

**CODE OF REGULATIONS - APPENDIX 1  
ADJUSTMENT AND CREDIT POLICY  
DEERFIELD REGIONAL STORM WATER DISTRICT (DRSWD)**

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# Section 1 - Introduction

The Deerfield Regional Storm Water District (DRSWD or “the District”), formed by Deerfield Township under the auspices of Section 6119 of the Ohio Revised Code, established a Storm Water User Fee on August 8, 2006, with the passage of Resolution No. 2006-37. The User Fee provides the DRSWD with the authorization to establish and collect just and equitable rates, fees, and charges for the services and facilities provided by the User Fee system.

The DRSWD’s Storm Water User Fee establishes a mechanism for billing the costs of operating and maintaining the DRSWD’s storm water management system, and financing the necessary repairs, replacements, improvements, and extensions. The DRSWD’s resolution provides the mechanisms for billing and payment and establishing the Storm Water User Fee. This Adjustment and Credit Policy outlines the guidelines under which the District will grant adjustments and credits to storm water User Fees.

## 1.1 Definitions

The following definitions shall apply in the use of this Adjustment and Credit Policy. Words used in the singular shall include the plural, and the plural, the singular; words used in the present tense shall include the future tense. The word “shall” is mandatory and not discretionary. The word “may” is permissive. Words not defined herein shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster’s Dictionary.

**APPLICANT.** Any person, or a duly designated representative applying for a credit or adjustment.

**AS-BUILT PLANS.** The final plans for a development activity that are amended to include all locations, dimensions, elevations, capacities, features and capabilities, as actually constructed and installed.

**BEST MANAGEMENT PRACTICES (BMP).** Programs, technologies, processes, site layout techniques and criteria, operating methods, measures, or devices that control, prevent, remove, or reduce pollution.

**BOARD.** The Board of Trustees of the Deerfield Regional Storm Water District.

**COUNTY.** Warren County, Ohio.

**DETENTION or TO DETAIN.** The prevention of, or to prevent, the discharge, directly or indirectly, of a given volume of storm water runoff into surface waters by providing temporary on-site storage.

**DEVELOPMENT or DEVELOPMENT ACTIVITY.** The alteration, construction,



installation, demolition or removal of a structure, impervious surface, pipe, conduit, cable or line, above or below ground, or the clearing, scraping, grubbing, killing or otherwise removing the vegetation from a site; or adding, removing, exposing, excavating, leveling, grading, digging, burrowing, dumping, piling, dredging or otherwise significantly disturbing the soil, mud, sand or rock of a site.

**DISCHARGE.** The flow of water from a project, site, aquifer, drainage basin, or other drainage facility.

**DISTRICT.** The Deerfield Regional Storm Water District (DRSWD) and its authorized agents.

**DWELLING UNIT.** Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more families, but not including a tent, cabin, trailer or trailer coach except for mobile homes, boarding or rooming house, hotel.

**EQUIVALENT RESIDENTIAL UNIT (ERU).** The statistical average estimated to be 3,407 square feet of horizontal impervious area of residential developed property per dwelling units located within the District and as established by Resolution. The horizontal impervious area includes, but is not limited to, all areas covered by structures, roof extensions, patios, porches, driveways, and sidewalks.

**EROSION.** The wearing or washing away of soil by the action of water.

**IMPERVIOUS SURFACE.** A surface which has been compacted or covered with a layer of material so that it is resistant to infiltration by water, including semi-pervious surfaces such as compacted clay, compacted gravel, most conventionally surfaced streets, roofs, sidewalks, parking lots, and other similar surfaces.

**MAINTENANCE.** The action taken to protect, preserve, or restore the as-built, functionality of any facility or system.

**NON-RESIDENTIAL DEVELOPED PROPERTY.** A developed property within the District that is not utilized for dwelling units.

**NOTICE.** A written or printed communication conveying information or warning.

**OWNER.** The person in whom the fee, ownership, dominion, or title of property (i.e., the proprietor) is vested. This term may also include a tenant, if chargeable under his lease for the maintenance of the property, and any agent of the owner or tenant including a developer.

**PARCEL or PARCEL OF LAND.** A tract, or contiguous tracts, of land in the possession of, owned by, or recorded as property of the same claimant person on or after the



effective date of the Storm Water Regulations.

**PROFESSIONAL ENGINEER.** A professional engineer licensed by the State of Ohio, skilled in the practice of civil engineering and the engineer of record for the project under consideration.

