

Dallas Area Municipal Authority (DAMA)

Water Quality

BMP CREDIT MANUAL & APPLICATION



**DALLAS AREA
MUNICIPAL AUTHORITY**

Prepared by:

T&M / ERC

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Table of Contents

I.	Introduction.....	3
II.	Available Credits.....	4
1.	Water Quantity Credit.....	4
2.	Water Quality Credit (Stream Restoration and Post Construction Stormwater Quality BMP).....	4
3.	Watershed Stewardship Credit.....	10
IV.	Credit Application Data Requirements.....	12
V.	Instructions for Completing the Application	14
	STORMWATER CREDIT APPLICATION FORM	16
VI.	Annual Reporting Requirements.....	18
	STORMWATER ANNUAL REPORT & MAINTENANCE AGREEMENT.....	19

STORMWATER “QUALITY” CREDIT PROGRAM

I. Introduction

The purpose of the DAMA Stormwater Authority Credit Program and this application document is to provide both the incentive and opportunity to non-residential property owners to obtain credit for conducting good water quality stewardship practices that benefit the DAMA stormwater system and improve quality of stormwater within the DAMA stormwater service area including Kingston Township, Dallas Township and Dallas Borough. The benefit to the property owner is a reduction in the stormwater service charge by performing a water quality activity or experiencing an actual cost to improve the quality of runoff from their properties that ultimately flow into the DAMA stormwater system or streams, rivers and creeks. The concept is that the entire community benefits from these water quality enhancements or improvements to the stormwater quality system through the resulting improvements in water quality.

The property owner can reduce the stormwater authority service charge being assessed to their respective property by performing activities that improve the downstream quality of the stormwater flow. Generally, credits are offered to property owners performing the following types of water quality activities:

- Improving the water quality for a property to an acceptable standard; and/or
- Reducing the stormwater (Water Quality only) cost of service to the DAMA by performing water quality activities on properties that otherwise would have to be performed by and be the responsibility of the DAMA stormwater authority program.
- The following activities are not eligible for credit
 - Activities that reduce water quantity
 - Activities that address flooding and drainage
 - Activities that provide flood mitigation

Once a Water Quality credit is established and approved by the DAMA stormwater management staff, an annual maintenance document will be required that provides an update and status report to be submitted by the property owner / stormwater rate payer / customer as an on-going verification that the Storm Water Quality Best Management Practice (BMP) Measures are being maintained and are in good and satisfactory working order. The acronym stormwater BMP is defined and “designed to reduce stormwater volume, peak flows, and/or nonpoint source pollution through evapotranspiration, infiltration, detention, and filtration or biological and chemical actions”.

The intent of the credit program is to offer credits for water quality based BMP's and Measures to non-residential properties but will not to be offered to individual residential properties. The water quality credit program is not available to individual residential properties for the following reasons:

- The Pennsylvania Department of Environmental Protection (PADEP) does not recognize credits from individual households for the implementation of BMP's (i.e. rain barrels, rain gardens, etc.). Therefore, there is no benefit to the DAMA stormwater program when residential homeowners install individual BMP's on their property. However, DAMA does recognize the benefits and encourages homeowners to install individual stormwater BMP's;
- The stormwater authority program rate structure is based on the impervious area (whole) Equivalent Residential Unit (ERU) method and therefore the minimum fee is equal to one whole ERU. Residential properties only receive the minimum charge of one ERU and therefore cannot

receive less than 1 ERU per program written policies as all properties that contain impervious area are assigned at least 1 ERU;

- The cost of providing a credit to residential property owners exceeds the benefit (cost reduction) that the residential property owner would obtain;
- If the DAMA Board and Officials want to offer credits to residential properties, a change in the overall rate structure method may be required as identified and explained above. For example, the total impervious area rate structure method (that requires all residential properties to be measured for their property's impervious area similar to the approach for all non-residential properties that are measured under the ERU based impervious area method) would need to be implemented in order to allow for residential credits to be offered to residential properties.

The maximum credit any one non-residential property can achieve is 50% of the total property ERU irrespective of the number and amount of credits each property may qualify for. There are certain fixed costs associated with all properties that require funding and therefore, the credit reduction is capped at 50% of the overall stormwater charge for each property owner and/or complex.

II. Available Credits

1. Water Quantity Credit

The DAMA will not offer any water quantity (flooding and drainage or flood mitigation) credits because the DAMA stormwater authority program does not provide flooding and drainage services and does not assess or charge for "stormwater quantity" or "flooding and drainage" related levels of service.

