

Completed User Fee Credit Application Check List

1 - For Single-Family Residential (SFR) Customers

- The 2-page application form has been **fully** completed and signed, especially the second page.
- The right-of-entry form has been completed and signed.
- Additional information has been submitted for various credit(s) as follows:
 - **Tree Planting Credit**
 - A boundary survey or equivalent showing total area and any potential right-of-way existing on the property.
 - A proposed tree planting plan showing type and caliper of proposed species or recent photo of the property showing number and size of the existing trees.

** Ultimately will need a post-plantation, as-built plan after approval of the City's stormwater utility director has been obtained and project has been completed.*
 - **Low-impact Parcel**
 - A boundary survey or equivalent showing total area and all impervious or semi-impervious areas on the property.
 - **No direct Discharge**
 - A boundary survey or equivalent of the property superimposed on a quad sheet or elevation map.
 - Relevant information showing any existing drainage conveyance, natural or man-made, from the property downstream.
 - **Septic Tank Maintenance**
 - An official receipt from an approved/ licensed hauler indicating that the septic tank has been pumped. Document needs to show date maintenance was completed; address of the property; name of the service provider and their business address.

○ **Natural Area Preservation**

- A boundary survey or equivalent showing total area and any potential right-of-way existing on the property.
- A site plan showing the boundary and condition of the proposed preserved natural area. This needs to have the actual area computed and be signed by a Georgia licensed/ registered professional.
- A copy of the recorded conservation easement or deed restriction that creates the permanent, preserved area.

○ **Residential GI/ LID Practices**

- A certificate showing which of the approved options has been installed. This needs to include a statement regarding its effectiveness and proposed maintenance plan.
- A photo of the installed option at the property including the property address and date of installation.

** Approved options include rain barrel, Cistern, rain garden, bio-retention cell, or pervious pavement.*

Date Prepared: October 15, 2020

2 - For Non-SFR Customers

- The 3-page application form has been **fully** completed and signed, especially the third page.
- The right-of-entry form has been completed and signed.
- Additional information has been submitted for various credit(s) as follows:
 - **Tree Planting Credit**
 - Same as the corresponding credit for the SFR customer category.
 - **Low-impact Parcel**
 - Same as the corresponding credit for the SFR customer category.
 - **No Direct Discharge**
 - Same as the corresponding credit for the SFR customer category.
 - **Septic Tank Maintenance**
 - Same as the corresponding credit for the SFR customer category.
 - **Natural Area Preservation**
 - Same as the corresponding credit for the SFR customer category.
 - **Non-Residential GI/ LID Practices**
 - A copy of a technical analysis performed and sealed by a Georgia licensed/ registered professional meeting the Georgia Stormwater Management Manual (GSMM) standards dealing with the property's infiltration capabilities.
 - A proposed maintenance plan associated with the proposed measures.
 - **Watershed Stewardship**
 - A certificate associated with the approved event which provides total number of staff, attendees, or students as well as date(s) and location of the activities.

- **Stormwater/ Water Quality Education Program**
 - A certificate associated with the approved event which provides total number of staff and attendees as well as date(s) and location of the activities.

- **NPDES Industrial Stormwater General Permit**
 - A document showing property's address and point of contact.
 - A copy of the current NPDES industrial stormwater Notice-of-Intent (NOI).
 - A copy of the latest annual report of the facilities compliance.
 - A copy of the facilities stormwater pollution prevention plan (SWP3).
 - A certification of permit holder that NOI is current and the SWP3 is being implemented.

- **Reduces Impervious Area**
 - A plan indicating the impervious area before and after proposed removal activity which will need to be approved by the stormwater utility director.

** Ultimately will need a certified, as-built document indicating the completed activities per approved plan.*

- **GSMM Stormwater Facility/ Detention Pond**
 - A hydrological report or comparable document sealed by a Georgia licensed/ registered professional associated with the detention pond and its performance.
 - A copy of the maintenance plan for the facility.
 - A certification that the detention pond has been properly maintained to date.

- **Non-GSMM Stormwater Facility/ Detention Pond**
 - Same as the corresponding credit for the GSMM category.

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