



TROTWOOD

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STORM DRAINAGE SERVICE CHARGE- CREDIT APPLICATION FORM

Instructions: Submittal requirement forms and supporting documents must accompany Credit Application Form in order to receive credits. This application form, including Attachment A, and applicable supporting documentation must be completed in its entirety and delivered to the **City of Trotwood - Public Works Operations Manager, 2400 Olive Road, Trotwood, OH 45426** to begin the review process.

Section 1. Applicant Information:

Name:			
Customer Account Number (refer to City utility bill):			
Mailing Address:			
City:	State:		
Zip:	Telephone:		
Fax (if applicable):	E-mail:		
Location/Address of property requesting credit (if different from mailing address above):			
Parcel ID of property requesting credit :			
Date Submitted:			

Note: If a submitted application form involves the construction of a new detention/retention facility, the application review process will not begin until the property owner has notified the City of Trotwood Public Works Operations Manager that the construction of the detention/retention facility is complete and the facility is operational.

Section 2. Engineer - To be Completed by the Applicant's Engineer:

Name of Engineer:			Ohio Registration Number:	
Name of Engineer's Firm (if applicable):				(Stamp and Signature)
Address:				
City:	State:			
Zip:	Telephone:			
Fax:	E-mail:			



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Section 3. Summary of Credit Percentages:

Percentage	Type of Credit
	Existing or New Detention/Retention Facility Credit (up to 35%)
OR	
	Regional Detention/Retention Facility Credit (up to 35%)
AND	
	Over Detention Credit (up to 15%)
	Total Credits (Rounded to Nearest Whole Number and Not to Exceed 50%)

Section 4. Certification of the Application:

The information contained in this request is, to the best of my knowledge and belief, a complete and accurate statement of the property’s conditions.

Applicant’s Signature

Date

Information below this line is for City of Trotwood use only.

Credit Application Number:	
Total Approved Credit (%) (Rounded to Nearest Whole Number and Not to Exceed 50%)	
Public Works Review Staff (initials):	
Public Works Operations Manager Approval:	
Date Approved:	



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Attachment A Credit Application Documentation Requirements

Section 1	Applicable Credits and Documentation Checklist
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The purpose of the following checklist is to simplify the review process. The checklist gives the minimum requirements needed for the City of Trotwood Public Works Operations Manager to review the application as it relates to the type of credit that is being applied for. Circle “Y” for “yes” or “N” for “no” depending upon whether or not the following credit is being applied for. Place a check mark next to the item(s) listed to indicate that the item is included in the application submittal. If an item is not applicable for a specific reason, please indicate using the designation “N/A”. An explanation for each item marked as “N/A” must be provided in the box following the checklists. The omission of required items may be cause for rejection of the submittal without review. *Note: the Storm Drainage Service Charge Credit Application Form must accompany these submittal requirements in order to begin the review process.*

Y / N	<i>Credit for Existing or New Detention/Retention Facility (cannot combine with Credit for Regional Detention/Retention Facility):</i>	
		Completion of Existing or New Detention/Retention Facility Worksheet (Section 2)
		Topographic Map Detailing Drainage Area (including drainage patterns)
		Engineer’s Certification for Existing or New Detention/Retention Facility (Section 4.A)
		Detention/Retention Facility Agreement (reference Agreement 5A)
Y / N	<i>Credit for Regional Detention/Retention Facility (cannot combine with Credit for Existing or New Detention/Retention Facility):</i>	
		Completion of Regional Detention/Retention Facility Worksheet (Section 3)
		Topographic Map Detailing Drainage Area (including drainage patterns)
		Engineer’s Certification for Regional Detention/Retention Facility (Section 4.B)
		Detention/Retention Facility Agreement (reference Agreement 5A)
Y / N	<i>Over Detention Credit</i>	
		Documentation to demonstrate that additional detention capacity provides a beneficial impact downstream of the detention/retention facility. Provide evidence of over detention impact utilizing pre-development and post-development conditions. Documentation can include, but is not limited to, construction plans, drainage calculations (SCS method or approved alternative), resulting hydrograph information, and drainage reports.
		Topographic Map Detailing Drainage Area (including drainage patterns) for pre-development and post-development conditions
		Engineer’s Certification for Over Detention (Section 4.C)
		Detention/Retention Facility Agreement (reference Agreement 5A)



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Reason for Item(s) Marked as “N/A” (attach a separate sheet if more space is needed):

Y / N – A separate sheet is attached for review.

