City of Hagerstown

Stormwater Protection Program

Credit and Incentive Manual

Your guide to reducing your stormwater fee and protecting Hagerstown's water resources.

City of Hagerstown, Maryland
Division of Engineering
301-739-8577 ext. 125
www.HagerstownStormwater.com

WASHED AWAY HERE GOES HERE

May 26, 2020

City of Hagerstown

Stormwater Protection Program

Credit and Incentive Manual

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Why manage stormwater?

Stormwater is rain and melted snow that "runs off" the land. In natural, undeveloped areas, soil absorbs and filters most of the stormwater in a process called infiltration. The water that runs off the land in Hagerstown flows to the Antietam Creek, Potomac River, and Chesapeake Bay.

During development, natural areas are replaced with roofs, driveways, sidewalks, and streets. These hard surfaces, called impervious surfaces, do not allow water to penetrate them. Stormwater runoff carries fertilizers, sediment, oil, grease, heavy metals, trash, and anything else deposited on impervious surfaces directly into the City's storm drain system. This can cause:

- Erosion of streams and decreased water quality;
- Contamination of downstream water quality and drinking water supplies; and,
- Flooding, property damage, and damage to public storm drains.

The City of Hagerstown is taking action to clean up our community's polluted stormwater runoff and to make investments in our aging stormwater infrastructure. Many of the City's pipes are over 100 years old! This will not only help to improve water quality and our environment for future generations, but also help protect residents and private property from damage due to flooding.

Did you know that Hagerstown...

- **Maintains over 106 miles of pipe and tunnels, 2,800 catch basins, and 600 manholes?**

  Much of the City's stormwater system was installed prior to modern codes and design standards. As a result, large parts of the system are deteriorating, under-sized, and don't meet today's needs.

- **Sweeps 100 miles of City streets?**

  Sweeping removes pollutants such as grit and trash that would otherwise flow to Antietam Creek and the Potomac River, helping to protect water quality.

- **Plants and maintains hundreds of trees across the City?**

  Trees help decrease runoff and cool the urban environment.

- **Is required by state and federal law to reduce stormwater pollution and improve the quality of our local streams?**

Stormwater Protection Program

The City of Hagerstown has been working diligently to develop solutions to our water quality and flood control challenges. After considering different options, the City has implemented a stormwater utility fee. A stormwater utility fee is a charge based on the amount of impervious area on a property.

This approach has several advantages. First, it fairly distributes the cost of the City's stormwater services since the amount of impervious area is directly related to the amount of stormwater that must be managed. This concept is similar to measuring usage and calculating fees for drinking water and sanitary sewer services. Second, the amount of the fee must be linked to demonstrated need. All revenue is deposited into a special fund that can only be used for stormwater management.

How is the fee calculated?

Since a stormwater utility is a fee for service, all properties are charged regardless of their tax status. In Hagerstown, properties are charged in increments of 1,000 square feet (SF) of impervious area. These are called "billing units." Fractions are rounded to the nearest whole number. For example, the property below results in three billing units. The number of billing units is then multiplied by the rate adopted by the City Council.

Sample Property	Factor	Calculation
	Impervious Area	3,345 Square Feet
	Billing Unit	1,000 Square Feet
	Number of Billing Units on Property	3,345 ÷ 1,000 = 3.34
	Natural Rounding	3 Billing Units
	User Fee	3 Billing Units × Rate Set by City Council

A property with less than 500 SF of impervious area results in a billing unit of zero, and is therefore not assessed a fee.

Can I reduce my bill?

Yes! Another advantage of a stormwater utility fee approach is that it allows the City to provide "credits" to property owners who have implemented practices that reduce the impact of stormwater on the publicly-managed system.

Hagerstown property owners can reduce their fee in two ways:

[1] Reduce your impervious area.

Property owners can remove un-needed impervious area. If the removal of impervious area results in fewer billing units, there is a reduction in the total fee charged. The City's Engineering Division is happy to work with any property owner to assess whether a planned reduction will result in a lower fee.

[2] Take credit for a stormwater management structure on your property.