2. Water Quality Credit (Stream Restoration and Post Construction Stormwater Quality BMP)

The following is a summary of the water quality credits that will be offered to the non-residential property owners in the DAMA Stormwater Authority Program with the following percent credit reduction amounts which will be ultimately "at the discretion of the DAMA Stormwater Program Engineer" reviewing the credit applications:

A. Stream Restoration Credit

The Stream Restoration Credit is offered to properties that perform an activity or activities that would otherwise be required to be performed by the DAMA Staff and/or reduce the water quality burden on the overall stormwater management system. This should include "natural" stormwater management structures (BMP's) that are properly maintained and are operating for the purposes of water quality benefits and reduce the water quality burden on the DAMA stormwater quality system. Stream Restoration Credits will be considered on a case by case basis. BMP's used to obtain Stream Restoration Credits will be required to comply with the "Recommendations of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects."

B. Post Construction Stormwater Quality BMP Credit

The water quality credits are offered to non-residential properties that perform an activity or activities that improve the quality of the stormwater entering the DAMA stormwater system. This can include "natural" as well as manmade water quality structures that are properly maintained and are operating for water quality enhancements and reduce the water quality

burden on the DAMA stormwater system. Throughout this manual, water quality structures will be referred to as BMP's (Best Management Practices).

The BMP's that qualify for credit are required to treat 2.5" of runoff over the impervious area that drains to the BMP. The only exception is Dry Extended Detention Basins. Dry Extended Detention Basins must be designed per the Commonwealth of Pennsylvania BMP Manual Section 3.3.3 Volume Control Guideline 1.

All calculations submitted to receive credit must be prepared by a Professional Engineer registered in the Commonwealth of Pennsylvania.

Property owners shall submit proof that the newly constructed BMP being used for credit was reviewed and approved by the individual municipality.

Acceptable Water Quality BMP's for credit are listed below in Table 1.

Table 1: BMP Available Credit

	<u>Available Credit</u>	<u>Credit Received</u>
Wet Pond(s)	30%	
Constructed Wetland(s)	30%	
Dry Extended Detention Basin	30%	
Infiltration Basin	30%	
Infiltration bed or trench	30%	
Dry well or Seepage Pit	30%	
Filtering Practices	30%	
Bioretention Practices	30%	
Raingarden	30%	
Permeable or Porous pavement	30%	
Bioswale (aka vegetated swale w/ amended soils)	30%	
Rainwater Capture and Re-use	30%	
Green Roof	30%	

DAMA Staff will consider alternative BMP's that meet the requirements on a case by case basis.

C. 5 Most Common BMP's To Qualify for Credit with Examples

A. BMP Scenario 1

Credit for an Existing BMP on the property built before September 14, 2017. The property is developed. No new existing impervious area is proposed.

(If the BMP was installed before 2017 it does not matter if the BMP was built to comply with Chapter 102, it can still be considered for credit)

1. Calculate the total existing impervious area on site. (Total IA)
2. Calculate the annual stormwater fee based on existing impervious area before receiving credit.*
3. Calculate the existing impervious area that drains to the existing BMP. (BMP IA)
4. Calculate the percentage of total existing impervious area treated by the BMP (BMP IA/Total IA= %IA treated)
5. Calculate the BMP credit** available. See "BMP Available Credit" chart below. (BMP credit%***)

6. Calculate the total credit reduction. ($\% \text{ IA treated} \times \text{BMP credit}\% = \% \text{ credit}$)
7. Calculate the dollar amount of credit. ($\% \text{ credit} \times \text{original fee}^{****}$)
 - * Use the stormwater fee provided on your most recent bill.
 - ** If a specific BMP is not listed in the “BMP Available Credit” chart, then the available credit for that BMP is 0%. For example, a “dry detention basin” would have a credit of 0%.
 - *** in order to get the credit referenced in the “BMP Available Credit” chart, the applicant must confirm that the existing BMP has enough volume to handle 2.5” of runoff on the treated impervious area (the BMP IA). See Section IV for details regarding how this is confirmed.
 - **** original fee = fee based on total impervious area on the property referenced in Step 2 above.

Scenario 1 – Example

Assumptions

- Total Impervious area on the property = 5 acres = 217,780 sf
- Stormwater fee = \$3,450
- Existing BMP is Infiltration Basin built in 2015
- Impervious area that drains to the existing BMP = 2 acres
- The existing basin has enough volume to accommodate 2.5” of runoff from 2 acres.

