



**Bradford Sanitary Authority  
McKean County, Pennsylvania**

**Stormwater Management Program  
Credit Policy Manual**

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## Introduction

This Manual provides Bradford Sanitary Authority (BSA) Stormwater Management Program customers with details on the Credits available to reduce their monthly Stormwater Management Program (SMP) Fee. Stormwater Credits are provided as a means for customers to reduce the amount of their monthly fee by implementing an activity to reduce the contribution of stormwater and pollutants to BSA's stormwater management system.

Stormwater management is important to our community. It is necessary to manage pollutant-laden runoff generated by impervious surfaces so that it does not have a harmful effect on streams and does not cause flooding and associated property damage. BSA is in the process of developing and implementing a comprehensive, city-wide Stormwater Management Program to provide enhanced stormwater management to property owners in the community.

The foundation of an effective SMP is the development of a fair and equitable SMP Fee to provide for a dedicated and reliable revenue stream. Revenues generated by the SMP Fees will support the SMP and its goals to: provide effective infrastructure operation and maintenance, improve water quality and support strategic planning for capital improvements.

The *Bradford Sanitary Authority Stormwater Management Program Fee Resolution* currently in effect defines the Impervious Area (IA) per Equivalent Residential Unit (ERU), which was determined based upon the average IA of single family residential properties in the City of Bradford. All single family residential (SFR) properties will be billed as 1 ERU regardless of the amount of impervious area on the property. Non-Single Family Residential properties will be billed per 1,000 square feet of IA coverage.

All property owners may reduce their fee by up to 50%, if they apply and qualify for the credits made available by the stormwater credit system. This manual will provide the user with the procedure to follow in order to apply for stormwater credits from the Bradford Sanitary Authority.

## Definitions

The following definitions apply to the Stormwater Management Program Credit Policy Manual. Any term not defined by this section can be defined by the *Bradford Sanitary Authority Stormwater Management Program Fee Resolution* currently in effect or the Code of the City of Bradford Pennsylvania, to the extent not contradictory.

**Best Management Practices (BMPs)** - Activities, facilities, designs, measures or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of the Stormwater Management Program. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "nonstructural" or "structural". "Nonstructural" BMPs are measures referred to as operational and/or behavior-related practices that attempt to minimize the contact of pollutants with stormwater runoff whereas "structural" BMPs are measures that consist of physical devices or practices that are installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale wet ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low-

impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices.

**Credit** – A discount in the form of a percentage that can be applied to an owner’s stormwater fee when proper stormwater control techniques are displayed. A maximum of 50% credit can be applied to any one billing period.

**Developed Parcel** – A parcel that contains impervious area equal to or greater than 500 square feet.

**Equivalent Residential Unit (ERU)** – The basic unit for the computation of Stormwater Program Fees for Single Family Residential property owners. An ERU is based on the statistically estimated impervious area found on the average single-family residential parcel as outlined in the *Bradford Sanitary Authority Stormwater Management Program Fee Resolution*.

**Impervious Area (Impervious Surface) (IA)** — An area that does not allow or allows only with great difficulty the movement of water into the ground. Impervious areas include, but are not limited to: roofs, additional outdoor living spaces, patios, garages, storage sheds, and similar structures, swimming pools, parking or driveway areas, and any private streets and sidewalks. Any surface areas initially proposed to be gravel or crushed stone shall be assumed to be impervious areas.

**Inlet** – A surface connection to a closed drain. A structure at the diversion end of a conduit. The upstream end of any structure through which water may flow.

**National Pollutant Discharge Elimination System (NPDES)** – The federal government and Commonwealth of Pennsylvania’s system for issuance of discharge permits under the federal Clean Water Act (CWA), the Pennsylvania Clean Streams Law and Storm Water Management Act. The Pennsylvania Department of Environmental Protection (PADEP) has been delegated the responsibility to implement the federal CWA NPDES program in Pennsylvania.

**Non-Single Family Residential (NSFR)** – Any Developed Parcel not fitting the definition of Single Family Residential Property. NSFR shall include, but not be limited to, attached single-family houses, multi-family houses, townhouses and condominiums, apartments, boarding houses, hotel and motels, churches, industrial properties, commercial properties, manufactured home or mobile home parks, commercial and office buildings, storage areas, parking lots and other impervious areas, parks, recreation properties, public and private schools and universities, hospitals and convalescent centers, office buildings, government properties, mixed-use properties, and other similar properties.