**STORM WATER.** Refers to the flow of water which results from, and which occurs during and following a rainfall event.

**STORM WATER DESIGN STANDARDS.** The design standards presented in the Warren County Storm Water Regulations and such other standards that may be adopted by the District and/or County from time to time.

**STORM WATER MANAGEMENT SYSTEM OR FACILITIES.** Refers to the existing, designed, and/or constructed features which collect, convey, channel, store, inhibit, or divert the movement of storm water. These features include, but are not limited to, any and all of the following:

- conduits, pipes and culverts, including appurtenant features such as catch basins, inlets, manholes, and headwalls,
- channels, ditches, flumes, curbs, streets and other paved areas in the public right-of-way (e.g., sidewalks),
- all watercourses, standing or flowing bodies of water, wetlands, and
- detention ponds, retention ponds, and other BMPs.

While some such facilities may be isolated in a given storm event, all are interconnected in a given storm water management system for a storm event exceeding a certain magnitude.

**WARREN COUNTY STORM WATER REGULATIONS.** The Warren County Rules and Regulations for the Design of Storm Sewer and Storm Water Management Systems.

**TOWNSHIP.** Deerfield Township, Ohio.

**TOWNSHIP PROPERTY.** Property or facilities owned by Deerfield Township.

**USER FEE.** The storm water User Fee provided for in Resolution No. 2006-37 ("Establishing a Storm Water User Fee in the Deerfield Regional Storm Water District").

**VACANT LAND.** A lot or parcel of land that is without any building, structure or improvement, including impervious surfaces, but does not include recreation, green or open space created around private or public facilities nor parcels connected or contiguous thereto for the same or similar uses.

**WATER QUALITY.** Those characteristics of a receiving water that relate to its physical, chemical, biological or radiological integrity.



**WATER QUANTITY.** Those characteristics that relate to the rate and volume of storm water and / or flow within the storm water management system.

**WATERSHED.** Drainage area contributing storm water to a single point.

## **Section 2 – User Fee Adjustment and Credits**

### **2.1 Definition of Adjustments and Credits**

The following procedure addresses both adjustments and credits of Storm Water User Fees. The District grants User Fee adjustments when customers identify incorrect information contained in the District’s billing database. Adjustments typically occur when the District has incorrectly delineated the impervious area within a nonresidential property, or when a residential customer is assigned more than one storm water billing unit.

User Fee Credits are associated with the construction, operation, and maintenance of privately owned storm water facilities that provide beneficial use to the District. Both residential and nonresidential customers can qualify for User Fee adjustments; whereas only nonresidential customers qualify for User Fee credits.

### **2.2 General Application and Evaluation Procedures**

**Appendix A** contains Storm Water User Fee Forms that are used to apply for an adjustment or credit. The District Board, or designee, will review adjustment and credit applications within a 90-day period from the date of filing. Storm water fee changes shall be retroactive for the User Fee’s initial year and will not exceed one year; subsequent evaluations will allow fees to be reduced from the date of the application.

### **2.3 Application and Evaluation Procedures for User Fee Adjustments**

Applications for an adjustment to the storm water User Fee shall be submitted to the District Board, or a designee with authority to administer this policy. Review criteria for the adjustment of fees are established herein. All requests under this Adjustment and Credit Policy shall be judged on the basis of the information provided by the Applicant, with verification as deemed necessary by the District, consisting of the number of dwelling units and the amount of impervious area on the site.

Any owner who believes that an incorrect number of Equivalent Residential Units (ERUs) is used to calculate the owner’s storm water User Fee may submit an adjustment request on the appropriate form supplied by the District. Storm Water User Fee Form No. 1 is for residential ERU adjustments and Storm Water User Fee Form No. 2 is for nonresidential ERU adjustments.



Storm water User Fee adjustments shall be granted when the applicant demonstrates that one or more of the following conditions exist:

- The property contains a different number of dwelling units than used to define the number of ERUs.
- Runoff from an impervious area does not leave the site (has no outlet) and/or is completely contained in a watertight basin or infiltration basin that has at least 18 inches of freeboard (see Section 2.3.1 below).
- On-site gravel is not compacted, not used for vehicular traffic, and not impervious. The District may grant adjustments for non-compacted gravel areas used for landscaping or other purposes. The District considers all compacted gravel areas (drives, storage areas, etc.) as impervious areas, and as such, no adjustment will be granted. The District Board will determine the intended purpose of gravel areas based on the information provided by the Applicant.