The City will provide credit to property owners who operate and maintain qualifying stormwater management structures. These private structures help the City by reducing the cost of managing the public system. Typical facilities include dry ponds, wet ponds and wetlands, bioretention, bioswales and filter strips, permeable pavers, and green roofs.

A stormwater structure, such as the bioretention facility above, may qualify a property owner for a credit on the stormwater utility fee.

This manual provides a step-by-step process for determining whether your stormwater structure qualifies for credit.

Can the City help if I want to improve my property?

Yes! To assist willing residents and businesses, the City has implemented two programs designed to help property owners install practices that reduce pollution and flooding. Information about how to apply for these programs is provided under "Incentive Policy" on page 12.

Some of these practices are eligible for credits if designed and maintained to meet certain standards.

Credit Policy

The City will provide a stormwater utility fee credit for any stormwater management structure, whether built voluntarily or as a condition of development, if it meets the requirements in the Credit Eligibility Table:

Credit Eligibility Table

Component	Requirement
Technical Standards	• **Condition of Development** The structure is designed, installed, and accepted by the City in accordance with the technical standards required by the City at the time of construction (City Code, Chapter 213, or predecessor requirements). • **Voluntary** The structure is designed, installed, and accepted by the City in accordance with the technical standards required in the 2000 Maryland Stormwater Design Manual, as revised in 2009. Other standards may be approved at the discretion of the City if they meet the treatment requirements of the City's Municipal Separate Storm Sewer System (MS4) permit.
Maintenance Agreement	• **The owner must have a properly executed maintenance agreement with the City for the structure.** • For a voluntarily implemented structure, the maintenance agreement must be for at least a 20 year period from the date the structure becomes operational unless a different amount of time is agreed to in writing by the City. When the agreement expires, the owner may renew the agreement or allow it to lapse, which will result in the credit being discontinued. • As a condition for a new or renewed credit, the City may require an existing maintenance agreement to be updated to meet current standards for maintenance and inspection.
Function Verification	• **The structure must be functioning as designed.** • This requirement is satisfied if the structure has previously been accepted by the City, has passed its most recent inspection, and is compliant with any reporting requirements contained in the maintenance agreement. • If the above conditions have not been met, this requirement is satisfied if a professional engineer or other professional recognized by the City certifies that the structure is operating as designed. • If the structure fails a City inspection, or the owner fails to submit documents as required in the maintenance agreement, the City will revoke the credit if corrective actions are not taken within the time specified by the City.

How much credit can I get?

The City's credit system accounts for the fact that different structures and design standards provide different levels of benefit. Some structures provide only quality or flood control, while others provide both. Some structures provide higher levels of pollutant reduction than others. Most of these differences are reflected in the Maryland design standards in place at the time of development. The credit system is also designed to encourage redevelopment of existing impervious areas and to incentivize voluntary installation of structures by a property owner. The following credit amounts will be applied to an eligible stormwater management structure.

Credit Amount Table

Required versus Voluntary		Design Standard	Credit
Condition of Development	Control of New Impervious Cover	Pre-2000 Design Manual	15%
		2000 Design Manual	20%
		2000 Design Manual, 2009 Version (Environmental Site Design)	25%
	Control of Existing Impervious Cover (e.g. Redevelopment)	Post-2000 Design Manual	40%
Voluntary		2000 Design Manual, 2009 Version (Environmental Site Design)	60%

Common Questions

- **Does the credit apply to the entire property?** No, the credit only applies to the impervious area draining to the structure, not the entire property.
- **Can I take credit for impervious area from another property?** Yes, but only if the area is not subsequently treated by a structure on the contributing property. However, in no case can the credit taken by a property owner exceed 60% of the total stormwater utility fee for the property.
- **What about structures that are maintained by a condominium association or homeowners association?** These structures are subject to specific procedures and are addressed later in this manual (see page 9).

