

Residential Credits Application Forms

**(for Single Family, Duplex,
and Triplex Homes)**

See Full Credit Policy for Specifics

Residential Credit Application

A. Initial Application for Residential Credits

(It may take up to 60 days to process the application before you begin receiving credits.)

The initial application requires the following:

For Rain Garden Credit:

- Residential Credit Application Form
- Air photo of parcel marked up to show the roof flow lines and dimensions, the location of the garden(s), and garden dimensions.
- Photo(s) of each device showing it to be installed and operational
- Annual Certification

The following credits apply to rain gardens:

<u>Rain Garden Volume</u>	<u>Credit</u>
185 cubic feet or greater --	80%
139 to 184 cubic feet ----	60%
92 to 138 cubic feet ----	40%
Less than 92 cubic feet----	no credits

For Rain Barrel Credit:

- Residential Credit Application Form
- Air photo of parcel marked up to show the roof flow lines and dimensions, the location of the barrels, and barrel size.
- Photo(s) of each barrel showing it to be installed and operational (Photo must clearly show mosquito proofing and drain mechanism.)
- Annual Certification

The following credits apply to rain barrels:

<u>Number of Rain Barrels</u>	<u>- Credit</u>
8 or more	80%
7	70%
6	60%
5	50%
4	40%
Less than 4 barrels	no credits

For Engineered Best Management Practices Credit:

- Residential Credit Application Form
- Air photo of parcel marked up to show all impervious surface area dimensions, flow direction of run-off, and the location and dimensions of all Engineered Best Management Practices.
- Photo(s) of each BMP showing it to be installed and operational.
- Supporting calculations and drawing stamped and signed by Licensed Professional-Engineer, Landscape Architect, or Hydrologist.
- Annual and Long Term Maintenance Plan for each Best Management Practice
- Annual Certification

B. Required Maintenance of Residential BMP's:

Rain Garden Maintenance Plan:

On-going: (frequency of weekly to monthly)

- Weed or mow rain garden regularly
- Remove accumulated trash or debris
- Observe standing water after rain events to ensure drain down time does not exceed 24 hours
 - If water remains standing after 24 hours remove top two inches of accumulated debris or deep till to restore infiltration.
 - If water still remains standing after 24 hours reduce garden depth so drain down time does not exceed 24 hours and resubmit credit application with new volume

Annually:

- Remove dead and accumulated vegetative matter
- Check depth is within 90% of original designed depth
 - If depth is less than 90% of original design, remove accumulated material to restore depth or resubmit credit application with correct volume

Rain Barrel Maintenance Plan:

On-going: (frequency of weekly to monthly)

- After an event, use accumulated water or drain barrel prior to next event.
- Check that gutters, downspouts, and barrel input points are clear and delivering run-off to barrel
 - Remove any accumulated sediment, debris, or blockage

Annually:

- Remove accumulated organic matter, trash or debris from barrel and deposit in trash or compost
- Rinse barrel into pervious area (such as lawn) where run-off will not reach storm sewer
- Check that mosquito proof measures are in place and functional
 - Repair as necessary
- Check barrels for signs of aging or leaks
 - Replace as necessary

Note: Rain Barrels can be disconnected and stored from October 15th to April 1st without impacting Utility Credits

Engineered Best Management Practice Maintenance Plan:

- Follow the maintenance plan submitted and approved in initial application

C. Annual Certification of Residential BMP's

The residential owner is responsible to file an **Annual Certification of Maintenance** with the Storm Water Utility to continue to receive a Stormwater Utility Credit. This Annual Certification states that the stormwater control device(s) is/are in place, inspected, maintained, and functional. The certification also gives the City the right to access the property and inspect the stormwater control devices at any time without advance warning, and to charge the customer a fine equivalent to 5 ERU's if a device is found to be not in use or not functional. (A residential property is charged for 1 ERU annually.)

Required inspection and maintenance of Rain Gardens and Rain Barrels can be found in the appendix of this document and on file in the Storm Water Utility. Engineered Best Management Practices are required to follow the Maintenance Plan submitted with the initial application and kept on file with the Storm Water Utility.

The annual certification is to be filed with the Stormwater Utility by the 1st of April of every year. Annual certification received after April 1st will require a \$25 late fee to process. Any utility credits missed due to failure of the owner to submit an annual certification prior to April 1st will not be refunded.

A new initial application is required if an annual certification is not received within one calendar year January 1st to December 31st).

City of La Crosse, WI.

