

# NON-RESIDENTIAL/MULTI-FAMILY CREDIT MANUAL



**DEPARTMENT OF WATER RESOURCES**

**525 TAYLOR STREET**

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**[www.lynchburgva.gov/stormwater](http://www.lynchburgva.gov/stormwater)**

## INTRODUCTION

On December 13, 2011 the City of Lynchburg approved the implementation of a Stormwater Utility by adopting City Code Chapter 16.3 Stormwater Utility to fund the City's stormwater management program. The ordinance provided for a stormwater fee that was subsequently approved by City Council on April 24, 2012 at a rate of \$4.00 per Single-Family Unit (SFU).

The Department of Water Resources is responsible for meeting permitting requirements of the city's Municipal Separate Storm Sewer System (MS4) permit which include erosion and stormwater controls for development and re-development, seeking out and eliminating illicit



discharges and providing public education on water quality related issues. In addition the City is responsible for the operation and maintenance of the city owned storm drainage system. This drainage system is similar to the water or wastewater systems which provide a public benefit. The stormwater fee will provide a dedicated funding source to addressing stormwater related issues such as flooding, erosion and water quality problems.



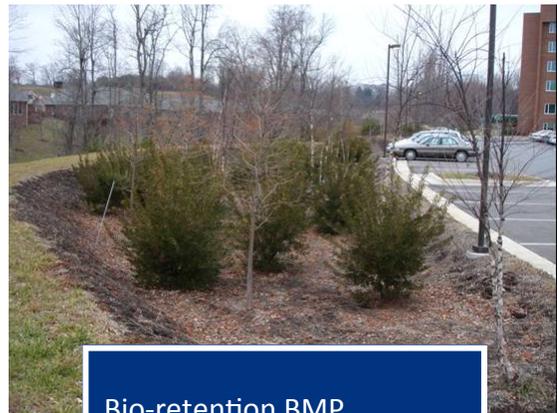
## WHAT IS A STORMWATER FEE?

A stormwater fee is directly proportional to the impervious surface on the account holder's property. When a forested or grassy area is paved or replaced with an impervious material, this results in less infiltration of runoff. A larger amount of surface runoff enters the stormwater system causing an increase in demand on the drainage system. Account holders are therefore charged a fee based on the amount of hard (impervious) surface on a property.

Lynchburg measures the amount of impervious surface using the number of Single-Family Units (SFUs) per property. One SFU is equal to 2,672 square feet of impervious surface and will be charged the stormwater rate per month established by the City. The non-residential and multi-family fee is then based on the calculated number of SFUs for the existing impervious area multiplied by the SFU rate.

## WHAT IS A STORMWATER CREDIT?

Properties that install stormwater best management practices (BMPs) to reduce the stormwater volume flowing or pollutant loading from their property to the storm system or surrounding bodies of water, can qualify to receive a reduction in their stormwater fee. A BMP is an activity, measure or facility that prevents or reduces the transport of pollutants, controls stormwater volume or rate and/or limits the impacts to the storm drainage system.



Bio-retention BMP

These measures can include on-site practices such as bio-retention, vegetated swales and ponds that manage stormwater at its source. The City encourages the use of low-impact design strategies in the planning of development projects.

The stormwater credit will be based on the reduction of stormwater volume flowing from a property and can be obtained through the installation and continuing use, operations and maintenance of the BMP which is not owned or maintained by the City.

### What types of credits are available?

The table outlines the types of credits available to nonresidential and multi-family properties.

Credit Category	Commercial, Industrial	Multi-Family Residential
Stormwater Quality	✓	✓
Stormwater Quantity	✓	✓
VPDES Industrial Permit Compliance	✓	

The credit amount will be determined based on the type of BMP and percentage of the impervious area of the site that drains to the BMP. The maximum credit allowed is fifty percent (50%) of the stormwater fee for the property being served by the BMP.

The credit will be good for a period of one (1) year. The owner will be required to submit an annual renewal application and proof of inspection and maintenance pursuant to the Stormwater Management Maintenance Agreement to continue receiving the credit.

Continue reading to find out how which BMPs will earn a credit

# STORMWATER QUALITY CREDIT

A Stormwater Quality credit of up to 20% is available to applicants who have installed an approved Best Management Practice (BMP) that provides for the permanent reduction of pollutants from the stormwater runoff leaving their property. The Stormwater Utility has adopted the Virginia Department of Conservation and Recreation's guidelines for which BMPs qualify for the Stormwater Quality Credit. Providing for the reduction of phosphorus pollution will qualify for a quality credit. Both standards and specifications are acceptable to the Stormwater Utility.