- **How do I know the design standard for my structure?** The City will assign the design standard based on when the development was reviewed and approved, which aligns with the Maryland stormwater requirements at that time.
- **What if my structure exceeded the design standard in place at the time of development?** Most structures were designed to meet the overall requirements for the property at the time of development. The City will consider exceptions on a case-by-case basis if the development overall meets a higher design standard.
- **Why can't I get 100% credit on my stormwater bill?** The City's stormwater program is designed to be comprehensive and includes public services such as street sweeping, rehabilitation and replacement of the storm drainage system, and regulatory compliance. All properties receive a benefit from the overall program and therefore contribute to the funding needed for stormwater management.
- **If I build a structure using City cost-share funds, does that affect my credit?** Yes. Generally, credit will be reduced by the percent of public funds used to design and install the structure. The reduction applies for the expected functional life-time of the structure (20 years unless otherwise provided by the City).

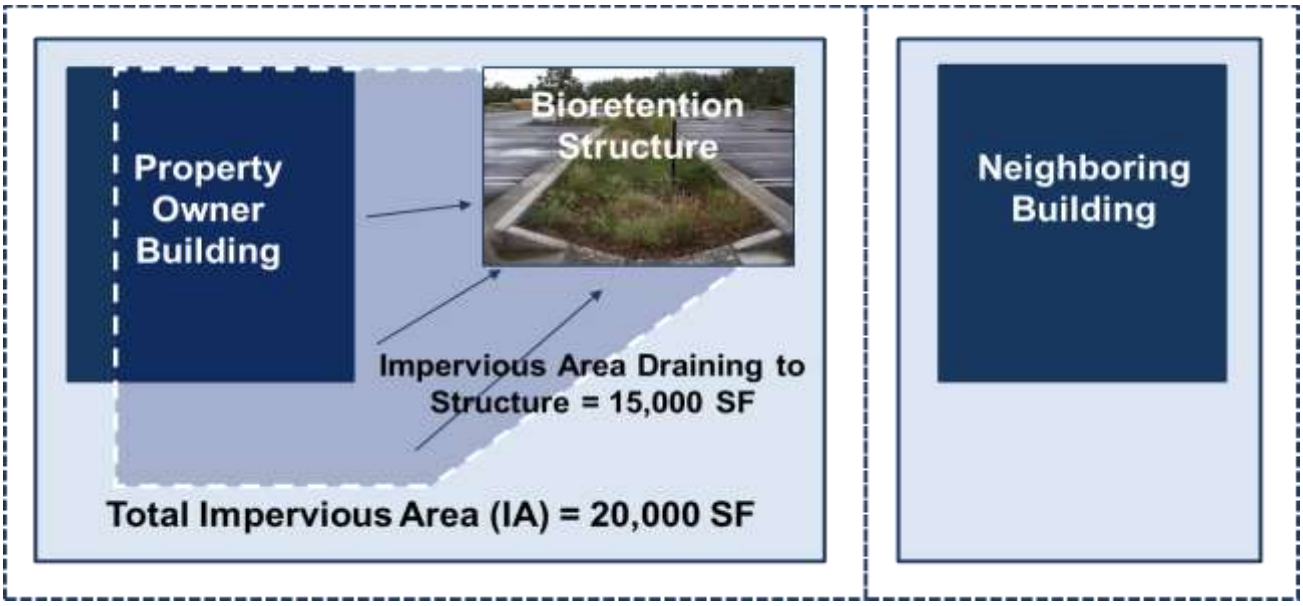
Credit Calculator

The City will calculate your credit based on the answers from your Credit Application Form. You can estimate your credit using the following:

(A)	What is the total impervious area on your property?	SF
(B)	What is the total impervious area draining to the structure? Include any eligible off-site impervious area in the total.	SF
(C)	Divide (B) by (A) for the proportion of the impervious area on your property that is eligible for credit. *If greater than 100% due to off-site treatment, reduce the proportion to 100%.*	%
(D)	Insert the percent credit for your structure from the Credit Amount Table on page 5.	%
(E)	Multiply (C) by (D) for the percent reduction on your total fee.	%
(F)	**What is your original fee?**	**$**
(G)	**Multiply (E) by (F) for your fee reduction.**	**$**
(H)	**Your adjusted fee is (F) minus (G).**	**$**
(I)	If the City helped to pay for your structure, what percent of the total cost was paid for by the City?	%
(J)	**Use the following to calculate your adjusted fee: F - ((G) * (1 - I))**	**$**

Credit examples.

The following examples show how the credit calculation may be applied to a hypothetical property in the City of Hagerstown. In this case, the stormwater fee assumed to be $30 per 1,000 SF of impervious area.