Section 2

Existing or New Detention/Retention Facility Worksheet

Note: the following is required to be filled in *only* if the applicant is requesting a credit for an “Existing or New Detention/Retention Facility”:

Total Impervious Area on Property (square feet)	
Impervious Area of Property (square feet) that Drains to Detention Facility	
Percentage of Impervious Area of Property (square feet) that Drains to Detention Facility	

Existing or New Detention/Retention Facility Credit Formula:

35% (in decimal format = 0.35) x percentage (as a whole number; such as 20%) of the impervious area of the property that is routed through the detention facility

	Percentage (whole number) of the impervious area of the property that is routed through the detention facility
X (0.35)	Percentage (X) multiplied by 0.35
	= Credit for Existing or New Detention/Retention Facility



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Section 3	Regional Detention/Retention Facility Worksheet
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Note: the following is required to be filled in *only* if the applicant is requesting a credit for a “Regional Detention/Retention Facility:

Total Impervious Area of Property (square feet)	
Impervious Area of Property (square feet) that Drains to Detention Facility	
Percentage of Impervious Area of Property (square feet) that Drains to Detention Facility	

Existing or New Detention Facility Credit Formula:

35% (in decimal format = 0.35) x percentage (as a whole number; such as 20%) of the impervious area of the property that is routed through the detention facility

	Percentage (whole number) of the impervious area of the property that is routed through the detention facility
X (0.35)	Percentage (X) multiplied by 0.35
	= Credit for Regional Detention/Retention Facility



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Section 4	Engineer’s Certifications:
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The following engineer’s certifications are required depending upon the credit being applied for:

Certification A – Existing or New Detention/Retention Facility Certification:

By placing my professional stamp and signature on this paper, I certify that the hydraulic functions (including volume, grade elevations, and outlet materials and sizes) of this storm water facility (check one):

For existing detention/retention facilities:

Were designed and comply with storm water regulations applicable at the time it was constructed. I further certify that I have either (i) reviewed and agree with the calculations used for the design, or (ii) have developed new calculations reflecting the current As-Constructed Storage Volumes and have ascertained that the facility meets the storm water regulations that were applicable at the time the facility was constructed.

For new detention/retention facilities:

Were designed and comply with the current storm water regulations. I further certify that I have either (i) reviewed and agree with the calculations used for the design, or (ii) have developed new calculations reflecting the As-Constructed Storage Volumes and have ascertained that the facility as constructed meets the current storm water regulations.

For existing detention facilities constructed prior to storm water regulations:

Are such that the detention/retention facility provides a reduction in peak flows from the impervious areas on the property. I further certify that I have developed new calculations reflecting the current As-Constructed Storage Volumes to demonstrate the required peak flow reductions.

I further certify that the values and calculations related to property areas identified in Section 2 above are correct.

SIGNATURE AND SEAL

COMPANY NAME (if applicable)

Signature

Date

Name (printed)



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Certification B – Regional Detention/Retention Facility Certification:

By placing my professional stamp and signature on this paper, I certify that the hydraulic functions (including volume, grade elevations, and outlet materials and sizes) of this storm water facility (check one):

For existing regional detention/retention facilities:

Were designed and comply with storm water regulations applicable at the time it was constructed. I further certify that I have either (i) reviewed and agree with the calculations used for the design, or (ii) have developed new calculations reflecting the current As-Constructed Storage Volumes and have ascertained that the facility meets the storm water regulations that were applicable at the time the facility was constructed.

For new regional detention facilities:

Were designed and comply with the current storm water regulations. I further certify that I have either (i) reviewed and agree with the calculations used for the design, or (ii) have developed new calculations reflecting the As-Constructed Storage Volumes and have ascertained that the facility as constructed meets the current storm water regulations.

For existing regional detention/retention facilities constructed prior to storm water regulations:

Are such that the regional detention/retention facility provides a reduction in peak flows from the impervious areas on the upstream properties. I further certify that I have developed new calculations reflecting the current As-Constructed Storage Volumes to demonstrate the required peak flow reductions.

I further certify that the values and calculations related to property areas identified in either Section 3 above are correct.

