

STORMWATER UTILITY POLICIES AND PROCEDURES MANUAL VALDOSTA, GEORGIA

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Section 1 - Introduction

The City of Valdosta established a Stormwater Enterprise Fund effective July 1, 2006. The enterprise fund will provide the City with the authorization to establish and collect just and equitable rates, fees, and charges for the operation and maintenance of the Stormwater Enterprise System. The City is further authorized by Georgia Statutes to construct, reconstruct, improve, and extend the Stormwater Management System.

The City's Stormwater Enterprise Fund establishes a mechanism for billing the costs of operating and maintaining the City's Stormwater Management System, and financing the necessary repairs, replacements, improvements, and extensions. The City's ordinance provides the mechanisms for billing and payment, accounting for capital contributions, and establishing the Stormwater Enterprise Fund. This Adjustment and Credit Manual outlines the guidelines under which the City will grant adjustments and credits to stormwater user fees. The maximum credits that are available to any one parcel shall be 60%.

1.1 Definitions

The following definitions shall apply in the use of this Adjustment and Credit Manual. Words used in the singular shall include the plural, and the plural, the singular; words used in the present tense shall include the future tense. The word "shall" is mandatory and not discretionary. The word "may" is permissive. Words not defined herein shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

ACCELERATED WATER EROSION. The wearing away of the land surface by stormwater runoff, or snow melt water, occurring at a much more rapid rate than geologic or normal erosion, primarily as a result of denuding the land and/or altering its slope.

ADJUSTMENT. The adjustment of the user fee assessed to a particular parcel based on the more detailed assessment of the impervious area on that parcel.

AGRICULTURAL LANDS. Those lands utilized for any agricultural use, including forestry.

APPEAL. The process of filing a dispute with the fee determination, fee adjustment or fee credit as recognized by the City.

APPLICANT. Any person, or a duly designated representative applying for a permit or other type of city, federal, or state regulatory approval to proceed with a project.

APPROVING AGENCY. The approving agency shall be the Stormwater Enterprise Fund (Utilities Department).

AQUIFER. An underground formation, group of formations, or part of a formation that is permeable enough to transmit, store, or yield usable quantities of water.

AS-BUILT PLANS. The final plans amended to include all locations, dimensions, elevations, capacities, features and capabilities, as actually constructed and installed.

BMP. Best Management Practices.

CHANNEL. A natural stream that conveys water. A ditch, or passageway, excavated to permit or accommodate the flow of water.

CITY. City of Valdosta, Georgia and its authorized agents.

CITY ENGINEER. A professional engineer designated by and representing the City of Valdosta, Georgia or such engineer's authorized designee.

CITY OF VALDOSTA LAND DEVELOPMENT REGULATIONS. This comprehensive document includes guidelines, and planning ordinances including stormwater. The technical and policy manuals, plans, regulations and/or calculations, and any subsequent updates or amendments thereto, used by the City Engineer to administer the stormwater regulations.

CLEARING. The removal of trees, brush, and other ground cover from all or a part of a tract of land, but shall not include mowing.

COMPENSATING STORAGE. Equivalent floodplain storage provided to counterbalance floodplain filling.

CONCENTRATED STORM RUNOFF. Surface runoff that converges and flows primarily through water conveyance features such as swales, gullies, waterways, channels, or storm drains and which exceeds the maximum specified flow rates of filters or perimeter controls intended to produce or control sheet flow.

COUNCIL. The City Council of Valdosta, Georgia.

CPV. Channel Protection Volume as defined in the Georgia Stormwater Management Manual.

CUSTOMER. The owner of any parcel that is charged a Stormwater Enterprise Fund fee from Valdosta, Georgia.

DETENTION or TO DETAIN. The prevention of, or to prevent, the discharge, directly or indirectly, of a given volume of stormwater runoff into surface waters or pipe networks by providing temporary on-site storage.

DEVELOPMENT or DEVELOPMENT ACTIVITY. The alteration, construction, installation, demolition or removal of a structure, impervious surface, pipe, conduit, cable or line, above or below ground, or the clearing, scraping, grubbing, killing or otherwise removing the vegetation from a site; or adding, removing, exposing, excavating, leveling, grading, digging, burrowing, dumping, piling, dredging or otherwise significantly disturbing the soil, mud, sand or rock of a site.

DIRECTLY CONNECTED IMPERVIOUS AREAS. Those impervious areas which are directly connected to the City's drainage system by a ditch, storm drain, channel, or other man-made device for the conveyance of stormwater runoff.

DIRECTOR. The Director of Utilities Department or designee.

DISCHARGE. The flow of water from a project, site, aquifer, drainage basin, or other drainage facility.

DITCH. An artificial waterway for the purpose of irrigation or for stormwater conveyance.

DRAINAGE FACILITY. Any physical component of a stormwater management system.

DRAINAGE SYSTEM. All facilities used for the movement of stormwater through and from a drainage area including, but not limited to, any and all of the following:

- conduits, pipes and culverts, including appurtenant features such as catch basins, inlets, manholes, and headwalls,
- channels, ditches, flumes, curbs, streets and other paved areas, and
- all watercourses, standing or flowing bodies of water, and wetlands.

While some such facilities may be isolated in a given storm event, all are interconnected in a given drainage system for a storm event exceeding a certain magnitude.

DWELLING UNIT. Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more families, but not including a tent, cabin, trailer or trailer coach, boarding or rooming house, or hotel.

EASEMENT. A grant by a property owner for a specified use of all or a specified portion of land to a person or the public at large.

EROSION. The wearing or washing away of soil by the action of water.

EROSION AND SEDIMENTATION CONTROL MANUAL: This handbook includes all existing Stormwater management regulations required for individuals to submit and erosion and sedimentation reduction permit application to the Soil and Water Conservation Commission. Available from the Georgia Environmental Protection Department (www.gaepd.org).

FACILITIES. Various drainage works that may include inlets, conduits, manholes, energy dissipation structures, channels, outlets, retention/detention basins, and other structural components.

FEMA. Federal Emergency Management Agency.