**Outlet** – Points of water disposal from a stream, river, lake tidewater or artificial drain.

**PADEP** - Pennsylvania Department of Environmental Protection.

**Pennsylvania Stormwater Best Management (BMP) Practices Manual** - The most recent version of the Pennsylvania Stormwater Best Management Practices Manual.

**Peak Rate Control** – A credit that can be applied for utilizing proper stormwater rate control techniques. Example: Detention tanks/basins with a controlled outlet.

**Pervious Area** – Any area not defined as impervious.

**Property Owner (Owner)** - Any person, firm, corporation, individual, partnership, trust, company, association, government agency, society or group owning real property in the City of Bradford.

**Single Family Residential Property (SFR)** – Developed parcel containing one (1) structure which contains one (1) or more rooms with a bathroom and kitchen facilities designed for occupancy by one (1) family and shall include single family houses, single family units, manufactured homes, and mobile homes located on individual lots or parcels of lands. Developed parcels may be classified as “single family residential” despite the presence of incidental structures associated with residential uses such as garages, carports or small storage buildings. “Single family residential” shall not include developed land containing: structures used primarily for non-residential purposes; manufactured homes and mobile homes located within manufactured home or mobile home parks; or other multiple unit residential properties such as apartments, condominiums, and townhomes.

**Stormwater** – Drainage runoff from the surface of the land resulting from precipitation, snow or ice melt.

**Stormwater Management Program (SMP) Fee** - Sums assessed, imposed, and to be collected from each developed lot, parcel, building or portion thereof which uses, benefits from or is serviced by the Stormwater Management System or which discharges stormwater, directly or indirectly, into the public Stormwater Management System, for the use of and the service rendered and improvement of such system and additionally for the administration and operation of the Stormwater Management Program.

**Volume Control** – A credit that can be applied for utilizing proper stormwater volume control techniques. Example: Infiltration basins, filtration basins, rain gardens, etc.

## Credits and Credit Policies

### General Policies

1. It is the owner’s responsibility to apply for credits and supply all of the necessary materials.
2. Credits are available to all property owners.
3. The maximum amount of credit received **shall not exceed 50%**.
4. Credits for past due accounts **will not be considered**.
5. Credits **will not apply to late payments**.
6. Complete applications will be reviewed within 45 days of submission. (Incomplete applications will be returned for correction)
7. There IS a credit application fee of \$50 for NSFR Owners. (Application fees are non-refundable and may be subject to adjustment January 1 of each year)
8. A renewal application fee of \$25 for NSFR Owners shall be applied for once every three (3) years. (Application fees are non-refundable and may be subject to adjustment January 1 of each year)
9. In the event of a **change of ownership, credits must be reapplied for**.
10. The Bradford Sanitary Authority has full discretion over the credit process.

## Eligibility

To be eligible for a Credit, the property must have been assigned a minimum of 1 ERU or 2,750 SF of IA and there must not be any outstanding and unpaid SMP Fees or sanitary sewer fees against the property. Property Owners must submit the appropriate Credit Application along with any documentation required by BSA.

## Summary of Available Credits

Table 1. Summary of Available Credits by Property Type

Credit	Eligible Property Type					Maximum Credit
	SFR	NSFR				
		ALL	EDUC	NPDES	MS4	
Peak Rate Control/Volume Control Structural BMP	X	X				50%
Low Impact Parcel	X	X				50%
Adopt an Inlet	X					15%
Rain Barrels	X	X				15%
Downspout Disconnection	X	X				25%
Riparian Buffer	X	X				30%
Stream Restoration	X	X				45%
Innovation Credit	X	X				50%
NPDES Wastewater/Industrial Stormwater Permit Compliance				X		20%
Education Credit			X			15%

**SFR:** Single-Family Residential

**NSFR:** Non-Single Family Residential

**ALL:** Any NSFR Owners who are charged a Stormwater Management Program Fee

**EDUC:** Any public or private educational system (K-12)

**NPDES:** Properties with a NPDES Wastewater/Industrial Stormwater Permit

Please note that Non-Single Family Residential properties that are categorized as “EDUC” and “NPDES” are also potentially eligible for any Non-Single Family Residential Credits listed as “ALL”.