The amount of credit earned by a property is determined by the type of BMP installed, the number of BMPs installed and the percentage of the impervious area on the site that drains to the BMP. The credit will apply to the percentage of the impervious surface area that is treated by the BMP. The following formula will determine the amount of credit earned by a Quality BMP:

$$\text{Credit Earned} = (20\% \text{ Credit}) * (\text{Stormwater Fee}) * (\% \text{ of impervious area treated})$$

All BMPs must be designed, constructed and maintained in accordance with the Virginia Stormwater Management Handbook which can be found at [www.dcr.virginia.gov/soil\\_and\\_water.shtml](http://www.dcr.virginia.gov/soil_and_water.shtml). Another source for acceptable design criteria is the Virginia Stormwater BMP Clearinghouse Standards and Specifications. These can be found at [www.vwrrc.vt.edu/swc/](http://www.vwrrc.vt.edu/swc/).

Approved BMPs for  
Quality credits:

Practice Number	Practice	Design Specification
3	Grass Channel	SW Handbook Min Std. 3.13, VA DCR Design Spec. No. 3
7	Permeable Paver	SW Handbook Min Std. 3.10D, VA DCR Design Spec. No. 7
8	Infiltration	SW Handbook Min Std. 3.10, VA DCR Design spec. No. 8
9	Bio-retention 1	SW Handbook Min Std. 3.11, VA DCR Design Spec. No. 9
	Bio-retention 2	
	Urban Bio-retention	
10	Dry Swale 1	VA DCR Design Spec. No. 10
	Dry Swale 2	
11	Wet Swale 1	VA DCR Design Spec. No. 11
	Wet Swale 2	
12	Filtering Practice 1	SW Handbook Min Std. 3.10, VA DCR Design Spec. No 12
	Filtering Practice 2	
13	Constructed Wetland 1	SW Handbook Min Std. 3.09 VA DCR Design Spec. No. 13
	Constructed Wetland 2	
14	Wet Pond 1	SW handbook Min Std. 3.06, VA DCR Design Spec. No. 14
	Wet Pond 2	
15	Extended Detention Pond 1 & 2	SW Handbook Min Std. 3.07 VA DCR Design Spec. No. 15
NA	Manufactured BMP Systems	SW Handbook Min Std 3.15, SW Technical Bulletin #6

# STORMWATER QUANTITY CREDIT

A Stormwater Quantity credit of up to 50% is available to applicants who have installed an approved Best Management Practice (BMP) that reduces stormwater volume. These practices reduce the demand or burden on Lynchburg's storm sewers, the combined sewer system and our streams and rivers. The Stormwater Utility has adopted the Virginia Department of Conservation and Recreation's guidelines for which BMPs qualify for the Stormwater Quantity Credit. Providing for the reduction of phosphorus pollution will qualify for a quality credit. Both standards and specifications are acceptable to the Stormwater Utility.

The amount of credit earned by a property is determined by the type of BMP installed, the number of BMPs installed and the percentage of the impervious area on the site that drains to the BMP. The credit will apply to the percentage of the impervious surface area that is treated by the BMP. The following formula will determine the amount of credit earned by a Quantity BMP:

$$\text{Credit Earned} = (50\% \text{ Credit}) * (\text{Stormwater Fee}) * (\% \text{ of impervious area treated})$$

All BMPs must be designed, constructed and maintained in accordance with the Virginia Stormwater Management Handbook which can be found at [www.dcr.virginia.gov/soil\\_and\\_water.shtml](http://www.dcr.virginia.gov/soil_and_water.shtml). Another source for acceptable design criteria is the Virginia Stormwater BMP Clearinghouse Standards and Specifications. These can be found at [www.vwrrc.vt.edu/swc/](http://www.vwrrc.vt.edu/swc/).

Approved BMPs for Quantity Credit:

Practice Number	Practice	Design Specification
1	Rooftop Disconnection	VA DCR Design Spec. No 1
2	Vegetated Filter	SW Handbook Min Std 3.14 VA DCR Design Spec No 2
6	Rainwater Harvesting	VA DCR Design Spec No 6
9	Vegetated Roof 1 or 2	VA DCR Design Spec No 5

## STORMWATER VPDES CREDIT

Some activities that take place at industrial facilities, such as material handling and storage, are often exposed to the elements. As runoff from rain or snowmelt comes into contact with these activities, it picks up pollutants and transfers them to the storm sewer system and ultimately into the creeks and rivers of Lynchburg. To minimize the impact of these discharges, the Virginia Department of Environmental Quality began requiring industrial facilities to register for a VPDES (Virginia Pollutant Discharge Elimination System) Stormwater General Permit.

Property owners who hold a valid and compliant VPDES Industrial Stormwater Permit and who discharge either to a stream through a private facility or to the Lynchburg storm sewer or combined sewer system are eligible to receive a 20 % credit. Documentation to receive a credit include the credit application, copy of the VPDES Industrial Stormwater Permit and copy of the Stormwater Pollution Prevention Plan (SWPPP).