Condition of Development – New Impervious Area

The structure was installed as a condition of development to treat new impervious cover. The property was developed using the original 2000 Maryland Design Manual. Therefore, the structure is eligible for a 20% credit.

Credit Assumptions	Credit Calculation		
• Total On-Site IA = 20,000 SF • Treated On-Site IA = 15,000 SF • Treated Off-Site IA = 0 SF • New Development Using 2000 Design Manual = 20% Credit • Percent Funded with Public Cost-Share = 0%	**(A)**	What is the total impervious area on your property? (SF)	20,000
	(B)	What is the total impervious area draining to the structure? Include eligible off-site impervious area in the total	15,000
	(C)	Divide (B) by (A) for the proportion of the impervious area on your property that is eligible for credit. If greater than 100% due to off-site treatment, reduce the proportion to 100%.	75%
	(D)	Insert the percent credit for your structure from the Credit Amount Table on page 5.	20%
	(E)	Multiply (C) by (D) for the percent reduction on your total fee.	15%
	(F)	**What is your original fee?**	**$ 600.00**
	(G)	**Multiply (E) by (F) for your fee reduction.**	**$ 90.00**
	(H)	**Your adjusted fee is (F) minus (G)**	**$ 510.00**

Condition of Development – Existing Impervious Area

The structure was installed as a condition of development to treat existing impervious cover (redevelopment). The property was developed using the original 2000 Maryland Design Manual. Therefore, the structure is eligible for a 40% credit.

Credit Assumptions	Credit Calculation		
• Total On-Site IA = 20,000 SF • Treated On-Site IA = 15,000 SF • Treated Off-Site IA = 0 SF • Redevelopment Using 2000 Design Manual = 40% Credit • Percent Funded with Public Cost-Share = 0%	**(A)**	What is the total impervious area on your property? (SF)	20,000
	(B)	What is the total impervious area draining to the structure? Include eligible off-site impervious area in the total	15,000
	(C)	Divide (B) by (A) for the proportion of the impervious area on your property that is eligible for credit. If greater than 100% due to off-site treatment, reduce the proportion to 100%.	75%
	(D)	Insert the percent credit for your structure from the Credit Amount Table on page 5.	40%
	(E)	Multiply (C) by (D) for the percent reduction on your total fee.	30%
	(F)	**What is your original fee?**	**$ 600.00**
	(G)	**Multiply (E) by (F) for your fee reduction.**	**$ 180.00**
	(H)	**Your adjusted fee is (F) minus (G)**	**$ 420.00**

Voluntary Using Public Incentive Funds

The structure was installed voluntarily. Therefore, it is eligible for a 60% credit. However, 50% of the funding came from the City's incentive program.

Credit Assumptions	Credit Calculation		
• Total On-Site IA = 20,000 SF • Treated On-Site IA = 15,000 SF • Treated Off-Site IA = 0 SF • Voluntary Structure = 60% Credit • Percent Funded with Public Cost-Share = 50%	**(A)**	What is the total impervious area on your property? (SF)	20,000
	(B)	What is the total impervious area draining to the structure? Include eligible off-site impervious area in the total	15,000
	(C)	Divide (B) by (A) for the proportion of the impervious area on your property that is eligible for credit. If greater than 100% due to off-site treatment, reduce the proportion to 100%.	75%
	(D)	Insert the percent credit for your structure from the Credit Amount Table on page 5.	60%
	(E)	Multiply (C) by (D) for the percent reduction on your total fee.	45%
	(F)	**What is your original fee?**	**$ 600.00**
	(G)	**Multiply (E) by (F) for your fee reduction.**	**$ 270.00**
	(H)	**Your adjusted fee is (F) minus (G)**	**$ 330.00**
	(I)	If the City helped to pay for your structure, what percent of the total cost was paid for by the City?	50%
	(J)	**Use the following to calculate your adjusted fee: F-((G)*(1-I))**	**$ 465.00**

Voluntary with Offsite Treatment

The structure was installed voluntarily. Therefore, it is eligible for a 60% credit. No public funding was used. In addition, the structure treats impervious area from a neighboring property.