## Credits

### Peak Rate Control / Volume Control Structural BMP (SFR and All NSFR)

Structural BMPs that control for the rate, volume, or water quality of stormwater generated on the property are eligible for Credit. Credits for the installation of an approved control system will be granted in relation to the design storm managed by the system as follows:

- Up to 20% credit for management of the 25-year event
- Up to 35% credit for management of the 50-year event
- Up to 50% credit for management of the 100-year event
- Any system designed in accordance with 184-14 Volume Controls of the Code of the City of Bradford will be awarded 25%

In order to receive credit, the 25-year event must be managed. The system must permanently remove the first 1 inch of storm runoff flow, i.e., it shall not be released into surface waters of the Commonwealth. The system must infiltrate at least the first 0.5 inch of permanently removed runoff. Approved volume system control systems may be but are not limited to infiltration basins, infiltration trenches, rain gardens and porous pavement. See the Pennsylvania Stormwater BMP manual section 6.4 for more information on the listed systems as well as other options. Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMPs. Peak rate, volume control, and water quality calculations shall be in compliance with the Code of the City of Bradford. Previously installed control systems may also apply for this credit assuming they are in proper working order and are approved by a Pennsylvania licensed professional engineer. Credits will be prorated to the amount of IA managed relative to total IA on site.

### Low Impact Parcel (SFR and All NSFR)

A parcel is considered a Low Impact Parcel if it meets all of the following conditions:

1. Total IA is less than or equal to 10% of the total parcel area;
2. The IAs are not directly connected (for example, but not limited to: gutter, swale, channel, pipe) to a storm sewer, curb line, stream, channel, street or other surface water conveyance; and
3. The IAs is a minimum of fifty (50) feet (measured horizontally) from the edge of a stream, channel, wetland, or other surface water conveyance.

If a parcel meets all of the above conditions, it may be eligible for a Credit up to 50%. Portions of the IA may be eligible for Credit even if all the IA does not meet conditions 2 and 3 listed above. For example, a parcel may contain a detached house and a barn. The total IA for the property equals 5.5%, however, the house is twenty-five (25) feet from a stream, and therefore no Credit is applied for the house. The barn, which meets all three conditions, would receive a 50% Credit for its IA.

### Adopt an Inlet (SFR)

BSA will grant customers a 15% Credit for participating in the Adopt an Inlet program. Although residents may adopt as many inlets as they like, only one adopted inlet will be applied per SFR for the purpose of Credit. Adopted inlets should be in close proximity to the property receiving the Credit. If there are no inlets in close proximity to the property, Bradford Sanitary Authority may grant

permission for a property owner to adopt an inlet elsewhere in the City. Participants will be responsible for keeping leaves and other debris away from their adopted inlet. Approved participants will receive periodic emails to alert them to check on and remove surface debris from their adopted inlet. Additionally, participants will be asked to alert Bradford Sanitary Authority of any maintenance issues that need addressed around their adopted inlet.

### Rain Barrels (SFR and All NSFR)

BSA will grant customers up to a 20% Credit for SFR properties if downspouts on the property are properly connected to a rain barrel, cistern, or other approved containment device that provides a minimum of 40 gallons of storage per downspout. If all downspouts are connected to rain barrels then a maximum of a 15% Credit will be applied. If only half of the downspouts have rain barrels then a 7.5% Credit will be applied (half of the total 15% Credit allowed). In lieu of counting the number of downspouts, the percentage of roof area captured can also be used to determine Credit amount.

### Downspout Disconnection (SFR and All NSFR)

BSA will grant SFR customers up to a 25% Credit if downspouts are disconnected from directly discharging into a stream, channel, stormwater inlet, stormwater conveyance pipe, driveway or other surface conveyance feature, including all IA. The amount of the Credit will be determined by the percent of downspouts disconnected or by the percent of the roof area discharged to disconnected downspouts. Disconnected downspouts should have a minimum of ten (10) feet of pervious land separation from the nearest down gradient impervious surface to qualify for Credit.

