

CBSA

**Clarion Borough Stormwater Authority
Clarion County, Pennsylvania**

Stormwater Management Program

Credit Policy Manual

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March 2019

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Introduction

This Manual provides Clarion Borough Stormwater Authority (CBSA) Stormwater Management Program customers with details on the Credits available to reduce their monthly Stormwater Program Fee. Stormwater Credits are provided as a means for customers to reduce the amount of their monthly fee by implementing a creditable activity to reduce the contribution of stormwater and pollutants to CBSA's stormwater management system.

Stormwater management is important to our community. It is necessary to manage pollutant-laden runoff generated by impervious surfaces so that it does not have a harmful effect on streams and reduces the potential for flooding and associated property damage. CBSA is in the process of developing and implementing a comprehensive, borough-wide Stormwater Management Program to provide enhanced stormwater management to property owners in the community.

The foundation of an effective Stormwater Management Program is the development of a fair and equitable fee to provide for a dedicated and reliable revenue stream. Revenues generated by the fees will support the Program and its goals to: provide effective infrastructure operation and maintenance, improve water quality, and support strategic planning for capital improvements.

The *Clarion Borough Stormwater Authority Stormwater Program Fee Resolution* currently in effect defines the fee and its relationship to Impervious Area (IA).

All property owners may reduce their fee by up to 30%, if they apply and qualify for the Credits made available by the stormwater Credit system. This Manual will provide the user with the procedure to follow in order to apply for stormwater Credits from CBSA.

Definitions

The following definitions apply to the Stormwater Management Program Credit Policy Manual. Any term not defined by this section can be defined by the *Clarion Borough Stormwater Authority Stormwater Program Fee Resolution* currently in effect or the Code of the Borough of Clarion Pennsylvania, to the extent not contradictory.

Best Management Practices (BMPs) - Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of the Stormwater Management Program. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "nonstructural" or "structural". "Nonstructural" BMPs are measures referred to as operational and/or behavior-related practices that attempt to minimize the contact of pollutants with stormwater runoff, whereas "structural" BMPs are measures that consist of physical devices or practices that are installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale wet ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low-impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices.

Credit – A discount in the form of a percentage that can be applied to an Owner's stormwater fee when proper stormwater control techniques are displayed.

Developed Parcel – A parcel that contains impervious area equal to or greater than 500 square feet.

Impervious Area (Impervious Surface) (IA) – A surface that prevents the infiltration of water into the ground. Impervious surface (or area) includes, but is not limited to, roofs, additional indoor living spaces, patios, garages, storage sheds and similar structures, swimming pools, paved parking or driveway areas, and private streets and sidewalk. Any surface areas initially proposed to be gravel or crushed stone shall be assumed to be impervious areas.

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

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

PADEP – Pennsylvania Department of Environmental Protection.

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

Peak Rate Control – A Credit that can be applied for utilizing proper stormwater rate control techniques. Example: Detention tanks/basins with a controlled outlet.

Pervious Area – Any area not defined as impervious.

Property Owner (Owner) – Any person, firm, corporation, individual, partnership, trust, company, association, government agency, society, or group owning real property in the Borough of Clarion.

Stormwater – Drainage runoff from the surface of the land resulting from precipitation, snow, or ice melt.

Stormwater Management Fee – Sums assessed, imposed, and to be collected from each developed lot, parcel, building, or portion thereof which uses, benefits from or is serviced by the Stormwater Management System or which discharges stormwater, directly or indirectly, into the public Stormwater Management System, for the use of and the service rendered and improvement of such system and additionally for the administration and operation of the Stormwater Management Program.

Volume Control – A Credit that can be applied for utilizing proper stormwater volume control techniques. Example: Infiltration basins, filtration basins, rain gardens, etc.

Credits and Credit Policies

General Policies

1. It is the owner's responsibility to apply for Credits and supply all of the necessary materials.
2. Credits are available to all property owners.
3. The maximum amount of Credit received **shall not exceed 30%**.
4. Credits for past due accounts **will not be considered**.
5. Credits **will not apply to late payments**.
6. Complete applications will be reviewed within 45 days of submission. Incomplete applications will be returned for correction.

