



***Susquehanna***  
**TOWNSHIP AUTHORITY**

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# STORMWATER MANAGEMENT PROGRAM FEE

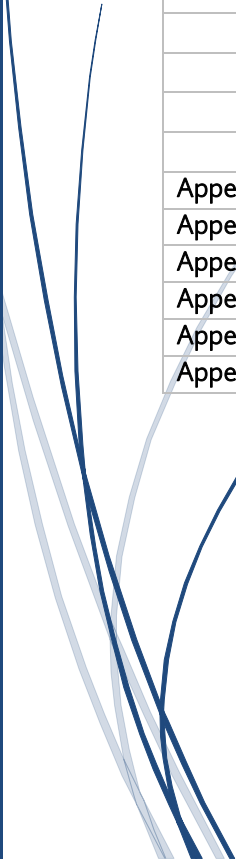
SUPPLEMENTARY PACKET

1900 Linglestown Road  
Harrisburg, Pennsylvania 17110  
Created: July 2021



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# APPENDIX A

## Stormwater Credit Customer Information

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Stormwater Credit Customer Information Application

## Instructions

1. This form is provided to STA stormwater customers who wish to apply for one of the available Stormwater Credits. Customers should review the STA Credit Manual for eligibility requirements. Accounts must be current for credits to be considered.
2. Complete all sections on the second page of the form. Please see following pages for specific credit application requirements and required documentation.
3. Do NOT fill in STA Use Only section.
4. Attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer.
5. Mail completed application and documents to: **Stormwater Management Program Coordinator  
Susquehanna Township  
1900 Linglestown Rd. Harrisburg, PA 17110**
6. Staff will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

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### Pre-Application Meeting Required

Please submit a pre-application meeting request for any of the following credits if you wish to apply for one of the following credits:

- BMP Easement
- Riparian Buffer
- Stream Restoration
- Green Roofs
- Education Credit
- Separate MS4 Credit
- Stormwater Partnership Credit
- Agricultural Use Parcels

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### Required Documents

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

- Completed and signed Stormwater Credit Application Form and all required documents specified on the individualized credit application.
- Additional documentation may be required, including:
  - ☐ Design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer.
  - ☐ Documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only)
  - ☐ Other documentation may be required at the request of the Authority.

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BMP	Best Management Practice	E&S	Erosion and Sediment
IA	Impervious Area	MS4	Municipal Separate Storm Sewer System
O&M	Operation and Maintenance	PADEP	Pennsylvania Department of Environmental Protection
POC	Point of Contact	PRP	Pollution Reduction Plan
SMP	Stormwater Management Program	STA	Susquehanna Township Authority

# Stormwater Credit Customer Information

Credit	Eligible Property Type		Max Credit	Application Fee	Credit Expiration
	Tiers 2-4	Tier 5			
Low Impact Parcel Credit	X	X	30%	\$0	End of Twp MS4 Permit Cycle
Disconnected Impervious Cover Credit	X	X	25%	\$0	End of Twp MS4 Permit Cycle
Structural BMP Credit	X	X	35%	\$25	End of Twp MS4 Permit Cycle
Riparian Buffer Credit	X	X	25%	\$25	End of Twp MS4 Permit Cycle
Stream Restoration Credit	X	X	35%	\$25	End of Twp MS4 Permit Cycle
Permeable Pavement Credit	X	X	35%	\$25	End of Twp MS4 Permit Cycle
Green Roof Credit	X	X	25%	\$25	End of Twp MS4 Permit Cycle
Rain Barrel Rebate	X	X	NA	\$0	NA
Public Participation Credit	X	X	15%	\$0	December 31 <sup>st</sup> of year applied
Public Participation Donation		X	15%	\$0	December 31 <sup>st</sup> of year applied
Education Credit	X	X	15%	\$0	End of Twp MS4 Permit Cycle
Separate MS4 Permit Credit	X	X	TBD	\$0	End of Owner's MS4 Permit Cycle
Stormwater Partnership Credit		X	TBD	\$25	End of Twp MS4 Permit Cycle
BMP Easement Credit	X	X	TBD	\$0	End of Twp MS4 Permit Cycle
Turf and Landscape Mngt Program Credit		X	15%	\$25	End of Twp MS4 Permit Cycle
Agricultural Use	X	X	30%	\$0	End of Twp MS4 Permit Cycle

Select the credit(s) applying for (check applicable boxes): See following pages for required documents for credit.

- |   |   |
|---|---|
| <input type="checkbox"/> Low Impact Parcel                          | <input type="checkbox"/> Green Roofs                          |
| <input type="checkbox"/> Disconnected Impervious Cover              | <input type="checkbox"/> Education Credit                     |
| <input type="checkbox"/> BMP Easement* (No second application form) | <input type="checkbox"/> Separate MS4 Permit                  |
| <input type="checkbox"/> Structural BMP                             | <input type="checkbox"/> Stormwater Partnership Credit        |
| <input type="checkbox"/> Riparian Buffer                            | <input type="checkbox"/> Agricultural Use Credit              |
| <input type="checkbox"/> Stream Restoration                         | <input type="checkbox"/> Public Participation Credit          |
| <input type="checkbox"/> Turf and Landscape Management Program      | <input type="checkbox"/> Public Participation Credit Donation |
| <input type="checkbox"/> Permeable Pavement                         | <input type="checkbox"/> Rain Barrel Rebate                   |

## Customer Information

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

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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

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

Customer Classification:

☐ Tiers 2 – 4

☐ Tier 5

## FOR STA USE ONLY

Date Received:		Credit(s):	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed:		Reviewer:	
Parcel ID:		Account No:	



**Susquehanna**  
TOWNSHIP AUTHORITY



# APPENDIX B

## Operation & Maintenance Agreement

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Operation & Maintenance Agreement

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

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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

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

Customer Classification: \_\_\_\_\_

☐ Tiers 2 – 4

☐ Tier 5

**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:



# Operation & Maintenance Agreement

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 at the discretion of the Susquehanna Township Authority. Whenever possible, the Susquehanna Township Authority shall notify the Owner prior to entering the property.
4. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit annual an inspection report to the Susquehanna Township Authority no later than **June 30<sup>th</sup>** of each year. The purpose of the inspection is to assure the 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 the 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.



# Operation & Maintenance Agreement

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.