Use the steps referenced in Scenario 1 above

1. Total existing impervious area on site = 5 acres
2. The annual stormwater fee is \$3,450/year
3. The existing impervious area that drains to the BMP = 2 acres
4. The percentage of the total area on site that is being treated by the BMP = $2/5 = 40\%$
5. The BMP credit from the BMP Available Credit chart is 30%
6. The credit reduction is $40\% \times 30\% = 12\%$
7. The dollar amount of the credit is $\$3,450 \times 12\% = \$425/\text{year}$

B. BMP Scenario 2

Credit for installing a new BMP on an existing developed property. No new impervious area is proposed.

1. Calculate the total existing impervious area on site. (Total IA)
2. Calculate the stormwater fee based on existing impervious area before receiving any credit.* (original fee)
3. Calculate the existing impervious area that drains to the new BMP. (BMP IA)
4. Calculate the percentage of total existing impervious area treated by the BMP ($\text{BMP IA} / \text{Total IA} = \% \text{ IA treated}$)
5. Determine the BMP credit available**. See “BMP Available Credit” chart below. (BMP credit%***)
6. Calculate the total credit reduction. ($\% \text{ IA treated} \times \text{BMP credit}\% = \% \text{ credit}$)
7. Calculate the dollar amount of credit. ($\% \text{ credit} \times \text{original fee}^{****}$)
 - * Use the stormwater fee provided on your most recent bill.
 - ** Chose a BMP type from the BMP Available Credit chart. If a specific BMP is not listed on this chart, then the available credit for that type of BMP is 0%. For example, a “dry detention basin” would have a credit of 0%.
 - *** in order to get the credit referenced in the “BMP Available Credit” chart, the applicant must design the new BMP to have enough volume to handle 2.5” of runoff from the

treated impervious area (the BMP IA). See Section IV for details regarding how this is volume is documented.

**** original fee = fee based on total impervious area on the property from Step 2 above

Scenario 2 Example

Assumptions

- Total Impervious area on the property = 4 acres
- New BMP is a Constructed Wetland
- Impervious area that drains to the existing BMP = 1.5 acres
- The constructed wetland is built to handle 2.5" of runoff from 1.5 acres.

Use the steps referenced in Scenario 2 above

1. Total existing impervious area on site = 4 acres
2. Annual Stormwater fee = \$2,820
3. The existing impervious area that drains to the BMP = 1.5 acres
4. The percentage of the total area on site that is being treated by the BMP = $1.5/4 = 37.5\%$
5. The BMP credit from the BMP Available Credit chart is 30%
6. The credit reduction is $37.5\% \times 30\% = 11.25\%$
7. The dollar amount of the credit is $\$2,820 \times 11.25\% = \$317/\text{year}$

C. BMP Scenario 3

Credit for retrofitting an existing BMP on an existing developed property. No new impervious surface is proposed.

1. Calculate the total existing impervious area on site. (Total IA)
2. Calculate the stormwater fee based on existing impervious area before receiving any credit.* (original fee)
3. Calculate the existing impervious area that drains to the retrofitted BMP**. (BMP IA)
4. Calculate the percentage of total existing impervious area treated by the retrofitted BMP (BMP IA/Total IA= %IA treated)
5. Calculate the BMP credit available for the retrofitted BMP***. See "BMP Available Credit" chart below. (BMP credit%****)
6. Calculate the total credit reduction. (% IA treated x BMP credit% = %credit)
7. Calculate the dollar amount of credit. (%credit x original fee*****)

* Use the stormwater fee provided on your most recent bill.

** Please note, there may be situations where the impervious area to the existing BMP is different than the impervious area to the retrofitted BMP. This calculation requires the use of the impervious area to the retrofitted BMP.

*** Choose a BMP type from the BMP Available Credit chart. If a specific BMP is not listed on this chart, then the available credit for that type of BMP is 0%. For example, a "dry detention basin" would have a credit of 0%.

**** in order to get the credit referenced in the "BMP Available Credit" chart, the applicant must design the new BMP in accordance with PA BMP Manual Section 3.3.3 Volume Control Guideline 1

***** original fee = fee based on total impervious area on the property.

Scenario 3 Example

Assumptions

- Total Impervious area on the property = 5 acres
- Existing BMP is a dry detention basin
- After retrofitting, the BMP will be a dry extended detention basin

- Impervious area that drains to the retrofitted BMP = 2 acres
- The retrofitted BMP is built to handle the difference between the pre-development volume that drains to the retrofitted BMP and the post development volume that drains to the retrofitted BMP during a 2-year 24 hour storm event. See PA BMP Manual Section 3.3.3 Volume Control Guideline 1. Please note that in this situation “pre-development” is defined as meadow or woods.