SIGNATURE AND SEAL

COMPANY NAME (if applicable)

Signature

Date

Name (printed)



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Certification C – Over Detention Credit:

By placing my professional stamp and signature on this paper, I certify that:

- (i) the hydraulic functions (including volume, grade elevations, and outlet materials and sizes) of this storm water facility are constructed in substantial compliance with the approved design on file with _____,
- (ii) all the drainage areas designed to drain to this facility, in fact do drain to this facility,
- (iii) the peak outflow from the facility is equal to or less than the maximum allowable discharge for the 2, 10, 25, and 50-year storms, and
- (iv) the storage facility provides over detention for the _____ (indicate all that apply) year storm events.

I further certify that I have either (i) reviewed and agree with the calculations used for the design, or (ii) have developed new calculations reflecting the current As-Constructed Storage Volumes. A copy of the calculations are attached.

SIGNATURE AND SEAL

COMPANY NAME (if applicable)

Signature

Date

Name (printed)



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Section 5	Detention/Retention Facility Maintenance Agreement:
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The following Agreement must be executed before any credit will be applied.

<p>Agreement A –Detention/Retention Facility Agreement:</p> <p>THIS AGREEMENT, made and entered into this _____ day of _____ 20__, by and between the City of Trotwood, OH (hereinafter “City”) AND the:</p> <p style="padding-left: 40px;">Detention/Retention Facility Owner listed below (hereinafter “Owner”):</p> <p>Name: _____</p> <p>Address: _____</p> <p>Authorized Contact: _____ Telephone: _____</p> <p>Facility Location: _____</p> <p>WHEREAS: the Owner is requesting a credit for a detention/retention facility (hereinafter “Facility”) that is reducing storm water runoff in accordance with City standards; and</p> <p>WHEREAS: the Owner must ensure that the Facility is maintained in accordance with the City’s guidelines; and</p> <p>NOW THEREFORE, in consideration of the foregoing premises and in consideration of the mutual undertakings and obligations hereinafter set forth, including but not limited to _____ and intending to be legally bound the parties hereto agree as follows:</p> <ol style="list-style-type: none"> 1.) The Facility will serve to reduce storm water runoff in accordance with the City approved storm drainage service charge credit application. 2.) The Facility must be properly maintained by the Owner in accordance with the City’s guidelines. Improper maintenance of the Facility may be cause for termination of the credit (hereinafter “Credit”). 3.) For purpose of the Credit, any changes or alterations to the Facility’s storage capabilities or modification of the Facility’s storm water runoff reduction components must be approved by the City and failure to receive such approval may be cause for termination of the Credit by the City. 4.) For purpose of the credit, any increase or diversion of storm water runoff by the Owner must be approved by the City and failure to receive such approval may be cause for termination of the Credit by the City. <p style="text-align: right;">(Page 1 of 3)</p>
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- 5.) If any alterations or modifications to the Facility, including changes in storm water runoff created by Owner, are approved by the City, a revised Credit application to the City will be required.
- 6.) This Agreement shall be binding upon, and inure to the benefit of the executors, heirs, successors and assigns of the parties hereto.
- 7.) This Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, among the parties.
- 8.) If any section, clause or provision of this Agreement shall be held invalid, such holding of invalidity shall not affect the validity of any remaining section, clause, paragraph, portion or provision of this Agreement.
- 9.) No part of this Agreement may be altered, modified, or changed in any way except in writing signed by the parties hereto or signed by the duly authorized representative of said parties.
- 10.) This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Ohio and will terminate if the property is transferred at which time the City may terminate the Credit.

IN TESTIMONY WHEREOF, witness the signatures of the Parties hereto by their duly authorized representatives the day, month and year first above written.

City of Trotwood:

Eric G. Baxter, Public Works Operations Manager

OWNER:

STATE OF OHIO)

) SS

COUNTY OF _____

)

I, the undersigned Notary Public, within and for the State of Ohio and County aforesaid, do hereby certify that the foregoing instrument was this day presented to me by

_____ as _____ for the City of Trotwood, Ohio, who, being by me first duly sworn, did acknowledge and declare that he/she signed the foregoing instrument as _____ as his/her free and authorized act and deed,

WITNESS my hand this _____ day of _____, 20 ____.

My commission expires: _____.

NOTARY PUBLIC



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9.)

STATE OF OHIO)

) SS

COUNTY OF _____)

I, the undersigned Notary Public, within and for the State of _____ and County aforesaid, do hereby certify that the foregoing instrument was this day presented to me by _____ who, being by me first duly sworn, did acknowledge and declare that he/she signed the foregoing instrument as Owner, as his/her free and authorized act and deed,

WITNESS my hand this ____ day of _____, 20 ____.

My commission expires: _____.

NOTARY PUBLIC

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