FREEBOARD. The space from the top of an embankment to the highest water elevation expected for the largest design storm stored. The space is often required as a safety margin in a pond or detention basin.

FREQUENCY YEAR STORM. A rainfall event expressed as an exceedence probability with a specified chance of being equaled or exceeded in any given year, as follows:

| | |
|-----------------------|-------------|
| One Year..... | 100 percent |
| Two Year..... | 50 percent |
| Ten Year..... | 10 percent |
| Twenty-Five Year..... | 4 percent |
| Fifty Year..... | 2 percent |
| One-Hundred Year..... | 1 percent |

GROUNDWATER. Water below the surface of the ground, in known or defined natural channels, whether flowing or not.

HYDROGRAPH. A graph of inflow and/or discharge versus time for a selected point in the drainage system.

IMPERVIOUS SURFACE. A surface which has been compacted or covered with a layer of material so that it is resistant to infiltration by water, including semi-pervious surfaces such as compacted clay, most conventionally surfaced streets, roofs, sidewalks, parking lots, and other similar surfaces.

INSPECTOR. A person designated by the Director of Utilities Department who conducts the necessary inspection of stormwater related work to ensure conformance with the approved plan and the provisions of this chapter.

INTENSITY. The depth of accumulated rainfall per unit of time.

MAINTENANCE. The action taken to protect, preserve, or restore the as-built, functionality of any facility or system.

NONRESIDENTIAL DEVELOPED PROPERTY. Any property developed for commercial, industrial, governmental, or institutional use, including churches, hospitals, and other eleemosynary institutions and including multiuse properties incorporating residential uses, but excluding undeveloped property, golf courses, nurseries, and property used exclusively for agricultural purposes.

NOTICE. A written or printed communication conveying information or warning.

OPEN CHANNEL. An uncovered ditch, channel, or swale used to convey stormwater runoff.

OWNER. The person in whom the fee, ownership, dominion, or title of property (i.e., the proprietor) is vested. This term may also include a tenant, if chargeable under his lease for the maintenance of the property, and any agent of the owner or tenant including a developer.

PARCEL or PARCEL OF LAND. A tract, or contiguous tracts, of land in the possession of, owned by, or recorded as property of the same claimant person as of the effective date of the Stormwater Ordinance establishing the stormwater fee.

PEAK RATE OF FLOW. The maximum rate of discharge resulting from a given storm event.

PERMITTEE. Any person who has been granted a permit to proceed with a project.

PERSON. Any individual, firm, corporation, governmental agency, business trust, estate, trust, partnership, association, two or more persons having a joint or common business interest, or any other legal entity.

POA (PROPERTY OWNER'S ASSOCIATION). The legally recognized group or organization representing the interest of the property owners within a specified jurisdiction.

POSITIVE OUTLET. A gravity discharge from a basin via overland flow, artificial waterway, natural waterway, or pipe.

POST-DEVELOPMENT. The hydrologic and hydraulic condition of a project site immediately following completion of the development for which a permit has been approved.

PPV. Permanent Pool Volume. In a wet detention pond, the PPV identifies the volume between the bottom and the normal water level.

PRE-DEVELOPMENT. The hydrologic and hydraulic condition of a project site immediately before development or construction begins.

PRIVATE. Property or facilities owned by individuals, firms, entities, corporations, and other organizations and not by local, state or federal governments.

PROFESSIONAL ENGINEER. A professional engineer licensed by the State of Georgia, skilled in the practice of civil engineering and the engineer of record for the project under consideration.

PUBLIC. Property or facilities owned by local, state or federal governments.

RAINFALL INTENSITY. The depth of accumulated rainfall per unit of time.

RATE. Volume of water, or other material, moved per unit of time.

RECEIVING WATERS or WATER BODY. Any water body, watercourse, or wetland into which stormwater run-off flows.

RETENTION or TO RETAIN. The prevention of, or to prevent, the discharge, directly or indirectly, of a given volume of stormwater runoff into surface waters or pipe networks by complete on-site storage.

SEDIMENT. Solid material, whether mineral or organic, that is in suspension, is being transported, or has been moved from its place of origin by water.

SEDIMENT CONTROL DEVICE. Any structure or area that is designed to hold runoff water until suspended sediment has settled out.

SINGLE FAMILY DETACHED UNIT (SFU). The statistical average estimated to be 3,704 square feet of horizontal impervious area for each single family detached residential dwelling unit within the City and as established by Ordinance. The horizontal impervious area includes, but is not limited to, all areas covered by structures, roof extensions, patios, porches, driveways, and sidewalks.

SITE. Any tract, lot, or parcel of land or contiguous combination of tracts, lots, or parcels of land that is in one ownership, or contiguous and in diverse ownership, where development is to be performed as part of a planned development, subdivision, or projects.

SITE STORMWATER MANAGEMENT PLAN. Refers to the state/county/city approved detailed analysis, design, and drawings of the stormwater management system required for all construction.

STORM EVENT. A storm of a specific duration, intensity, and frequency.

STORMWATER OR RUNOFF. Refers to the flow of water which results from, and which occurs during and following a rainfall event.

STORMWATER DESIGN STANDARDS. The design standards presented in the City of Valdosta Stormwater Management Manual, and such other standards that may be adopted by the City from time to time.

STORMWATER MANAGEMENT SYSTEM OR FACILITIES. Refers to the existing, designed, and/or constructed features which collect, convey, channel, store, inhibit, or divert the movement of stormwater.

STRUCTURE. Anything constructed or installed with a fixed location on or in the ground.

SUBGRADE. The top elevation of graded and compacted earth underlying roadway pavement.

SWALE. An artificial or natural waterway, which may contain contiguous areas of standing or flowing water following a rainfall event. A swale may be planted with or otherwise contain vegetation suitable for soil stabilization, stormwater re-treatment, and/or nutrient uptake; or may be designed to accommodate or account for soil erodibility, soil percolation, slope, slope length, and contributing area, so as to prevent erosion and reduce the pollutant concentration of any discharge.

TREATMENT VOLUME. In a wet detention pond, the treatment volume identifies the volume stored between the normal water level and the overflow.