Use the steps referenced in Scenario 3 above

1. Total existing impervious area on site = 5 acres
2. Annual Stormwater fee = \$3,450
3. The existing impervious area that drains to the retrofitted BMP = 2 acres
4. The percentage of the total area on site that is being treated by the BMP = $2/5 = 40\%$
5. The BMP credit from the BMP Available Credit chart is 30%
6. The credit reduction is $40\% \times 30\% = 12\%$
7. The dollar amount of the credit is $\$3,450 \times 12\% = \$425/\text{year}$

D. BMP Scenario 4

Credit for installing a new BMP as part of a new development that does not require an NPDES permit because the limit of disturbance is less than 1 acre.

1. Calculate the total post development impervious area on site. (Total IA)
2. Calculate the pending stormwater fee based on the post development impervious area on site. (original fee)*
3. Calculate the total post development impervious area that drains to the new BMP. (BMP IA)
4. Calculate the percentage of total impervious area treated by the BMP (BMP IA/Total IA = %IA treated)
5. Calculate the BMP credit available**. See “BMP Available Credit” chart below. (BMP credit%***)
6. Calculate the total credit reduction. (% IA treated x BMP credit% = %credit)
7. Calculate dollar amount of credit. (%credit x original fee****)

* A sample fee calculation is provided in Section V below

** Chose a BMP type from the BMP Available Credit chart. If a specific BMP is not listed on this chart, then the available credit for that type of BMP is 0%. For example, a “dry detention basin” would have a credit of 0%.

*** in order to get the credit referenced in the “BMP Available Credit” chart, the applicant must design the new BMP to have enough volume to handle 2.5” of runoff from the treated impervious area (the BMP IA). See Section IV for details regarding how this is volume is documented.

**** original fee = fee based on total post development impervious area on the property as referenced in Step 2 above.

Scenario 4 Example

Assumptions

- Total post development impervious area on the property = 4 acres = 174,240 sf
- New BMP is a Constructed Wetland
- Impervious area that drains to the existing BMP = 1 acre
- The constructed wetland is built to handle 2.5” of runoff from 1 acre.

Use the steps referenced in Scenario 4 above

1. Total post development impervious area on site = 4 acre
2. Pending stormwater fee is $174,240 \text{ sf} / 3,700 \text{ sf/ERU} = 47 \text{ ERU's} \times \$60/\text{ERU/year} = \$2,820/\text{year}$

3. The impervious area that drains to the new BMP = 1 acres
4. The percentage of the total area on site that is being treated by the new BMP = $1/4 = 25\%$
5. The BMP credit from the BMP Available Credit chart is 30%
6. The credit reduction is $25\% \times 30\% = 7.5\%$
7. The dollar amount of the credit is $\$2,820 \times 7.5\% = \$211.50/\text{year}$

E. BMP Scenario 5

Credit for installing a new BMP as part of a new development that does require an NPDES permit because the limit of disturbance is greater than 1 acre.

1. BMP's that are installed to comply with the NPDES permit CANNOT be used to receive credit. Only BMP's that exceed the NPDES permit requirements can be used in the following credit calculations.
2. Provide the volume of the new BMP (BMP Vtotal). This must be based on an as-built plan. Please refer to Section IV for submission requirements.
3. Provide the volume of the new BMP that is used to fulfill the NPDES permit requirements (BMP Vnpdes). This volume must be clearly depicted in stormwater management design calculations approved as part of the NPDES permit application. Please refer to Section IV for submission requirements.
4. Calculate the amount of BMP volume left over which can be used for this credit calculation. (BMP Vtotal – BMP Vnpdes = BMP Vcredit)
5. Calculate the amount of impervious area which is treated by the volume in the BMP referenced in Step 4 above (BMP Vcredit) based on 2.5" of runoff on the impervious area. This impervious area will then be used in Step 7 below. (BMP IAcredit)
6. Calculate the total post development impervious area on site. (Total IA)
7. Calculate the pending stormwater fee based on the post development impervious area on site. (original fee)*
8. Calculate the total post development impervious area that drains to the portion of the new BMP which is available for credit. (BMP IAcredit)
9. Calculate the percentage of total impervious area treated by the BMP (BMP IA/Total IA = %IA treated)
10. Calculate the BMP credit available. See Table 1 "BMP Available Credit". (BMP credit%**)
11. Calculate the total credit reduction. (% IA treated x BMP credit% = %credit)
12. Calculate the dollar amount of credit. (%credit x original fee***)

