 5)

STA may provide a credit to owners who grant a permanent easement for STA to construct, operate and maintain a new SWM facility on their property. This credit is intended for projects which can help meet the Township's pollutant load removal as described by the approved PRP. The project(s) may be financially prohibitive for a Property Owner to complete on their own, but are an important for meeting the goals of STA's program.

Turf and Landscape Management Program Credit (eligibility: Tier 5)

Educational institutions, public recreation facilities, golf courses, and cemeteries with lawns or landscaped areas where fertilizers (organic or inorganic) and pesticides are typically applied may apply for a 15% credit if all of the following items 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 SUBMITTED TO STA WITH THE CREDIT APPLICATION AND ANNUAL DOCUMENTATION.**
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.**

For the property to be eligible for this credit, the IA of the parcel cannot exceed 40% of the total parcel area.

Agricultural Use Credit (eligibility: Tiers 2 – 5)

A range of credits is available for properties where Pennsylvania regulations require Agricultural E&S Plans and or Manure/Nutrient Management Plans. The Conservation District typically oversees these Plans. STA may grant up to 30% credit for agricultural BMPs that are planned and or fully implemented according to the applicable planning schedule, especially for properties that employ particularly high-performance water quality improvement BMPs. STA Customers who wish to apply for an Agricultural Use Credit can do so for each approved and still relevant plans, which were approved three months before the stormwater fee activation and will be worth 5% credit for each. Upon annual documentation each Plan shall be implemented according to the prescribed schedule, the credit amount will change to 10% per Plan offered by STA. In the event a Property Owner/operator is willing to go above and beyond the minimum agricultural water quality requirements, additional credit may be negotiable (i.e., the farm is in compliance and is willing to work with STA, or a partner organization, on a stream restoration project and, installing streambank fencing).

Applying for Credit

Pre-Application Meeting and Field Review

Several proposed credits will require a Pre-Application Meeting before credit application submission. See Table 4 for credits requiring a Pre-Application Meeting. Property Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request Form provided in the supplementary packet. Township staff will contact the applicant to schedule a mutually agreed meeting date and time or provide notification if the specific installation does not necessitate a Pre-Application Meeting.

TABLE 3: MANDATORY PRE-APPLICATION MEETINGS

BMP EASEMENT	EDUCATION CREDIT
RIPARIAN BUFFER	SEPARATE MS4 CREDIT
STREAM RESTORATION	STORMWATER PARTNERSHIP CREDIT
GREEN ROOFS	AGRICULTURAL USE CREDIT

Design Standards

All proposed SWM facilities shall comply with the applicable design standards set forth in the Susquehanna Township Code of Ordinances for which the property is located and the most recent version of the Pennsylvania Stormwater BMP Manual including, but not limited to, the use of appropriate professionals, such as PEs, 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 before ground-breaking.

Structural BMPs and Eligible Maximum Credit

TABLE 4. TYPES OF STRUCTURAL BMPs

STRUCTURAL BMP	PEAK RATE	VOLUME	WATER QUALITY
RAIN GARDEN	X	X	X
BIORETENTION FACILITY	X	X	X
DRY WELL/SEEPAGE PIT	X	X	
BIOSWALE	X		X
GRASS SWALE	X		
VEGETATED SWALE	X	X	
DETENTION BASIN	X	X	
RETENTION BASIN	X	X	
GREEN ROOF		X	X
INFILTRATION BASIN	X	X	X
INFILTRATION BED	X	X	
INFILTRATION TRENCH	X	X	X
SUBSURFACE INFILTRATION BASIN	X	X	X
PERVIOUS PAVEMENT	X	X	X
RIPARIAN BUFFER		X	X
STREAM RESTORATION	X	X	X
LANDSCAPE RESTORATION	X		X
FLOODPLAIN RESTORATION	X	X	X
VEGETATED FILTER STRIPS	X	X	X
WET PONDS	X		X
WETLANDS	X	X	X

Credit Application

In order to receive a Stormwater Credit, all Property Owners must follow the subsequent application process. Materials can be mailed, personally delivered, or emailed as appropriate.