The first step in the adjustment process will be a review of the number of dwelling units and/or the District's calculation of the impervious area. If resolution is not achieved, the District may request the customer to provide supplemental information to the District including, but not limited to, survey data prepared by an Ohio registered Professional Surveyor (P.S.) that presents the amount of impervious area and compacted gravel area on a parcel and/or engineering reports prepared by an Ohio registered Professional Engineer (P.E.). Failure to provide such information, if required by the Board, may result in the denial of the adjustment request.

The District Board, or designee, shall respond in writing to all adjustment requests. The response shall provide an explanation of adjustment approval or denial as well as requests for additional information. Adjustment denials may be appealed to the District Board, or designee, as presented in Section 3.0.

### **2.3.1 Adjustments for On-Site Retention**

Portions of the impervious area within a parcel may be deducted from the total impervious area of the parcel if the property owner can demonstrate that the runoff from these impervious areas during a 25-year, 24-hour design storm is completely retained on the property (such that no discharge occurs from the property). Adjustments for on-site retention for smaller design storms shall be generally proportional to the benefit that such systems have on complementing or enhancing the water quality benefit to the District's storm water management system.

$$\text{Adjusted Billing Units} = \text{Total Billing Units} - [(I_r/I_{ERU}) * R]$$

where:



Total Billing Units = Total billing units (SFUs) based on all impervious area on property

$I_r$  = Amount of impervious area with runoff retained on-site, sq. ft.

$I_{ERU}$  = amount of impervious area in 1 ERU = 3,407 sq. ft.

R = Retention factor, expressed as a fraction (i.e., 85% = 0.85), based either on the standard retention factors listed in **Table 1** or hydrologic calculation provided by a professional engineer

**Table 1  
Standard Retention Factors**

Design Storm Retained	Retention Factor, R,
25-year, 24-hour	100%
10-year, 24-hour	85%
5-year, 24-hour	74%
2-year, 24 hour	61%
< 2-year, 24 hour	0%

**Note: Retention factor percentages based on SCS Type II 24-hour rainfall depths**

**Example:**

**Adjusted Billing Units = 100 ERUs - [(150,000 sq. ft. / 3,407 sq. ft./ERU) \* 0.85] = 62.58 ERUs**

Applicants must provide sufficient demonstration to support a service fee adjustment for on-site retention. One of the following two methods is acceptable:

1. Certain land uses including, but not limited to, agriculture, horticulture, silviculture, and aquaculture necessarily limit impervious areas on a given property and/or retain storm water runoff originating from a portion of the property for irrigation or other beneficial uses. These property owners will receive an adjustment for retaining a 2-year, 24-hour design storm on-site contingent upon the property owner's self certification to the District that the property contains no less than 5 acres of pervious land area and also no more than 20% of the property is considered impervious area. The District will accept an up-to-date Natural Resource Conservation Service (NRCS) Conservation Plan as certification of retention of storm water for irrigation where applicable.



2. Properties that do not meet these criteria must utilize the following criteria. Submittal of hydrologic data, water quality data, design specifications, and other pertinent data must be supplied and stamped, signed, and sealed by a qualified, licensed engineer on behalf of property owners.

In order to receive this adjustment, the applicant agrees to perform adequate and routine facility maintenance, provide self-reporting information to the District to verify that retention is accomplished, and allow a District representative to access the facility to verify information provided by the applicant.

## **2.4 User Fee Credits**

Nonresidential customers may qualify for User Fee credits when they can demonstrate that a facility provided and adequately maintained by the applicant provides the District with a cost savings that the District otherwise would incur as part of its efforts to manage storm water. The amount of reduction will be determined by the District on a case-by-case basis and will generally be applicable to facilities that are designed to exceed minimum District requirements and/or that receive drainage from upstream properties.

Applications for credit requests must be prepared in writing by the property owner using Storm Water User Fee Form No. 3 and submitted to the District Board, or designee. To receive the credit, the property owner shall supply to the District the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or engineer) that are at an appropriate scale, showing the site, topographic details, overland flow paths, all storm water facilities, and surrounding area;
2. If water quality credits are requested, design calculations must be submitted for the existing or proposed storm water facilities. The calculations shall document whether the design criteria for the facilities meet or exceed District and/or Ohio EPA criteria for post-construction storm water management.
3. If water quantity credits are requested, design calculations must be submitted for the existing or proposed storm water facilities. Design calculations shall be based upon hydrologic and hydraulic methodologies approved by the District that accurately describe the runoff and conveyance through the site.
4. A topographic map must be submitted that outlines the size of the drainage area upstream of the facility/project, including any off-site area that contributes to and/or is controlled by the facility.
5. Detailed floodplain and floodway information of the site must be submitted if it exists.



