

**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE INCENTIVE PROGRAM  
INCENTIVE APPLICATION FORM**

City Reference No. _____
Date Received ____/____/____

<p><b>Incentive Application Types</b> (Please check one)</p> <p><input type="checkbox"/> Rain Garden</p> <p><input type="checkbox"/> Rate Reduction</p> <p><input type="checkbox"/> Volume Reduction</p> <p><input type="checkbox"/> Water Quality</p>	<p><b>Applicant / Owner Information</b> (Please print or type)</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Telephone: (____) _____</p> <p>Email: _____</p> <p>Reimbursement check to this address <input type="checkbox"/> or to address below <input type="checkbox"/> ?</p>
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<p><b>Property Owner Information</b> <i>(If different from above)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>
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<p><b>Property Information</b></p> <p>Property Location: _____</p> <p>Parcel Identification Number (PIN): _____</p>
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<p><b>Rain Garden Incentive Information</b></p>
<p>Impervious area contributing runoff to rain garden (square feet, 500 minimum): <b>CA =</b> _____</p> <p>Depth of ponding in rain garden, average (inches, 6 recommended): <b>D =</b> _____</p> <p>Surface area required to capture runoff from 1 inch of rainfall (square feet): <b>SA = CA / D =</b> _____</p> <p>Surface area of rain garden as proposed to be constructed (square feet): <b>Area =</b> _____</p> <p>Site plan attached showing impervious areas and proposed rain garden location? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Soil amendments required in order to insure infiltration? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Planting plan using predominately native plants attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Permission for City to inspect site? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Signature ____/____/____ Date</p>

<p><b>Other Incentive Information</b> <i>Single Family Residential and Duplex Properties Only</i></p>
<p>Describe the practice(s) being proposed and the incentive that you believe applies on a separate page and attach the description(s) to this form.</p> <p>Impervious area contributing runoff to stormwater control (square feet, 500 minimum): <b>CA =</b> _____</p> <p>Compute design storage volume for incentive (cubic feet): <b>V<sub>design</sub> = CA / 12 =</b> _____ <i>(one inch design depth assumed)</i></p> <p>Enter proposed volume if different than design volume (cubic feet); <b>Volume =</b> _____</p> <p>Provide design information from contractor for permeable pavement or green roof design or bioswale</p> <p>Provide manufacturer specifications for cisterns</p> <p>Provide construction cost quote: <b>CC = \$</b> _____</p> <p>Type of practice <input type="checkbox"/> Cistern <input type="checkbox"/> Permeable Pavement <input type="checkbox"/> Green Roof (check one) <input type="checkbox"/> Bioswale <input type="checkbox"/> Vegetated Swale <input type="checkbox"/> Rain Garden</p> <p>Permission for City to inspect site? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Signature ____/____/____ Date</p>

CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE INCENTIVE PROGRAM  
INCENTIVE APPLICATION FORM

City Reference No.  
\_\_\_\_\_  
Date Received  
\_\_\_\_/\_\_\_\_/\_\_\_\_

*This page for City use only*

**Rain Garden Incentive Determination**

Has this Applicant received a non-rain barrel incentive in the past 10 years?  Yes  No

Has the Applicant provided all required documentation?  Yes  No

Has the rain garden plan been approved by the City to receive an incentive?  Yes  No

*If any of the checked boxes above is adjacent to the red bold-faced answer a letter of determination that identifies the deficiencies is to be sent to the Applicant, otherwise the Rain Garden Incentive is computed as below:*

Proration Factor (PR) is 1.0 if rain garden area is 100 square feet or greater, 0.0 if less than 50 square feet, or computed by dividing the actual rain garden surface area by 100 if at least 50 square feet but less than 100.