VACANT LAND. A lot or parcel of land that is without any building, structure or improvement, including impervious surfaces, but does not include recreation, green or open space created around private or public facilities nor parcels connected or contiguous thereto for the same or similar uses.

WATER BODY. Any natural or artificial pond, lake, reservoir, or other area that ordinarily or intermittently contains water, and which has a discernible shoreline.

WATERCOURSE. Any natural or artificial stream, creek, channel, ditch, canal, waterway, gully, ravine, or wash in which water flows either continuously or intermittently, and which has a definite channel, bed, or banks.

WATER QUALITY. Those characteristics of stormwater runoff from a land disturbing activity that relate to the physical, chemical, biological or radiological integrity of water.

WATER QUANTITY. Those characteristics of stormwater runoff that relate to the rate and volume of the stormwater runoff to downstream areas resulting from land disturbing activities.

WATERSHED. Drainage area contributing stormwater runoff to a single point.

WET RETENTION. A detention basin that contains a permanent pool of water that will retain runoff for a minimum period of 14 days for an average summer rainfall, and which has a littoral zone over a substantial portion

of the pond surface area.

WETLAND. An area that is inundated or saturated by surface or groundwater with a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

WORKS. All artificial, man made structures, including, but not limited to, canals, ditches, swales, conduits, channels, culverts, pipes, and other construction that connects to, draws water from, drains water into, or is placed in or across the waters of the state.

WQV. Water Quality Volume as defined in the Georgia Stormwater Management Manual.

Section 2 – User Fee Adjustment and Credits

The following procedures address both adjustments and credits for stormwater user fees. The City grants user fee adjustments when customers identify incorrect information contained in the City's billing database. Adjustments typically occur when the City has incorrectly delineated the impervious area within a nonresidential property, or when residential customers are assigned the incorrect percentage of SFU rate per dwelling unit for their residential type.

User fee credits are associated with the construction, operation, and maintenance of privately owned stormwater facilities that provide beneficial use to the City. Both residential and nonresidential customers can qualify for user fee adjustments; whereas only nonresidential customers and private Property Owner's Associations (POAs) qualify for user fee credits.

Appendix A contains stormwater Management Forms that are used as part of the adjustment and credit policy.

The Director of Utilities Department, or designee, will review adjustment and credit requests made during the first fiscal year during which the stormwater user fee is imposed and at any time when a customer submits a new request due to the implementation of a change to their existing stormwater facilities. These requests will be reviewed within a 6-month period from the date of filing of the request. Stormwater fee changes resulting from such requests shall be entirely retroactive for the first year of the stormwater enterprise fund's implementation; however, all subsequent evaluations after the first year will allow fees to be reduced from the date of the application.

2.1 User Fee Adjustments

Requests for adjustment of the stormwater user fee shall be submitted to the Director of Utilities Department's office, which has authority to administer the procedures and standards, and review criteria for the adjustment of fees as established herein. All requests shall be judged on the basis of the amount of impervious area on the site or on the basis of established engineering runoff factors for undeveloped/partially developed land.

The following procedures shall apply to all adjustment requests of the stormwater user fee:

- Any residential/nonresidential owners who have paid stormwater user fees, and who believe the Single Family Unit (SFU) component of his/her stormwater user fee to be incorrect, may submit an adjustment request on a form supplied by the Director of Utilities Department or designee. Stormwater Management Form No. 1 is for residential SFU adjustments and Stormwater Management Form No. 2 is for nonresidential SFU adjustments.
- The first step in the adjustment process will be a review of the City's calculation of the impervious area. If resolution is not achieved, the City may request the customer to provide supplemental information to the Director of Utilities Department including, but not limited to, survey data prepared by a Registered Land Surveyor (R.L.S.) that represents the amount of impervious area and compacted gravel area on a parcel and/or engineering reports prepared by registered Professional Engineer (P.E.). Failure to provide such information may result in the denial of the adjustment request.
- The Director of Utilities Department shall respond in writing to all adjustment requests. The response shall provide an explanation of adjustment approval or denial as well as requests for additional information.

2.1.1 Additional Stormwater Fee Adjustments (Non-Residential Only)

In addition to the requirements presented above, adjustments may also be given when an owner meets any of the following requirements:

- Owner demonstrates rainfall that occurs on an impervious area does not generate runoff (has no outlet), is completely watertight, and has at least 18 inches of freeboard. This adjustment is for unusual structures, such as swimming pools, hazardous material storage areas, etc. For these specific cases, a customer's SFUs will be adjusted by removing from the SFU calculation the amount of impervious area that does not generate runoff.
- Owner demonstrates that on-site gravel is not compacted, not used for vehicular traffic, and not impervious. The City may grant adjustments for non-compacted gravel areas used for landscaping or other purposes. The City considers all compacted gravel areas (drives, storage areas, etc.) as impervious areas, and as such, no adjustment will be granted. The City Engineer will make the decision regarding the intended purpose of gravel areas and the degree of imperviousness.
- Owner demonstrates that the runoff factor used for undeveloped/partially-developed land is too high for the parcel in question. The owner must provide information that factually represents the case for decreasing the runoff factor (i.e., land use changes, less conductivity with system hydraulics, etc.).

2.2 User Fee Credits

Nonresidential customers and private property POAs may qualify for user fee credits when they can demonstrate that their existing or proposed stormwater facilities provide the City with a savings of cost that the City otherwise would incur as part of their efforts to manage stormwater. The amount of reduction will be determined by the City on a case-by-case basis.

2.2.1 Restrictions

- a. No public or private property shall receive credit to offset fees for any condition or activity unrelated to the City's cost of providing stormwater management services.
- b. No credit will be applied to any parcel that reduces the fee to an amount less than one Single Family Unit (SFU) fee.
- c. Credits will not apply to Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection fees attributable to new development or redevelopment projects.
- d. Any BMP or portion(s) of the stormwater management within a permanent storm drainage easement maintained by the government (municipality, city or state), shall not be eligible for a fee credit.
- e. Credit shall only be given to the property owner of record.