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**ATTEST:**

Witness the following signatures and seals:

(SEAL)

Authority

For the Susquehanna Township

For the Owner:

Date:



# APPENDIX C

## Pre-Application Meeting Request Form

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Pre-Application Meeting Request Form

## Instructions

1. This form is for STA stormwater customers who wish to hold an on-site visit with the Stormwater Management Program Coordinator to discuss stormwater credits, install a new BMP, or retrofit an existing BMP. Customers should review the STA Credit Manual for eligibility requirements for Credits. Accounts must be current for consideration of credits.
2. Complete all sections on the form, except for the area marked "For STA Use Only."
3. Mail completed form to: **Stormwater Management Program Coordinator**  
**Susquehanna Township**  
**1900 Linglestown Rd. Harrisburg, PA 17110**
4. Staff will contact you to set up a pre-application meeting to discuss your proposal.

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### Please check all that apply:

- ☐ I want to discuss stormwater credits for this property.
- ☐ I want to install a new BMP.
- ☐ I want to retrofit an existing BMP.
- ☐ I want to discuss specifically a riparian buffer or stream restoration project.
- ☐ I have an idea for a project that might qualify for the Stormwater Partnership Credit.
- ☐ Other: \_\_\_\_\_

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### Customer Information

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

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

Email: \_\_\_\_\_

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

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

Account Number: \_\_\_\_\_ Customer Classification: ☐ Tiers 2 – 4 ☐ Tier 5

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### For STA Use Only

Date Received:		Date of Meeting:	
Parcel ID:		Account No:	



# APPENDIX D

## Credit Applications

### Credit Applications

Credit applications are in the same order as they are presented in the Stormwater Management Program  
Fee Credit Policy Manual.

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)



A Credit of up to 30%, is applied to all impervious area on the property if the parcel meets the following conditions:

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

Portions of the IA may be eligible for credit even if all IA does not meet conditions 2 and 3 listed above.

*Example:* A parcel may contain a detached house and shed. The total IA for the property equals 5.5%; however, the shed is 25 feet from a stream. The shed does not qualify for the credit. The house which meets all three conditions would receive full credit.

**Requirements:**

☐ Credit Application – no credit application fee

☐ Complete the blanks

Total Impervious Area / Total Parcel Area = less than 10%

Total IA \_\_\_\_\_ / Total Parcel Area \_\_\_\_\_ = \_\_\_\_\_%

**Example:** Total IA 5,623 sqft / Total Parcel Area 100,000 sqft = 5.6 %

Is IA connected to a storm sewer, curb line, stream, channel, street, and or other surface water conveyance

☐ Yes

☐ No

Is IA near the edge of a stream, channel, wetland, or other surface water conveyance? If yes, provide distance.

☐ Yes: \_\_\_\_\_ (feet)

☐ No

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**Contact Information**

Point of Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_

Email: \_\_\_\_\_

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**Confirmation of Credit Conditions**

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

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

A credit of up to 25% is available for IA that directs runoff to a pervious area (i.e. grass/lawn). Downspouts must be disconnected from the storm sewer system. Downspouts must be directed across the lawn or a vegetated area, and in some cases, directed to a nonvegetated BMP, such as a French drain or infiltration pits/trenches. The credit is applied to the IA that either collects and or directs runoff to a pervious area.

### Criteria for Rooftop Disconnection

1. The contributed area of rooftop to each disconnected discharge is 500 square feet or less.
2. The soil of the pervious area is hydrologic class C or better.
3. The overland flow path of the pervious area has a slope of 5% or less.
4. The percentage of roof area being disconnected based on the flow length over the pervious area. (see below)
5. The downspout is equipped with a splash pad or riprap dissipator.

### Criteria for Pavement Disconnection

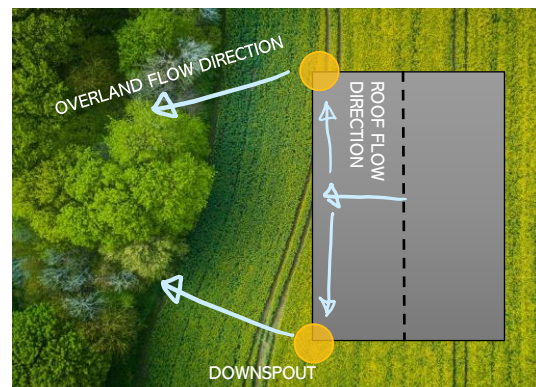
1. The contributed flow path over the impervious surface is no more than 75 feet.
2. The length of overland flow across lawn or pervious areas is greater than, or equal to, the length of the contributing flow path across the impervious area.
3. The overland flow is non-concentrated sheet flow over a vegetated area (flow through a swale is not eligible for pavement disconnection credit).
4. The soil of the pervious area is hydrologic class C or better.
5. The contributing impervious area has a slope of 5% or less.
6. The overland flow path of the pervious area has a slope of 5% or less.

**Please provide photographic evidence of the downspouts showing the drainage to the lawn.**

- If downspouts drain underground, please photograph downspout entering the ground.
- If downspout drains to an underground infiltration facility, please provide SWM drawings of the facility.

### Required Documentation:

- ☐ Credit Application – no credit application fee
- ☐ Operation and Maintenance Plan
- ☐ Inspection Schedule and Reports
- ☐ Previous 1-year Maintenance Log
- ☐ Photographs of downspouts and/or French drains
- ☐ Aerial image/sketch to scale (see right for example)
  - ☐ Identify downspouts
  - ☐ Identify runoff flow direction on the roof to downspouts
  - ☐ Identify runoff flow direction discharging across lawn






1 square = \_\_\_\_\_ feet

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**Contact Information**

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

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**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M will be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include a step-by-step procedure on how the system (gutters and downspouts) shall be maintained to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be maintained and submitted with an annual report to the Township June 30<sup>th</sup> of each year.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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



A credit is available for properties with a stormwater management facility which provides peak rate control, volume control, or water quality improvement. For information regarding such facilities, reference the Pennsylvania Stormwater Management Best Management Practices Manual. All facilities must be designed in accordance with the Susquehanna Township Stormwater Management Ordinance §19-304 Peak Rate Controls, §19-303 Volume Controls, and/or §19-301 General Requirements. The facility must be in proper working condition and functioning as designed to receive credit.

Credits are cumulative and can be added together to reach a maximum of 35% in credit reduction for all impervious area which drains to the facility.