The use of rain barrels and downspout disconnection can be used together. For example, if you have four (4) downspouts and two (2) are connected to two (2) rain barrels and two (2) are disconnected and drain into the lawn, then you would be eligible for 7.5% (rain barrel) + 12.5% (downspout disconnection) = 20% Total Credit.

### Riparian Buffer (SFR and All NSFR)

BSA will grant up to a 30% Credit for those Owners who create and/or maintain a riparian buffer alongside a stream on their property (maintaining a stream buffer on property other than the Owner's may be eligible for a Public Participation Credit). The riparian buffer can be existing or a newly-planted buffer of native plants. To be eligible for a Credit, a minimum of twenty-five (25) contiguous linear feet of stream must be buffered from top of bank a minimum of 25 feet (measured horizontally). If property conditions are limiting (proximity to property line, roads, structures, etc.), buffers with less than 25 feet horizontal width may be considered for Credit. Please note projects requiring PADEP permits may have more stringent requirements. The amount of the Credit will be dependent on site-specific conditions including, but not limited to, contributing IA and buffer width and length. Interested Owners should contact BSA prior to project initiation.

### Stream Restoration (SFR and All NSFR)

BSA will grant up to a 45% Credit for those Owners who complete and maintain an approved stream restoration project and/or who dedicate an easement suitable for stream restoration on a minimum of twenty-five (25) contiguous linear feet of stream and a minimum of 25 feet measured horizontally from top of bank. If property conditions are limiting (proximity to property line, roads, structures, etc.), projects with less than 25 feet horizontal width may be considered for Credit. Please note projects requiring PADEP permits may have more stringent requirements. The amount of the Credit



will be dependent on site-specific conditions. Interested Owners should contact BSA prior to project initiation.

### Innovation Credit (SFR and All NSFR)

BSA recognizes that the ultimate goal of the SMP and credit policy is to improve our stormwater management system and local and regional water quality. Therefore, BSA encourages customers to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a BSA stormwater customer has an idea for a project that could be worth stormwater credits, BSA encourages the customer to submit the project idea under the Innovation Credit. The maximum Credit is 50% and will be dependent on the specifics of the idea and/or technology.

### NPDES Wastewater/ Industrial Stormwater Permit Compliance (NPDES)

By complying with NPDES Wastewater and/or Industrial Stormwater Permit requirements for industrial facilities, participating Owners are assisting BSA by addressing stormwater issues onsite. A property may be eligible for this credit if:

- a. Covered under a NPDES Industrial Stormwater Permit, or
- b. If the property contains a wastewater treatment facility (with a PADEP Water Quality Management/NPDES Discharge Permit) which treats stormwater runoff from the property.

To receive the credit, property owners must be in full compliance with all permit requirements during the preceding twelve (12) months. A maximum of 20% Credit can be received for those portions of the property treated by facilities covered under the NPDES Wastewater and/or Industrial Stormwater Permit.

To be eligible for the Credit, BSA must be provided with a copy of the active NPDES Permit. For wastewater facilities, BSA must also be provided the applicable Water Quality Management permit and copies of the Discharge Monitoring Reports for the 12 months prior to the Credit Application submission. In order for the credit to be applicable for wastewater permits, Discharge Monitoring Reports must be submitted to BSA on a monthly basis. The credit may be revoked at any time if the facility fails to meet permit limits/requirements.

### Education Credit (EDUC)

It is the goal of BSA to encourage both public and private educational systems (K-12) to educate and inform their students on the importance of surface water, ground water, and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the City's water resources.

The educational program may include participation in a water resource-themed student poster session or science fair, take-home materials, classroom lessons, field trips, etc. The educational program/materials must be preapproved by BSA. The following list of educational resources and materials are provided as examples, but is not meant to exclude other educational material that may be approved by BSA:

- PSU Extension: *Rain to Drain – Slow the Flow*
- EPA NPDES Stormwater Outreach Materials and Reference Documents
- EPA Teacher Resources and Lesson Plans
- EPA Water Science and Technology for Students and Educators

- USGS Education Resources
- Soil Science Society of America: *Soils 4 Teachers*

A school with more than 50% of its students enrolled in levels below Kindergarten (i.e. pre-K, pre-school, daycare, etc.) is not eligible for an Education Credit. Eligible education institutions may be granted up to a 20% Credit based on the following criteria:

- **Tier One Education Credit:** A 10% Education Credit is available to a qualifying education institution which educates 50% to 74% of the grade levels within the school or school system.
- **Tier Two Education Credit:** A 20% Education Credit is available to a qualifying education institution which educates 75% to 100% of the grade levels within the school or school system.