2.2.2 Terms

- a. Credits will only be applied if requirements outlined in this Manual are met, including, but not limited to: completion of on-going maintenance, guaranteed right-of-entry for inspections and submittal of annual self-reports.
- b. Credits will be defined as percent (%) reductions applied as a credit adjustment to the fee calculation equation.
- c. Credits are additive for each credit category as described in Sections 2.2.3 – 2.2.8.
- d. As long as the BMPs are functioning as approved (as demonstrated by self-certification reports and City inspections), the credit will be applied to the fee. If the approved practice is not functioning as approved or is terminated, the credit will be cancelled and the fee will return to the baseline calculation. Once the credit has been cancelled, a customer may not reapply for credit for a period of 12 months and only then if the deficiency has been corrected, as determined by City inspection. (See Section 5 for more details).
- e. Credits will be applied retroactively for the first year of the revised fee program, and for the next billing cycle for the applications during all subsequent years.

2.2.3 Option 1. Integrated Non-Structural BMP Program Credit

Credits may be issued for a site with ongoing implementation of an integrated suite of fundamental non-structural BMPs that will help the City meet its permit objectives. To receive a 10% Credit adjustment as applied to the fee calculation equation, documentation must be provided to verify that 6 of the 9 following BMPs have been met:

- | | |
|-------|--|
| BMP1: | Educational Program |
| BMP2: | On-Site Refuse Control Program |
| BMP3: | On-Site Stormwater System Maintenance and Cleaning Program |
| BMP4: | Paved Area Sweeping Program |

| | |
|-------|--|
| BMP5: | Used Motor Oil Recycling Program |
| BMP6: | Sanitary Sewer/Storm Drain Cross-Connection Inventory |
| BMP7: | Landscaping for Run-Off Rate Control and Water Quality |
| BMP8: | Storm Drain Stenciling Program |
| BMP9: | Designated Vehicle Washing Area |

Upon receipt of completed Stormwater Credit Application, application approval, and satisfactory on-site inspection to insure that all criteria are being met, credit will be applied. All requests will be reviewed on an individual basis with findings of the review transmitted back to the customer within six (6) months during the first year or within sixty (60) days each additional year of receipt of a completed application.

2.2.3.1 Educational Program

Nonresidential customers who wish to receive fee credit for educating employees in the area of water quality awareness and protection must agree to the following minimum standards:

- a. Devote fifteen minutes per quarter (or an hour annually) to educating employees about water quality awareness and protection. Additionally, provide basic stormwater management information to new employees. Organizations will be required to submit programs or agendas to the City for environmental education sessions that will include information concerning number of attendees, time(s), place(s), and topic(s) covered during each session along with confirmation that a 50% employee participation goal was met. Pre- and post-session surveys are recommended. Topics must rotate on at least an annual basis.
- b. Post stormwater and water quality-specific educational information obtained from the City, State, or Federal environmental agencies, or from any other reputable educational resource center in employee frequented areas. Information posted must be clearly visible. Information topics must rotate on at least an annual basis. Copies of posted materials must be provided to the City.
- c. Distribute stormwater and water quality-specific literature obtained from the City, State, or Federal environmental agencies, or any other reputable educational resource center to all employees on a quarterly basis and provide copies to the City with the annual self-report. Literature topics must rotate on at least an annual basis.
- d. All materials to be used in presentations must be reviewed/approved by the City before use in this program.

Nonresidential customers who wish to receive fee credit for educating the City regional customer base in the area of water quality awareness and protection must agree to meet the following minimum standards:

- a. Disseminate stormwater and water quality-specific information obtained from the City, State or Federal environmental agencies, or any other reputable educational resource center to customers on a quarterly basis using high traffic area kiosks, advertised special events, customer mailings, product label advertisements, public service announcements, ads, educational curricula, or other mass distribution techniques. Information topics must rotate on at least an annual basis. Copies of disseminated materials must be provided to the City along with estimates of the number of customers reached in each annual self-report.
- b. All materials to be used in presentations must be reviewed/approved by the City before use in this program.

2.2.3.2 On-Site Refuse Control Program

In order to receive credit for the On-Site Refuse Control Program, the following minimum criteria must be satisfied:

- a. Identify or develop the organization's on-site refuse control plan and submit a copy to the City.
- b. Initiate and maintain a solid waste-recycling program that meets the City's minimum recycling requirements.
- c. Keep refuse containers covered to eliminate exposure to wind, rain, and snow and where possible, place refuse containers in areas that do not drain to storm drains.

2.2.3.3 On-Site Stormwater System Maintenance and Cleaning Program

In order to receive credit for the On-Site Stormwater System Maintenance and Cleaning Program, a detailed management plan for maintaining on-site (non-public right-of-way) stormwater structures must be submitted along with documentation that the planned activities were completed. At a minimum, the management plan must address the following structures, where applicable:

- a. Building rain gutters/downspouts - must be directed to vegetated areas wherever possible and cleaned at least annually.
- b. Catch basins - must be cleaned of litter, debris, and sediment at least once per year.
- c. Stormwater outfalls to private ditches, ravines, or creeks on private land must be cleaned at least once per year.
- d. On-site drainage ditches or channels must be cleaned of any litter and debris and obstructive vegetation should be trimmed at least once per year.

2.2.3.4 Paved Area Sweeping Program

In order to receive credit for the Paved Area Sweeping Program, the following minimum criteria must be satisfied:

- a. Submit a detailed paved area sweeping plan to include definition of areas to be swept, frequency of sweeping (a minimum of twice per month), debris disposal

method, and type of sweeper used.

- b. Provide documentation of plan implementation, such as copies of paid invoices or employee timesheets, or a certification of work accomplished prepared and signed by an officer of the company.

2.2.3.5 Used Motor Oil Recycling Program

In order to receive credit for the Used Motor Oil Recycling Program, the following minimum criteria must be satisfied:

- a. Provide documentation to confirm disposal of used motor oil at used oil recycling sites (i.e., waste oil generated on-site by the property owner).
- b. Display the City's current list of used oil recycling sites in clearly visible and publicly frequented locations.

