



**CITY OF MONROE, WI  
STORMWATER UTILITY CREDIT AND  
ADJUSTMENTS HANDBOOK**

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## INTRODUCTION

Stormwater Utility charges in the City of Monroe are based on the Equivalent Residential Unit (ERU). An ERU is the statistical average horizontal impervious area of all single-family residential parcels within the City of Monroe on the date of the establishment of the Stormwater Utility. Single-family residential parcels are charged the value of one ERU annually, for City expenses for managing stormwater runoff. Multi-family residential parcels are assigned a fraction of an ERU annually, per living unit. Non-residential parcel charges are based on directly measured impervious area; base parcel charges (without credits or adjustments) are determined by multiplying the number of ERUs assigned to each parcel by the ERU fee. Some customers in the City of Monroe may be eligible for credits or adjustments to their stormwater utility bill. Credits and adjustments are defined as follows:

A **CREDIT** is a reduced ERU multiplier awarded to customers who can demonstrate that they have somehow reduced the City's cost of providing stormwater management service to their property.

An **ADJUSTMENT** is a change in the number of ERUs assigned to a parcel. Adjustments are made based on the availability of more accurate or up-to-date measurement of the amount of impervious surface on a parcel. A customer who receives an adjustment may have the number of ERUs assigned to their property, and the resulting charge, either reduced or increased.

The difference between a credit and an adjustment, is that under a credit there is no change in the number of ERUs assigned to a particular property, but the charge rate is multiplied by some number less than one, so the fee per ERU is less than the actual rate. By contrast under an adjustment, the actual number of ERUs may be changed to reflect more accurate or up-to-date information about the amount of impervious area associated with a particular parcel, but the fee per ERU does not change.

Customers may be eligible for a **CREDIT** if ALL of the following apply to a parcel:

1. The property conforms to all applicable local ordinances and state stormwater management standards in effect at the time of parcel development.
2. The property has been assigned a nonresidential or multi-family residential user classification by the Stormwater Utility Manager.
3. The City's cost of providing stormwater management for the property has been reduced by one or more of the following conditions:
  - (a) At least a portion of stormwater generated by the parcel discharges directly into a waterbody not maintained in any way by the City, or directly into a waterbody downstream of where it is maintained by the City, or is otherwise contained entirely upon the property.

- (b) The parcel has facilities or controls in place to temporarily store stormwater runoff from the property, sufficient to reduce the peak discharge rate of flow released from the site for the 2-, 10-, and 100- year 24- hour storm below the pre-development rate.
- (c) The parcel has facilities in place that reduce the total suspended solids within off-site stormwater discharges to a level at least 20% more than the local or state standard which would be applicable to the site if the site were completely redeveloped.

The maximum aggregate credit for any individual property is 50% of its ERU charge.

Customers may be eligible for an **ADJUSTMENT** if one or more of the following apply:

- (1) The property is classified as undeveloped, and the owner can show that the cumulative impervious area on the parcel is less than half of the impervious area of one ERU, in which case the number of ERUs assigned to the property may be reduced to zero.
- (2) The property is classified as undeveloped and the owner can show that all of the actual impervious area and/or living units on the parcel assigned an undeveloped user classification have been accounted for on an adjacent parcel with the same owner. In such cases the number of ERUs assigned to the property may be reduced to zero.

*Note to user: This situation may apply to parcels which have been classified by the Stormwater Utility Administrator as undeveloped because the City of Monroe's assessor's indicates the parcel is residential with zero living units and zero improved value, but contains impervious area associated with living units assigned to an adjacent parcel.*

- (3) The property is classified as non-residential and the customer can show that the number of ERUs allocated to their property is incorrect, based on the measurement of impervious area.

Customers must apply for credits and adjustments separately. Changes to customer charges, whether the result of a credit or an adjustment, are made separately and in the order granted.