* A sample fee calculation is provided in Section V below

** In order to get the credit referenced in the "BMP Available Credit" chart, the applicant must design the new BMP to have adequate volume to handle the runoff generated by 2.5" of water on the treated impervious area

*** Original fee = fee based on total impervious area on site as referenced in Step 7

Scenario 5 Example

Assumptions

- Total post development impervious area on the property = 6 acres
- An infiltration basin was recently constructed as part of the overall development on this property.
- Impervious area that drains to the infiltration basin = 2 acres
- The total volume of the basin is 30,000 cf.
- The volume of the basin used to comply with NPDES = 25,000 cf

Use the steps referenced in Scenario 5 above

1. Only the portion of the basin which exceeds the NPDES permit requirements can be utilized in this sample calculation.

2. The total basin volume = 30,000 cf.
3. Stormwater calculations from the NPDES permit indicate that the portion of the basin volume used to comply with NPDES = 25,000 cf.
4. The remaining basin volume left to determine the credit = 5,000 cf
5. The impervious area remaining volume can treat based on 2.5" of runoff over the impervious surface. $5,000\text{cf} / 2.5" / 12 = 24,000 \text{ sq. ft.} = 0.55 \text{ acres.}$
6. Total post development impervious area on site = 6 acres
7. Pending stormwater fee is $261,360 / \text{ERU (sf/3,700)} = 70.63$ rounded up to 71 ERU's x \$60 (rate per quarter) / ERU / year = \$4,260/year
8. The impervious area that drains to credit portion of the basin volume = 0.55 acres
9. The percentage of the total area on site that is being treated by the BMP = $0.55/6 = 9.2\%$
10. The BMP credit from the BMP Available Credit chart is 30%
11. The credit reduction is $9.2\% \times 30\% = 2.8\%$
12. The dollar amount of the credit is $\$4,260 \times 2.8\% = \$120/\text{year}$

3. Watershed Stewardship Credit

Non-residential property owners are eligible for a Stormwater credit if they participate in an eligible, DAMA approved local watershed stewardship event. To be considered as an eligible event, the event must be set up, organized, and executed through a partnership with citizens, local groups, DAMA, and/or state and/or federal agencies and should be identified as a BMP for compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit. In general, eligible watershed stewardship activities will include community stream clean-ups via DAMA approved organizations. To receive credit for participation in an approved Program, the non-residential property owner will need to submit an application and a request for roadway/stream designation. To receive credit for participation in a sanctioned cleanup program, the non-residential property owner will need to submit an application and tentative list of participants. Participants must register at the event and identify themselves as credit program participants. A single participant may be credited only to one Stormwater authority property bill.

Table 1

Credit Type	Criteria	Credit
Adopt a Stream	DAMA Approved Program - Maintain 1 mile of Stream for 1-Yr. Value = 8 ERUs per mile of stream adopted and the stream must be cleaned 3 times per year.	Up to 30%
Adopt a Road	DAMA Approved Program - Maintain 1 mile of Road for 1-Yr. Value = 8 ERUs per mile of road adopted and the roadside must be cleaned 3 times per year.	Up to 30%
Storm Drain Stenciling	DAMA Approved - Based on number of participants Value = 1 ERU per 2 storm drains stenciled.	Up to 10%
Sponsor Educational Material Development	DAMA Approved - Poster, Brochure, Essay Contests; Public Service Announcement, Multimedia, etc. Value = 1 ERU per 100 residents reached.	Up to 10%
Litter Collection Day	DAMA Approved - Based on number of participants Value = 1 ERU per 5 people participating	Up to 10%
Adopt a BMP	DAMA Approved Program – Operate and maintain 1 existing water quality BMP for 1 year. Value = 1 ERU per BMP. The BMP must be operated and maintained per the PA BMP Manual.**	
Other	Other DAMA Approved - Programs or Projects	Up to 30%
Maximum Credit Available		50%

** Adopt A BMP is offered to owners of non-residential property that agree (in writing) to perform operation and maintenance of an existing BMP that would otherwise have to be performed by DAMA staff. The existing BMP must provide water quality benefits. This can include operation and maintenance of any existing BMP's listed in Table 1 above. The BMP must be operated and maintained in accordance with the PA BMP Manual.