7. There is a Credit application fee of \$5 multiplied by property Tier number for Owners. Application fees are non-refundable and may be subject to adjustment January 1 of each year.
8. A renewal application fee of \$5 multiplied by property Tier number for Owners shall be applied for once every five (5) years. Application fees are non-refundable and may be subject to adjustment January 1 of each year.
9. In the event of a **change of ownership, Credits must be reapplied for.**
10. The CBSA has full discretion over the Credit process.

Eligibility

To be eligible for a Credit, the property must have been assigned a fee identified in the Fee Resolution and there must not be any outstanding and unpaid Fees against the property. Property Owners must submit the appropriate Credit Application along with any documentation required by CBSA.

Summary of Available Credits

Table 1. Summary of Available Credits by Property Type

CREDIT	MAX CREDIT
Peak Rate Control/Volume Control Structural BMP	25%
Low Impact Parcel	25%
Downspout Disconnection	10%
Stormwater Partnership Credit	n/a
Education Credit	10%

Credits

Peak Rate Control / Volume Control Structural BMP

Structural BMPs that control for the rate, volume, or water quality of stormwater generated on the property are eligible for Credit.

Peak Rate Credits for the installation of an approved control system will be granted in relation to the design storm controlled per 183-15 Peak Rate Controls of the Code of the Borough of Clarion as follows:

- Up to 15% Credit for the 25-year event
- Up to 20% Credit for the 50-year event
- Up to 25% Credit for the 100-year event

Any system designed in accordance with 183-14 Volume Controls of the Code of the Borough of Clarion will be awarded 15% Credit. The system must permanently remove the first 1 inch of storm runoff flow, i.e., it shall not be released into surface waters of the Commonwealth. The system must infiltrate at least the first 0.5 inch of permanently removed runoff. Approved volume system control systems may be but are not limited to infiltration basins, infiltration trenches, rain gardens, and porous pavement. See the Pennsylvania Stormwater BMP Manual section 6.4 for more information on the listed systems as well as other options.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include a detailed step by step procedure on how the control system shall be maintained in order to work in perpetuity. Include contact information of the person responsible for the O&M. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum 20-foot SWM easement. Access to the SWM easement shall be provided from the nearest public right-of-way.

Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMPs. Peak rate, volume control, and water quality calculations shall be in compliance with the Code of the Borough of Clarion. Previously installed control systems may also apply for this Credit assuming they are in proper working order and are approved by a Pennsylvania licensed professional engineer. Credits will be prorated to the amount of IA managed relative to total IA on site.

Tier 7 Inspection Fee Escrow Account. In addition to the application fee described above, the Property Owner of a Tier 7 property agrees to establish an escrow account from which all review and inspection fees related to the installation and construction of Peak Rate Control/Volume Control Structural BMPs for which a Credit is applied. The escrow account shall be established concurrent with the application for a Peak Rate Control/Volume Control Structural BMP Credit. The escrow account will be used to pay for all Authority engineering fees associated with the Credit, including fees associated with computations, spreadsheets, letters and coordination, which may be required by the Authority or requested by the Property Owner during the course of reviewing the Credit application, installing, and constructing associated improvements. Should the escrow amount be fully depleted or lowered below \$500 with significant remaining improvements yet to be installed, the Property Owner agrees to replenish the account within fifteen (15) days.

upon written request from the Authority. The Property Owner agrees to pay all invoiced amounts directly, or the Property Owner may permit the Authority to deduct appropriate charges from the established escrow account. If the Property Owner has not paid invoiced charges within thirty (30) days of the date of the invoice, the Property Owner agrees and permits the Authority to deduct fees from the escrow account. Upon completion of all improvements and inspections related thereto, any funds remaining in the inspection fee escrow account shall be returned to the Property Owner.

Low Impact Parcel

A parcel is considered a Low Impact Parcel if it meets all of the following conditions:

1. Total IA is less than or equal to 10% of the total parcel area;
2. Storm sewer, curb line, stream, channel, street, or other surface conveyance are at least 10 feet away from the impervious area (and its related connections, such as, but not limited to, gutter, swale, channel, pipe); and
3. The IA is a minimum of fifty (50) feet (measured horizontally) from the edge of a stream, channel, wetland, or other surface water conveyance.