## **SECTION 1 - CREDITS**

### **APPLICATION FEE AND DETERMINATION**

A credit application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. The cost of submitting a credit application is a \$50 base fee, plus the actual cost of application review incurred by the City Public Works Department. It is the intent of the Utility Manager to process applications within thirty (30) calendar days of submittal of the complete and correct application package. Billing adjustments required to implement credits will be made effective on the date of the next quarterly bill provided that a complete application is received at least 30 calendar days prior to issuance of the next utility bill. Adjustments shall be made by crediting the customer's stormwater charge until any overpayment has been fully repaid. A pending application for credit shall not constitute a valid reason for non-payment of the current stormwater utility charges

### **CREDIT TYPES**

The following types of credits are available to nonresidential stormwater utility customers and to residential parcels with three or more living units:

**Zero discharge credit** - parcels that discharge stormwater directly into a waterbody not maintained in any way by the City, or directly into a waterbody downstream of where it is maintained by the City, or that otherwise contain their runoff entirely upon the property.

**Peak discharge control Credits** – parcels served by private runoff facilities or controls constructed and maintained by the owner, such as detention or retention facilities, which reduce the peak discharge rate of runoff released from the property below the pre-development rate by at least 20%, for the 2-, 10-, and 100- year, 24- hour storm event.

**Water quality credits** – parcels served by private runoff facilities or controls constructed and maintained by the owner, such as detention or retention facilities, which reduce the total suspended solids within stormwater discharges to a level at least 20% more than the local or state standard which would be applicable to the site if the site were completely redeveloped.

Peak discharge and water quality credits are conditioned upon compliance with the design, operation, and maintenance requirements of all the applicable ordinances and codes of the City of Monroe, State and/or Federal Permitting, and this Stormwater Credit Application Manual.

### **MAXIMUM CREDIT**

The maximum aggregate credit to the stormwater utility charge of any individual property is 50% of its gross billing amount. Developments must conform to all applicable ordinances and standards of the City of Monroe to be credit eligible.

## **ZERO DISCHARGE CREDIT**

### **Eligibility**

Parcels that discharge stormwater from all or a portion of their property directly into a waterbody not maintained in any way by the City, or directly into a waterbody downstream of where it is maintained by the City without entering a City stormwater conveyance system may be eligible for a credit. The credit amount will be pro-rated based on the percent impervious area of the property/parcel area that drains directly to the waterbody not maintained by the City, or that is otherwise contained entirely upon the property.

### **Application Requirements**

The completed zero discharge credit application must include the \$50 application base fee (reimbursable engineering expenses will be billed after the application review is complete), and the following information:

- (1) The location of the receiving waterbody
- (2) Site topography with a minimum 2' contour interval
- (3) Watershed breaks across the property
- (4) Layout of impervious surface areas on the property
- (5) Layout of the drainage system on the property, including location and elevations of natural and man-made features
- (6) Sufficient topographic data or elevations to verify general drainage patterns across the property.
- (7) A calculation of impervious area (in square feet) for each delineated drainage area on the property.

All information must be approved as acceptable by the Utility Administrator before an application will be deemed complete.

## **PEAK DISCHARGE CONTROL CREDIT**

### **Eligibility**

This credit applies to properties that provide privately constructed and maintained runoff flow control measures, or will provide privately constructed and maintained runoff flow control measures as a component of a land development process. Properties that reduce the peak discharge rate for the 2-, 10-, and 100- year 24- hour storm events at least 20 percent below the pre-development rate are eligible. All calculations shall be made using the rational method, TR-55 or other commonly accepted engineering methods.

The credit amount is pro-rated based on the percent impervious area of the property draining to the point where the peak discharge rate is reduced. If there is more than one discharge point, users may only receive credit for areas draining to discharge points where the flow rate is been sufficiently reduced. Applicants will not receive credit for areas that drain to a discharge point where the pre-development flow rate has not been reduced at least 20 percent below the pre-development rate, even if the overall post-development flow rate from the entire site is less than the overall pre-development peak discharge rate for the entire site.