**Stormwater Management Facility :** \_\_\_\_\_  
(Identify the type of stormwater management facility)

**Check all applicable boxes below:**

- |   |   |
|---|---|
| <input type="checkbox"/> Peak Rate Control (Max 10% credit) | <input type="checkbox"/> Water Quality Improvement (Max 15% credit) |
| <input type="checkbox"/> Volume Control (Max 10% credit)    | <input type="checkbox"/> Unsure: Submit Pre-Application Request     |

**Required Documents:**

- ☐ Credit Application and \$25 credit application fee
- ☐ Signed Operation and Maintenance Agreement

**Owner's Operation and Maintenance Plan:**

- ☐ Maintenance Activities

- ☐ Maintenance Schedule

**Owner's Inspection Plan:**

- ☐ Inspection Schedule

- ☐ Inspection Tasks

- ☐ Photograph of Facility (taken within one month of credit application submission)

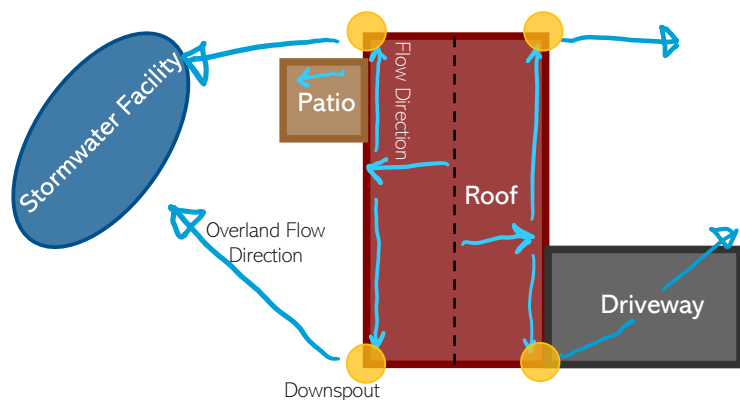
**Aerial Image/Sketch of Property:**

- |   |  |
|---|--|
| <input type="checkbox"/> Identify flow direction from impervious area | <input type="checkbox"/> Identify flow direction of runoff to facility |
|---|--|

**Annual Reporting Requirements**

- Submission of all O&M activities and inspections completed over the course of the year.
- Due by June 1<sup>st</sup> each year for recording purposes.

See drawing to the right for an example of a sketch plan with flow direction across IA. Identify all structures with labels.






1 square = \_\_\_\_\_ feet

**Contact Information**

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M must be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

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 to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be maintained and submitted with an annual report to the Township June 1<sup>st</sup> of each year. All control systems shall be contained within a minimum 20-foot SWM Easement. Access to the SWM easement shall be provided from the nearest right-of-way.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

A credit reduction of up to 25% may be granted for an impervious area that drains to a protected riparian buffer alongside a stream on their property. The amount of credit will be dependent on site-specific conditions, including but not limited to, contributing IA and buffer width and length.

Please note that projects requiring PA DEP permits have many more stringent requirements than what is listed below. Interested owners should contact STA before project implementation.

### Requirements:

- ☐ Credit Application and \$25 credit application fee
- ☐ Signed Operation and Maintenance Agreement
- ☐ Operation and Maintenance Plan

#### Owner's Operation and Maintenance Plan:

- ☐ Maintenance Activities
- ☐ Maintenance Schedule
- ☐ Inspection Schedule and Reports

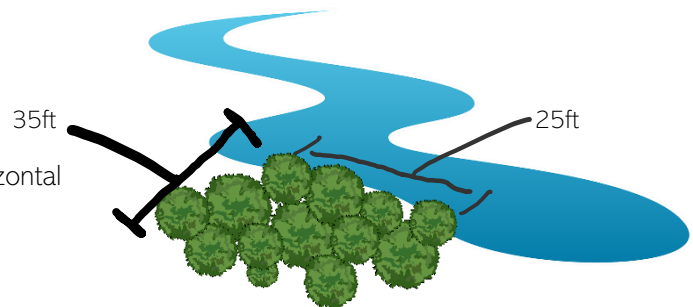
#### Owner's Inspection Plan:

- ☐ Inspection Schedule
- ☐ Inspection Tasks

Image/Sketch (to scale) of the project including the length and width of the existing/proposed riparian buffer (see below for ex.);

- ☐ Minimum 25 contiguous linear feet of stream
- ☐ Minimum 35 feet measured horizontally of buffer plantings beginning at the top of stream bank
- ☐ Existing plantings                      or                      ☐ Newly-planted buffer
- ☐ Native riparian buffer plantings

If property conditions are limiting (i.e., proximity to property line, roads, structures, etc.) buffers with less than 35 feet horizontal width may be considered for credit.



### Annual Reporting Requirements

- Submission of all O&M activities and inspections completed over the course of the year.
- Due by June 1<sup>st</sup> each year for recording purposes.


1 square = \_\_\_\_\_ feet

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**Contact Information**

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

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**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M must be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include step-by-step procedures on how the control system shall be maintained to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be kept and submitted with an annual report to the Township June 1<sup>st</sup> of each year. Access to the SWM facility shall be provided from the nearest right-of-way.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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



A Credit is available for an approved, completed, and maintained stream restoration project. A maximum credit may be granted up to 35% for all IA that drains to the stream. The amount of credit will be dependent on site-specific conditions.

**Note:** Streambank restoration projects requiring other PA DEP permit obligations may have more stringent requirements than those listed below.

### Requirements:

- ☐ Credit Application and \$25 credit application fee
- ☐ Signed Operation and Maintenance Agreement
- ☐ Operation and Maintenance Plan
- ☐ Inspection Schedule and Reports
- ☐ Minimum 100 contiguous linear feet of stream
- ☐ Minimum 35 feet measured horizontally from the top of streambank.
- ☐ Licensed PA Engineer approved stream restoration project – submitted to Township
- ☐ Existing stream channel
- ☐ Streambank erosion on an actively enlarging urban stream condition before to restoration (i.e., existing problem)

### Annual Reporting Requirements

- Submission of all O&M activities and inspections completed over the course of the year.
- Due by June 1<sup>st</sup> each year for recording purposes.

**This credit can be utilized by multiple properties through where the stream channel travels.**

**Does this project include multiple properties?**      ☐ Yes      ☐ No

If yes, all adjoining properties must complete and fill out a stream restoration credit application to receive credit for the project.



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**Contact Information**

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

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**Engineer Information**

Engineering Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

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**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M must be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

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 to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be kept and submitted with an annual report to the Township June 1<sup>st</sup> of each year. All control systems shall be contained within a minimum 20-foot SWM Easement. Access to the SWM easement shall be provided from the nearest right-of-way.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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





A credit is available of up to 35% for installation of or an existing permeable pavement, pervious pavement, porous pavement, or pavers for driveways, parking lots, patios, sidewalks, etc. The credit reduction is based on the type of permeable pavement which are proportional to the amount of IA managed by the BMP.