**Incentive Amount = \$250 x PR = \$ \_\_\_\_\_ (Max \$250)**

**Other Incentive Determination**

Is the property single family residential or duplex?  Yes  No

Has this Applicant received an incentive pay-out in the past ten years?  Yes  No

Has the Applicant provided all required documentation?  Yes  No

Has the incentive plan been approved by the City?  Yes  No

*If any of the checked boxes above is adjacent to the red bold-faced answer, the application is denied and a letter of determination that identifies the deficiencies is to be sent to the Applicant.*

Proration Factor (PR) is 1.0 if other practice volume equals or exceeds the design volume, 0.0 if less than half the design volume, or is otherwise computed by dividing the volume by the design volume.

If none of the checked boxes above are adjacent to the red bold-faced answers the incentive is computed as:

**Incentive Amount = PR x MIN ( 250 , CC / 4 ) = \$ \_\_\_\_\_ (Max \$250)**

**Incentive Application Form Submittal Address**

*Submit Incentive Application Forms and supporting documentation to:*

*Public Works Department  
City of Urbana  
706 S. Glover Avenue  
Urbana, IL 61802  
ATTN: Stormwater Coordinator*

CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
GENERAL CREDIT APPLICATION FORM

City Reference No. \_\_\_\_\_  
Date Received \_\_\_\_\_  
/ / \_\_\_\_\_

<b>Credit Application Forms Attached</b> (Please check all that apply) <input type="checkbox"/> Runoff Rate Reduction <input type="checkbox"/> Runoff Volume Reduction <input type="checkbox"/> Water Quality <input type="checkbox"/> Education <input type="checkbox"/> Direct Discharge	<b>Applicant / Owner Information</b> (Please print or type) Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact Person: _____ Telephone: (____) _____ Email: _____
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**Property Owner Information**  
*(If different from above)*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Property Information**

Property Location: \_\_\_\_\_  
 Parcel Identification Number (PIN): \_\_\_\_\_ Watershed: \_\_\_\_\_  
 Property Size (acres): \_\_\_\_\_ Impervious Area (acres): \_\_\_\_\_  
 Brief Description of Stormwater Facility at Location: \_\_\_\_\_  
 \_\_\_\_\_

Credit Application Status:     New Application     Credit Renewal  
 Have detention / retention plan and calculations been approved by 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 plan meets minimum City requirements.

**Credit Application Form Submittal Address**  
*Submit Credit Application Forms and supporting documentation to:*  
 Public Works Department  
 City of Urbana  
 706 S. Glover Avenue  
 Urbana, IL 61802  
 ATTN: Stormwater Coordinator

**Total of Credits**  
*(for City use only)*

Runoff Rate Reduction	%	_____
Runoff Volume Reduction	%	_____
Water Quality	%	_____
Direct Discharge	%	_____
<b>Total Credit</b>	<b>%</b>	_____ <b>(Max 50%)</b>
<b>Educational Credit</b>	<b>\$</b>	_____

**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
GENERAL CREDIT APPLICATION FORM**

<i>City Reference No.</i>
<hr/>
<i>Date Received</i>
/   /

**Indemnification**

In consideration for permission to construct, install, or modify a stormwater management facility or BMP, and by nature of applying for a stormwater utility fee credit, the applicant is hereby legally acknowledging and agreeing to the following:

- a) After completion of the construction, modification, or installation by the Owners and approval by the City, the stormwater management facility or BMP shall remain a privately owned and maintained stormwater management facility /BMP, shall not be accepted by the City, and shall not become a part of the maintenance program of the City. All maintenance responsibility and liability shall be and remain with the Owners, their personal representatives, heirs, grantees, successors and assigns.
- b) Owners, their personal representatives, heirs, grantees, successors and assigns shall indemnify and hold harmless the City, its officers agents and employees from any and all claims, actions, causes of action, judgments, damages, losses, costs, and expenses (including attorney's fees) arising out of or resulting from the construction, modification, installation, maintenance, or operation of the stormwater management facility / BMP.
- c) Owners, their personal representatives, heirs, grantees, successors and assigns acknowledge that credits are not perpetual and that maintenance of stormwater management facilities and annual reporting of maintenance activities may be required in order to maintain all approved credits, and that credits must be re-applied for every 5 years.
- d) This Agreement provides the City and its representatives Right of Entry to inspect and/or monitor the performance of stormwater management facilities.
- e) This Agreement shall run with the real estate upon which the stormwater management facility / BMP has been constructed and shall be binding upon the Owners, their personal representatives, heirs, grantees, successors and assigns so long as the stormwater management facility and/or improvement or any part of it shall be used by them. This Agreement shall be disclosed upon transfer of real estate. At such time as the stormwater management facility / BMP shall cease to be so used, this Agreement shall immediately terminate.