If a parcel meets all of the above conditions, it may be eligible for a Credit up to 25%. Portions of the IA may be eligible for Credit even if all the IA does not meet conditions 2 and 3 listed above. For example, a parcel may contain a detached house and a barn. The total IA for the property equals 5.5%, however, the house is twenty-five (25) feet from a stream and, therefore, no Credit is applied for the house. The barn, which meets all three conditions, would receive a Credit for its portion of the IA.

Downspout Disconnection

CBSA will grant customers up to a 10% Credit if downspouts are disconnected from directly discharging into a stream, channel, stormwater inlet, stormwater conveyance pipe, street, driveway or other surface conveyance feature, including all IA. The amount of the Credit will be determined by the percent of downspouts disconnected or by the percent of the roof area discharged to disconnected downspouts. Disconnected downspouts should have a minimum of ten (10) feet of pervious land separation from the nearest down gradient impervious surface to qualify for Credit.

Stormwater Partnership Credit

CBSA recognizes that the ultimate goal of the Stormwater Program Fee and Credit policy is to improve our stormwater management system and local and regional water quality. Therefore, CBSA encourages customers to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a CBSA stormwater customer has an idea for a project that could be worth stormwater Credits, CBSA encourages the customer to submit the project idea under the Stormwater Partnership Credit. The maximum Credit will be dependent on the specifics of the concept and/or technology. Credit will be based upon benefit analysis demonstrating actual cost reduction to be realized by CBSA.

Education Credit (EDUCATIONAL)

It is the goal of CBSA to encourage both public and private educational systems to educate and inform their students on the importance of surface water, ground water, and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the Borough's water resources.

The educational program may include participation in a water resource-themed student poster session or science fair, take-home materials, classroom lessons, field trips, etc. The educational program/materials must be preapproved by CBSA. The following list of educational resources and materials are provided as examples, but is not meant to exclude other educational material that may be approved by CBSA:

- PSU Extension: *Rain to Drain – Slow the Flow*
- EPA NPDES Stormwater Outreach Materials and Reference Documents
- EPA Teacher Resources and Lesson Plans
- EPA Water Science and Technology for Students and Educators
- USGS Education Resources
- Soil Science Society of America: *Soils 4 Teachers*

Eligible education institutions may be granted up to a 10% Credit based on the following criteria:

- **Tier One Education Credit:** A 5% Education Credit is available to a qualifying education institution which educates 50% to 74% of the grade levels within the school or school system.
- **Tier Two Education Credit:** A 10% Education Credit is available to a qualifying education institution which educates 75% to 100% of the grade levels within the school or school system.

Education Credits only apply to the IA associated with the teaching facility and associated infrastructure. For example, the Credits would be applied to a High School building and its parking lot, but not to the School District Administrative offices that oversee the High School. Student living quarters, such as dorms, are also not eligible for Education Credits. Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught.

Churches and religious organizations are eligible for the education Credit per the requirements mentioned above.

Applying for Credit

Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with CBSA. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in Appendix E to CBSA. CBSA will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

Credit Application

In order to receive Credit, all property owners must follow the subsequent application process. Materials can be mailed or personally delivered to CBSA at 1400 East Main Street, Clarion, PA 16214. Any documents larger than 11x17 shall be submitted in writing. Electronic submissions are accepted

and should be submitted to Todd Colosimo, Projects Coordinator, at tcolosimo@clarionboro.org. Properly submitted applications will be reviewed by CBSA within 45 days of submission. The applicant will be notified in writing whether or not the Credits applied for were approved. Unapproved applications will have 45 days to resubmit before their application is terminated. Approved applicants will receive a letter along with a Credit agreement that must be signed and returned to CBSA within 45 days (failure to do so will terminate the Credits). Credits will then be applied to the next billing period. Credits will be valid for 5 years after they are issued.

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

1. Completed and signed credit application form.
 - a. Application forms are available in Appendix A, online at the Authority website, and at the CBSA office (located at the address listed above).
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Owner's Operation and Maintenance Plan.
4. Previous 5 year's maintenance log (existing facilities only).
5. \$5 multiplied by property Tier number application fee.
6. CBSA has the right to require submission of design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.
7. CBSA has the right to require documentation from a licensed engineer that the facility is in proper working order (existing facilities only).
8. Easement and Operation and Maintenance Procedures if applicable.
9. Additional documentation may be required at the request of CBSA.
10. Establishment of any required escrow account.