**Requirements:**

- ☐ Credit Application and \$25 credit application fee
- ☐ Signed Operation and Maintenance Agreement

**Owner's Operation and Maintenance Plan:**

- ☐ Maintenance Activities
- ☐ Maintenance Schedule

**Owner's Inspection Plan:**

- ☐ Inspection Schedule
- ☐ Inspection Tasks
- ☐ Previous 1-year maintenance log
- ☐ Photograph of Facility (taken within one month of credit application submission)

**Aerial Image of Property:**

- ☐ Identify flow direction from impervious area
- ☐ Identify flow direction of runoff to facility
- ☐ Installed in accordance with PA Stormwater BMP Manual

**Identify type of pavement:**

- ☐ Permeable Pavement
- ☐ Porous Pavement
- ☐ Pervious Pavement
- ☐ Pavers

**Application of pavement:**

- ☐ Driveway
- ☐ Sidewalk
- ☐ Parking Area
- ☐ Patio

For existing installations, maintenance records over the life of the BMP are required at the time of application submission. The Township may require a Licensed Engineer certified to practice in the State of Pennsylvania, to evaluate the facility to ensure it is properly functioning and has been maintained.

**Annual Reporting Requirements**

- Submission of all O&M activities and inspections completed over the course of the year.
- Due by June 1<sup>st</sup> each year for recording purposes.

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**Contact Information**

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_



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Please provide the contact information for the engineering firm or responsible party for the design and installation of the permeable pavement.

**Engineer Information**

Engineer Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

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**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M must be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

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 to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be maintained and submitted with an annual report to the Township June 1<sup>st</sup> of each year. Access to the SWM facility shall be provided from the nearest right-of-way.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

A credit is available of up to 25% for the installation of a green roof. The credit is applied to the impervious area where the green roof is located or may result in an impervious area reduction dependent on design and function.

**Requirements:**

- ☐ Credit Application and \$25 credit application fee
- ☐ Signed Operation and Maintenance Agreement

**Owner's Operation and Maintenance Plan:**☐ Maintenance Activities☐ Maintenance Schedule**Owner's Inspection Plan:**☐ Inspection Schedule☐ Inspection Tasks

- ☐ Previous 1-year maintenance log
- ☐ Photograph of Facility (taken within one month of credit application submission)
- ☐ Aerial Image of Property
- ☐ Installed in accordance with PA Stormwater BMP Manual: design, construction, maintenance plan
- ☐ Zero discharge system
- ☐ Conveys roof runoff from larger storms to an approved point of discharge
- Calculation Models for green roofs used: ☐ NRCS Runoff Curve Number

For existing installations, maintenance records over the life of the BMP are required at the time of application submission. The Township may require a Licensed Engineer certified to practice in the State of Pennsylvania, to evaluate the facility to ensure it is properly functioning and has been maintained.

**Annual Reporting Requirements**

- Submission of all O&M activities and inspections completed over the course of the year.
- Due by June 1<sup>st</sup> each year for recording purposes.

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**Contact Information**

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

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Please provide the contact information for the engineering firm or responsible party for the design and installation of the permeable pavement.

**Engineer Information**

Engineer Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_



**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M must be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

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 to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be maintained and submitted with an annual report to the Township June 1<sup>st</sup> of each year. Access to the SWM facility shall be provided from the nearest right-of-way.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

## Rain Barrel Rebate

**One-Time Fee Rebate of \$30 per rain barrel which collects rainwater from up to two downspouts on the property. Customers who reside in Tiers 2-4 can apply for the Rain Barrel Rebate.**

**Requirements:**

- ☐ Credit Application – no credit application fee  
☐ Signed Operation and Maintenance Agreement

Type of Containment Device:

- ☐ Rain Barrel  
☐ Cisterns  
☐ Other: \_\_\_\_\_

Number of Downspouts Connected to Containment Device: \_\_\_\_\_

Size of Storage (Minimum 50 Gallons Per Downspout): ☐ 50 gal ☐ 100 gal ☐ Other: \_\_\_\_\_gal

Overflow Mechanism is at least 2 inches in diameter: ☐ Yes ☐ No

Screened Inlet: ☐ Yes ☐ No

Spigot is within 3 inches of bottom of device: ☐ Yes ☐ No

Elevated to Increase Water Pressure: ☐ Yes ☐ No

Photographic Evidence of Containment Device Provided: ☐ Yes ☐ No  
(Including photos of downspout to containment device)

Number of Containment Devices Requesting Rebate: ☐ 1 ☐ 2

**The rebate will be applied to customer accounts at the time of approval. Rebates are offered for up to 2 rain barrels per property.**

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### Contact Information

POC Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

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### Confirmation of Credit Conditions and STA Access Rights

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

As part of the Township's Stormwater Management Program/MS4 Program, public participation and involvement is a critical part of in the program. STA customers who participate in certain state-sponsored, STA pre-approved events, or with organizations who promote local stormwater and environmental concerns to promote water quality and sound stormwater management principles will be eligible for credit.

Credits are dependent on public participation event and can be accrued. Credits are applied to all impervious area on the property. Credits are valid for one (1) year and will be applied once each quarter. Credits expire after one (1) year, as identified by the application approval date.

**Public Participation Event:**

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

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

Event Sponsor: \_\_\_\_\_

- ☐ Credit Application – no credit application fee
- ☐ Stream Clean-up: \_\_\_\_\_ Hours
- ☐ Roadside Clean-up: \_\_\_\_\_ Hours
- ☐ Above-Ground Debris Removal from Inlets: \_\_\_\_\_ Hours
- ☐ Tree Planting Activity: \_\_\_\_\_ Hours
- ☐ Other Pre-Approved Activity (please contact Stormwater Management Program Coordinator for information)
- ☐ Sponsor Public Participation Activity Pre-Approved and in conjunction with STA

**Applicant Tier:**☐ Tier 2-4☐ Tier 5

- Tier 2-4 qualify for the credit, if at least one individual representing the property participates in a qualifying event. A 5% credit will be applied for each additional participant up to a max of 15%.
- Tier 5 qualify for the credit, if at least 10% of the employees, students, church congregation, or members of the organization participate in a qualifying event, or the Property Owner sponsors 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 15% credit. Public Participation credits are valid for 1 year.

Is more than one person within your residency participating in the event? ☐ Yes ☐ No

I want to donate additional credits to a non-profit or other organization. ☐ Yes ☐ No

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

**Contact Information**

Point of Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

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**Additional Attendees**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Confirmation of Credit Conditions**

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

Property owners who earn public participation credit on behalf of a non-profit organization (such as a church or food bank) or on behalf of a school, may donate their credits earned to the organization. Activities must be pre-approved by STA.

Credits are earned for every hour served. One credit hour is equal to \$2.00 per quarter (\$8.00 per year). A minimum of four 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 1 year.