**Certifications**

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 above information 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. I agree to provide credentials, if required, to demonstrate my qualifications.

\_\_\_\_\_

Type or print name

\_\_\_\_\_

Professional License Type and Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

(      )

Phone

**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
RUNOFF RATE REDUCTION CREDIT APPLICATION FORM**

City Reference No. _____ Date Received ____/____/____
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**Credit Application Instructions**

To receive this credit the applicant must provide the following information:

- a) A completed General Credit Application Form
- b) A completed Runoff Rate Reduction Credit Application Form
- c) A copy of the site drainage plan, showing drainage areas tributary to the detention basin
- d) Copies of technical calculations showing the computation of the design storm runoff volumes
- e) Copies of detention basin modeling output for the appropriate runoff volumes and retention times
- f) Design drawings

**Contributing Area Calculations**

Impervious area on property in contributing drainage area of detention basin (acres): \_\_\_\_\_

Total Impervious Area of Property (from General Credit Application Form (acres): \_\_\_\_\_

Fraction of total impervious area in the detention basin's contributing area (%): \_\_\_\_\_ **QA =** \_\_\_\_\_

**Storage Volumes**

Enter the 50-year design event storage volume (cubic feet): \_\_\_\_\_ **V50 =** \_\_\_\_\_

Enter the 100-year design event storage volume (cubic feet): \_\_\_\_\_ **V100 =** \_\_\_\_\_

Enter the first flush design event storage volume (cubic feet): \_\_\_\_\_ **VFF =** \_\_\_\_\_

**Flow Rates**

Enter the 5-year design event maximum discharge rate (cfs): \_\_\_\_\_ **Q5 =** \_\_\_\_\_

Enter the 50-year design event maximum discharge rate (cfs): \_\_\_\_\_ **Q50 =** \_\_\_\_\_

Enter the 100-year design event maximum discharge rate (cfs): \_\_\_\_\_ **Q100 =** \_\_\_\_\_

Enter the first flush design event maximum discharge rate (cfs): \_\_\_\_\_ **QFF =** \_\_\_\_\_

**Additional Information**

Was a detention basin required to be designed to control runoff from the 100-year storm by the City of Urbana for this site?    Yes    No

Has the City compensated the property owner for the cost of the excess storage?    Yes    No

If the answer to either of the above questions is "Yes" this credit is not available for your detention basin, only excess storage not required or paid for by the City is eligible for the rate reduction credit.

**Runoff Rate Reduction Credit Determination**  
(for City use only)

Is the stormwater management facility approved by City?    Yes    No

Has the Applicant provided all required documentation?    Yes    No

Has the appropriate modeling for the 100-year design and first flush storms been performed?    Yes    No

Has the outlet been designed for the first flush, 50-year, and 100-year design release rates?    Yes    No

For an existing facility, has the Applicant provided evidence of performing maintenance?    Yes    No

*If any of the answers above is "No" the credit is denied and a letter of determination that identifies the deficiencies is to be sent to the Applicant.*

If the answers to all questions are "Yes" the Runoff Rate Reduction Credit is computed as:

**Credit % = QA x 20% = \_\_\_\_\_ %.**

**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
RUNOFF VOLUME REDUCTION CREDIT  
APPLICATION FORM**

<i>City Reference No.</i>
<i>Date Received</i> ____ / ____ / ____

**Credit Application Instructions**

To receive this credit the applicant must provide the following information:

- a) A completed General Credit Application Form
- b) A completed Runoff Volume Reduction Credit Application Form
- c) A copy of the site drainage plan, showing drainage areas tributary to each stormwater management practice
- d) Copies of technical calculations
- e) A copy of calculations of the impervious areas of the site and of the contributing drainage area
- f) Design drawings

**Contributing Area Calculations**

Impervious area on property in contributing drainage area of stormwater practice (acres): \_\_\_\_\_

Total Impervious Area of Property (from General Credit Application Form (acres): \_\_\_\_\_

Fraction of total impervious area in the stormwater practice’s contributing area (%): \_\_\_\_\_ **QA =** \_\_\_\_\_

**Runoff Volume Reduction Target**

Impervious area contributing runoff to rainfall harvesting BMP (acres): \_\_\_\_\_ **A =** \_\_\_\_\_

Runoff capture volume required (cubic feet):( 3630 x C x A ) \_\_\_\_\_ **V =** \_\_\_\_\_

Enter the rainfall depth used to design the runoff volume reduction practice (inches): \_\_\_\_\_ **R =** \_\_\_\_\_

*Please indicate the correct rainfall proration factor below*

Rainfall Proration Factor if $R < 0.20$ :	<u>PF = 0.0</u>	<input type="checkbox"/>
Rainfall Proration Factor if $0.20 \leq R < 0.40$ :	<u>PF = 0.2</u>	<input type="checkbox"/>
Rainfall Proration Factor if $0.40 \leq R < 0.60$ :	<u>PF = 0.4</u>	<input type="checkbox"/>
Rainfall Proration Factor if $0.60 \leq R < 0.80$ :	<u>PF = 0.6</u>	<input type="checkbox"/>
Rainfall Proration Factor if $0.80 \leq R < 1.00$ :	<u>PF = 0.8</u>	<input type="checkbox"/>
Rainfall Proration Factor if $1.00 \leq R$ :	<u>PF = 1.0</u>	<input type="checkbox"/>

Type of practice       Cistern       Permeable Pavement       Green Roof       Rain Garden

(check all that apply)  Bioswale       Manufactured BMP       Vegetated Swale       Detention Basin

Other (describe) \_\_\_\_\_

**Runoff Volume Reduction Credit Determination**  
(for City use only)

Is the rainfall harvesting technique approved by City?     Yes       No

Has the Applicant provided all required documentation?     Yes       No

Is the proposed harvesting technique sized to capture the runoff from 1 inch of rainfall on the contributing impervious area?     Yes       No

Does the practice recover its volume reduction capacity in 72 hours or less?     Yes       No

*If any of the answers above is “No” the credit is denied and a letter of determination that identifies the deficiencies is to be sent to the Applicant.*

If the answers to all questions are “Yes” the Runoff Volume Reduction Credit is computed as:

**Credit % = QA x PF x 20% = \_\_\_\_\_ %**

**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
WATER QUALITY CREDIT APPLICATION FORM**

City Reference No. \_\_\_\_\_

Date Received \_\_\_\_\_

/ /

**Credit Application Instructions**

To receive this credit the applicant must provide the following information:

- a) A completed General Credit Application Form
- b) A completed Water Quality Credit Application Form
- c) A copy of the site drainage plan, showing drainage areas tributary to the detention basin or other water quality BMP
- d) Copies of technical calculations showing the computation of the design storm runoff volumes
- e) A copy of calculations of the impervious areas of the site and of the contributing drainage area
- f) Copies of detention basin or BMP modeling output for the appropriate runoff volumes & retention times
- g) Design drawings for outlet works construction / retrofit

**Contributing Area Calculations**

Impervious area on property in contributing drainage area of detention basin (acres): \_\_\_\_\_

Total Impervious Area of Property (from General Credit Application Form (acres): \_\_\_\_\_