Education Credits only apply to the IA associated with the teaching facility and associated infrastructure. For example, the Credits would be applied to a High School building and its parking lot, but not to the School District Administrative offices that oversee the High School. Student living quarters, such as dorms, are also not eligible for Education Credits. Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught.

Churches and religious organizations are eligible for the education credit per the requirements mentioned above.

## Applying for Credit

### Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with BSA. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in Appendix E to BSA. BSA will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

### Credit Application

In order to receive credit, all property owners must follow the subsequent application process. Materials can be mailed or personally delivered to BSA at 28 Kennedy Street, Bradford PA 16701. Properly submitted applications will be reviewed by BSA within 45 days of submission. The applicant will be notified in writing whether or not the credits applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved applicants will receive a letter along with a credit agreement that must be signed and returned to BSA within 60 days (failure to do so will terminate the credits). Credits will then be applied to the next billing period. Credits will be valid for 3 years after they are issued.

The following documentation must be submitted for an application to be reviewed:

1. Completed and signed credit application form.
  - a. Application forms are available in Appendix A, online at the Authority website ([www.bradfordsanitary.com/services/stormwater](http://www.bradfordsanitary.com/services/stormwater)), and at the BSA office (located at the address listed above).
2. Photographs of the site showing layout, inlets, outlets, etc.
4. Owner's Operation and Maintenance Plan.

5. Previous 3 year's maintenance log. (Previously existing facilities only)
6. \$50 application fee. (NSFR only)
7. BSA has the right to require submission of design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.
8. BSA has the right to require documentation from a licensed engineer that the facility is in proper working order. (Previously existing facilities only)
9. Additional documentation may be required at the request of BSA.

## Maintenance Policies:

All who receive credits will be required to sign a maintenance agreement which references an Operations and Maintenance Plan outlining any and all maintenance that will be required to continually qualify. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan are, but not limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sediment traps shall be cleaned when filled.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the inlet, outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours alter any major rain events of >1".
- Documentation of inspections must be available if requested.
- Control structures shall remain unaltered, intact, and functioning as originally designed.
- See Pennsylvania Stormwater BMP Manual for system specific inspection details.

BSA has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the owner will be notified in writing of the deficiencies. If the owner does not make the necessary corrections within 45 days any and all credits may be revoked.

## Credit Renewal

Credits expire after a three (3) year period and can be renewed. Materials can be mailed or personally delivered to BSA at 28 Kennedy Street, Bradford PA 16701. In order to maintain credits from one period to the next, renewal applications must be properly submitted at least 75 days prior to the end of the 3 year period. Failure to do so may result in credits not being renewed before they expire. Renewal applications will be reviewed by BSA within 45 days of submission. The applicant will be notified in writing whether or not the credits have been renewed. Unapproved applications will have 60 days to resubmit before their application is terminated without a fee reimbursement. Approved applicants will receive a letter along with a renewed credit agreement that must be signed and returned to BSA within 60 days (failure to do so will terminate the credits). The signed agreement must be returned at least 15 days before the next billing period to guarantee that the renewed credits will be applied to the next billing period.

The following documentation must be submitted for a renewal application to be reviewed.

1. Completed and signed renewal application form.
  - a. Application forms are available in Appendix B, online at the BSA website ([www.bradfordsanitary.com/services/stormwater](http://www.bradfordsanitary.com/services/stormwater)), and at the BSA office (located at the address listed above).
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Provide previous three (3) year's maintenance log. (Previously existing facilities only)
4. Provide documentation from a Pennsylvania licensed professional engineer that the facility is in proper working order. (Previously existing facilities only)
5. Provide \$25 renewal application fee. (NSFR only)
6. For NPDES Permit Compliance Credits documentation must be provided showing compliance with permit limits/regulations over the proceeding 3 year period.

## Appeals and Reassessments

Appeals and reassessments can be handled as follows.

### Appeal Impervious Area Assessment

1. If a NSFR property owner feels that their Impervious Area estimate is incorrect they may appeal it. Similarly any SRF and NSFR property owner who believe stormwater fees have been assessed for a parcel they do not own shall notify BSA.