**Check box:**

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

Name of Public Participation Event: \_\_\_\_\_

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

Participant's Name: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

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

Organization Contact Information: \_\_\_\_\_

**Please attach attendance record from event and hours served for all individuals donating credit.**

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**Confirmation of Credit Conditions**

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this applicant. The undersigned hereby agrees to meet the requirements to maintain the credit.

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



Credits are available to properties that can provide stormwater education to their students. This can include programs emphasizing the importance of surface water, groundwater, and stormwater resources, and how the students play a role in preserving and restoring the physical, chemical, and biological integrity of the Township's water resources.

Education Credits are applied only to the IA associated with the teaching facility and related infrastructure. Education credits are valid for one year and require a credit renewal each year the curriculum is taught. Eligible education institutions may be granted up to a 15% credit based on the following criteria;

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

**Applicable Party:**

☐ Educational Institution: \_\_\_\_\_  
(establishment)  
\_\_\_\_\_  
(age group)

☐ Religious Institution: \_\_\_\_\_  
(establishment)  
\_\_\_\_\_  
(age group)

☐ Other Facility: \_\_\_\_\_  
(establishment)  
\_\_\_\_\_  
(age group)

**Select Educational Programs Designed by Establishment:**

- ☐ Water Resource-Themed Student Poster Session
- ☐ Water Resources/Stormwater Science Fair
- ☐ Take-home Water Resource/Stormwater Materials
- ☐ Classroom Lessons
- ☐ Field Trips
- ☐ Afterschool Club
- ☐ Other: \_\_\_\_\_

Please provide copy of curriculum with credit application submission, or schedule pre-app meeting to discuss stormwater-related lessons.

**Select STA Pre-Approved Educational Programs:**

- ☐ PSU Extension: Rain to Drain – Slow the Flow
- ☐ PSU Extension: Watershed Decisions Activity
- ☐ 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



Contact Information

POC Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_

Email: \_\_\_\_\_

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Confirmation of Credit Conditions and STA Access Rights

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

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



A credit is available of up to 35% for properties that have a Non-Municipal MS4 Permit which includes a PRP. Properties with a Non-Municipal MS4 Permit that do not require a PRP to be implemented are eligible for a max credit of 10%. 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.

**Requirements:**

- ☐ Credit Application – no credit application fee
- ☐ Copy of Non-Municipal MS4 Permit
- ☐ Annual Status Report submitted electronically to the Township by Sept. 30<sup>th</sup> of each year
- ☐ Copy of PRP (if applicable)
- ☐ Copy of Compliance Letter from PA DEP after Annual Status Report Review

**Contact Information**

Non-Municipal MS4 Permit Applicant: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Confirmation of Credit Conditions and STA Access Rights**

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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



This Credit is to be utilized by any STA Customer who improves local and regional water quality above and beyond the normal requirements of STA's Stormwater Management Program. This means that the STA Customer provides specific treatment to onsite stormwater runoff or designs projects which exceeds the minimum requirements of STA's Stormwater Management Program. This Credit does not have a defined percentage and will be determined by STA upon review. A \$25 Application Fee is required with submission of this credit.

**Requirements:**

Identify below the idea, concept, or reasoning which the STA Customer believes would qualify them for a Stormwater Partnership Credit:

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Does this Stormwater Partnership idea or concept involve an easement for a BMP? ☐ Yes\* ☐ No

\* If yes, please submit a BMP Easement Application.

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**Contact Information**

Point of Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of POC: \_\_\_\_\_ Email: \_\_\_\_\_

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**Confirmation of Credit Conditions**

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

Credit is available for Tier 5 properties with lawns or landscape areas that receive fertilizers (organic or inorganic) and pesticides. These properties have an opportunity to receive a 15% credit if the following are completed:

- Soil fertility samples are collected and submitted to the PA State Agricultural Analytical Services Laboratory for a soil fertility test. Provide sample a minimum of once every three years.
- Commit to the recommendations provided on the soil fertility report, including the application of lime if recommended.
- Commit to follow the fertilizer, lime, and pesticide application requirements as recommended by STA.

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**Applicable Party:**☐ Educational Institution☐ Cemeteries☐ Public Recreation Facility☐ Other: \_\_\_\_\_☐ Golf Course

Organization: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Landscape Company: \_\_\_\_\_ Email: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Requirements:**☐ Credit Application and \$25 credit application fee☐ Signed Operation and Maintenance Agreement☐ Operation and Maintenance Plan**Owner's Operation and Maintenance Plan;**☐ Maintenance Activities☐ Maintenance Schedule**Owner's Inspection Plan;**☐ Inspection Schedule☐ Inspection Tasks☐ Copy of soil fertility test/report☐ Agreement to follow soil fertility report☐ Pre-application request to discuss fertilizer, lime, and pesticide application recommendations

**Confirmation of Credit Conditions**

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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

Credits up to 30% are available to properties where PA regulations require agricultural E&S plans and/or manure/nutrient management plans. The Conservation District oversees these plans. The approved plans must be fully implemented agricultural BMPs in accordance with their applicable planning schedule. Properties who install high-performance water quality BMPs may be eligible for more credits. High-performance water quality BMP credit values will be determined after investigation. Credit is applied to all impervious area on the property.

**Requirements:**

- ☐ Credit Application – no credit application fee
- ☐ Signed Operation and Maintenance Agreement

**Owner's Operation and Maintenance Plan:**

- ☐ Maintenance Activities

- ☐ Maintenance Schedule

**Owner's Inspection Plan:**

- ☐ Inspection Schedule

- ☐ Inspection Tasks

- ☐ Previous 1-year maintenance log
- ☐ Photograph of EACH Facility (taken within one month of credit application submission)
- ☐ Established agricultural E&S plan
- ☐ Established Manure/Nutrient Management Plans
- ☐ Submitted & Approved by DCCD
- ☐ Submission of plan to Township
- ☐ Identification of BMPs on property (list format)

Each plan, approved within three months of the stormwater fee is in place, is worth 5% credit. Upon annual verification of plan implementation, according to the prescribed schedule, an additional 10% credit per plan is available.

Should a property owner/operator be willing to go above and beyond the minimum agricultural water quality requirements, additional credit is negotiable (e.g., the 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).

