

STORMWATER MANAGEMENT CREDIT APPLICATION

NON RESIDENTIAL OR MULTI-RESIDENTIAL APPLICATION

Account Number <i>(as shown on your Water Utility Bill)</i> :	Property Address:
Name of Customer:	Contact Email:
	Phone #:

How your Credit is Calculated

Non-residential/multi-residential property owners can receive up to a 45% credit on their stormwater utility bill. For many properties, qualified stormwater management controls may have already been installed onsite as part of the site plan process. The credit is awarded based on three categories.

Flood and pollution credits are determined by the percentage of the impervious areas that are controlled by stormwater management techniques. The details of a property's stormwater management controls are typically provided in the site's stormwater management report. When applying for the credit, it is helpful in expediting the process if you have a copy of your stormwater management report.

Credit Type	Maximum Credit	BMP Examples
Flood reduction or quantity control	up to a 25% credit	Rooftop, underground storage, parking lot storage, cisterns, infiltration gallery, SWM pond
Pollution control or quality control	up to a 15% credit	Oil/grit separator, SWM pond, bio swale, long term total suspended solids removal, paved area sweeping program, salt management plan
Education	up to a 5% credit	Employee, customer, student, multi-residential education program

The percentage allocated for the **flood reduction** (quantity control) credit is based on the percentage of impervious area that is directed to an approved quantity control BMP.

The credit received for **pollution control** (quality control) is not only determined by the percent of impervious area controlled but it is also based on the level of treatment it provides:

- **Enhanced treatment** is considered to provide an 80% or higher total suspended solids (TSS) removal rate. Eligible for up to 15% credit.
- **Normal treatment** is considered to provide a 70% TSS removal rate. Eligible for up to 10% credit.
- **Basic treatment** is considered to provide a 60% TSS removal rate. Eligible for up to 5% credit.

In addition to the total suspended solids removal criteria, a 5% maximum credit may be awarded for other best management practices such as "Smart about salt" and/or if you implement a paved area sweeping program.

Some forms of water quantity and quality control will require ongoing maintenance. For example oil grit separators (a common form of quality control) need to be maintained in order to function properly and should be inspected on an annual basis. Stormwater management ponds or large storage tanks may accumulate sediment over time and need to be cleaned out so as not to decrease storage capacity.

IMPORTANT:

- Once your application has been assessed, city staff will conduct a brief site inspection of your site to ensure that the stormwater controls were installed according to the stormwater management report and that they are in good working order.
- To maintain the stormwater credit you are required by the City to provide a copy of inspection reports/ invoices/certificates for certain types of stormwater controls on an annual basis or after renewing your certificate.

Flood Prevention Controls – up to 25% credit

(Complete all sections that apply to your property with as much detail as possible. Attach the property's stormwater management report)

Stormwater Management Pond (can combine with quality)

The following document must be attached to this application and shall be updated annually to keep your stormwater credit:

- Annual inspection report - Inspection Date: _____

Rooftop Storage

Parking Storage

Underground Storage

Green Roof

Surface Area: _____

Other (include description)

Pollution Reduction Controls – up to 15% credit

(Complete all sections that apply to your property with as much detail as possible. Attach the property's stormwater management report)

Oil/Grit Separator

The following documents must be attached to this application and shall be updated annually to keep your stormwater credit:

- Latest successful inspection report - Expiry date: _____
- Oil/grit separator (OGS) cleanout report- if required as a result of your inspection report

Stormwater Management Pond (can combine with quantity)

The following documents must be attached to this application and shall be updated annually to keep your stormwater credit:

- Annual inspection report - Inspection Date: _____

Vegetated Filter Strip or Bio Swale

Paved Area Sweeping Program

The following documents must be attached to this application and shall be updated annually to keep your stormwater credit:

- Detailed paved area sweeping plan including areas to be swept, frequency of sweeping (*minimum 3 times annually*), *disposal methods*; and,
- Documentation proving the sweeping plan has been implemented, for example a copy of the invoice for the work or employee timesheet.

Salt Management Plan

At least one of the following must be attached to this application:

- Documentation proving the salt management plan has been accredited through the “Smart about Salt” program.
- Approved salt management plan that is administered by a contractor. Submit a copy of contractor’s “Smart about Salt” certification and copy of annual winter maintenance receipt from the accredited contractor.