Application forms are available in Appendix C, online at the BSA website ([www.bradfordsanitary.com/services/stormwater](http://www.bradfordsanitary.com/services/stormwater)), and at the BSA office. There is a \$25 processing fee that must accompany all NSFR appeal applications. Materials can be mailed or personally delivered to the BSA office. Within 60 days of being received, BSA will contact the owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at (814)368-6254 Monday – Friday between the hours of 8:00 am – 4:30 pm.

### Reassessment of IA for NSFR Properties

Applying for reassessment is encouraged, if changes have been made to a property. **If impervious surface has been removed from a NSFR property it will be removed from the fee.** Application forms are available in Appendix C, online at the BSA website ([www.bradfordsanitary.com/services/stormwater](http://www.bradfordsanitary.com/services/stormwater)), and at the BSA office. Materials can be mailed or personally delivered to the BSA office. Within 45 days of being received, BSA will contact the owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at (814)368-6254 Monday – Friday between the hours of 8:00 am – 4:30 pm.

## Appendix A – Credit Application



# Stormwater Credit Application Form

## Credit Application Instructions

1. This form is provided to BSA stormwater customers who believe they qualify for an approved Stormwater Credit. Customers should review the BSA Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the first page of the form, except for the last section marked "For BSA Use Only". Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for.
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Bradford Sanitary Authority  
28 Kennedy Street  
Bradford, PA 16701

4. A BSA representative will review the Stormwater Credit Application Form within 60 days of receipt of the completed form.

## Attached Documents

The following documentation must be submitted for an application to be reviewed

1. Completed and signed credit application form.
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous 3 year's maintenance log. (Previously existing facilities only)
5. Provide \$50 application fee. (NSFR only)
6. BSA may require for the following additional documentation to be submitted:
  - a. Design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer.
  - b. Documentation from a licensed engineer that the facility is in proper working order. (Previously existing facilities only)
  - c. Other documentation as may be required at the request of the Authority.

**\*Please review the Bradford Sanitary Authority Stormwater Management Program Credit Manual before applying\***

Select the credit(s) being applied for (check applicable boxes):

<input type="checkbox"/> Peak Rate/Volume Control Structural BMP	<input type="checkbox"/> Riparian Buffer
<input type="checkbox"/> Low Impact Parcel	<input type="checkbox"/> Stream Restoration
<input type="checkbox"/> Adopt an Inlet	<input type="checkbox"/> Innovation Credit
<input type="checkbox"/> Rain Barrels	<input type="checkbox"/> NPDES Wastewater/Industrial Stormwater Permit Compliance
<input type="checkbox"/> Downspout Disconnection	<input type="checkbox"/> Education Credit

## Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Property Type:  Residential  Non-Single Family Residential

## Structural BMP

Check all boxes that apply:

- I have a BMP that controls for rate
- I have a BMP that controls for volume
- I have a BMP that controls for water quality
- I have a BMP but I'm not sure what it does

Please attach any supporting information.



# Stormwater Credit Application Form (Cont.)

## Low Impact Parcel

Check all boxes that apply:

- The total impervious area on my property is less than or equal to 10% of the total property area.
- There aren't any direct connections from the impervious area to a storm sewer, curb line, stream, channel, street or other surface conveyance.
- There is at least one direct connection from the impervious area to a surface conveyance.
- There is a minimum of fifty (50) feet between the impervious area and a stream, channel, wetland, or other surface conveyance

Please attach any supporting information.

## Adopt an Inlet

Check only one box:

- I want to participate in the "Adopt an Inlet" program and apply the credits to my account.
- I want to participate in the "Adopt an Inlet" program and donate the credits to an eligible non-profit.

Name of Organization receiving Credits: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

## Rain Barrels and Downspout Disconnection

Please enter either the number of rain barrels and/or disconnected downspouts or the percentage of roof area connected to rain barrels and/or disconnected downspouts:

- \_\_\_\_\_ Total number of downspouts connected to the roof
- \_\_\_\_\_ Total number of downspouts connected to a rain barrel or other eligible containment device.
- \_\_\_\_\_ Total number of downspouts disconnected from direct discharge.