III. Credit Application Procedures

Submit the Application and Annual Reports via email preferred to the following email address:

Dallas Area Municipal Authority

Attention: Thomas Mayka

Stormwater Coordinator

101 Memorial Highway

Shavertown, Pennsylvania 18708-9603

Phone: 570-696-1133 Ext. 309

Email: tmayka@damaonline.org (preferred contact staff email to use for credit inquiries)

The credits offered by the DAMA that appear in Section II of this document are based on the following baseline guidelines. It is recommended to review each of these documents when preparing your credits application.

1. Pennsylvania Department of Environmental Protection (PADEP) Pennsylvania Stormwater Best Management Practices Manual dated December 30, 2006 or the latest edition (PA BMP Manual) <http://www.depgreenport.state.pa.us/elibrary/GetDocument?docId=7876&DocName=ENTIRE%20MANUAL%20INCLUDING%20ALL%20CHAPTERS.PDF%20%20%3Cspan%20style%3D%22color%3Ablue%3B%22%3E%3C%2Fspan%3E> and/or;
2. Recommendation of the Expert Panel to Define Removal Rates for Street and Storm Drain Cleaning Practices latest edition. http://chesapeakestormwater.net/wp-content/uploads/dlm_uploads/2016/05/FINAL-APPROVED-Street-and-Storm-Drain-Cleaning-Expert-Panel-Report-Complete2.pdf
3. Recommendation of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects latest edition http://chesapeakestormwater.net/wp-content/uploads/dlm_uploads/2013/05/stream-restoration-merged.pdf

The following protocol for property owners that are approved for and accepted into the Stormwater Credits Program applies:

1. The credit policy applies to both new and existing facilities.
2. Each property will be limited to a maximum of 50% total credit per property.
3. Credits will be applied to the percent of impervious area impacted. For example, if a BMP is eligible for credit and the water quality credit applies or impacts only half the property, only half the credit will be approved. For example, a property contains a total impervious area in the amount of 3 acres and water quality credit improves water quality for 1.5 acres, the total credit available would be multiplied by a factor of 50%.
4. The Stormwater Credit Program will apply the credit to reduce your bill as soon as possible following the approval of the credit application and process.

5. For the credit to be continued through the next calendar year, and subsequent years, maintenance documentation must be submitted by October 1st of each year to apply the next year. If documentation is not received by said due date, the DAMA reserves the right to revoke the credit for the applicable year. Upon receipt of sufficient documentation, the DAMA may reinstate the credit for the following year.
6. Provide a set of as-built drawings and calculations of the property water quality benefit, prepared and sealed by a Professional Engineer, registered in the Commonwealth of Pennsylvania.
7. Construct the BMP facility in accordance with the plans, specifications and calculations.
8. Provide regular maintenance for the facility in accordance with a suitable maintenance plan to be included with the application.
9. The cost to submit the initial (onetime) application for credits is \$400.00. There is no cost to submit the one-page annual maintenance agreement to maintain the approved credits for the business community.
10. To promote and encourage the business community to submit their credit application, the DAMA will waive the \$400.00 application fee if the credit application is submitted by October 1, 2020.
11. The credit application reduction will be retroactive back to January 1, 2020 if submitted in the 2020 calendar year. If the application is submitted after December 31, 2020 the credit will apply at that time and as soon as the application is approved by DAMA staff and will appear on the next quarterly bill.

IV. Credit Application Data Requirements

Supporting data is required for each credit applied for. The type of supporting data varies depending on the type of credit requested as shown below.

Supporting Data Requirements:

The following is a list of potential supporting data that will be required with your credit application submittal. Please provide all pertinent information with your application. This will expedite the DAMA's review process of your credit application. You are encouraged to provide additional information that will be appropriate for your property and assist in evaluating your property's credits.

Site Plans and Surveys

- ☐ Adjoining lakes, streams, or other major drainage ways
- ☐ Existing and proposed contours
- ☐ Impervious delineation and labels (buildings, driveways, etc.)
- ☐ Drainage area map, including off-site areas draining through the site
- ☐ Size and location of all stormwater structures
- ☐ As-built drawings approved by the individual municipality.
- ☐ This as-built plan must include as-built volume calculations for each BMP being used for credit.
- ☐ Plat Maps
- ☐ Professional Engineer Stamp, Professional Surveyor Stamp
- ☐ All permits and approvals related to earth disturbance and stormwater management, including approval from the individual municipality for the new BMP.