6. A detailed report must be submitted that clearly describes how the storm water facility/project functions for design storm events for the 1-, 2-, 5-, 10-, 25-, 50-, and 100-year frequency storm events.
7. A proposed maintenance schedule must be submitted by the property owner that describes in detail the maintenance activities for the storm water facility.

In cases where the District Board or designee documents that conditions exist to warrant a credit or adjustment per the policy the above requirements may be waived or changed.

### **2.4.1 User Fee Credit Components**

Credits will be awarded only for facilities that are designed to exceed minimum District requirements, that receive drainage from upstream properties, and/or that the District determines reduce District storm water management services. Nonresidential customers that own and properly maintain these facilities will be eligible for credits. The amount of credit will be proportional to the costs that the District typically incurs for providing and maintaining equivalent facilities. User Fee customers will not be eligible for credits associated with facilities that do not reduce the level of service provided by the District. District activities that are not applicable for credit consideration include the administration of the User Fee, storm water planning and management, and regulatory permitting. These activities currently comprise approximately 68.8 percent of the District's storm water program budget; therefore, the maximum User Fee credit is limited to 31.2 percent. The District will grant credits to nonresidential customers that construct storm water capital improvement projects that address water quality and/or water quantity. To be eligible for credits, storm water facilities must be designed and constructed to specifications exceeding District and/or County requirements and/or receive drainage from upstream, off-site areas (see Sections 2.4.1.1. and 2.4.1.2 below for more detail).

#### **2.4.1.1 Water Quality Credits**

Nonresidential customers may receive credits for structural best management practices (BMPs) that provide storm water quality enhancement. Nonresidential customers provide the District with cost savings by constructing new or retrofitting existing storm water facilities to improve the quality of the District's receiving streams. Customers who apply for credits must provide supporting documentation that their existing or proposed facilities are properly designed to provide pollution reduction. Structural BMPs that are eligible for credits include, but are not limited to the following:

- Vegetated Swales and Filter Strips,
- Infiltration and Percolation Basins,
- Percolation Trenches,
- Buffer Strips and Swales,
- Porous Pavement,
- Extended (Dry) Detention Basins,
- Retention (Wet) Ponds,



- Constructed Wetlands, and
- Media Filtration.

Customers requesting a water quality credit must submit documentation that their facilities receive drainage from upstream areas and/or exceed the design requirements outlined in Chapter 5 of the *Urban Runoff Quality Management – WEF Manual of Practice No. 23* or the latest version of the Ohio Department of Natural Resources *Rainwater and Land Development Manual*.

#### **2.4.1.2 Water Quantity Credits**

The District's design standards require, as a minimum, that storm water facilities manage the runoff generated from the property's developed area. To qualify for water quantity credits, nonresidential customers must demonstrate that their existing / proposed facilities exceed the District's minimum requirements and manage storm water generated from their immediate property and from additional upstream drainage areas. This criterion exceeds the District's current design requirements and provides the District with reduced storm water management costs associated with lower capital costs. Structural best management practices (BMPs) that are eligible for credits include, but are not limited to, the following:

- Storm Water Detention Basins
- Storm Water Retention Basins
- Storm Sewers
- Storm Culverts
- Storm Water Channels

#### **2.4.1.3 Local & System-Wide Storm Water Facilities**

User fee credits will be proportional to the savings provided to the District by the customer's storm water facility. The savings provided by each privately owned facility will depend upon the upstream drainage area of each storm water facility. Storm water facilities are subdivided into two classifications, local and system-wide facilities. Privately owned storm water facilities that assist the District in managing system-wide storm flows also generally provide local benefits and will potentially qualify for both types of credits. Local storm water facilities are defined as facilities that manage storm flow from upstream drainage areas larger than the nonresidential property, but less than or equal to 0.5 square mile. System-wide facilities manage storm flow from upstream drainage areas larger than the nonresidential property and exceed 0.5 square mile in area.

Situations may occur in which a User Fee customer receives drainage from an upstream area less than 0.5 square mile but implements a storm water facility that provides direct system-wide benefit to the District, resulting in a measurable cost savings to the District such as the elimination or reduced need to construct storm sewers or



detention/retention facilities. These special circumstances may be eligible for the system-wide credit and will be evaluated by the District on a case-by-case basis.