Credit Assumptions	Credit Calculation

- Total On-Site IA = 20,000 SF
- Treated On-Site IA = 15,000 SF
- Treated Off-Site IA = 10,000 SF
- Voluntary Structure = 60% Credit
- Percent Funded with Public Cost-Share = 0%

(A)	What is the total impervious area on your property? (SF)	20,000
(B)	What is the total impervious area draining to the structure? Include eligible off-site impervious area in the total	25,000
(C)	Divide (B) by (A) for the proportion of the impervious area on your property that is eligible for credit. If greater than 100% due to off-site treatment, reduce the proportion to 100%.	100%
(D)	Insert the percent credit for your structure from the Credit Amount Table on page 5.	60%
(E)	Multiply (C) by (D) for the percent reduction on your total fee.	60%
(F)	**What is your original fee?**	**$ 600.00**
(G)	**Multiply (E) by (F) for your fee reduction.**	**$ 360.00**
(H)	**Your adjusted fee is (F) minus (G)**	**$ 240.00**

Structures serving homeowner associations.

A stormwater management structure may be operated and maintained by a homeowner association (HOA) on behalf of its members**. In these cases, the credit applicant is the association, not the individual property owners.** This is because some properties that belong to the association pay for maintenance of the structure but may not actually drain to the structure. Conversely, some properties that drain to the structure may not belong to the association.

HOAs have two options and should contact the City's Engineering Division for more information prior to submitting a credit application.

Option 1 – Consolidated Billing and Credit

The City's preferred approach is to treat the area within the HOA as a single property. Rather than the HOA and its individual members receiving individual stormwater utility bills, the HOA receives one bill for all of the impervious area within the HOA. The credit for the stormwater structure(s) is applied to the bill. It is then up to the association to determine how to manage the cost (HOA dues, etc.). This is the simplest methodology, and shifts responsibility for payment of the stormwater utility bill from individual property owners to the HOA.

Option 2 – Separate Billing and Consolidated Credit

An alternative is for the HOA and individual property owners to continue to be billed separately for their impervious area. However, credit for the stormwater structure(s) is analyzed as if the HOA was a single property. When submitting an application, the association enters the total impervious area within the association boundary. The resulting credit is provided to the association. If the amount of the HOA's utility bill is less than the credit, the HOA will receive a check from the City. It is then up to the association, on behalf of its members, to determine how to distribute the credit among property owners (direct payment, reduction in HOA fees, deposit into a structure maintenance fund, etc.).

Example Calculations for an HOA

This stormwater management structure (SWM) is located on common property and is maintained by the association. It was installed as a condition of development in the 2000s and is therefore eligible for 20% credit. The drainage area includes impervious area from publicly-owned roads, HOA common area, and individual private homes.

The Credit Calculator is used to determine the amount of credit for both options. As with earlier examples, the calculation assumes $30 per 1,000 SF of impervious area.

(A)	What is the total impervious area within the HOA (exclude public roads or other publicly-owned property)?	532,590 SF
(B)	What is the total impervious area draining to the structure? Include eligible off-site impervious area (public roads, impervious areas outside of the HOA) in the total.	616,320 SF
(C)	Divide (B) by (A) for the proportion of the impervious area in the HOA that is eligible for credit. If greater than 100% due to off-site treatment, reduce the proportion to 100%.	100%
(D)	Insert the percent credit for your structure from the Credit Amount Table on page 5.	20%
(E)	Multiply (C) by (D) for the percent reduction on the total fee.	20%
(F)	**Determine the fee associated with all impervious area within the HOA (regardless of whether the HOA is directly billed).**	**15,990.00**
(G)	**Multiply (E) by (F) for the amount of credit.**	**$3,198.00**

How the $3,198 is applied depends on the option selected by the HOA:

- **Option 1—Consolidated Billing and Credit.** The HOA receives a consolidated bill for all impervious area within its boundary. The initial amount of the bill ($15,990) is reduced by the amount of credit ($3,198) for a final bill of $12,792. Individual property owners do not receive a bill or separate credit.
- **Option 2 – Separate Billing and Consolidated Credit.** The HOA is billed only for impervious area that it owns (common property). Assuming the HOA owns 227,180 SF of impervious area, the HOA's bill is $6,810. The initial amount of the bill ($6,810) is reduced by the amount of credit ($3,198) for a final bill of $3,612. Individual property owners still receive a bill, but not separate credit.

