



Stormwater Facility Credit Program

Package Content

- Application Instructions
- Submittal Requirements
- Application Form
- Application and Supporting Documentation Examples
- Additional Documents – Estimate your own credit (upon request)



Stormwater Facility Credit Application

Submittal Requirements

Before completing this application, please be aware that stormwater systems must:

- Meet the requirements of the City of Seattle Stormwater Code (SMC 22.800).
- Manage run-off from impervious areas. Management of run-off from pervious areas is not eligible for credit.
- Be properly maintained and functioning. A facility inspection by a qualified inspector must have been completed within 6 month of the application date.

Note : Owners of the property on which the system is located must sign and certify all applications.

To be considered for credit, please provide the following five piece of material. Incomplete submittals will not be processed.

- Completed application form
- Map(s) showing contributing impervious surface areas divided into pollution generating surfaces (vehicular surfaces such as driveways and parking areas) and non-pollution generating areas (such as roof areas and walkways).
- Photos of the facility, inside structure and facility location on site.
- Documentation of maintenance activities, as required under Section 4 of the Application.
- Additional documentation requirements:

Larger Stormwater Impact Sites – Over 10,000 sq ft of new and/or re-developed impervious surface

1. At least one of the following two documents:

- a) Plan(s) and/or as-built drawing(s) prepared and **stamped by a Licensed Professional Engineer or Licensed Landscape Architect.**
- b) Plans and/or site as-built that have been approved by Department of Planning and Development from a review process.

OR

Voluntary Systems & Smaller Stormwater Impacts Sites –Up to 10,000 sq ft of new and/or re-developed impervious surface

1. At least one of the following two documents required:

- a) Plan(s) and/or site as-built drawing(s) prepared by a Licensed Professional Engineer or Licensed Landscape Architect **(does NOT need to be stamped)**
- b) Plan(s) and/or drawing(s) that meet the standard described in Department of Planning and Development Cam 103, 103A, 106 quality site map (follow DPD Cam submittal packet requirements as it pertains to your parcel and individual site conditions. **Be sure to include your stormwater system in relation to the buildings, parking area, driveways and sidewalks on the parcel.** Copy of Cams can be found at <http://web6.seattle.gov/dpd/cams/CamList.aspx>

2. Copy of the side sewer card of your parcel. To locate your side sewer card go to the Department of Planning and Development side sewer card web site at <http://web1.seattle.gov/dpd/sidesewercardsv2/> Search for the card that shows the down spouts from building and impervious surfaces going into your stormwater system.

Submit all application materials to the address at the end of section 5.

Stormwater Facility Credit Application

Application Form Instructions

Please complete all sections of the attached application form. One application form may be submitted for multiple properties owned by the same person or entity. Each parcel may contain one or more stormwater facilities. **Pages may be photocopied if additional space is required to complete any given section.**

Section 1: Administrative and Contact Information

Administrative and contact information must be provided for each parcel included in the application form. For applications including multiple parcels, please include a copy of Section A for each parcel, providing revised information where applicable. Specify “same” for any information that is common for ALL parcels included (i.e. owner information).

- **Parcel Number:** To locate parcel number see your property tax bill or the King County parcel viewer website at <https://gismaps.kingcounty.gov/parcelviewer2/>.
- **Owner Information:** Please provide the owner information as it appears on the King County property tax statement.
- **Site Information:** Provide address where the stormwater facility is located and on site contact person, if applicable.
- **Property Management Information:** Property management information if applicable.
- **Correspondence Information:** Please check the appropriate box(es) if you would like a copy of the credit approval status to be sent to another location other than the owner location.

Section 2: Stormwater Facility Information

To receive credit, facilities MUST meet the requirements of the City Stormwater code (SMC 22.800) and MUST manage runoff from impervious surfaces. Please note that athletic fields (synthetic, grass and sand base) do not meet the City code requirements for stormwater systems and will not be accepted for the credit program.

- **Facility Number:** Only required where application includes multiple facilities. The same numbers should be used to identify facilities in Sections 1, 2 and 3, and on as- built plans and site maps.
- **Facility Type:** Please enter the appropriate facility type using the legend below.

Code	Facility Description
A	Wet Vault
B	Dry Vault
C	Wet Pond
D	Sand Filter
E	Media Filter
F	Rain Garden
G	Flow Control System
H	Cistern
I	Detention Pond
J	Oil/Water Separator
K	Bioswale
L	Roof Garden
M	Bioretention (rain garden)
N	Bioretention w/under drain
O	Porous/Permeable Pavement
P	Infiltration trench
Q	Infiltration trench w/out under drain

Additional information on the above facilities can be found at: www.seattle.gov/utilities/your-services/discounts-and-incentives/stormwater-facility-credit

Stormwater Facility Credit Application

Application Instructions (continued)

Section 2: Stormwater Facility Information (CONT.)

- Year Installed: If actual installation year unknown, indicate if built pre-2000; between 2000-2009; or 2010+
- System location: Please indicate where facility is situated on the site.
- Code required: Indicate “Y” if facility was installed as a development or re-development requirement under the City Stormwater code. Note that systems which are installed voluntarily must also meet all City Code requirements.
- Parcel Served: Please specify the Parcel Number listed at the top of Page 1 of this application form. If applicable, also list any additional parcels that contribute run-off to this facility. Sometimes a facility spans more than one parcel OR is located on one parcel but manages runoff from more than one parcel. If more than one parcel number is specified for any given facility, please note the “Special Instructions” under Section 3.