### **Application Requirements**

The completed Flow Control Credit application must include a \$50 application base fee (reimbursable engineering expenses will be billed after the application review is complete) and the following information:

1. *Maintenance information:* Any agreements or contracts for inspection and/or maintenance are required to be disclosed as part of the application. Indicate the schedule for major maintenance that will be performed and how many times per year basic maintenance (such as erosion control and/or mowing) activities are performed. In order to maintain the peak discharge credit, the property owners shall provide the City with inspection reports by January 1st of every subsequent year. If a property owner fails to file required inspection reports or if a City inspection finds the system not meeting the conditions set forth in this manual, the City will send a letter informing the property owner of the required action to avoid revocation of the Flow Control credits. If the property owner fails to take the required action, the flow control credits will be revoked until the situation is corrected. No retroactive credits will be given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.

2. *Technical information (certified by a Wisconsin Professional Engineer or Professional Hydrologist):*

- a) Narrative describing the site and post-development flow control practices
- b) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following following information clearly:
  - 1) Locations, dimensions, and characteristics of all drainage patterns and stormwater management facilities
  - 2) Location of all impervious surfaces including, but not limited to: structures, parking, driveways, etc.
  - 3) Soils
  - 4) Site topography

- 5) Details of detention facility outlet structure(s)
  - 6) Diagram of watershed routing to the detention facility(s)
  - 7) As built construction drawings verifying the stormwater management structural information.
- c) Summary of runoff peak discharge calculations for the 2-, 10-, and 100-yr, 24-hour rain event, by watershed, including:
- 1) Pre-development flow rates
  - 2) Post-development flow rates without management
  - 3) Post-development flow rates with management
- d) Calculations (and factors used for calculations) performed to determine existing, post-development "managed", and post-developed "un-managed" peak discharge control including, but not limited to:
- 1) Time of concentration(s)
  - 2) Curve number(s)
  - 3) Watershed areas
  - 4) Watershed routing
  - 5) Engineered designs for all structural flow control management practices
  - 6) Stage-storage-discharge tables or curves for the detention facilitie(s)
  - 7) Tailwater impacts, if any

3. *Stormwater Ordinance and Construction Standards:* Appropriate documents showing that the City of Monroe Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development. Retrofitting of existing structures is allowed to provide, or increase the amount of credit for a property. As-built data shall be submitted for the existing or retrofitted structure before the credit will be applied. A Wisconsin Professional Engineer or Professional Hydrologist must certify the calculations.

4. *Statement of Certification:* The owner shall sign a statement certifying that information is correct and acknowledging that the credit determination will be based on information provided. A later determination that the application information was inaccurate may result in loss of credit.

## **WATER QUALITY CREDIT**

### **Eligibility**

This credit applies to properties that provide privately constructed and maintained water quality (TSS reducing) stormwater control measures, or will provide privately constructed and maintained water quality control measures as a component of a land development process. Properties that reduce the total suspended solids in stormwater runoff leaving their site by at least 20% more than the local or state standard which would be applicable to the site are eligible for this credit. Applications for new developments are not eligible for this credit.

All calculations shall be made using the SLAMM or P8 water quality models or other commonly accepted engineering methods.

The credit amount is pro-rated based on the percent impervious area of the property draining to the point where the water quality treatment practice is located. If there is more than one discharge point, users may only receive credit for areas draining to discharge points where the water quality has been sufficiently treated.

### **Application Requirements**

The completed Flow Control Credit application must include a \$50 application base fee (reimbursable engineering expenses will be billed after the application review is complete) and the following information:

1. *Maintenance information:* Any agreements or contracts for inspection and/or maintenance are required to be disclosed as part of the application. Indicate the schedule for major maintenance that will be performed and how many times per year basic maintenance (such as erosion control and/or mowing) activities are performed. In order to maintain the peak discharge credit, the property owners shall provide the City with inspection reports by January 1st of every subsequent year. If a property owner fails to file required inspection reports or if a City inspection finds the system not meeting the conditions set forth in this manual, the City will send a letter informing the property owner of the required action to avoid revocation of the Flow Control credits. If the property owner fails to take the required action, the flow control credits will be revoked until the situation is corrected. No retroactive credits will be given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.