How and when do I apply?

A Credit Application Form must be submitted to the City by the owner of the structure, or his/her legal agent, and approved by the City's Engineering Division to receive credit. Separate forms may be needed when there are multiple structures that are eligible for different credit levels. Once an application is approved, it will be applied to the next full billing period (quarterly or monthly, depending on the account type). Credits are not retroactively applied to a previous billing period.

Credit Application Checklist

Documentation	Description
Credit Application Form	This form is located under Forms at the end of this manual.
Structure Certification Form	This form is required ONLY if the structure has not been approved by the City and accepted into the City's inspection program. The form is completed under the authority of a professional engineer or other qualified professional. The form must include certification that the structure if functioning as originally designed.
The following must be submitted on request if not on-file with the City:	
Drainage Area Map	Provide a to-scale map showing property lines, impervious areas, stormwater drainage area boundaries, and the total impervious cover draining to the structure(s).
Structure Design Plan/As-Built Drawing	Provide the design plan and as-built drawing for the structure(s).
Maintenance Agreement	Provide a copy of the agreement that allows the City access to the site and establishes enforceable maintenance and reporting requirements. An updated maintenance agreement may be required as a condition of receiving credit.

Do I need to re-apply for credit?

At the discretion of the City, credit will continue to renew on an annual basis provided that the owner complies with all requirements of the maintenance agreement. The City reserves the right to change the criteria for receiving credit or require additional information for the owner of the structure to continue receiving credit.

Incentive Policy

The City has established two programs designed to assist property owners who want to implement practices that improve water quality and reduce flooding. The first program is designed for small-scale projects appropriate for individual residential and small business properties. The second program is designed for large-scale projects that will help the City meet specific pollutant reduction targets.

Small-Scale Incentive Program

The City is partnering with the Washington County Soil Conservation District (WCSCD) to provide incentives for the installation of Green Infrastructure Conservation Practices. Incentives may be in the form of small matching grants and/or technical assistance and are subject to the availability of City funding each fiscal year. Projects may include:

- Rain Barrels
- Rain Gardens
- Conservation Landscaping
- Removal and Replacement of Impervious Surfaces with Permeable Surfaces

While some of these practices may be eligible for credit (or reduce the stormwater utility fee by removing impervious cover), their primary purpose is to incrementally improve water quality by restoring the natural ability of the land to infiltrate stormwater. More information about the program and how to apply is found online at:

www.conservationplace.com

Large-Scale Incentive Program

The City has established a program to **reimburse property owners for the implementation of large-scale stormwater management or impervious area reduction projects** designed to meet state-mandated pollutant reduction requirements. These projects are eligible for credit on the stormwater utility fee.

The program is intended for properties with room to install stormwater management structures to treat large areas of existing impervious cover. Eligible property types may include commercial, industrial, institutional (schools, religious, and fraternal organizations), and condominium and homeowner associations.

Funding may also be used increase the capacity of a structure installed as a condition of development so that it treats an area greater than what is required by regulation. For example, a property owner may be required to install a stormwater structure to treat new impervious area from a parking lot expansion. The City will consider reimbursing a property owner who is willing to increase the capacity of the structure to treat impervious area from the existing parking lot.

Another option is to convert an existing land use to one that has less impact on water quality. For instance, the City may reimburse a property owner for the cost of removing a parking lot and replacing it with turf. Likewise, the cost converting turf to meadow or forest may also be eligible for reimbursement.