Smart about Salt Certificate expiry date: _____
(required to be updated after renewal to keep stormwater credit)

Other (include description)

Pollution Reduction Controls – up to 15% credit

(Complete all sections that apply to your property with as much detail as possible. Attach the property's stormwater management report)

Education Plan – up to 5% credit

(Complete all sections that apply to your property. Attach all required documents.)

Employee

The following documents must be attached to this application

- Program or agenda of environmental education session that includes time(s), place(s), topic(s), and Attendance
- Copies of stormwater and water quality informational materials and/or literature that is posted or distributed

Customer / Tenant

The following documents must be attached to this application

- Copies of stormwater and water quality materials being disseminated such as mailings, labels, advertisements, announcements, education curricula, etc.

Student

The following documents must be attached to this application

- Program of agenda of environmental education sessions that includes attendees, time(s), place(s), and topic(s) covered during each session.
- Copies of stormwater and water quality informational materials and/or literature that is posted, distributed, or used in presentations.

Multi-Residential Education Program

The following documents must be attached to this application

- Copies of stormwater and water quality materials being distributed such as mailings, labels, advertisements, announcements, education curricula, etc.

IMPORTANT:

- The education plan is an ongoing program. Annual certifications, self-certification reports or other applicable documents (as required above) shall be submitted to the City for credit review and approval.
- A copy of all materials including presentations, pamphlets, advertisements, posted material, etc. shall be provided to the City.

Where did you hear about the Stormwater Credit Program?

(please check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Blog Post | <input type="checkbox"/> Public Information Centre |
| <input type="checkbox"/> City of Waterloo Website | <input type="checkbox"/> Facebook | <input type="checkbox"/> City Event |
| <input type="checkbox"/> Utility Bill Insert | <input type="checkbox"/> Twitter | <input type="checkbox"/> Through a Friend |
| <input type="checkbox"/> Poster Ad | <input type="checkbox"/> REEP/RAIN Program | |
| <input type="checkbox"/> Other: _____ | | |

Terms of Agreement


I hereby request the City of Waterloo to review this application for a stormwater utility credit.

By accepting the terms of agreement below, I understand that receipt of a stormwater credit is contingent upon my actions as follows:

1. I must operate and maintain the BMP as described in the Stormwater Management Credit Policy/By-law
2. Any information/documentation attached to this application is true and correct to the best of my knowledge
3. I give the City of Waterloo the authority to review my application and/or documentation of the accuracy of my BMP(s) at any time
4. I give the City of Waterloo the authority to inspect any BMP on my property at any time, given proper notice, to ensure my BMP(s) is performing in accordance with the stormwater credit program requirements. The City will schedule an inspection date and time that is mutually acceptable to both parties and I am allowed one (1) opportunity to reschedule.
5. Failure to allow property access will result in the cancellation of any credit. Failure of a BMP's conditions and performance will result in the cancellation of any credit. The City has the authority to issue an administration fee in such events.

Owner's Signature: _____ Date: _____

Sample Water Utility Bill

 THE CITY OF Waterloo REVENUE SERVICES 100 Regina St. S., PO Box 337 Station Waterloo, Waterloo ON N2J 4A8 Billing and Collections Tel: 519-747-8718 Fax 519-747-8760 City Utilities Tel: 519-886-2310 TTY: 1-866-786-3941 e-mail: revenue@waterloo.ca www.waterloo.ca/water		Water Utility Invoice	
		ISSUE DATE	JAN. 16, 2019
		DUE DATE:	FEB. 08, 2019
		AMOUNT DUE:	
		AFTER DUE DATE:	
		ACCOUNT #	23744
		METER #	
		SERVICE ADDRESS:	
Previous Balance			
Adjustments			
Payments Received	\$0.00		
Balance Forward	\$0.00		

For more information, please contact:

519-886-2310 ext. 30242

stormwater_accounts@waterloo.ca

Additional information can be found online at:

waterloo.ca/stormwatercredit

Mail Form and Required Documents to:

Waterloo Service Centre

265 Lexington Court

P.O. Box 337, Station Waterloo

Waterloo, ON Canada N2J 4A8