Properly completed 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 credit(s) applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved credits will be applied to the next billing period. Applicants will receive a letter along with an O&M Plan with applicable maintenance schedules and inspection tasks. The O&M Plan must be submitted to the Township by June 1st of each year for ongoing approval of credits. Credits will be valid through the time period 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 "STORMWATER CREDIT CUSTOMER INFORMATION APPLICATION" PROVIDING STA CUSTOMER INFORMATION.
2. COMPLETED STORMWATER CREDIT APPLICATION FOR THE SPECIFIC CREDIT BEING APPLIED FOR. I.E., DISCONNECTED IMPERVIOUS COVER, LOW IMPACT PARCEL, EDUCATION CREDIT, ETC. (ANY CREDIT LISTED UNDER THE AVAILABLE CREDITS PORTION OF THIS MANUAL.)
 - a. APPLICATION FORMS ARE LOCATED IN A SUPPLEMENTARY PACKET CONTAINING ALL SMP FEE DOCUMENTS AVAILABLE ONLINE AT THE TOWNSHIP WEBSITE AND AT THE TOWNSHIP OFFICE.
3. ALL REQUIRED DOCUMENTS IDENTIFIED UNDER THE SPECIFIC CREDIT BEING APPLIED FOR, I.E., PHOTOGRAPHS, PREVIOUS 1-YEAR O&M LOG (EXISTING FACILITIES ONLY), CREDIT APPLICATION FEE IF APPLICABLE, ETC. IF UNSURE OF REQUIRED DOCUMENTS, REVIEW THE "REQUIRED DOCUMENTS" SECTION IN THE CREDIT APPLICATION(S).
4. CREDIT APPLICATION FEE IF APPLICABLE. REFER TO TABLE 1.
5. STA HAS THE RIGHT TO REQUIRE SUBMISSION OF DESIGN DOCUMENTATION, AS-BUILTS, OR CONSTRUCTION DRAWINGS, AND AN ENGINEERING ANALYSIS FROM A PENNSYLVANIA LICENSED PE. NOTIFICATION OF THIS REQUIREMENT WILL BE PROVIDED IN RESPONSE TO THE PRE-APPLICATION MEETING OR DURING THE CREDIT APPLICATION REVIEW.
6. STA HAS THE RIGHT TO REQUIRE DOCUMENTATION FROM A PE THAT THE FACILITY IS IN PROPER WORKING ORDER. (EXISTING FACILITIES ONLY)
7. ADDITIONAL DOCUMENTATION MAY BE REQUIRED AT THE REQUEST OF STA.

Annual Documentation

To ensure the credit or SWM facility is being properly maintained and functioning as designed, annual documentation must be submitted to the Township by June 1st of each year. Annual documentation will be submitted by utilizing the Maintenance and Inspection Task Schedule form derived from the O&M Plan. The annual documentation is required for the SWM facility or applicable credit for the property to continue to receive their discount over their credit life span. This document is identified on credit applications as a requirement. If annual documentation is not received by June 15th, a reminder will be sent to the credit applicant regarding the submission. Failure to receive the notice doesn't delay or extend the date for annual documentation submission. If annual documentation is not received by July 1st, the applicant will be placed on a credit denial list and will have all active credits revoked, as well as be ineligible to receive Stormwater Credits for four (4) billing quarters. The Property Owner will be eligible to apply for credits after completion of revocation period with a full resubmission of stormwater credits being required.

Operation & Maintenance Policies:

Property Owners that have Stormwater Credits will be required to sign an O&M Agreement, as applicable. The O&M Agreement references an O&M Plan outlining any and all maintenance that will be required to maintain the credit(s). At the request of STA, Property Owners with existing BMPs and associated O&M Agreements may be required to sign the STA O&M Agreement found in the supplementary packet. The basic minimum maintenance requirements that should be listed in an O&M Plan are, but not limited to:

- SEDIMENT SHALL BE REMOVED WHEN APPROXIMATELY 30% OF STORAGE VOLUME OF THE FACILITY IS FILLED.
- ANY SINKHOLES SHALL BE REPAIRED.
- TRASH SHALL BE REMOVED AS DISCOVERED.
- 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 INSPECTED AT A MINIMUM FOUR (4) TIMES PER YEAR AND WITHIN 48 HOURS AFTER ANY MAJOR RAIN EVENTS OF > 1".
- DOCUMENTATION OF INSPECTIONS MUST BE SUBMITTED BY JUNE 1ST OF EACH YEAR.
- PROVIDE PREVIOUS ONE-YEAR'S MAINTENANCE LOG WITH ANNUAL DOCUMENTS BY JUNE 1ST OF EACH YEAR TO THE TOWNSHIP, SO THEY CAN BE EVALUATED.
- SWM FACILITIES SHALL REMAIN UNALTERED, INTACT, AND FUNCTIONING AS INITIALLY DESIGNED UNLESS OTHERWISE DETERMINED BY STAFF WITH WRITTEN NOTIFICATION.
- SEE PENNSYLVANIA'S STORMWATER BMP MANUAL FOR SYSTEM-SPECIFIC MAINTENANCE AND INSPECTION DETAILS.