2. *Technical information (certified by a Wisconsin Professional Engineer or Professional Hydrologist):*

- e) Narrative describing the site and post-development flow control practices
- f) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following following information clearly:
  - 2) Locations, dimensions, and characteristics of all drainage patterns and stormwater management facilities
  - 2) Location of all impervious surfaces including, but not limited to: structures, parking, driveways, etc.
  - 3) Soils

- 4) Site topography
  - 5) Details of water quality (detention) facility outlet structure(s)
  - 6) Diagram of watershed routing to the detention facility(s)
  - 7) As built construction drawings verifying the stormwater management structural information.
- g) Summary of runoff peak discharge calculations for the 2-yr, 24-hour rain event, by watershed, including:
- 1) Pre-development flow rates
  - 2) Post-development flow rates without management
  - 3) Post-development flow rates with management
- h) Calculations (and factors used for calculations) performed to determine existing, post-development "managed", and post-developed "un-managed" peak discharge control including, but not limited to:
- 1) Time of concentration(s)
  - 2) Curve number(s)
  - 3) Watershed areas
  - 4) Watershed routing
  - 5) Engineered designs for all structural flow control management practices
  - 6) Stage-storage-discharge tables or curves for the detention facilitie(s)
  - 7) Tailwater impacts, if any

3. *Stormwater Ordinance and Construction Standards:* Appropriate documents showing that the City of Monroe Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development. Retrofitting of existing structures is allowed to provide, or increase the amount of credit for a property. As-built data shall be submitted for the existing or retrofitted structure before the credit will be applied. A Wisconsin Professional Engineer or Professional Hydrologist must certify the calculations.

4. *Statement of Certification:* The owner shall sign a statement certifying that information is correct and acknowledging that the credit determination will be based on information provided. A later determination that the application information was inaccurate may result in loss of credit.

**CITY OF MONROE STORMWATER UTILITY  
CREDIT APPLICATION FORM**

**FORM 1, PART A – GENERAL INFORMATION**

Credits Applied for (check all that apply):                     Zero Discharge  
    Flow Control  
    Water Quality

**Applicant Information (Financially Responsible Entity):** (Please print or type)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Property Owner Information (If Different from Above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Property Information:**

Property Location/Address: \_\_\_\_\_  
\_\_\_\_\_

Receiving Water's Name (if applicable): \_\_\_\_\_

Parcel ID Number (PIN): \_\_\_\_\_ Stormwater Utility Customer No. \_\_\_\_\_

Property Size (SF/Acre): \_\_\_\_\_ Impervious Area (SF): \_\_\_\_\_

Brief Description of Stormwater Facilities at Location (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARCEL ID NO. \_\_\_\_\_  
STORMWATER UTILITY CUSTOMER NO. \_\_\_\_\_

**Plan Review Information:**

Has this project and its stormwater calculations been previously approved by the City?  
\_\_\_\_ Yes \_\_\_\_ No

If Yes, date of final approval of plan and calculations:

\_\_\_\_\_  
*(If no copy is on file, City will notify Applicant to request a copy.)*

If No, provide copies of as-built plans and calculations showing the project meets minimum City requirements.

The above information is true and correct to the best of my knowledge and belief. (This form must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The following certification is required for approval of all credits for which a certified technical submission was required:**

The above information and the information on Form 1 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Professional License Type and Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

( )  
\_\_\_\_\_  
Phone

**FORM 1, PART B – OVERALL CREDIT CALCULATION**

**TOTAL IMPERVIOUS AREA**

(1) Total Impervious Area = \_\_\_\_\_ sf

**ZERO DISCHARGE CREDIT**

(2) Impervious Area Draining Directly to Waterbody not Maintained by City, or generating runoff that is completely contained on site = \_\_\_\_\_ sf