Section 3: Impervious Surface Information

General Instructions: This worksheet should provide the total impervious area that is managed by each facility. This may not equal the total impervious area on a parcel because only runoff from certain areas may be directed toward a particular facility. The information specified here should match the information provided in your site plan.

Special Instructions for facilities that manage runoff from multiple parcels: Did you specify more than “Additional Parcels Served” under in Section 2? **If NO**, please ignore this note and proceed to the instructions below. **If YES**, please complete a separate table row for each parcel which has runoff managed by a single facility. Each row should only contain the impervious surface area managed on a SINGLE parcel. So, if a single facility manages run-off from two parcels, two table rows must be completed for the same facility. Please see the example on the Application Form Example.

- **Facility Number:** Only required where application includes multiple facilities. The same numbers should be used to identify facilities in Sections 1, 2 and 3, and on as-built plans and site maps.
- **Parcel Number:** Provide a parcel number for the areas managed by the specified facility.
- **Facility Type:** See Facility Type list in instructions for Section 2. This should match the facility type specified in Section 2 for the same Facility Number.
- **Building Rooftop Area:** This is the total rooftop area for all buildings managed by the applicable facility (Non-Pollution generating areas). This applies to both green roofs and impervious roof surfaces.
- **Vehicular Surface Area:** This area is any parking areas, driveways, loading docks, or roads managed by the applicable facility (Pollution generating areas).
- **Other Impervious Surface Area:** Any other impervious surface areas, walkways, courtyards, decks, etc. that are managed by the applicable facility.

Note: If this application review reveals any errors in impervious surface area assumed for drainage fee billing, billing records will be corrected and the revised impervious surface information will be used to calculate your credit percentage.

Section 4: Maintenance Information

Provide information for all maintenance check for the last 5 years. Include with your application any supporting inspection reports; invoices for cleaning, or documentation verifying any required corrective action. As noted in the Submittal Requirements, pictures of the internal structure of your facility are required.

- **Facility Number:** Only required where application includes multiple facilities. The same numbers should be used to identify facilities in Sections 2 and 3, and on as-built plans and site maps.
- **Facility Type:** See Facility Type list in instructions for Section 2.

Stormwater Facility Credit Application

Application Instructions (continued)

Section 4: Maintenance Information (CONT.)

- Installation Year: Enter the year your facility was installed.
- Maintenance Date: Data should be provided for the last 2 maintenance checks, if applicable, beginning with the most recent check.
- Inspection Done By: Please indicate the name, title, and company name (if not done internally) of the inspector.
- Corrective Action Needed: Please indicate if a corrective action was specified by the inspector.
- Type of Corrective Action: Please indicate the type of corrective action, if any.
- Date Corrective Action Complete: Please indicate when the corrective action was complete. This date should correspond to supporting documentation, such as an invoice, that demonstrates the action was done.

Note: Yearly maintenance of your facility is required by the Stormwater code (22.800). Please insure that the documents, inspection reports or maintenance check list conveys a consistent maintenance practice. Failure to do so may result in being denied for the program. The SFCP staff may inspect your facility to verify the facility is being maintained in accordance with the Stormwater Code.

Section 5: Owner Certification

The owner of record or their authorized representative MUST sign and date the application and provide a title and printed name. A verification of owner authority may be requested by Seattle Public Utilities.

Section 6: Application Submittal Information

Submit all application materials to the address listed in this section. To view a completed applications visit the our website at www.seattle.gov/utilities/your-services/discounts-and-incentives/stormwater-facility-credit

Additional Document

Further information is available, upon request, on how to estimate the potential credit for your property(s). This is not a requirement and your estimate may vary from the final approved credit. As noted in the attachment, the calculation for the facility credit requires both facility specific and site specific information. Please be aware that while all stormwater management facilities approved under the City's Stormwater Code are eligible for credit, an individual property may not be eligible for credit if the final calculated credit rounds to less than 1%. This MAY occur if: a) the percent of total impervious surface on a property managed by a facility is very small, or b) impervious surface only accounts for a very small percentage of the total parcel area.

Please contact Trina Mannery by email at trina.mannery@seattle.gov or by phone (206) 639-9637 if you would like to receive further information.

Stormwater Facility Credit Application

Application Instructions (continued) Supporting Documentation

Section A: Site Maps

See site map examples in the Application and Supporting Documentation Examples. All site maps need to meet the standard described in examples or in Department of Construction and Inspection's Client Assistance Memo (CAM) CAM 106. Details can be found at <http://web6.seattle.gov/dpd/cams/CamList.aspx>

Section B: Photos

These photographs are to provide the SFCP staff a visual reference for what is on the property. SPU Staff may conduct a sight visit to verify photo data. Please be sure to photograph the following areas:

- Front, back and side of all buildings or sheds from roof top to ground level for structures that drain into the stormwater facility.
- Impervious surface that drains into the stormwater facility. Include catch basins or trenches that might be located within the impervious surface areas.
- Roof top areas that drain into the stormwater facility. Please be sure to show down spouts from roof to ground level. Note, if a down spout drains into a pervious surface this area is not counted as being managed by the facility.
- A photo from surface level of the internal section of the drainage structure, like the flow control structure for a detention system or the filters cartridges for stormwater filter system.

Note: Entering drainage structures is considered confined space and proper training and certification is required.

See photo examples in the Application and Supporting Documentation Examples.

Section C: Supporting Documentation

Plans/ Cross Section

See examples in the Application and Supporting Documentation Examples.

As-built/Side Sewer Cards

See example in the Application and Supporting Documentation Examples.