2.2.3.6 Sanitary Sewer/Storm Drain Cross-Connection Inventory Program

In order to receive credit for the Sanitary Sewer/Storm Drain Cross-Connection Inventory Program, the following minimum criteria must be satisfied:

- a. Conduct a visual building and grounds survey to identify and inventory the locations of all sanitary and storm drain connection points.
- b. Provide building and site plans to the City that document the locations of all sanitary sewer and storm drain connection points and sanitary and storm drain line locations on a parcel of property.
- c. If instances are found where sanitary sewage plumbing is connected to a storm drain, the cross connection must be eliminated within thirty (30) days.
- d. If any discharges are in question, the owner should contact the City to determine if elimination for the discharge is required.

2.2.3.7 Landscaping for Run-Off Rate Control and Water Quality Program

In order to receive credit for the Landscaping and Run-Off Rate Control and Water Quality Program, the following minimum criteria must be satisfied:

- a. Develop a landscape maintenance plan for properties with landscaped areas, utilizing lawn and garden practices that reduce stormwater run-off rates and protect water quality, including, but not limited to, the following recommended practices:
 - i. Unless otherwise indicated by current soil tests, use phosphorus free fertilizer.
 - ii. Apply all yard and garden chemicals sparingly, using the correct rates and recommended times, and not before a rainstorm.

- iii. Direct sprinklers to vegetated areas and not overlap onto impervious surfaces.
- iv. Where turf is considered necessary, maintain it by mowing grass to a height of 2-3". If necessary, seed in the spring and fall, and aerate and de-thatch in the fall. Leave grass clippings on the lawn as a natural fertilizer.
- v. Select hardy plants most suited to this climate and, where possible, reduce the amount of maintained turf and increase naturalized areas.
- vi. Mulch flowerbeds, shrubs and trees to retain water on-site.
- vii. Keep lawn and garden chemicals, garden debris, lawn clippings, and leaves off hard surfaces.

If appropriate to site conditions, the following practices are also recommended:

- viii. Landscapes should be designed to eliminate or at least minimize directly-connected impervious areas.
 - ix. Maintain a 15' to 25' filter strip of tall grass or plantings along water bodies.
 - x. Plant rain gardens in depressions that otherwise have standing water or receive roof run-off.
- b. Provide a copy of the landscape management plan to the City along with documentation of employee training for landscape management or landscape contracts that include the above provisions.

Nonresidential customers that provide services above and beyond the basic Landscape Program described above may be eligible for additional Credit. The City will evaluate requests for additional Credit on a case-by-case basis.

2.2.3.8 Storm Drain Stenciling Program

In order to receive credit for the Storm Drain Stenciling Program, the following minimum criteria must be satisfied:

- a. The City will provide the stencils with instructions to any owner/group interested in providing the labor.
- b. Post decals or stencil all storm drain inlets with information identifying that it drains to a local water resource. For example, "drains to river" or "drains to creek".
- c. Provide the City with number and location of storm drains on subject parcel.
- d. Provide the City with plan for maintaining stencils/decals.

2.2.3.9 Designated Vehicle Washing Area

In order to receive credit for the Designated Vehicle Washing Area, the following minimum criteria must be satisfied:

- a. Provide area for vehicles to be washed away from stormwater drains and water resources.
- b. Use environmentally sensitive cleaning materials.

- c. Post location of vehicle washing area.
- d. Provide the City with plan for location of vehicle washing area.

2.2.4 Option 2. NPDES Industrial Stormwater Permit Credit

The Georgia Environmental Protection Department, on behalf of the USEPA, requires certain types of industry to obtain and comply with an NPDES Industrial Stormwater Permit to manage and monitor stormwater runoff from industrial sites. When an NPDES Stormwater Permit issued to a nonresidential customer requires the specified industry to conduct water quality monitoring, they may be eligible for a maximum of an additional 5% Credit, if:

- a. Water quality testing results are consistently at least 10% below their permit required discharge limits during each sampling event,
- b. Copies of the water quality test results are provided to the City, and
- c. Industry is in compliance with all permit requirements.

2.2.5 Option 3. Other Non-Structural BMP Credit

Nonresidential customers seeking a credit may request unique opportunities or approaches to improving water quality. For instance, a nonresidential customer may also be an NPDES MS4 permittee that must implement a Stormwater Pollution Prevention Program for its facility. Another example might be a retail outlet that provides "Park and Ride" space to encourage use of the transit system, thereby minimizing the growth of impervious area by reducing the need for additional parking lots and travel lanes on roadways. The City will review and evaluate these types of unique requests on a case-by-case basis to determine the Credit value for a site to which the BMP is being applied. Maximum Credit for this category is 5%.

2.2.6 Option 4. Education Credit

Those schools, public or private, wishing to receive fee credit for educating students and employees in the area of water quality awareness and protection must agree to the following minimum standards:

- a. Devote two hours per half (four hours annually) to educating one grade level of students (or split between two grade levels) about water quality awareness and protection. Educational institutions will be required to submit programs or agendas to the City for environmental education sessions that will include information concerning number of attendees, time(s), place(s), and topic(s) covered during each session. The City will assist with providing materials for the education program. Pre- and post-session surveys are recommended. Topics must rotate on at least an annual basis, or become part of the curriculum for the same grade level each year.
- b. Devote fifteen minutes per quarter (or an hour annually) to educating employees about water quality awareness and protection. Additionally, provide basic stormwater management information to new employees. Topics must rotate on at least an annual basis.
- c. Post stormwater and water quality-specific educational information obtained from the City, State, or Federal environmental agencies, or from any other reputable educational resource center in student and employee frequented areas. Information

- posted must be clearly visible. Topics must rotate on at least an annual basis. Provide copies of posted materials to the City.
- d. Distribute stormwater and water quality-specific literature obtained from the City, State, or Federal environmental agencies, or any other reputable educational resource center to target students and all employees on an annual basis and provide copies to the City with the annual self-report. Topics must rotate on at least an annual basis.

Maximum credit for this category is 5%.