(3) Percent Impervious Area Eligible for Zero Discharge Control (line 2) ÷ (line 1) = \_\_\_\_\_ %

(4) Zero Discharge Property Credit Amount (3) x (0.167) = \_\_\_\_\_ %

**PEAK DISCHARGE CREDIT\***

(5) Total Impervious Area Eligible for Peak Discharge Credit\* (line 12) + (line 17) + (line 22) = \_\_\_\_\_ sf

(6) Percent Impervious Area Eligible for Peak Discharge Credit (line 5) ÷ (line 1) = \_\_\_\_\_ %

(7) Peak Discharge Amount (line 6) x (0.167) = \_\_\_\_\_ %

**WATER QUALITY CREDIT\*\***

(8) Total Impervious Area Eligible for Water Quality Credit\*\* (line 27) + (line 28) + (line 29) = \_\_\_\_\_ sf

(9) Percent Impervious Area Eligible for Flow Control Credit (line 8) ÷ (line 1) = \_\_\_\_\_ %

(10) Peak Discharge Property Credit (line 9) x (0.167) = \_\_\_\_\_ %

**TOTAL CREDIT**

(11) Utility Fee Credit (line 4) + (line 7) + (line 10) = \_\_\_\_\_ %

\* Peak discharge rates offsite for each drainage area where credit is claimed must be entered in the tables on pgs. 2-4.

\*\* Water quality data for each drainage area where credit is claimed must be entered in the tables on pgs. 2-4.

**FORM 1, PART C – PEAK DISCHARGE CONTROL CREDIT**

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**Discharge Location 1\*\*** \_\_\_\_\_

(12) Impervious Area draining to Discharge Location 1 \_\_\_\_\_ sf

**PEAK DISCHARGE RATE SUMMARY (CFS)**

	Storm Event	(A) Pre- Development	cfs	(B) Column A x 0.80	cfs	(C) Post-Development, No Controls	cfs	(D) Post-Development, with Controls	cfs	(E) Is D less than B?
(13)	2- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(14)	10- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(15)	100- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No

(16) If you answered yes to lines 13E, 14E and 15E, enter the amount from line 12 here, if you answered no to any of these lines, enter 0. \_\_\_\_\_ sf

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\*\*Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

**FORM 1, PART C – PEAK DISCHARGE CONTROL CREDIT**

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**Discharge Location 2\*\*** \_\_\_\_\_

(17) Impervious Area draining to Discharge Location 2 \_\_\_\_\_ sf

**PEAK DISCHARGE RATE SUMMARY (CFS)**

	Storm Event	(A) Pre- Development		(B) Column A x 0.80		(C) Post-Development, No Controls		(D) Post-Development, with Controls		(E) Is D less than B?
(18)	2- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(19)	10- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
(20)	100- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No

(21) If you answered yes to lines 18E, 19E and 20E, enter the amount from line 17 here, if you answered no to any of these lines, enter 0. \_\_\_\_\_ sf

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\*\*Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

**FORM 1, PART C – PEAK DISCHARGE CONTROL CREDIT**

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**Discharge Location 3\*\*** \_\_\_\_\_

**(22)** Impervious Area draining to Discharge Location 3 \_\_\_\_\_ sf

**PEAK DISCHARGE RATE SUMMARY (CFS)**

	Storm Event	(A) Pre-Development	cfs	(B) Column A x 0.80	cfs	(C) Post-Development, No Controls	cfs	(D) Post-Development, with Controls	cfs	(E) Is D less than B?
<b>(23)</b>	2- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
<b>(24)</b>	10- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No
<b>(25)</b>	100- year	_____	cfs	_____	cfs	_____	cfs	_____	cfs	Yes or No

**(26)** If you answered yes to lines 23E, 24E and 25E, enter the amount from line 22 here, if you answered no to any of these lines, enter 0. \_\_\_\_\_ sf

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\*\*Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

**FORM 1, PART D – WATER QUALITY CREDIT**

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**Discharge Location A\*\*\*** \_\_\_\_\_