**2.4.1.4 Credit Table**

The District has developed credit classifications for various storm water facilities and/or management practices implemented by nonresidential customers. The classifications are listed in **Table 2** and are divided into water quality and quantity credits for both local and system-wide facilities. Nonresidential customers can apply for a combination of credits.

**Table 2  
Nonresidential Credit Classifications  
Deerfield Regional Storm Water District**

Program Component	Maximum Water Quality Credit	Maximum Water Quantity Credit
<b>Capital Improvement Projects (CIPs)</b>		
1. Storm Water CIPs - Local Component ≤ 0.5 square mile	7.8	7.8
2. Storm Water CIPs - System Component > 0.5 square mile	7.8	7.8
<b>CIPs SUBTOTAL</b>	<b>15.6</b>	<b>15.6</b>
<b>TOTAL MAXIMUM CREDIT</b>	<b>15.6</b>	<b>15.6</b>

**Example No. 1:** A storm water improvement provided by a property owner, such as a stream bank stabilization project, is designed to withstand water quantity flows and prevent erosion (water quality benefit) for drainage from an upstream area of 0.75 square miles. This customer may be eligible for the following credits, providing that the project meets or exceeds the District’s design and maintenance requirements:

<b>Credit Item</b>	<b>Maximum Credit (Percent)</b>
Water Quality - Local - Capital	7.8%
Water Quality - System - Capital	7.8%
Water Quantity - Local - Capital	7.8%
Water Quantity - System - Capital	7.8%
<b>Total</b>	<b>31.2%</b>

The actual percent credit granted will be determined by the District based on an assessment of the actual storm water quantity / quality control benefits provided by the project.



**Example No. 2:** A storm water capital improvement project, such as a stream bank stabilization project, is designed to withstand water quantity flows and prevent erosion (water quality benefit) for drainage from an upstream area of less than 0.5 square miles. This customer may be eligible for the following credits, providing that the project meets or exceeds the District’s design and maintenance requirements:

<u>Credit Item</u>	<u>Maximum Credit (Percent)</u>
Water Quality - Local - Capital	7.8%
Water Quality - System - Capital	0%
Water Quantity - Local - Capital	7.8%
Water Quantity - System - Capital	0%
<b>Total</b>	<b>15.6%</b>

The actual percent credit granted will be determined by the District based on an assessment of the actual storm water quantity / quality control benefits provided by the project.

## 2.4.2 Applicability

### 2.4.2.1 Storm Water Facility Operation & Maintenance

The District is not currently providing operation and maintenance of the storm drainage system as part of its level of service. As such, no User Fee credits are presently offered for Owner-conducted operation and maintenance activities.

## 2.5 In-Kind Services

If a user fee customer provides in-kind services to the District, the monetary value of the in-kind contribution may be deducted from the customer’s user fee charge. For example, a school that sponsors and organizes a water festival or implements storm water related curriculum for students could negotiate a credit with the District toward the storm water user fee. A credit based on in-kind services would require a signed agreement between the applicant and the District that expressly outlines the scope and monetary value of the services being provided.

## Section 3 - Appeals

When the District staff and/or designee has rendered a written interpretation or ruling on an adjustment/credit application, the applicant shall be allowed 60 calendar days (from the date of the receipt of interpretation or ruling) within which to file an appeal, using Storm Water User Fee Form No. 4, with the District Board.

As part of the appeals submittal, the User Fee customer shall submit the following: 1) the interpretation, ruling, or order for which the applicant is submitting an appeal; and 2) the provisions of the Adjustment and Credit Policy that the applicant deems relevant to the appeal. The applicant shall also state, specifically where the interpretation, ruling or order is in error or dispute. If the appeal is based on a request for an adjustment or



*Storm Water User Fee  
Adjustment and Credit Policy*

credit, the petition shall specify the provision(s) from which the adjustment or credit is sought, and how the request otherwise satisfies, and does not significantly conflict with the other requirements of this policy and the applicable District resolution, rules and regulations.

The District Board shall complete the review of the appeal within 60 days of receipt of said request for review. The determination on the review shall be in writing and set forth, in detail, the reasons for the decision.