2.2.7 Option 5. Stormwater Quality Control Structural BMP Credit

BMPs identified in the City of Valdosta Stormwater Management Manual will be eligible for a maximum fee credit of 20% if flows generated on-site are directed through the BMP in accordance with the equation presented in Appendix A based on the required storm event as referenced in the City of Valdosta Stormwater Management Manual. This Credit will be based upon hydrologic data, water quality data, design specifications, and other pertinent data supplied by qualified, licensed professionals on behalf of property owners. Credits for on-site stormwater facilities shall be generally proportional to the benefit that such systems have on complementing or enhancing the water quality benefit to the City's stormwater management system. In order to receive credit, property access, adequate and routine facility maintenance, and self-reporting must be provided by the property owner to the City to verify that the BMP structure is providing its intended benefit. The actual percentage received will be determined through an evaluation of the system benefits provided at the time stormwater leaves the customer's property. BMPs may provide a single benefit or a combination of benefits, in which case credits will be additive.

The percentage of credit will be calculated using the equation shown in the Credit Application (see Appendix A), with a maximum credit of 20%. The property owner must complete and submit data that quantifies and demonstrates the achievement of water quality goals. This documentation must be prepared by a qualified, licensed professional engineer and be accompanied by testing, modeling, design, and/or construction data that substantiates the percentage phosphorus removal and bacterial removal requirements obtained from the City of Valdosta Land Development Regulations.

Nonresidential customers and private property POAs may receive credits for structural best management practices (BMPs) that provide stormwater quality enhancement. The City currently incurs operation and maintenance and capital costs associated with water quality components of the City's stormwater system. Nonresidential customers and private property POAs provide the City with cost savings by constructing new or retrofitting existing stormwater facilities to improve the quality of the City's receiving streams. Customers who apply for credits must provide supporting documentation that their existing or proposed facilities are properly designed to provide pollution reduction. Structural BMPs that are eligible for credits include, but are not limited to the following:

- Vegetated Swales and Filter Strips,
- Infiltration and Percolation Basins,

- Percolation Trenches,
- Buffer Strips and Swales,
- Porous Pavement,
- Extended (Dry) Detention Basins,
- Retention (Wet) Ponds,
- Constructed Wetlands
- Media Filtration, and
- Other Stormwater Treatment System.

Customers requesting a water quality credit must submit documentation that their facilities meet the design requirements outlined in the current City of Valdosta Land Development Regulations.

2.2.8 Option 6. Stormwater Volume Control Credit

Stormwater volume control can be achieved through infiltration by two primary mechanisms:

- a. Careful installation of approved structural BMPs (ex. infiltration ponds), or
- b. Preservation of significant vegetated open spaces.

If flows generated on-site and from upstream areas greater than 0.5 sq. mi. are directed through the BMP or are controlled with on-site vegetated open spaces, then a site is eligible for up to a maximum of 30% credit using the equations presented in Appendix A and as based on the required storm event as referenced in the City of Valdosta Land Development Regulations. Credits for stormwater volume controls will be based upon hydrologic data, water quantity data, design specifications, and other pertinent data supplied by qualified, licensed professional engineers on behalf of property owners.

On-site volume control credits awarded for structural BMPs shall be generally proportional to the benefit that such systems have on complementing or enhancing the water quality and quantity benefits to the City's stormwater management system. Property access, adequate and routine facility maintenance, and self-reporting must be provided by the property owner to the City to verify that the BMP structure is providing its intended benefit in order to receive credit reduction. The percentage of credit received will be determined through an evaluation of the system benefits provided at the time stormwater leaves the customer's property. The percentage of credit will be calculated according to the percentage of total drainage flow that does not leave the BMP, based on the required storm event as referenced in the City of Valdosta Stormwater Management Manual. The discharge location, volume reduction, and down stream impact must be described.

Nonresidential customers having parcels with a total impervious area percentage less than 25%, that preserve vegetated open spaces (above and beyond existing landscape requirements to meet zoning regulations) and allow for stormwater infiltration are eligible for a volume control credit based on the equation presented in Appendix A. This mechanism rewards those customers that preserve entire or partial parcels as vegetated open space, and promote infiltration at the site, instead of discharging to the City's stormwater system. Please note that the areas used to estimate the vegetated open space (Option 6.b) shall not be used as tributary

areas to a structural BMP (Option 6.a).

2.2.9 Option 7. Zero Discharge Credit

Under exceptional cases, it is possible that a site does not discharge to the City stormwater system. The City has then the option of granting a credit if the applicant can show that the parcel includes a BMP with an outlet that discharges outside the City limits. This is the case for some parcels located on the City limits. In other cases, the parcel is located inside the City but does not have a positive discharge for the 25 year storm. The applicant shall provide supporting documentation including topographic maps, hydrologic evaluations, and model results. The maximum credit for this category is 15%.

2.2.10 Fee Credit Calculation - Example 1

BMPs may provide a single benefit or a combination of benefits, in which case credits will be additive. The credit options have a maximum additive credit capacity of 60%. As an example of how a fee credit would be applied to a new request, imagine a parcel that receives the following credits:

| | | |
|---|-----|-----------|
| 1. Integrated Non-Structural BMP Credit | 8% | (max 10%) |
| 2. NPDES Industrial Stormwater Permit Credit | 2% | (max 5%) |
| 3. Other Non-Structural BMP Credit | 1% | (max 5%) |
| 4. Education Credit | 0% | (max 5%) |
| 5. Stormwater Quality Control Structural BMP Credit | 12% | (max 20%) |
| 6. Stormwater Volume Control Credit | 20% | (max 30%) |
| 7. Zero Discharge Credit | 0% | (max 15%) |
| <div style="display: flex; justify-content: space-between; align-items: center;"> OPTIONS 1-7 CREDIT SUBMITAL 43% (max 60%) </div> | | |

To determine the example Fee, assume a \$2.50 rate and the parcel has 30,500 square feet of impervious area. The baseline Fee calculation would be as follows:

$$\text{Fee} = \frac{(\text{impervious area in sq/ft.}) \times (\text{Rate})}{\text{SFU sq. ft.}}$$

$$\text{Fee} = \frac{(30,500)(\$2.50/\text{SFU}/\text{month}) \times 12}{3,704 \text{ sq. ft. (SFU)}} = \$247.03/\text{year}$$

Assuming documentation has been provided to prove that all the Program criteria described in the Manual have been and continue to be met, this example customer would receive a 43% Credit adjustment, changing the equation to:

$$\text{Fee} = \frac{(30,500)(\$2.50/\text{SFU}/\text{month})(1-0.43) \times 12}{3,704 \text{ sq. ft. (SFU)}} = \$140.80/\text{year}$$

This is a savings of \$106.22 per year, for each year the program criteria are met.