Maintenance Policies:

All who receive Credits will be required to sign a maintenance agreement which references an Operations and Maintenance Plan outlining all maintenance that will be required to continually qualify. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan are, but not limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sediment traps shall be cleaned when filled.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the inlet, outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours after any rain events of more than 1".
- Documentation of inspections must be available if requested.
- Control structures shall remain unaltered, intact, and functioning as originally designed.
- See Pennsylvania Stormwater BMP Manual for system specific inspection details.

CBSA has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the Owner will be notified in writing of the deficiencies. If the Owner does not make the necessary corrections within 45 days all Credits may be revoked.

Credit Renewal

Credits expire after a five (5) year period and can be renewed. Materials can be mailed or personally delivered to CBSA at 1400 East Main Street, Clarion, PA 16214. In order to maintain Credits from one period to the next, renewal applications must be properly submitted at least 75 days prior to the end of the 5 year period. Failure to do so may result in Credits not being renewed before they expire.

Renewal applications will be reviewed by CBSA within 45 days of submission. The applicant will be notified in writing whether or not the Credits have been renewed. Unapproved applications will have 45 days to resubmit before their application is terminated without a fee reimbursement. Approved applicants will receive a letter along with a renewed credit agreement that must be signed and returned to CBSA within 45 days (failure to do so will terminate the Credits). The signed agreement must be returned at least 15 days before the next billing period to guarantee that the renewed Credits will be applied to the next billing period.

The following documentation must be submitted for a renewal application to be reviewed.

1. Completed and signed renewal application form.
 - a. Application forms are available in Appendix B, online at the CBSA website, and at the CBSA office (located at the address listed above).
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Provide previous five (5) years maintenance log.
4. Provide documentation from a Pennsylvania licensed professional engineer that the facility is in proper working order (does not apply to Low Impact Parcel, Adopt an Inlet, Downspout Disconnection, or Education Credits).
5. Provide \$5 multiplied by property Tier number renewal application fee.

Appeals and Reassessments

Appeals and reassessments will be handled as follows.

Appeal Impervious Area Assessment

If a Property Owner feels that their Impervious Area estimate is incorrect they may appeal it. Similarly any Property Owner who believes stormwater fees have been assessed for a parcel they do not own shall notify CBSA.

Appeal forms are available in Appendix C, online at the CBSA website, and at the CBSA office. There is a \$25 processing fee that must accompany all appeal applications. Materials can be mailed or personally delivered to the CBSA office. Within 45 days of being received, CBSA will contact the owner with information about the status of the application as well as instructions about how to proceed. In the event an appeal is granted, CBSA shall refund the appeal processing fee. Questions about a given IA assessment can be made by contacting staff at (814) 226-7707 during regular business hours.

Reassessment of IA for Properties

Applying for reassessment is encouraged, if changes have been made to a property. If impervious surface has been removed from a property it will be removed from the fee. Application forms are available in Appendix C, online at the CBSA website, and at the CBSA office. Materials can be mailed or personally delivered to the CBSA office. Within 45 days of being received, CBSA will contact the Property Owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at (814) 226-7707 during regular business hours.

CBSA

Appendix A – Credit Application

Credit Application Instructions

1. This form is provided to CBSA stormwater customers who believe they qualify for an approved Stormwater Credit. Customers should review the CBSA Credit Policy Manual for eligibility requirements for Credits.
2. Please fill out all sections of the form, except for the last section marked "For CBSA Use Only." Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for.
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to Clarion Borough Stormwater Authority, 1400 East Main Street, Clarion, PA 16214 or email to Todd Colosimo, Projects Coordinator, at tcolosimo@clarionboro.org.
4. A CBSA representative will review the Stormwater Credit Application Form within 45 days of receipt of the completed form.

Attached Documents

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

- 1 Completed and signed credit application form.
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Owner's operation and maintenance plan.
4. Provide previous 5 year's maintenance log (existing facilities only).
5. Provide \$5 multiplied by property Tier number application fee.
6. CBSA may require for the following additional documentation to be submitted:
 - a. Design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer.
 - b. Documentation from a licensed engineer that the facility is in proper working order. (Previously existing facilities only).
 - c. Other documentation as may be required at the request of the Authority.