Conversions that may be eligible for one land use to another land use that has less of an impact on water quality. For example, is to convert land uses

The program is designed to provide City staff with flexibility when weighing the relative benefits of proposed projects. The City will prioritize projects based on criteria including:

- **Cost effectiveness of the project.** This is typically measured as the cost per impervious acre treated by the stormwater management structure.
- **Higher amounts of private match.** A property owner should anticipate a 50% match. Higher or lower amounts will be considered and weighted accordingly.
- **Private maintenance of the structure.** A property owner should expect to maintain the structure and enter into a maintenance agreement with the City. Alternative arrangements may be considered on a case-by-case basis.
- **Ability to meet multiple objectives.** This may include improving water quality, reducing flooding, creating a public amenity, enhancing aquatic habitats, etc. In addition, the City will consider equity issues, such as focusing on areas of the City that are currently underserved by public infrastructure.
- **Readiness to proceed.** How soon is the property owner able to move forward with the project? Are there timing considerations such as coordinating the project with other development activities?
- **Likelihood of long-term success.** Some structures have higher maintenance requirements or shorter effective lifespans than others.

I'm interested, what should I do?

Property owners should contact the City's Engineering Division to discuss opportunities and conduct a site visit. If a project is a potential candidate, City staff will work directly with the property owner to develop a preliminary concept plan and pollutant reduction calculations. While project ideas may be initiated at any time, the deadlines for submitting applications are June 30 and December 31. Projects not selected for funding will be carried over for future consideration. City staff can also help to identify other sources of funding for projects.

Project selection is at the sole discretion of the City Engineer and is subject to the availability of City funds.

For more information, contact:

Division of Engineering
301-739-8577 ext. 125
www.HagerstownStormwater.com

Credit Application Form

FILL OUT THIS FORM FOR EACH STORMWATER MANAGEMENT STRUCTURE IF THERE ARE MULTIPLE STRUCTURES ON A PROPERTY

Applicant Name: _____ **Date:** _____

Property Information:

Owner _____

Street _____

City, State, ZIP Code _____

Property Type Choose an item.

Mailing Address: (if different from property address)

Street _____

City, State, ZIP Code _____

Email Address: _____

Phone Number: _____

Homeowner Association Information:

Is the structure owned and operated by a homeowner association?

☐ Yes ☐ No

Facility Information:

See the Maryland Stormwater Design Manual for information on facility types. Leave blank if information is unknown.

Facility Type _____

Year of Installation _____

Was this facility constructed as a condition of development? Yes ☐ No ☐

If a condition of development, was the facility designed to control new impervious cover, existing impervious cover, or a combination of both?

New Impervious Cover	☐
Existing Impervious Cover	☐
Both New and Existing Impervious Cover	☐

Impervious Area Treated:

New Impervious Area Treated		SF
Existing Impervious Area Treated		SF
Total Impervious Area Treated		SF

Additional Information:

Please include additional information if necessary either in the box below or as a separate attachment:

The following supporting documentation may be required if it is not already on-file with the City. City staff will contact the applicant if the information is needed.

- **Drainage Area Map** – A to-scale map showing property lines, impervious areas, stormwater drainage area boundaries, and the total impervious cover draining to the structure(s).
- **Structure Design Plan/As-Built Drawing** – A design plan and as-built drawing for the structure(s).
- **Maintenance Agreement –** A copy of the agreement that allows the City access to the site and establishes enforceable maintenance and reporting requirements. An updated maintenance agreement may be required as a condition of receiving credit.

Owner Certification and Inspection Agreement

- ☐ I am the property owner or I am duly authorized to act on behalf of the property owner, I have reviewed the information contained in this application and the supporting documentation, and to the best of my knowledge believe that it is true and accurate.
- ☐ I commit to maintaining the stormwater management structure in good working condition.
- ☐ I authorize the City or its representative to enter on my property for the sole purpose of visually inspecting the stormwater management structure.
- ☐ I understand that if an inspection by the City indicates that the structure is not properly maintained, that the structure will no longer be eligible for credit if deficiencies are not corrected within the timeframe provided by City staff.

Name/Title:

Signature _____ **Date** _____

Return this form and supporting documentation to:

City of Hagerstown

Stormwater Utility Fee Credit Application

Engineering Division

One E. Franklin Street, Room 301

Hagerstown, Maryland 21740

Structure Certification Form

FILL OUT THIS FORM ONLY IF THE STRUCTURE HAS NOT ALREADY BEEN ACCEPTED INTO THE CITY'S INSPECTION SYSTEM

Applicant Name: **Date:**

Property Information:

Owner

Street

City, State, ZIP Code

Property Type Choose an item.