(27) Impervious Area draining to Discharge Point A where the mass of TSS discharged in runoff, as compared to no controls, is reduced by at least forty (40) percent for existing development, and at least eighty (80) percent for re-development. \_\_\_\_\_ sf

**Discharge Location B\*\*\*** \_\_\_\_\_

(28) Impervious Area draining to Discharge Point B where the mass of TSS discharged in runoff, as compared to no controls, is reduced by at least forty (40) percent for existing development, and at least eighty (80) percent for re-development. \_\_\_\_\_ sf

**Discharge Location C\*\*\*** \_\_\_\_\_

(29) Impervious Area draining to Discharge Point C where the mass of TSS discharged in runoff, as compared to no controls, is reduced by at least forty (40) percent for existing development, and at least eighty (80) percent for re-development. \_\_\_\_\_ sf

Discharge Location	TSS In Runoff			% Removal Rate	Re-Development	Existing Development
	Before Controls	After Controls			% Removal $\geq$ 80	% Removal $\geq$ 40
A	_____ lbs	_____ lbs	_____ lbs	_____	Yes or No	Yes or No
B	_____ lbs	_____ lbs	_____ lbs	_____	Yes or No	Yes or No
C	_____ lbs	_____ lbs	_____ lbs	_____	Yes or No	Yes or No

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\*\*\* Calculation Worksheets are provided for up to three (3) discharge locations; attach more or less as needed.

PARCEL ID NO. \_\_\_\_\_  
STORMWATER UTILITY CUSTOMER NO. \_\_\_\_\_

**ZERO DISCHARGE APPLICATION CHECKLIST**

- \_\_\_\_\_ Location of the receiving waterbody
- \_\_\_\_\_ Watershed breaks across the property
- \_\_\_\_\_ Layout of impervious surface areas on the property
- \_\_\_\_\_ Layout of the drainage system on the property, including location and elevations of natural and man-made features
- \_\_\_\_\_ Sufficient topographic data or elevations to verify general drainage patterns across the property.
- \_\_\_\_\_ Signed Application
- \_\_\_\_\_ Application Fee

**PEAK DISCHARGE RATE APPLICATION CHECKLIST**

\_\_\_\_\_ Maintenance Information

\_\_\_\_\_ Narrative describing the site and post-development flow control practices

\_\_\_\_\_ Site plan(s) at a scale of 1"=100' or larger displaying the following following information: location, dimension, and characteristic of drainage patterns and stormwater management facilities; location of impervious surfaces; soils; topography; detention facility outlet structure(s) details; watershed routing to the detention facility(s).

\_\_\_\_\_ Summary of runoff peak discharge calculations for the 1-, 10-, and 100- year, 24-hour rain event, by watershed

\_\_\_\_\_ Calculations (and factors used for calculations) performed to determine existing, post-developed "managed", and post-developed "un-managed" peak discharge control

\_\_\_\_\_ Documents showing that the City Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development

\_\_\_\_\_ Complete Signed Application

\_\_\_\_\_ Application Fee

**WATER QUALITY CONTROL APPLICATION CHECKLIST**

\_\_\_\_\_ Maintenance Information

\_\_\_\_\_ Narrative describing the site and suspended solids removal practices

\_\_\_\_\_ Site plan(s) at a scale of 1"=100' or larger displaying the following information: location, dimension, and characteristic of drainage patterns and stormwater management facilities; location of impervious surfaces; soils; topography; detention facility outlet structure(s) details; watershed routing to the detention facility(s).