Please review the CBSA Stormwater Management Program Credit Policy Manual before applying

Select the Credit(s) being applied for (check applicable boxes):

<input type="checkbox"/> Peak Rate/Volume Control Structural BMP	<input type="checkbox"/> Stormwater Partnership Credit
<input type="checkbox"/> Low Impact Parcel	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Downspout Disconnection	

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Structural BMP

Check all boxes that apply:

- I have a BMP that controls for rate
- I have a BMP that controls for volume
- I have a BMP that controls for water quality
- I have a BMP but I'm not sure what it does

Please attach any supporting information.

Stormwater Credit Application Form (Cont.)

Low Impact Parcel

Check all boxes that apply:

- The total impervious area on my property is less than or equal to 10% of the total property area.
- Storm sewer, curb line, stream, channel, street, or other surface conveyance are at least 10 feet away from the impervious area (and its related connections, such as, but not limited to, gutter, swale, channel, pipe).
- There is at least one direct connection from the impervious area to a surface conveyance.
- There is a minimum of fifty (50) feet between the impervious area and a stream, channel, wetland, or other surface conveyance.

Please attach any supporting information.

Peak Rate/Volume Control Structural BMP

Downspout Disconnection

Please enter either the number of disconnected downspouts or the percentage of roof area connected to rain barrels and/or disconnected downspouts:

_____ Total number of downspouts connected to the roof.

_____ Total number of downspouts disconnected from direct discharge.

Please attach any supporting information.

Additional Credits

If you are applying for any of the following Credits, CBSA will contact you to discuss the details of the Credit after you submit Page 1 of the application.

- Stormwater Partnership Credit
 - Education Credit
-

Confirmation of Credit Conditions and CBSA Access Rights

I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the Clarion Borough Stormwater Authority *Stormwater Management Program Credit Policy Manual*. Additionally, I agree that Clarion Borough Stormwater Authority may at reasonable times enter my property to inspect the 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 the Borough of Clarion or CBSA.

Signature: _____ Date: _____

FOR CBSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	% Credit to be Applied: _____
Date of Credit Expiration: _____	Reviewer: _____

Appendix B – Credit Renewal Application

Credit Renewal Application Instructions

1. This form is provided to existing CBSA stormwater customers who are renewing stormwater Credit. Customers should review the CBSA Credit Policy Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For CBSA Use Only."
3. Please mail completed form to: Clarion Borough Stormwater Authority
1400 East Main Street
Clarion, PA 16214
4. A CBSA representative will review the Stormwater Credit Renewal Application Form within 45 days of receipt of the completed form.

Attached Documents

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

1. Completed and signed credit renewal application form.
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous 5 year's maintenance log.
5. Provide \$5 multiplied by property Tier number renewal application fee.
6. CBSA may require for the following additional documentation to be submitted:
 - a. Documentation from a licensed engineer that the facility is in proper working order.
 - b. Other documentation as may be required at the request of CBSA.

Please Mark All Credits That Apply

<input type="checkbox"/> Peak Rate/Volume Control Structural BMP	<input type="checkbox"/> Stormwater Partnership Credit
<input type="checkbox"/> Low Impact Parcel	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Downspout Disconnection	

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

I, (please print name) _____ agree to all conditions of the Credits associated with the above referenced property as outlined in the Clarion Borough Stormwater Authority *Stormwater Management Program Credit Policy Manual*. Additionally, I agree that Clarion Borough Stormwater 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 the Borough of Clarion or CBSA.

Signature: _____ Date: _____

FOR CBSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Renewed <input type="checkbox"/> Denied
Date Reviewed: _____	% Credit to be Applied: _____
Date of Credit Expiration: _____	Reviewer: _____

Appendix C – Appeal and Reassessment Application

Appeal and Reassessment Instructions

1. This form is provided to CBSA stormwater customers who believe the Impervious Area (IA) calculation for their property is incorrect. Customers should also use this form if it is believed that stormwater fees have been assigned for a parcel they do not own.
2. Please fill out all sections on the form, except for the last section marked "For CBSA Use Only."
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Clarion Borough Stormwater Authority
1400 East Main Street
Clarion, PA 16214

4. A CBSA representative will review the Appeal and Reassessment Form within 45 days of receipt of the completed form.
5. Approved adjustments will be applied to the current stormwater bill and all future billings.

