

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

City Reference No. _____

Date Received _____

/ /

Incentive Application Types (Please check one) <input type="checkbox"/> Rain Garden <input type="checkbox"/> Rate Reduction <input type="checkbox"/> Volume Reduction <input type="checkbox"/> Water Quality	Applicant / Owner Information (Please print or type) Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Telephone: (____) _____ Email _____ Reimbursement check to this address <input type="checkbox"/> or to address below <input type="checkbox"/> ?
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Property Owner Information <i>(If different from above)</i>
Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____

Property Information
Property Location: _____ Parcel Identification Number (PIN): _____

Rain Garden Incentive Information
Impervious area contributing runoff to rain garden (square feet, 500 minimum): CA = _____ Depth of ponding in rain garden, average (inches, 6 recommended): D = _____ Surface area required to capture runoff from 1 inch of rainfall (square feet): SA = CA / D = _____ Surface area of rain garden as proposed to be constructed (square feet): Area = _____ Site plan attached showing impervious areas and proposed rain garden location? <input type="checkbox"/> Yes <input type="checkbox"/> No Soil amendments required in order to insure infiltration? <input type="checkbox"/> Yes <input type="checkbox"/> No Planting plan using predominately native plants attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Permission for City to inspect site? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Signature ____ / ____ / ____ Date

Other Incentive Information <i>Single Family Residential and Duplex Properties Only</i>
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. Impervious area contributing runoff to stormwater control (square feet, 500 minimum): CA = _____ Compute design storage volume for incentive (cubic feet): V_{design} = CA / 12 = _____ <div style="text-align: center;"><i>(one inch design depth assumed)</i></div> Enter proposed volume if different than design volume (cubic feet); Volume = _____ Provide design information from contractor for permeable pavement or green roof design or bioswale Provide manufacturer specifications for cisterns Provide construction cost quote: CC = \$ _____ 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 Permission for City to inspect site? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Signature ____ / ____ / ____ Date

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

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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

/ /

Credit Application Forms Attached

(Please check all that apply)

- ☐ Runoff Rate Reduction
☐ Runoff Volume Reduction
☐ Water Quality
☐ Education
☐ Direct Discharge

Applicant / Owner Information

(Please print or type)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Telephone: (____) _____

Email _____

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 RenewalHave 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 % _____

Total Credit % _____ (Max 50%)**Educational Credit** \$ _____

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

City Reference No. _____

Date Received

/ /

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

/ /

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**

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 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 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 $R < 0.20$: **PF = 0.0** ☐

Rainfall Proration Factor if $0.20 \leq R < 0.40$: **PF = 0.2** ☐

Rainfall Proration Factor if $0.40 \leq R < 0.60$: **PF = 0.4** ☐

Rainfall Proration Factor if $0.60 \leq R < 0.80$: **PF = 0.6** ☐

Rainfall Proration Factor if $0.80 \leq R < 1.00$: **PF = 0.8** ☐

Rainfall Proration Factor if $1.00 \leq R$: **PF = 1.0** ☐

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

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 =** _____

Volume Reduction Target

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

Water quality volume required (cubic feet):(3630 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

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.; 5th 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% = _____.