**Contact Information:**

Agricultural Plan Applicant:

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Point of Contact:

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Address:

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Phone Number:

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Email Address:

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**Confirmation of Credit Conditions and STA Access Rights**

Property owners who fail to comply with annual reporting requirements will not be eligible to receive credits for the property in the subsequent year. If at any time a complaint is received regarding the facility and the Township conducts an inspection where their findings show the facility is not functioning as designed or required maintenance has not been completed, the Township shall revoke credits of the facility until corrective actions have been completed. The Township will then conduct a second inspection and restore the credit if the facility has been corrected and is functioning as designed. Inspections and O&M must be submitted with each quarter henceforth until a year of proper care of the facility has been completed.

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 to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs shall be maintained and submitted with an annual report to the Township June 30<sup>th</sup> of each year. All control systems shall be contained within a minimum 20-foot SWM Easement. Access to the SWM easement shall be provided from the nearest right-of-way.

I, (please print name) \_\_\_\_\_ the undersigned, hereby agree to all conditions of the applicable Credits as outlined in the *Susquehanna Township Authority Stormwater Management Program Credit Manual*. Additionally, I agree that Susquehanna Township Authority representatives may, at reasonable times, enter my property to inspect the property or condition or operation of BMPs. The undersigned hereby certifies that the owner of record authorizes the credit request or has been authorized by the owner to make this application. The undersigned hereby agrees to meet the requirements to maintain the credit.

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





# APPENDIX E

## Stormwater Credit Renewal Application

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Stormwater Credit Renewal Application

## Instructions

1. This form is provided to existing STA stormwater customers who are renewing their stormwater credit. Customers should review the STA Credit Policy Manual for eligibility requirements for Credits. Accounts must be current for renewal applications to be considered.
2. Complete all sections on this form, except for the portion marked "For STA Use Only."
3. Attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer.
4. Mail completed application and documents to: **Stormwater Management Program Coordinator  
Susquehanna Township  
1900 Linglestown Rd. Harrisburg, PA 17110**
5. Staff will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

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## Required Documents

The following documents are required upon submission for an application to be reviewed.

1. Completed and signed credit renewal application form.
2. Current (1 month or less before submission) photographs of site showing layout, inlets, outlets, etc.
3. Previous year's Operation & Maintenance Plan.
4. Previous year's Inspection Reports.
5. Previous year's Operation & Maintenance Log.
6. 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 may be required at the request of the Authority.

---

## Mark All Credits That Apply

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

# Stormwater Credit Renewal Application

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## Customer Information

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

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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

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

Customer Classification: \_\_\_\_\_

☐ Tiers 2 – 4

☐ Tier 5

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: \_\_\_\_\_

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## FOR STA USE ONLY

Date Received:	_____	Credit(s):	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed:	_____	Reviewer:	_____
Parcel ID:	_____	Account No:	_____



**Susquehanna**  
TOWNSHIP AUTHORITY



# APPENDIX F

## Reassessment Form

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Reassessment Form

## Instructions

1. This form is for STA stormwater customers who have either reduced or added impervious area to their property, as well as, changes relative to parcel lines.
2. Complete all sections on the form, except for the area marked "For STA Use Only."
3. Attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer.
  - a. Photographic evidence that the IA has been removed or added.
  - b. Any permits which had been submitted to the Township since winter 2017/2018.
  - c. Any As-Builts, Plans, or other similar documents specifying either the addition or removal of IA.
  - d. Any documents specifying the change(s) in parcel(s). **\*\* Indicate which parcels have been combined and what the correct parcel should be for to the account. \*\***
4. Mail paper work and \$50 application fee to: *Stormwater Management Program Coordinator  
Susquehanna Township  
1900 Linglestown Rd. Harrisburg, PA 17110*
5. An STA representative will review the Stormwater Reassessment Form within **60 days of receipt** of the completed form.
6. Approved adjustments will be applied to the current stormwater bill and future billings, as deemed appropriate.

---

## Information

Provide a brief description of why the reassessment is necessary: \_\_\_\_\_

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

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

## Customer Information

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

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

Email: \_\_\_\_\_

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

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

Account Number: \_\_\_\_\_ Customer Classification: ☐ Tiers 2 – 4 ☐ Tier 5

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## FOR STA USE ONLY

Date Received:		Credit(s):	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed:		Reviewer:	
Parcel ID:		Account No:	





# APPENDIX G

Steps to Appeal

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Steps to Dispute Your Stormwater Assessment

Start with Step 1 for appeals to the:

- Stormwater Fee Review & Recalculation
- Parcel Delineation Adjustment
- Impervious Area Adjustment
- Mathematical errors in calculation of fee
- Incorrect ownership of parcel

Start with Step 3 for appeals related to the:

- Incorrect application of credit under the STA Credit Policy
- Incorrect interpretation of applicable STA Rules and Regulations

Start with Step 4 for challenges relative to the reasonableness of rates and other issues.

## Step 1: Stormwater IA Review Packet

1. Complete and submit the Stormwater IA Review Packet with a scaled site plan and a breakdown of impervious surfaces. There is no fee for this review.
2. The Stormwater Management Program Coordinator (SMPC) will review the submittal and may schedule an onsite visit to verify the submitted documentation.
3. A decision will be sent to the property owner either by mail or email within 90 days of the inspection as to the results of the Stormwater IA Review.

## Step 2: Survey of Property

1. If the property owner disagrees with the SMPC's decision as to the final impervious area, the property owner may commission a survey of the property to be performed by a Licensed Professional Land Surveyor currently registered to practice land surveying in the Commonwealth of Pennsylvania.
2. The survey should be submitted to the SMPC for review.
3. A written decision will be sent to the property owner within 90 days of receipt of the stamped survey.

## Step 3: Stormwater Appeals Board

1. If the property owner disagrees with the results of the survey decision, they may file an appeal within thirty (30) days of the decision of the SMPC to the Susquehanna Township Authority's Board of Appeals.
2. An application, filing fee, and documentation are required for this review stage.
3. A hearing of the Board of Appeals will be set within 60 days of the date the appeal is filed.
4. The Board of Appeals will review the appeal and provide a written decision within 60 days.

## Step 4: Court of Common Pleas

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



# APPENDIX H

## Stormwater Fee IA Review

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)



### INSTRUCTIONS

1. This form is provided to STA stormwater customers who believe their Impervious Area (IA)<sup>1</sup> was improperly calculated.
2. Complete all sections on the form, except for the last section marked "For STA Use Only".
3. Attach a detailed sketch of your property and all impervious surfaces to this form (see sample site plan). **The sketch must be to scale.** All property dimensions must be provided, as well as all dimensions of the impervious areas on the property. Please note that any submitted documentation will not be returned to the customer.
4. Email the completed form and required supporting documentation to [msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com). You may also mail the documents or drop them off at the Township building. Documents should be addressed to: Stormwater Credit Administrator, Susquehanna Township Authority, 1900 Linglestown Rd. Harrisburg, PA 17110
5. An STA representative will review the submitted documents and contact you to schedule a site visit within 60 days of receipt of the completed form and accurate documentation. Incomplete applications will be returned without a formal review.
6. Approved adjustments will be applied to the current stormwater bill and future billings, as deemed appropriate.
7. Applicants will have the ability right to appeal a decision of the review through the formal appeal process outlined in the Stormwater Authority Rules and Regulations.