Calculations

- ☐ Any stormwater calculations submitted to obtain an NPDES permit. These calculations must clearly depict the volume in the BMP that was used to satisfy the permit requirements.
- ☐ Stormwater Calculations that justify the proposed credit. These must be prepared by a Professional Engineer registered in the Commonwealth of Pennsylvania
- ☐ Operation and Maintenance (O&M) Plan
- ☐ Schedule of O&M Plan for each BMP
- ☐ O&M Agreement

Easement and Deed Restriction for inspection access and long term O&M of BMP

_____ Easement agreement
_____ Deed Restriction
_____ Other _____ (Please describe)

Other Data

_____ Adopt A Stream Application
_____ Adopt a Road Application
_____ Adopt a BMP Application
_____ Clean Up Participation
_____ Other (Please describe) _____

V. Instructions for Completing the Application**Section A - Applicant**

- Refer to and complete the application contained at the end of this document.
- Name, address, e-mail and phone number of the person or persons responsible for stormwater charge.

It is encouraged to use the primary "baseline guidelines" for preparing your credits application, as referenced in Section IV. These will be used as the primary guidelines and documentation to approve your application. In addition, documentation from other states that offer experimental BMP's not listed in this application that are proven to work, will be considered, as long as the documentation is included as part of your credits application documentation. It will be the responsibility of the parcel/property owner to provide the documentation necessary to evaluate any "experimental" BMP's applied for, if applicable.

Section B - Site Information

- Location where credit is to be applied (if the BMP does not pertain to 100% of the parcel).
- Impervious area and ERU's for entire property are based on applicant's estimate (See Section IV - Credit Example above).
- Sewer, Trash Stormwater Utility Account Number located on the top left-hand corner of the Sewer, Trash Stormwater Utility Bill statement.

Section C - Certification

Property Owner signature

Section D - Credit Summary

The DAMA staff will review and assign a stormwater credit with a maximum of 50% credit to any one parcel/property.

Submit Data, Application and Fee to:

Submit this Application and Annual Reports via email preferred to the following email address:

Dallas Area Municipal Authority

Attention: Thomas Mayka

Stormwater Coordinator

101 Memorial Highway

Shavertown, Pennsylvania 18708-9603

Phone: 570-696-1133 Ext. 309

Email: tmayka@damaonline.org (preferred contact staff email to use for credit inquiries)

Final Requirements to Obtain Credit

Step 1: Construct the credit BMP facility in accordance with the approved plans, specifications, and design calculations and obtain an inspection of the credit BMP facility by DAMA Staff. Credit

will become effective when the structure and/or credit requirements have been completed and operating properly as certified by DAMA staff.

Step 2: Provide an easement, deed restriction, or land purchase agreement that restricts the use of the property for anything but the intended management facility. Submit copy of recording instrument. (i.e. plat)

Step 3: Provide regular maintenance for the facility in accordance with the maintenance management plan.

Step 4: Submit an annual management and maintenance report on each facility. At the discretion of DAMA Staff, inspections may be performed to confirm the operation and maintenance of the applied management practice or compliance with the approved management plan.

Questions and Inquiries Regarding the Credits Application Call: Thomas Mayka at (570) 696-1133 Ext. 309.

DAMA
STORMWATER CREDIT APPLICATION FORM
ONE TIME APPLICATION DUE BY OCT 1ST TO BECOME EFFECTIVE THE FOLLOWING YEAR

SECTION A - APPLICANT

Applicant Name:	Contact Name:
Applicant Address:	
City:	State:
Zip:	
Phone:	Email:

SECTION B - SITE INFORMATION

Utility Bill Customer Account Number:	
Property Address:	
City:	State:
Zip:	
Credit(s) Applying for:	
<div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> Water Quality Ponds</div> <div><input type="checkbox"/> Vegetated Swales / Strips</div> <div><input type="checkbox"/> Dry Swales</div> <div><input type="checkbox"/> Riparian Buffers</div> <div><input type="checkbox"/> Constructed Wetlands</div> <div><input type="checkbox"/> Porous Pavement</div> <div><input type="checkbox"/> Bioretention Rain Garden</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Watershed Stewardship Credits:</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> Adopt a Stream</div> <div><input type="checkbox"/> Adopt a Road</div> <div><input type="checkbox"/> Adopt a BMP</div> <div><input type="checkbox"/> Donate an Easement</div> <div><input type="checkbox"/> Storm Drain Stenciling</div> <div><input type="checkbox"/> Sponsor Educational Materials Development</div> <div><input type="checkbox"/> Litter Collection Day</div> <div><input type="checkbox"/> Other:</div> </div> </div> <div style="width: 35%; text-align: center;"> <p>%*</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div> </div>	
*% of total impervious area that reaches BMP	

