



## Stormwater Utility Fee Credit Application Checklist Commercial & Industrial Sites

### Required materials to complete application

- 1. Completed & Signed Application
- 2. Application Fee of \$250.00
- 3. Current Site Plan including:
  - a. All Buildings
  - b. Structures
  - c. Impervious Area calculations
  - d. Stormwater Devices (BMP's)
- 4. Stormwater Management Plan including:
  - a. Details of permanent BMP's
  - b. 10 or 100 year rainfall calculations (Atlas 14)
  - c. Storage volume of BMP(s)
  - d. All associated storm drain infrastructure
- 5. Maintenance Plan/Schedule (Maintenance Plan Template can be found at [www.cityofroseville.com/privatebmp](http://www.cityofroseville.com/privatebmp)).
- 6. Recertification Schedule
  - a. All approved projects will need to be recertified every 5 years.

## Stormwater Utility Fee Credit Application Commercial & Industrial Sites

**Certification Required**

To apply for a stormwater utility fee credit, this application must be certified by a state licensed engineer or landscape architect. Only those properties that can demonstrate the capacity to handle a 10-year or 100-year rain event can receive a stormwater quantity credit. Projects will need to be recertified every five years to maintain the stormwater utility fee credit.

**Submit Applications to:**

This application must be completed and signed before it will be processed. When completed, send this application and all necessary attachments to:

Mail: City of Roseville                                      or              Email: [Engineering@cityofroseville.com](mailto:Engineering@cityofroseville.com)  
          Engineering Department  
          2660 Civic Center Drive  
          Roseville, MN 55113

If you have questions, contact Roseville Engineering: 651-792-7004 or [Engineering@cityofroseville.com](mailto:Engineering@cityofroseville.com)

**I. Contact Information**

<b>Property Owner &amp; Contact</b>	
Street Address	
City, State, Zip	
Phone Number	
Email Address	

<b>Property Address</b>	
Street Address	
City, State, Zip	
Property ID Number (PIN)	

**II. Stormwater Fee Credit**

Indicate the type of credit for which you are applying (see instruction guide for definition).

- Standard Reduction Credit capturing the 10 year rain event: 25% Credit
- Additional Reduction Credit capturing the 100 year rain event : 75% Credit

Is the installed BMP part of a Permit Requirement for Stormwater Management?      Yes      No  
 If Yes, what is the required volume: \_\_\_\_\_ Cubic Feet

**III. Professional Certification**

“By signing his application I certify that the “asbuilt plans” are an accurate representation of the subject stormwater facility or control and that the required calculations have been performed in compliance with the City of Roseville Stormwater Management Standards document.

Name		
Company		
Telephone		
Email		
Registration Number		
Signature		Date

**IV. Ratepayer Certification**

“By signing this application, I certify that I am the owner or authorized representative of the owner and have read this application and understand the terms and conditions of the credit program I certify that this application and additional materials accurately describe stormwater management and disposal on the property identified on this application I grant the City permission to enter this property for the sole purpose of conducting a site inspection of the stormwater management and disposal facilities on this property.”

Name		
Title		
Signature		Date

## Instructions for Completing Stormwater Utility Fee Credit Application

### I. Mailing address and property information:

Provide the name, address, telephone number and email address of the property owner. Include the property address and Property Identification Number (PIN), which can be found on Ramsey Counties Web site. Go to: [www.co.ramsey.mn.us](http://www.co.ramsey.mn.us) → Property Info & Taxes → GIS Online Mapping. The PID is the same as the PIN.

### II. Water Quantity Credit

Properties can apply for either the “Standard Quantity Reduction Credit” or the “Additional Quantity Reduction Credit.”

- a. **Standard Quantity Reduction Credit.** The Standard Quantity Reduction Credit is a 25 percent credit for the stormwater that is treated on the property. The “Standard Quantity” credit is based on a property’s stormwater quantity management tools/practices being able to retain the *10-year, 24-hour type II SCS* storm event. To qualify for this credit, the property owner must demonstrate that all stormwater from the property is controlled with an on-site stormwater quantity management tool or practice (BMP). Any natural topographic features incorporated as stormwater tools must be on land wholly owned by or leased to the applicant or applicants and are required to meet the same standards for performance and maintenance as constructed BMPs.
- b. **Additional Quantity Reduction Credit.** The Additional Quantity Reduction Credit is a 75 percent credit for the stormwater that is treated on the property. To be eligible for the “Additional Quantity” credit, a property’s stormwater quantity management tools/practices must be able to retain the *100-year, 24-hour type II SCS* storm event. To qualify for this credit, the property owner must demonstrate that all stormwater from the property is controlled with an on-site stormwater quantity management tool or practice (BMP). Any natural topographic features incorporated as stormwater tools must be on land wholly owned by or leased to the applicant or applicants and are required to meet the same standards for performance and maintenance as constructed BMPs.

### III. Professional Certification

To apply for a stormwater credit, this application must be certified by a state licensed engineer or landscape architect. Only those properties that can demonstrate the capacity to handle a 10-year or 100-year rain event can receive a stormwater quantity credit. Your application will not be processed if this section is not signed and dated by the property owner or their designee.

### IV. Ratepayer Certification

This section shows that as the owner or representative of the owner, you give the City permission to enter this property for the sole purpose of conducting a site inspection of the stormwater management facilities/methods on this property. Your application will not be processed if this section is not signed and dated by the property owner or their designee.