**Attachment Checklist** - Before submitting the paperwork, check that you have included all the necessary documentation:

- ☐ Completed and signed Review Form
- ☐ Sketch of property, to scale, showing all impervious area
- ☐ Calculations showing each impervious area square footage and the total impervious area
- ☐ Additional documentation

### NOTES:

1. Impervious areas include the following: bridges, buildings, driveways, decks, swimming pools, sidewalks, steps, sheds, gravel, dirt roads, etc. Basically, if grass does not grow through it, then it is considered impervious.
2. Depending on the difference in impervious area from what the Township shows on records and what the property owner identifies, there may not be a change in tier level, or assigned fee.
3. This initial review does not require a fee. Additional appeals will require a fee to be submitted for the appeal review.

**COMPLETE THE FOLLOWING (*please print*)****Customer Information**

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

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

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

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

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

Provide a brief description of why the review is necessary:

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Township's IA Estimate: \_\_\_\_\_ Property Owner's IA Estimate: \_\_\_\_\_

**Certification**

I, the undersigned, do hereby certify that:

1. The information submitted herein is true and correct to the best of my knowledge and upon submittal becomes public record.
2. By signing this application, I grant the right of the designated Township Official, to investigate, inspect, and examine the property set forth herein, including land and structures, to determine the accuracy of the statements contained herein.

Signature of Landowner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FOR STA USE ONLY**

Date Received		Reviewer		Account No	
Date Reviewed		Tier		Parcel ID	
Comments				New IA	

## HOW TO DRAW A PROPERTY SITE PLAN

**Step 1: Determine the property boundaries and lot dimensions before drawing a site plan.**

**a. Option 1 – Use Tax Assessor’s Map**

Dauphin County Tax Assessor’s maps were used by the Township to determine property lines. The maps are available online at [dauphinpropertyinfo.org](http://dauphinpropertyinfo.org). While the maps are not always accurate, they do provide dimensions based on recorded subdivision plans. The lot dimension information found on the Assessor’s map should allow you to correctly draw the property dimensions on your site plan. It may help locate property corner pins.

**b. Option 2 – Use Subdivision Plat information**

Similar to the Tax Assessor’s maps, you may also look up your lot on the recorded subdivision plan that your property is within. This can be found through the [Dauphin County Recorder of Deeds](http://Dauphin County Recorder of Deeds). The legal description of your property, which is detailed on the deed, usually contains the recorded subdivision name in which your lot is located. In cases where the property is not within a subdivision plat, the legal description will likely be a ‘metes and bounds’ description that describes the perimeter of the property in greater detail, without reference to a plat.

**c. Option 3 – Hire a Licensed Surveyor**

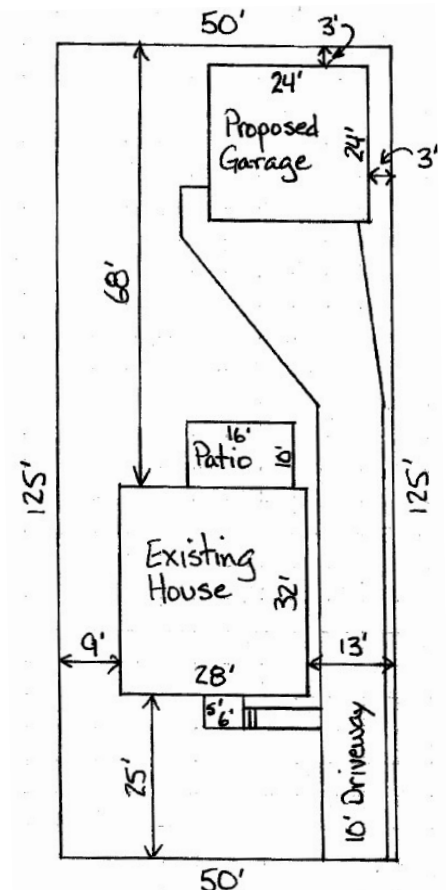
A licensed surveyor can locate your property lines and prepare a topographic survey of your property, showing the property boundaries in relation to the street and existing buildings. This information can then be used to help you prepare your site plan correctly. This is a much more expensive option but necessary for larger projects.

**Step 2: Determine the location of structure and other site features in relation to the property boundaries before you draw a site plan.** Using the property boundary location and dimension information gathered in Step 1, you must next determine the location of existing buildings, streets, driveways, trees, and other site features in relation to the property boundaries. Measure the distance from these site features to the surrounding property lines. You can do this either with a tape measure, Google Earth’s measuring tool, or on the Dauphin County Tax Assessor’s maps.

**Step 3: Draw the site plan.** Use all the information gathered in Steps 1 and 2 to prepare your site plan. You may draw your site plan by hand or use a computer graphics or drafting program. Remember the site plan must be to scale.

- Include all boundary lines and dimensions.
- Label any roads
- Draw all existing & proposed buildings, driveways, gravel areas, decks, pools, sidewalks, steps, etc.
- Label dimensions of all structures.

**Step 4: Check your work for accuracy before submitting it.**




1 square = \_\_\_\_\_ feet

# Impervious Area Calculations Worksheet

**Directions:** Complete this worksheet after taking accurate measurements of all existing impervious surfaces. All dimensions should be consistent with the attached site plan.