Fraction of total impervious area in the BMP's contributing area (%): \_\_\_\_\_ **QA =** \_\_\_\_\_

**Water Quality Volume Target**

Impervious area contributing runoff to BMP (acres): \_\_\_\_\_ **A =** \_\_\_\_\_

Water quality volume required (cubic feet):( 3630 x C x A ) \_\_\_\_\_ **V =** \_\_\_\_\_

**Water Quality Credit Determination**

*(for City use only)*

Does the design remove 75% of total suspended solids load on an annual basis?  Yes  No

Has the Applicant provided all required documentation?  Yes  No

Does either design or maintenance plan address sediment removal?  Yes  No

Does the practice recover its water quality treatment volume in 24-48 hours?  Yes  No

*If any of the answers above is "No" the credit is denied and a letter of determination that identifies the deficiencies is to be sent to the Applicant.*

If the answers to all questions are "Yes" the Water Quality Credit is computed as:

**Credit % = QA x 10% = \_\_\_\_\_.**

**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
EDUCATION CREDIT APPLICATION FORM**

City Reference No. \_\_\_\_\_

Date Received \_\_\_\_\_

/ /

**Credit Application Instructions**

To receive this credit the applicant must provide the following information:

- a) A completed General Credit Application Form
- b) A completed Education Credit Application Form
- c) A copy of the proposed curriculum including at least 4 hours of classroom instruction on stormwater management and stormwater quality issues and identifying the target audience (i.e.; 5<sup>th</sup> graders)

**Education Credit Information**

What is the target audience of the stormwater management education curriculum (grade)? \_\_\_\_\_

How many students in the target audience will participate in the curriculum this school year? **NS =** \_\_\_\_\_

How many hours of stormwater management instruction will be provided for each student? \_\_\_\_\_

Primary point of contact for this instruction / curriculum: \_\_\_\_\_

Primary point of contact phone number: \_\_\_\_\_

Primary point of contact email: \_\_\_\_\_

**Education Credit Determination**

*(for City use only)*

Has the curriculum been submitted to and approved by City?  Yes  No

Has the Applicant provided all required documentation?  Yes  No

*If any of the answers above is "No" the credit is denied and a letter of determination that identifies the deficiencies is to be sent to the Applicant.*

If the answers to all questions are "Yes" the Education Credit is computed as:

**Annual Credit \$ = NS x \$5.00 = \$ \_\_\_\_\_.**



**CITY OF URBANA, ILLINOIS  
PUBLIC WORKS DEPARTMENT  
STORMWATER UTILITY FEE CREDIT PROGRAM  
DIRECT DISCHARGE CREDIT APPLICATION FORM**

City Reference No. \_\_\_\_\_

Date Received \_\_\_\_\_

/ /

**Credit Application Instructions**

To receive this credit the applicant must provide the following information:

- a) A completed General Credit Application Form
- b) A completed Direct Discharge Credit Application Form
- c) A copy of the site drainage plan, showing delineated drainage areas that discharge to receiving waters outside the City of Urbana and all of the impervious area on the property.
- d) A copy of calculations of the impervious areas of the entire property and of the non-contributing drainage area

**Contributing Area Calculations**

Impervious area on property that drains directly out of Urbana corporate limits (acres): \_\_\_\_\_

Total Impervious Area of Property (from General Credit Application Form (acres): \_\_\_\_\_

Fraction of total impervious area that drains directly out of Urbana (%): \_\_\_\_\_ **QA =** \_\_\_\_\_

**Direct Discharge Credit Determination**

*(for City use only)*

Has the Applicant provided all required documentation?  Yes  No

Does a portion of the site discharge outside the City of Urbana corporate limits?  Yes  No

*If any of the answers above is "No" the credit is denied and a letter of determination that identifies the deficiencies is to be sent to the Applicant.*

If the answers to all questions are "Yes" the Direct Discharge Credit is computed as:

**Credit % = QA x 50% = \_\_\_\_\_.**