Structure Type:

Year Built:

Design Standard:

Impervious Area Treated (SF):

General Condition:	Yes	No	N/A
Is the primary outfall pipe/ ditch clear and functioning?	☐	☐	☐
Are the inflow pipes/ ditches clear and functioning?	☐	☐	☐
Is the water quality pool at the correct height (if present)?	☐	☐	☐
Are water quality pool control weirs, pipes, etc. working properly?	☐	☐	☐
Are emergency overflow devices clear and functional (if present)?	☐	☐	☐
Is the structure clear of sediment?	☐	☐	☐
Is the structure clear of trash?	☐	☐	☐
Are embankments free of erosion, woody vegetation (unless called for in the design), animal burrows, or signs of deterioration?	☐	☐	☐
Is vegetation being managed in a manner appropriate to the facility?	☐	☐	☐

Certification

This certification must be made by or under the guidance of a licensed professional engineer, landscape architect, or other professional recognized by the City to make this certification.

☐ Based on a visual inspection of the above facility conducted on _____
I certify that the structure is currently functioning as designed.

☐ I certify that the total impervious area served by the structure is true and accurate.

Attach documentation of the structure inspection, including photographs.

Name: _____

Qualification: _____

Address of Inspector: _____

Email: _____

Phone: _____

Signature _____ **Date** _____

Return this form and supporting documentation to:

City of Hagerstown
Stormwater Utility Fee Credit Application
Engineering Division
One E. Franklin Street, Room 301
Hagerstown, Maryland 21740

Project Evaluation Form

THIS FORM IS INTENDED FOR INTERNAL USE BY CITY STAFF TO EVALUATE LARGE-SCALE PROJECTS

Applicant Name: **Date:**

Property Information:

Owner

Street

City, State, ZIP Code

Property Type Choose an item.

Project Type:

Anticipated Cost: **Design:** **Construction:**

Total:

Percent Public Match: %

Cost to the City (Total Cost * Percent Public Match): $

Area Treated (or Equivalent for Land Use Conversion) AC

Cost Efficiency (Total Cost to City/Acres Treated) SF

Project Notes:

Project Prioritization Matrix

- This matrix is designed to serve as tool for City staff in the initial ranking of proposed stormwater management projects. Final project selection will utilize a range of factors, including but not limited to the project score.
- Enter a score of 1 to 10 for each criteria with 1 being the lowest and 10 being the highest. Scores in between reflect best professional judgement based on the criteria description.
- Multiply the score for each criteria by the assigned percent for the weighted score. Weights are for initial assessment purposes only. Any criteria may be assigned a higher or lower weight based on the specific challenges or benefits associated with a project.
- The weighted scores are added together for the total project score. The maximum score for an individual project is 100.

Criteria	Lowest = 1	< Medium >	Highest = 10	Score	% Weight	Weight Score
Cost-Efficiency	High comparative cost per acre treated.	Medium comparative cost per acre treated.	Low comparative cost per acre treated.		30%	
Integration/ Acceptance/ Disruption	Project may be obtrusive or disruptive to the community in the long-term.	Project may result in temporary disruption to the community.	Minimal impact to the community. Likely accepted as an amenity in the long-term.		15%	
Private Match	<50% private match.	50% private match.	> 50% private match.		10%	
Reliability	Practice known to be failure prone or require constant maintenance.	Practice known to be stable with annual maintenance.	Practice known to be stable with minimal maintenance.		10%	
Maintenance Responsibility	Maintenance by the City.	Combination of City and private per agreement.	Maintenance by private owner.		10%	

Criteria	Lowest = 1	< Medium >	Highest = 10	Score	% Weight	Weight Score
Readiness to Proceed	Not likely to be installed before 2030.	Likely to be installed between 2025 and 2030.	Likely to be installed prior to 2025.		10%	
Multiple Objectives	Addresses water quality only.	Addresses at least two objectives.	Addresses three or more objectives.		5%	
Equity	Area already served by adequate public drainage infrastructure.		Located in an underserved area of the City.		5%	
Outside Funding	Low potential for outside funding assistance.	Moderate potential for outside funding assistance.	High potential for outside funding assistance.		5%	
					Total Project Score	