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

Parcel ID \_\_\_\_\_

Account No. \_\_\_\_\_

Impervious Surfaces	Dimensions		Total Square Feet
	Length	Width	
1 Principle Building (House)	_____ feet	x _____ feet	= _____
2 Attached Garage	_____ feet	x _____ feet	= _____
3 Attached Deck	_____ feet	x _____ feet	= _____
4 Attached Deck	_____ feet	x _____ feet	= _____
5 Driveway - asphalt	_____ feet	x _____ feet	= _____
6 Driveway - gravel	_____ feet	x _____ feet	= _____
7 Patio	_____ feet	x _____ feet	= _____
8 Sidewalk	_____ feet	x _____ feet	= _____
9 Accessory building 1	_____ feet	x _____ feet	= _____
10 Accessory building 2	_____ feet	x _____ feet	= _____
11 Accessory building 3	_____ feet	x _____ feet	= _____
12 Detached garage	_____ feet	x _____ feet	= _____
13 Swimming pool	_____ feet	x _____ feet	= _____
14 Swimming pool deck area	_____ feet	x _____ feet	= _____
15 Miscellaneous gravel	_____ feet	x _____ feet	= _____
16 Other _____	_____ feet	x _____ feet	= _____
17 Other _____	_____ feet	x _____ feet	= _____
18 Other _____	_____ feet	x _____ feet	= _____
19 Other _____	_____ feet	x _____ feet	= _____
20 Other _____	_____ feet	x _____ feet	= _____

**Total Impervious Area** *(add up all lines above)*



# APPENDIX I

## Stormwater Management Program Fee Appeal Hearing Board Instructions

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Stormwater Appeal Hearing Board Instructions

Susquehanna Township Authority (STA) has established a multi-tiered formal appeal process regarding a property owner's ability to appeal their stormwater utility fee. This form outlines the requirements and process that a property owner must follow to appeal a qualified stormwater determination.

## QUALIFICATIONS FOR AN APPEAL TO THE STA APPEALS BOARD

1. A decision of the Stormwater Management Program Coordinator (SMPC).
2. There was an incorrect application of credit under the STA Credit Policy.
3. There was an incorrect interpretation of applicable STA Rules and Regulation.

## APPEALS BOARD APPLICATION REQUIREMENTS

1. Starting January 1<sup>st</sup>, 2021 an appeal form must be submitted within 30 calendar days from the date a written decision from the SMPC was received, as evidenced by the postmark.
2. A completed Appeals Board Application must be accompanied by:
  - a. The relevant filing fee, payable to *Susquehanna Township Authority*. The appeal fee is non-refundable; however, any unused escrow balance will be refunded once the review is completed.
  - b. Supporting documents, including a surveyed site plan, renderings, photographs, or other exhibits to be part of the record per the STA Stormwater Rules and Regulations (5 paper copies and a digital copy)
3. The complete Appeals Board Application should be mailed to:

Stormwater Management Program Coordinator  
Susquehanna Township Authority  
1900 Linglestown Road  
Harrisburg, PA 17110

## STORMWATER APPEALS BOARD PROCESS

1. Within 15 calendar days of receipt, the SMPC will determine if the Appeal Hearing Board Application is complete. If the Application is incomplete, the SMPC shall offer to the property owner an additional 15 calendar days to supply the missing information. The 15-day period begins from the date of notification of the incomplete application. NOTE: If the property owner does not provide the additional information requested within 15 days, the Appeal Hearing Board Application will be considered closed.
2. Once the Application is deemed complete, the SMPC will schedule an Appeal Hearing within 60 days of the date the Appeal Hearing Board Application is deemed complete.
3. The STA Appeal Hearing Board will review the Application and any other information submitted by the SMPC to assist in their decision-making at the Appeal Hearing Board meeting.

# Stormwater Appeal Hearing Board Instructions

4. The STA Appeal Hearing Board shall take testimony and evidence from the Owner and STA, to the extent deemed necessary, to address the issues presented. Upon conclusion, the STA Appeal Hearing Board shall make the final determination.
5. A written decision shall be made within 45 days of the date of hearing's closing and delivered to the applicant no later than one day following its date. The Appeal Hearing 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.
6. Any person aggrieved by any decision of the STA Board may file an action to the Court of Common Pleas of Dauphin County, Pennsylvania to the extent permitted by law.

**Note:** The customer shall pay any required stormwater fees until a decision has been made by the STA Board. If payment is not received by the invoice date, the unpaid fee shall be considered delinquent and subject to the provisions of Chapter VI of the STA Stormwater Division Rules and Regulations. All Fees shall continue to be paid pending resolution of any appeal.





# APPENDIX J

Stormwater Management Fee  
Appeal Hearing Board Application

Stormwater Management Program Coordinator  
[msmith@susquehannatwp.com](mailto:msmith@susquehannatwp.com)

# Stormwater Appeal Hearing Board Application

This section to be completed by Township Authority Staff			
Case #		Fee Amount	
Date Received		Fee Payment	
Date Complete		Hearing Date	
Parcel ID		Appeal Decision	

All applications must be legible, printed using black or blue ink or typed, and should include the following items:

- ☐ Filing Fee (payable to *Susquehanna Township Authority*)\* \* Filing Fee will be established by STA
- ☐ Stormwater Appeals Board Application – signed by both applicant and property owner (1 original, 4 copies)
- ☐ Supporting documents, including a surveyed site plan, renderings, photographs, or other exhibits to be part of the record per the STA Stormwater Rules and Regulations (5 paper copies and a digital copy)

## 1. Stormwater Appeal Request (please choose one)

- ☐ Decision of the Stormwater Management Program Coordinator \*
- ☐ Incorrect Application of a Credit under the STA Credit Policy
- ☐ Incorrect Interpretation of Application STA Rules and Regulations

\* Decision of the Stormwater Management Program Coordinator includes; IA calculations, parcel delineation, mathematical errors in the calculation of fees, incorrect identification of ownership of a parcel

## 2. Applicant/Appellant Information

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the landowner the same as the Applicant/Appellant? ☐ No ☐ Yes – complete #5

## 3. Landowner Information (if different from the Applicant)

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Stormwater Appeal Hearing Board Application

## 4. Engineer/Surveyor Information

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 5. Property Information

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

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

Tier Status:

☐ Residential

☐ Commercial

☐ Tier 1

☐ Tier 2

☐ Tier 3

☐ Tier 4

☐ Tier 5

## 6. Detailed Explanation of Reason for Appeal (attached additional sheets if necessary)

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## 7. Certification

I, the undersigned, do hereby certify that:

1. Fees are non-refundable and payment does not guarantee approval of the Appeals Application.
2. By signing this application, they grant the right of the Township Stormwater Management Program Coordinator, or other designated Township Official, to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Susquehanna Township Authority Stormwater Division Rules and Regulations to determine the accuracy of the statements contained herein.
3. In requesting an appeal which results in tier adjustment, I, the property owner, accept the verdict may result in either an increase or decrease in tier level, which results in a change in quarterly billing amounts. In the case where the tier level increases, the property owner will pay forth the difference of all bills within the past year when the appeal was determined. If the tier level decreases, the property owner will receive a credit for the difference from all bills paid forth within the past year of when the appeal was determined. This is not applied for properties which have increased or decreased their impervious area through permits submitted to the Township.
4. All the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief, and upon submittal becomes public record.

Applicant Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_

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

Print Name: \_\_\_\_\_



**Susquehanna**  
TOWNSHIP AUTHORITY