STA has the right to inspect all facilities to ensure they are working correctly. If a facility 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 as evidenced by the postmark, any and all credits may be revoked. Failure to receive the notice does not delay or extend the time to correct these deficiencies. If the Owner fails to submit annual documentation by the deadline listed above, credits may be revoked.

Reassessment

Reassessment of Properties

Applying for reassessment is encouraged if changes have been made to the property after the most recent flyover data collection of IA. If any IA has been removed from the property, it will be removed from the SMP Fee. Application forms are available in the supplementary packet, online at the Township website, and at the Township office. Materials can be mailed, personally delivered, or emailed as appropriate.

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 a reassessment of properties. Property Owners may submit for a reassessment once per calendar year.

Reassessment of Structural BMPs

SWM facilities (i.e., structural BMPs) have received stricter design, construction, and maintenance requirements since 2003 because of increased state and federal regulations on SWM. Due to this, structural BMPs ("facilities") installed prior to 2003 will not be immediately eligible to receive a Stormwater Credit. Upon review, investigation, and remediation/retrofitting, the facility can be updated to meet current PA Stormwater Standards. First, the facility must be inspected by a Licensed PE certified to practice in the Commonwealth of Pennsylvania. This will be the initial inspection to determine the current functionality of the facility. The PE shall provide written recommendations to the Property Owner and STA on the work needed to retrofit or remediate the facility to current PA Standards, as determined by the most recent PA Stormwater BMP Manual. The Property Owner will have one year to complete all recommendations identified by the PE. Upon conclusion of one year, the PE will conduct a follow-up inspection to determine if the facility is functioning at current PA Stormwater Standards. At which time, the PE shall provide written verification to the Township on the functionality of the facility and that the Property Owner's work has qualified the facility to be eligible to receive Stormwater Credits.

Credit Renewal

Credits expire after the time period defined in Table 1, and many can be renewed to the extent permitted by controlling laws or regulations. Credit renewal reminders will be sent six (6) months prior to the expiration date of the credit. All documents must be submitted to the Township within 75 days before the expiration period. STA will review applications within 90 days of submission. Failure to do so may result in credits not being renewed before they expire. Any credit renewals which surpass the expiration date will be retroactively applied if approved. The following documentation must be submitted for a renewal application to be renewed.

1. COMPLETED AND SIGNED RENEWAL APPLICATION FORM.
 - a. APPLICATIONS ARE AVAILABLE IN THE SUPPLEMENTARY PACKET, ONLINE AT THE TOWNSHIP WEBSITE, AND AT THE TOWNSHIP BUILDING.
2. CURRENT (1 MONTH OR LESS BEFORE SUBMISSION) PHOTOGRAPHS OF THE SITE SHOWING LAYOUT, INLETS, OUTLETS, ETC.
3. PROVIDE THE PREVIOUS YEAR'S O&M PLAN.
4. PROVIDE DOCUMENTATION FROM A PENNSYLVANIA LICENSED PE 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 PRECEDING THREE (3) YEAR PERIOD.

Materials can be mailed, personally delivered, or emailed as appropriate.

The applicant will be notified in writing if the credits are not renewed, specifying the reason(s) why the renewal application was denied. Unapproved applications will have 60 days to resubmit before their application is terminated. A complete credit application submittal is required to reinstate terminated credits.

Approved applications will receive a letter indicating their approved renewal, along with a new O&M Agreement (if applicable) to be signed and returned to the Township, new O&M Plan, and Inspection Schedule to be utilized for the next credit period, and Reassessment Form to identify if IA has been altered, removed, or added since original credit submittal. These documents must be returned to STA within 60 days. Failure to do so will result in a termination of the credits.