# MAKING A CREDIT APPLICATION

Prior to receiving a stormwater credit the property owner must submit a completed Non-Residential/Multi-Family General Credit Application, along with supporting information (including pictures) on the design and installation of the practice(s). The property owner is responsible for making all appropriate applications prior to receiving a credit on their stormwater utility account. Application and documentation requirements include a complete application, signed Stormwater Maintenance Agreement and design calculations and construction plans.

When a credit application is received by the Department an administrative completeness review will be conducted. If the application is not complete, the Department will contact the applicant and may request additional information necessary to complete the application.

Once a complete application has been received the Department will review all documentation and the applicant will be notified in writing when an application is approved or denied within 30 days of submittal of a complete application. If an application is denied, the applicant can appeal based on the established appeals procedures.

A credit will not be applied to the Utility Billing Account until the BMP has been constructed and an inspection performed on the practice(s) implemented.

## Credit Requirements:

- \* Submit all required documentation with the application;
- \* The BMP shall remain privately owned and maintained, with the owner having sole responsibility for maintenance and upkeep;
- \* The BMP shall not become part of the Stormwater Utility;
- \* Annual renewal is contingent on the property owner submitting a Annual Stormwater Report along with the BMP Inspection Checklist pursuant to the Stormwater Management Maintenance Agreement.

Submit Credit Application and supporting documentation to the following:

City of Lynchburg  
Department of Water Resources  
Attn: Stormwater  
525 Taylor Street  
Lynchburg VA 24501

## Maintenance Requirements

In order for an applicant to continue receiving the stormwater credit each BMP(s) installed must be maintained to ensure continued function. In addition to the annual inspection and report, the applicant is responsible for having all ongoing maintenance work completed to keep the measure functional.

**BMP Inspection checklist:** Submit applicable Inspection check-list with Annual Report to receive the credit. Be sure to sign and date inspection form.

**Stormwater Annual Report:** Submit Annual Report with all supporting documentation annually to receive credit. Be sure to sign and date report.



## Restrictions on credits

**Transfer of credit:** The stormwater credit applies only to the applicant. Credits do not transfer if ownership changes. A new application must be submitted for new account holders to receive the credit.

**Local Community Requirements:** The BMP must meet all applicable City of Lynchburg building, planning and zoning code requirements.

**The credit is valid for one year.** The property must submit the renewal application to continue to receive credit. The renewal application can be completed concurrently with the Stormwater Annual Report

**Right to Inspection.** The City may inspect the BMP at any time during the year. If the BMP is not functioning as approved or has not been maintained, the City reserves the right to cancel the stormwater credit until a new application is received and the property owner proves that all maintenance work has been performed to return the BMP to a fully functional condition.

### HOAs or POAs

A Homeowners or Condominium Association can apply on behalf of its members for the Stormwater Credit. The Association must own and have legally-binding responsibility to maintain an approved BMP. The Association must document its legally binding agreement with the property owners who will be receiving the stormwater fee credit to provide funding necessary to maintain the BMP. If a credit application is approved, the credit will be applied to each account holder listed as a member of the Association whose property drains to the BMP.

# RESOURCES

**Virginia Stormwater BMP Clearing-house** Design standards and calculations  
<http://www.vwrrc.vt.edu/swc/>

**Virginia Stormwater Management Handbook** Design standards and calculations  
[http://www.dcr.virginia.gov/soil\\_and\\_water/stormwat.shtml#vswmhnbk](http://www.dcr.virginia.gov/soil_and_water/stormwat.shtml#vswmhnbk)

**The Center for Watershed Protection**  
Fact sheets, design guidance, and reference materials  
<http://www.cwp.org/>

**Low Impact Development Center**  
Fact sheets, design guidance, and reference materials  
<http://www.lowimpactdevelopment.org/>

**Chesapeake Bay Foundation**  
Rain garden, rain barrel, and native planting information.  
<http://www.cbf.org/>

**U.S. Green Building Council**  
Fact sheets, design guidance, and reference materials  
<http://www.usgbc.org/>

**Environmentally Sensitive Landscaping**  
Fact sheets, design guidance, and reference materials  
[www.epa.gov/GreenScapes](http://www.epa.gov/GreenScapes)

**Alliance for the Chesapeake Bay**  
Rain barrel and native landscaping information.  
<https://www.allianceforthebay.org/>

**Interlocking Concrete Pavement Institute**  
Fact sheets, design guidance, and reference materials  
<http://www.icpi.org/>

**Pervious Concrete**  
Fact sheets, design guidance, and reference materials  
<http://www.perviouspavement.org/>



Stormwater BMPs help manage the quantity and quality of stormwater runoff to local streams and waterways