2.2.11 Fee Credit Calculation - Example 2

As an example of how a fee credit would be applied, a generic non residential parcel that exists in the City has been selected and contains the following characteristics:

| | |
|---|--------------|
| Total Site Area (acres) | 100.00 |
| Impervious Developed Area (acres) | 76.00 |
| Pervious Developed Area (acres) | 19.00 |
| Dedicated Open Space (acres) | 5.00 |
| Imperviousness of Site (%) | 76.00 |
| Upstream Drainage Area (acres) | 350.00 |
| Wet Detention Permanent Pool Volume (PPV) | 5.00 acre-ft |
| Wet Detention Treatment Volume (TV) | 1.50 acre-ft |

For this example it is assumed, that in order to comply with the City of Valdosta Land Development Regulations, the site is required to provide a PPV of 7.5 acre-ft and a TV of 2.7 acre-ft.

Option 5. Stormwater Quality Control Structural BMP Credit:

The actual tributary area is (350 Acres + 100 Acres) = 450 Acres, which is greater than 0.5 square-miles. Since the tributary area is greater than 0.5 Square-Mile, the following applies:

$$\text{Credit} = \left(\frac{\text{Actual PPV Volume}}{\text{Required PPV for your site}} \right) \times 0.20$$

$$\text{Credit} = \left(\frac{5.0 \text{ Ac-ft}}{7.5 \text{ Ac-ft}} \right) \times 0.20 = 0.133 = 13.3\%$$

Option 6. Stormwater Volume Control Credit:

a) The actual tributary area to the wet detention pond (BMP) is equal to 100 Acres, minus 5 acres of dedicated open space, plus 350 acres of upstream areas: 100ac - 5ac + 350ac = 445 Acres, which is greater than 0.5 square-miles. Since the tributary area is greater than 0.5 Square-Mile, the following applies:

$$\text{Credit} = \left(\frac{\text{Actual Permanent Treatment Volume}}{\text{Required Treatment for your site}} \right) \times 0.30$$

$$\text{Credit} = \left(\frac{1.5 \text{ Ac-ft}}{2.7 \text{ Ac-ft}} \right) \times 0.30 = 0.166 = 16.7\%$$

The applicant will also be required to provide the delineation to support the additional 350 acres of upstream tributary area.

b) The site includes 5 acres of undeveloped open space, and it is non-residential, therefore:

| Parcel ID # | Parcel Size (acres) | % IA | Is the %IA < 25%? (circle one) | Credit Calculation = (100% - IA%) x (0.20) |
|-------------|---------------------|------|--------------------------------|--|
| 0000-123 | 5.0 | 15% | Yes or No | 17.0% |

The total credit granted for Option 6 is therefore: 16.7% + 17.0% = 33.7%. A maximum credit of 30% is therefore granted.

Option 7. Zero Discharge Credit.

In this example, it is assumed that the BMP discharges to the City, therefore no credit is granted under this option.

| | |
|---|-----------------|
| 5. Stormwater Quality Control Structural BMP Credit | 13.3% (max 20%) |
| 6. Stormwater Volume Control Credit | 30.0% (max 30%) |
| 7. Zero Discharge Credit | 0% (max 15%) |

OPTIONS 5-7 CREDIT SUBMITAL 43.3% (max 60%)

To determine the example Fee, assume a \$2.50 rate and the parcel has 76 acres of impervious area. The baseline Fee calculation would be as follows:

$$\text{Fee} = \frac{(\text{impervious area in sq/ft.}) \times (\text{Rate})}{\text{SFU sq. ft.}}$$

$$\text{Original Fee} = \frac{76(43,560)(\$2.50/\text{SFU}/\text{month}) \times 12}{3,704 \text{ sq. ft. (SFU)}} = \$26,813/\text{year}$$

Assuming documentation has been provided to prove that all the Program criteria described in the Manual have been and continue to be met, this example customer would receive a 43.3% Credit adjustment, changing the equation to:

$$\text{Revised Fee} = \frac{76(43,560)(\$2.50/\text{SFU}/\text{month})(1-0.433) \times 12}{3,704 \text{ sq. ft. (SFU)}} = \$15,203/\text{year}$$

This is a savings of \$11,610 per year, for each year the Program criteria are met.

Note that Options 1 thru 4 are also available for the applicant which can further increase the

available credit.

2.2.12 Fee Credit Application for a Regional Stormwater Facility – Example 3

A 1 acre wet detention regional facility was designed to receive runoff from John Distribution and Jane Manufacturing, and is properly maintained and operated by them. During the permitting process, the facility was allocated as 38% for John Distribution (2.3 acres), and 62% for Jane Manufacturing (3.7 acres). The following data are known:

| | John Distribution | Jane Manufacturing |
|---|-------------------|--------------------|
| Total Site Area (acres) | 30 | 50 |
| Impervious Developed Area (acres) | 16 | 35 |
| Pervious Developed Area (acres) | 4 | 10 |
| Dedicated Open Space (acres) | 10 | 5 |
| Dedicated Open Space Imperviousness | 15 % | 30% |
| Imperviousness of Developed Area | 53% | 60% |
| Upstream Drainage Area (acres) | 50 | 0 |
| Total Regional Wet Detention (acres) | | 1 ac |
| Wet Detention Permanent Pool Volume (ac-ft) | | 8 ac-ft |
| Wet Detention Treatment Volume (ac-ft) | | 2.2 ac-ft |

The original stormwater fees, before credits, are estimated as follows:

$$\text{Fee} = \frac{(\text{impervious area in sq/ft.}) \times (\text{Rate})}{3,704 \text{ sq. ft. (SFU)}}$$

John Distribution: $\text{Fee} = \frac{16(43,560)(\$2.50/\text{SFU}/\text{month}) \times 12}{3,704 \text{ sq. ft. (SFU)}} = \$5,645/\text{year}$

Jane Manufacturing: $\text{Fee} = \frac{35(43,560)(\$2.50/\text{SFU}/\text{month}) \times 12}{3,704 \text{ sq. ft. (SFU)}} = \$12,348/\text{year}$

Each applicant will have to comply with the water quality and quantity criteria set by the City Stormwater Ordinance, and can apply for credit options 1 thru 7. The shared regional facility will be accounted for in Options 5 and 6 as follows.