Questions and Inquiries Regarding the Credits Application Call: Thomas Mayka at (570) 696-1133 Ext. 309.

SECTION C - CERTIFICATION

I hereby request consideration for a Stormwater Credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated Management Practice to the prescribed criteria according to DAMA requirements. I hereby release the DAMA from any maintenance responsibility whatsoever on the above identified management practice located on my property. I agree to provide corrected information should there be any change in the information provided herein.

_____	_____
Name	Title
_____	_____
Signature	Date

Submit Data, Application and Fee to:

Submit this Application and Annual Reports via email preferred to the following email address:

Dallas Area Municipal Authority

Attention: Thomas Mayka

Stormwater Coordinator

101 Memorial Highway

Shavertown, Pennsylvania 18708-9603

Phone: 570-696-1133 Ext. 309

Email: tmayka@damaonline.org (preferred contact staff email to use for credit inquiries)

Final Requirements to Obtain Credit

- Step 1:** Construct the credit management facility in accordance with the approved plans, specifications, and design calculations and obtain an inspection of the credit management facility by DAMA Staff. Credit will become effective when the structure and/or credit requirements have been completed and operating properly as certified by DAMA staff.
- Step 2:** Provide an easement, deed restriction, or land purchase agreement that restricts the use of the property for anything but the intended management facility. Submit copy of recording instrument. (i.e. plat)
- Step 3:** Provide regular operation and maintenance for the facility in accordance with the operation and maintenance plan.
- Step 4:** Submit an annual management and maintenance report on each facility. At the discretion of DAMA Staff, inspections may be performed to confirm the operation and maintenance of the applied management practice or compliance with the approved management plan.

Questions and Inquiries Regarding the Credits Application Call: Thomas Mayka at (570) 696-1133 Ext. 309.

VI. Annual Reporting Requirements

Annual reporting is required by all credit recipients to maintain the service fee reduction. A letter or report that describes the status, operation and maintenance of each best management practice is to be submitted to the DAMA with the following Maintenance Agreement no later than October 1st of each year to qualify for the following year. Failure to submit the annual report will result in cancellation of the credit. In addition, the DAMA reserves the right to periodically inspect the credited management practice to assure DAMA requirements are being followed. The annual report will generally require the following information:

- The Sewer, Trash Stormwater Utility Bill Customer Account Number and associated information;
- Applicant statement certifying that the conditions under which the credit was originally issued have substantially remained the same;
- Applicant statement certifying that if structural management practices are receiving credit, they are being inspected and maintained within appropriate standards for the management practice;
- Summary of regular inspection results; and
- Summary of maintenance activities.

Submit Annual Maintenance Reports to:

Submit this Application and Annual Reports via email preferred to the following email address:

Dallas Area Municipal Authority

Attention: Thomas Mayka

Stormwater Coordinator

101 Memorial Highway

Shavertown, Pennsylvania 18708-9603

Phone: 570-696-1133 Ext. 309

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**DAMA
STORMWATER ANNUAL REPORT & MAINTENANCE AGREEMENT**

**DUE BY OCT 1ST TO STAY IN EFFECT FOR THE FOLLOWING YEAR
USE FOR ANNUAL MAINTENANCE REPORTING**

SECTION A - APPLICANT

Applicant Name:	Contact Name:	
Applicant Address:		
City:	State:	Zip:
Phone:	Email:	

SECTION B - SITE INFORMATION

Utility Bill Customer Account Number:		
Property Address:		
City:	State:	Zip:

CERTIFICATION:

I hereby certify that I have authority to make a request and authorization for this property for continued credit. I further certify that the BMP's for which I have received credit continue to be in operation and I have performed the prescribed inspections and maintenance per DAMA requirements. I hereby release the DAMA from any maintenance responsibility whatsoever on the above identified management practice located on my property. I agree to provide corrected information should there be any change in the information provided herein.

Name	Title
Signature	Date