\_\_\_\_\_ Summary of average annual suspended solids removal rate calculations by watershed

\_\_\_\_\_ Factors used for determining average annual suspended solids removal rate

\_\_\_\_\_ Documents showing that the City Stormwater Ordinance and Construction Standards in effect at the time of construction were met at the time of development

\_\_\_\_\_ Complete Signed Application

\_\_\_\_\_ Application Fee

\_\_\_\_\_ **Credit Application Approved**

\_\_\_\_\_ **Credit Application Not Approved**

\_\_\_\_\_  
**Stormwater Utility Administrator (Print Name)**

\_\_\_\_\_  
**Date**

## SECTION 2 - ADJUSTMENTS

### APPLICATION FEE AND DETERMINATION

An adjustment application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. For nonresidential properties, the adjustment application fee is a \$50 base fee, plus City's actual cost for engineering work by the City Engineer incurred by the City in connection with review of the application. It is the intent of the Department to process applications within thirty (30) calendar days of submittal of the complete and correct application package. Billing changes required to implement adjustments will be applied retroactively to the date the customer submitted a complete application. Adjustments shall be made by crediting the customer's stormwater utility charge until any overpayment has been fully repaid. A pending application for credit shall not constitute a valid reason for non-payment of the current Stormwater utility charges.

### ADJUSTMENT TYPES

Customer may be eligible to have the number of ERUs assigned to their property adjusted under the conditions described below

**Undeveloped Property.** Properties which have been assigned an undeveloped user classification by the Stormwater Utility Manager may be eligible to reduce the number of ERUs assigned to the property if either of the following conditions exist:

1. The property owner can show that the cumulative impervious area on the parcel is less than half of the impervious area of one ERU, in which case the number of ERUs assigned to the property may be reduced to zero.
2. The property owner can show that all of the living units on the parcel assigned an undeveloped user classification have been accounted on an adjacent parcel with the same owner.

*Note to user: This situation may apply to parcels which have been classified by the Stormwater Utility Manager as undeveloped because the City of Monroe's assessor database indicates the parcel is residential with zero living units and zero improved value, but contains impervious area associated with living units assigned to an adjacent parcel.*

**Nonresidential Property.** Nonresidential customers who believe the number of ERUs allocated to their property to be incorrect may submit an adjustment request to the Stormwater Utility Manager. The allocated ERUs may be adjusted if the owner can provide information showing the square footage calculation is incorrect.

**CITY OF MONROE STORMWATER UTILITY  
ERU CHARGE ADJUSTMENT APPLICATION FORM**

**FORM 2 - STORMWATER ERU CHARGE ADJUSTMENT APPLICATION**

Parcel Classification (check all that apply):             Undeveloped  
    Non-Residential  
    Other \_\_\_\_\_

**Applicant Information (Financially Responsible Entity):** (Please print or type)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**Property Owner Information (If Different from Above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**Property Information:**

Property Location/Address: \_\_\_\_\_

Receiving Water's Name (if applicable): \_\_\_\_\_

Parcel ID Number (PIN): \_\_\_\_\_ Stormwater Utility Account No. \_\_\_\_\_

Property Size (SF/Acre): \_\_\_\_\_ Impervious Area (SF): \_\_\_\_\_

Brief Description of Reason for Charge Adjustment Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supplemental Information:**

Data submitted in support of adjustment application

\_\_\_\_\_ Site Plans  
\_\_\_\_\_ Site Survey  
\_\_\_\_\_ Aerial Photo  
\_\_\_\_\_ Other \_\_\_\_\_

The above information is true and correct to the best of my knowledge and belief. (This form must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name Title or Authority

\_\_\_\_\_  
Signature Date

**The following certification is required for approval of all credits for which a certified technical submission was required:**

The above information and the information on Form 2 was prepared either by or under the supervision of myself as the qualified professional and is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Type or print name Professional License Type and Number

\_\_\_\_\_  
Signature Date ( )  
Phone

**ERU CHARGE ADJUSTMENT APPLICATION CHECKLIST**

\_\_\_\_\_ Complete Signed Application

\_\_\_\_\_ Application Fee

\_\_\_\_\_ **Adjustment Application  
Approved**

\_\_\_\_\_ **Adjustment Application Not  
Approved**

\_\_\_\_\_  
**Utility Administrator (or designee) (Print Name)**

\_\_\_\_\_  
**Utility Administrator (or designee) (Sign Name)**

\_\_\_\_\_  
**Date**