John Distribution

John Distribution can only claim the percentage of the facility that was allocated to his parcel during design and permitting (38%). Therefore for this application the following applies:

| | |
|---|-------------------------------|
| Total Regional Wet Detention (acres) | 0.38 ac (38% of 1 ac) |
| Wet Detention Permanent Pool Volume (ac-ft) | 3.0 ac-ft (38% of 8 ac-ft) |
| Wet Detention Treatment Volume (ac-ft) | 0.83 ac-ft (38% of 2.2 ac-ft) |

In this example it is assumed that the regional facility was properly designed and permitted, and therefore complies with the current City regulations included in the Stormwater Ordinance, and therefore the following values are assumed:

| | |
|--------------------------------|------------|
| Required Permanent Pool Volume | 3.5 ac-ft |
| Required Treatment Volume | 0.85 Ac-ft |

Option 5. Stormwater Quality Control Structural BMP Credit:

$$\text{Credit} = \left(\frac{\text{Actual PPV Volume}}{\text{Required PPV for your site}} \right) \times 0.20$$

$$\text{Credit} = \left(\frac{3.0 \text{ Ac-ft}}{3.5 \text{ Ac-ft}} \right) \times 0.20 = 0.171 = 17.1\%$$

Option 6. Stormwater Volume Control Credit:

a) The parcel includes a BMP that also treats runoff from 50 acres of upstream area. The total tributary area to the BMP is therefore:

$$\text{Total Site} + \text{Upstream Area} - \text{Dedicated Open Space} = 30\text{ac} + 50\text{ac} - 10\text{ac} = 70\text{ac}$$

Since 70 acres is less than 0.5 square mile the following equation applies:

$$\text{Credit} = \left(\frac{\text{Actual Permanent Treatment Volume}}{\text{Required Treatment for your site}} \right) \times 0.30$$

$$\text{Credit} = \left(\frac{0.83 \text{ Ac-ft}}{0.85 \text{ Ac-ft}} \right) \times 0.30 = 0.293 = 29.3\%$$

b) The site includes 10 acres of undeveloped open space, and is non-residential, therefore:

| Parcel ID # | Parcel Size (acres) | % IA | Is the %IA < 25%? (circle one) | Credit Calculation = (100% - IA%) x (0.30) |
|-------------|---------------------|------|-----------------------------------|--|
| 0000-1223 | 10.0 | 15% | <u>Yes</u> or No | 25.5% |

The total credit granted for Option 6 is therefore: 29.3% + 25.5% = 54.8%. A maximum credit of 30% is therefore granted.

Option 7. Zero Discharge Credit.

In this example, it is assumed that the BMP discharges to the City, therefore no credit is granted under this option.

If the regional facility was designed to meet the current design criteria both applicants can apply for a credit in both Options 5 and 6:

| | | |
|---|-------|-----------|
| 5. Stormwater Quality Control Structural BMP Credit | 17.1% | (max 20%) |
| 6. Stormwater Volume Control Credit | 30% | (max 30%) |
| 7. Zero Discharge Credit | 0% | (max 15%) |

OPTIONS 5-7 CREDIT SUBMITAL 47.1% (max 60%)

John Distribution: Credit (47.1%) = \$2,658 / year

Net Fee: \$ 2,987 / year

Jane Manufacturing

Jane Manufacturing can only claim the percentage of the facility that was allocated to his parcel during design and permitting (62%). Therefore for this application the following applies:

| | |
|---|-------------------------------|
| Total Regional Wet Detention (acres) | 0.62 ac (62% of 1 ac) |
| Wet Detention Permanent Pool Volume (ac-ft) | 5.0 ac-ft (62% of 8 ac-ft) |
| Wet Detention Treatment Volume (ac-ft) | 1.37 ac-ft (62% of 2.2 ac-ft) |

In this example it is assumed that the regional facility was properly designed and permitted, and therefore complies with the current City regulations included in the Stormwater Ordinance, and therefore the following values are assumed:

being provided or continued, the customer will be notified in writing and given 45 days to correct the deficiency. The property owner must provide written documentation to the Director of Utilities Department within 45 days of the original notice by the Director of Utilities Department that the BMP is being provided or continued as agreed in addition to such evidence as the Director of Utilities Department reasonably requires showing that the deficiency has been corrected. If, in the opinion of the Director of Utilities Department, the deficiency is not satisfactorily corrected, the fee credit attributable to the deficiency will be terminated on the following billing cycle and will remain in effect for a minimum of 12 months. Reapplication for fee credit will not be reviewed until the delinquent BMP has been adequately reinstated for three continuous months and evidence of the corrections has been provided with the reapplication.

Annual self-reports will be required every June 30 to document service provision for the preceding calendar year. If the self-reports are incomplete or are not submitted to the City by the required date, the property shall be considered to be in non-compliance with the credit Program requirements. Non-compliant properties will lose the credit benefit and the fee credit suspension will remain in effect for a minimum of 3 months and will not be reinstated until the complete annual report is received with documentation that the program is being implemented as intended.

Once the credit reduction has been canceled, a customer may not reapply for that particular credit for a period of 12 months and then only if the deficiency has been corrected, as determined by the City inspection. It will be the responsibility of the customer to prove the stormwater management goals are met prior to the credit being reissued.

All structural water quality control systems that are not listed in the City of Valdosta Stormwater Management Manual may require, at the request of the City and at no cost to the City, periodic certified laboratory water quality sampling and reporting to insure that the water quality standards are being met.

APPENDIX A