# **APPENDIX A**

**DEERFIELD REGIONAL STORM WATER DISTRICT  
STORM WATER USER FEE FORM NO. 1  
RESIDENTIAL ERU ADJUSTMENT**

DATE:

BILLING ACCOUNT NUMBER:

COUNTY PARCEL NUMBER:

TYPE OF RESIDENTIAL UNIT (CHECK APPROPRIATE BOX):

- |  |                                       |                                      |
|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Duplex       | <input type="checkbox"/> Condominium |
| <input type="checkbox"/> Apartment     | <input type="checkbox"/> Multi-family | <input type="checkbox"/> Other _____ |

REASON FOR ERU ADJUSTMENT:

- Single family home, condominium, or single apartment is being billed more than 1 ERU.
- Duplex unit being billed more than 2 ERUs.
- Apartment of multi-family complex is being billed more ERUs than the number of units in complex.
- Number of ERUs being billed: \_\_\_\_\_
- Number of Units in complex: \_\_\_\_\_
- Other, explain

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

APPLICATION APPROVED:       Yes     No

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

# DEERFIELD REGIONAL STORM WATER DISTRICT STORM WATER USER FEE FORM NO. 2 NON-RESIDENTIAL ERU ADJUSTMENT

DATE:

BILLING ACCOUNT NUMBER:

PROPERTY ADDRESS:

COUNTY PARCEL NUMBER:

TYPE OF DEVELOPMENT:

PARCEL AREA (square feet):

Billed Number of ERUs:

REASON FOR ERU ADJUSTMENT:

- CONDITION 1  
Incorrect amount of impervious area
- CONDITION 2  
Gravel areas not used for regular vehicular traffic (ingress/egress or parking) calculated as impervious area on User Fee bill
- Other, explain:

If Condition 1 is checked, complete the following:

Property Impervious Area \_\_\_\_\_ (sq ft)

Revised Number of ERUs<sup>(1)</sup> \_\_\_\_\_

If Condition 2 is checked, complete the following:

Non-vehicular Gravel Area \_\_\_\_\_ (sq ft)

Revised Number of ERUs<sup>(2)</sup> \_\_\_\_\_

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

DATE:

APPLICATION APPROVED:       Yes       No

CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

<sup>(1)</sup> Revised number of ERUs = Property's impervious area divided by 3,407 SQ FT.

<sup>(2)</sup> Revised number of ERUs = Billed number of ERUs – [(Non-vehicular gravel area divided by 3,407)]

**DEERFIELD REGIONAL STORM WATER DISTRICT  
STORM WATER USER FEE FORM NO. 3  
NONRESIDENTIAL CREDIT**

**GENERAL INFORMATION**

CONTACT NAME:

TELEPHONE:

PROPERTY ADDRESS:

MAILING ADDRESS:

BILLING ACCOUNT NUMBER:

TYPE OF DEVELOPMENT:

COUNTY PARCEL NUMBER:

PARCEL AREA (square feet):

ASSESSED ERUs:

**INCLUDE THE FOLLOWING ATTACHMENTS AS NECESSARY:**

- |   |  |
|---|--|
| <input type="checkbox"/> Location Map   | <input type="checkbox"/> Site Photographs                                |
| <input type="checkbox"/> Site development plan  | <input type="checkbox"/> Plans/Drawings of existing Management Facility  |
| <input type="checkbox"/> Drainage Area Maps   | <input type="checkbox"/> Description of Storm Water Management Structure |
| <input type="checkbox"/> Inspection and Maintenance records for existing Storm Water Facility |  |

SUMMARIZE BELOW BASIS FOR APPLICATION FOR STORM WATER USER FEE CREDIT:

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

DATE:

APPLICATION APPROVED:    Yes    No   Fee Reduction (%) \_\_\_\_\_

CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:

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**DEERFIELD REGIONAL STORM WATER DISTRICT  
STORM WATER USER FEE FORM NO. 4  
PETITION TO APPEAL**

DATE: \_\_\_\_\_

COMPLAINANT: \_\_\_\_\_

COMPLAINANT'S  
ADDRESS: \_\_\_\_\_

BILLING ACCOUNT NAME: \_\_\_\_\_

BILLING ACCOUNT NUMBER: \_\_\_\_\_

COUNTY PARCEL NUMBER: \_\_\_\_\_

PARCEL'S  
ADDRESS: \_\_\_\_\_

TYPE OF DEVELOPMENT (Check one)       Residential     Non-residential

Reason for Appeal (State where a District ruling, interpretation, or order is erroneous and attach a copy of said ruling, interpretation or order from the District, or specify District provision or applicable District resolution, rules and regulations exemption):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Appeal has been reviewed by the DRSWD Board of Trustees on  
\_\_\_\_\_ 20\_\_\_\_. On this date, The District

approved     denied the requested appeal. Comments or conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_