Attached Documents

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

1. Completed and signed appeal and reassessment application form.
2. Provide \$25 application fee.

Appeal Information

Appeal Type: IA Estimate or Ownership

Reassessment IA Estimate (optional): _____ square feet

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Please provide a brief description as to why you believe this appeal or reassessment is necessary:

Signature: _____ Date: _____

FOR CBSA USE ONLY

Date Received: _____	Appeal Result: _____
Date Reviewed: _____	Reviewer: _____

Appendix D – Maintenance Agreement Form

Owner's Name: _____
Phone Number: _____ Alt. Phone Number: _____
E-mail: _____
Property Address: _____
Mailing Address: _____
Account Number: _____

THIS AGREEMENT, made and entered into this _____ day of _____, 20____,
by and between _____, (hereinafter the "Landowner"), and the Clarion
Borough Stormwater Authority ("CBSA");

WITNESSETH

WHEREAS, the Landowner is the owner of a certain real property in the Borough of Clarion,
recorded by deed in the land records of Clarion 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; and

WHEREAS, the CBSA and the Landowner, for itself and its administrators, executors, successors,
heirs, and assigns, agree that the health, safety, and welfare of the residents of the Borough of
Clarion and the protection and maintenance of water quality require that stormwater practices and
conveyances be properly constructed and maintained on the Property; and

WHEREAS, the CBSA requires that stormwater practices be adequately operated and maintained
by the Landowner and assigns.

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained
herein, and the following terms and conditions, the parties hereto, intending to be legally bound
hereby, agree as follows:

1. The Landowner shall operate and maintain the stormwater facilities on the Property in good
working order in accordance with the specified operation and maintenance procedures for
the duration of the approved Credit period.
2. The Landowner agrees to all specifications made by the CBSA's Stormwater Credit Policy
Manual, the Borough of Clarion stormwater ordinance, and any documents referenced by
the previously mentioned.
3. The Landowner hereby grants permission to the CBSA, 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 CBSA.
Whenever possible, the CBSA shall notify the Landowner prior to entering the property.

CBSA

- 4. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facilities and submit an inspection report annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
- 5. The Landowner shall not authorize, undertake or permit alteration, abandonment, modification, or discontinuation of the stormwater facility except in accordance with written approval of the CBSA.
- 6. The Landowner shall undertake necessary repairs and replacement of the stormwater facility at the direction of the CBSA or in accordance with the recommendations of a Pennsylvania Licensed Professional Engineer.
- 7. In the event the Landowner fails to operate and maintain the stormwater facility as required, the CBSA reserves the right to revoke any Credits awarded by the stormwater Credit system.
- 8. It is the intent of this agreement to insure the proper maintenance of the facility or facilities by the Landowner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or caused by stormwater runoff.
- 9. The Landowner, its executors, administrators, assigns, and other successors in interest, shall release the CBSA 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 CBSA.

ATTEST:

Witness the following signatures and seals:
(SEAL)

For the Clarion Borough Stormwater Authority

For the Landowner:

Date:

Appendix E – Pre-Application Meeting Request Form

Pre-Application Meeting Request Instructions

1. This form is provided to CBSA stormwater customers who desire to install a new BMP or retrofit an existing BMP to become eligible for CBSA Stormwater Credit. Customers should review the CBSA Credit Policy Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For CBSA Use Only."
3. Please mail completed form to:

Clarion Borough Stormwater Authority
1400 East Main Street
Clarion, PA 16214
4. A CBSA representative will contact the Landowner within 45 days of receipt of the completed form.

Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP
- I want to discuss a BMP easement
- I have an idea for a project that might qualify for the Stormwater Partnership Credit
- Other: _____

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Parcel ID (if known): _____

FOR CBSA USE ONLY

Date Received: _____	Reviewer: _____
Date Reviewed: _____	Meeting Date or Other Action Taken: _____