Storm Water Utility

Residential Credit: Initial Application

Return form to:
City of La Crosse
SWU Credits
Engineering Dept
400 La Crosse St.
La Crosse, WI 54601

Parcel I.D. # _____ Date: _____

Property Owner: _____

Property Address: _____

Mailing Address: _____

City _____ State _____ Zip _____

Customer Name: _____

Customer Phone Number: _____

Customer Email Address: _____

How should we contact you? Phone or Email? _____

Brief Description of the BMP used for Credit:

-Volume of Rain Garden: _____

-Number of Rain Barrels: _____

-Description of Engineered BMP: _____

Credits Requested:

- Rain Garden(s): _____ %

-Rain Barrel(s): _____ %

- Engineered BMP:

Volume Reduction: _____ %

TSS Reduction: _____ %

Office Use Only

Approved By:

Approved Date:

Credits Given:

Total All Credits: (*maximum allowed 80%*) _____ %

It is the applicant's responsibility to prove the claim.

Please attach required documentation supporting this claim to this application.

City of La Crosse, WI.

Storm Water Utility

Residential Credit • Annual Certification of Maintenance

Due by April 1 of each year to maintain credits

Parcel I.D. # _____

Property Address: _____

Date of Original Credit Application: _____

Certification of Compliance and Right of Entry Agreement

I hereby certify that the stormwater control devices described above are in-place, inspected, maintained, and functional as identified and described in the Stormwater Utility Credit Application for this parcel on file with the Storm Water Utility.

- If I have installed a **rain garden** on my property I certify that the rain garden is constructed using the guidance provided in the UW-Extension publication "Rain Gardens: A how-to manual for homeowners".
- If I have installed **rain barrels** on my property I certify each barrel holds 50 gallons or more, collects run-off from a rooftop that exceeds 200 square feet per barrel, is mosquito proof, and has a mechanism allowing it to be drained automatically at an interval of every 2 weeks or less.
- If I have an **engineered best management practice** on my property I certify that it has been installed according to the design professional's and/or manufacturer's recommendations.

Further, I certify that the stormwater control devices described above are being maintained as described in the City of La Crosse Storm Water Utility Credit Policy.

Further, I certify the stormwater control devices described above will remain in-place, be inspected, maintained, and remain functional throughout the calendar year and that I will notify the Storm Water Utility in writing immediately if the devices are removed, made inoperable, or caused to have reduced functionality due to any means- manmade or otherwise.

Additionally, I grant the City permission to enter this property for the sole purpose of conducting site inspections of my on-site stormwater management practices to verify the claims certified to above are true and accurate.

Finally, I agree to pay a **fine equivalent to the rate of five (5) ERU's** if I am found to be noncompliant with the City of La Crosse Residential Credit Policy or that to which I now certify.

Signature

Date

Print Name

E-mail Address

I wish to be sent an e-mail notification in mid-January each year regarding deadline for Annual Certification of Maintenance Form submittal in order to maintain my Residential Stormwater Credits. **YES or NO**

Effective 2016, an e-mail reminder will be sent each year to properties with active Residential Credits regarding the April 1 deadline for the Annual Certification at the property owner's request. If a choice is not made, no notification will be provided. It is the responsibility of the property owner to ensure the Utility has their most current e-mail address on file if they wish to receive this reminder.

Annual Certification of Residential BMP's

The residential owner is responsible to file an **Annual Certification of Maintenance** with the Storm Water Utility to continue to receive a Stormwater Utility Credit. This Annual Certification states that the stormwater control device(s) is/are in place, inspected, maintained, and functional. The certification also gives the City the right to access the property and inspect the stormwater control devices at any time without advance warning, and to charge the customer a fine equivalent to 5 ERU's if a device is found to be not in use or not functional. (A residential property is charged for 1 ERU annually.)

Required inspection and maintenance of Rain Gardens and Rain Barrels can be found in the appendix of your original Residential Credit Application Packet and on file in the Storm Water Utility. Engineered Best Management Practices are required to follow the Maintenance Plan submitted with the initial application and kept on file with the Storm Water Utility.

The annual certification is to be filed with the Stormwater Utility by the 1st of April of every year. Annual certification received after April 1st will require a \$25 late fee to process. Any utility credits missed due to failure of the owner to submit an annual certification prior to April 1st will not be back credited. If it has been more than a year since credits have been inactive at a property; or property ownership has changed, a new Residential Credit Application will need to be completed and turned into the Engineering Department.