Please attach any supporting information.

## Additional Credits

If you are applying for any of the following credits, BSA will contact you to discuss the details of the credit after you submit page 1 of the application.

- Riparian Buffer
- Stream Restoration
- Innovation Credit
- NPDES Industrial Stormwater/Wastewater Permit Compliance
- Separate MS4 Permit
- Education Credit

## Confirmation of Credit Conditions and BSA Access Rights

I, (please print name) \_\_\_\_\_ agree to all conditions of the Credits I have applied for as outlined in the Bradford Sanitary Authority *Stormwater Management Program Credit Manual*. Additionally, I agree that Bradford Sanitary Authority may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR BSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Reviewer: _____

## Appendix B – Renewal Application





# Stormwater Credit Renewal Application Form

## Credit Renewal Application Instructions

1. This form is provided to existing BSA stormwater customers who are renewing stormwater credit. Customers should review the BSA Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For BSA Use Only".
3. Please mail completed form to:
 

Bradford Sanitary Authority  
28 Kennedy Street  
Bradford, PA 16701
4. A BSA representative will review the Stormwater Credit Application Form within 60 days of receipt of the completed form.

## Attached Documents

The following documentation must be submitted for an application to be reviewed

1. Completed and signed credit application form.
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous 3 year's maintenance log. (Previously existing facilities only)
5. Provide \$25 application fee. (NSFR only)
6. BSA may require for the following additional documentation to be submitted:
  - a. Documentation from a licensed engineer that the facility is in proper working order. (Previously existing facilities only)
  - b. Other documentation as may be required at the request of the Authority.

## Please Mark All Credits That Apply

<input type="checkbox"/> Structural BMP	<input type="checkbox"/> Riparian Buffer
<input type="checkbox"/> Low Impact Parcel	<input type="checkbox"/> Stream Restoration
<input type="checkbox"/> Public Participation Credit Donation	<input type="checkbox"/> Innovation Credit
<input type="checkbox"/> Adopt an Inlet	<input type="checkbox"/> NPDES Industrial Stormwater/Wastewater Permit Compliance
<input type="checkbox"/> Rain Barrels	<input type="checkbox"/> Separate MS4 Permit
<input type="checkbox"/> Downspout Disconnection	<input type="checkbox"/> Education Credit

## Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

I, (please print name) \_\_\_\_\_ agree to all conditions of the Credits associated with the above referenced property as outlined in the Bradford Sanitary Authority *Stormwater Management Program Credit Manual*. Additionally, I agree that Bradford Sanitary Authority may at reasonable times enter my property to inspect the property or condition or operation of BMPs. I also understand my obligations to any conditions listed in any Operation and Maintenance Agreements that are in existence for this property with the City of Bradford or BSA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR BSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Reviewer: _____

## Appendix C – Appeal and Reassessment Application



# Stormwater Appeal and Reassessment Form

### Appeal and Reassessment Instructions

2. This form is provided to BSA NSFR stormwater customers who believe the Impervious Area (IA) calculation for their property is incorrect. Both SFR and NSFR Customers should also use this form if it is believed that stormwater fees have been assigned for a parcel they do not own.
3. Please fill out all sections on the form, except for the last section marked "For BSA Use Only".
4. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Bradford Sanitary Authority  
28 Kennedy Street  
Bradford, PA 16701

5. A BSA representative will review the Stormwater Appeal and Reassessment Form within 60 days of receipt of the completed form.
6. Approved adjustments will be applied to the current stormwater bill and all future billings.

### Attached Documents

The following documentation must be submitted for an appeal and reassessment application to be reviewed

1. Completed and signed appeal and reassessment application form.
2. Provide \$25 application fee. (NSFR only)

### Appeal Information

Select the credit(s) being applied for (check applicable boxes):

**Appeal Type:**  IA Estimate or  Ownership

**Property Type:**  Single Family Residential (for ownership appeals only) or  Non-Single Family Residential

Reassessment IA Estimate (optional): \_\_\_\_\_

### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please provide a brief description as to why this appeal or reassessment is necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR BSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Reviewer: _____

## Appendix D – Maintenance Agreement



# Maintenance Agreement Form

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Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

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**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_  
 by and between \_\_\_\_\_, (hereinafter the "Landowner"), and the Bradford  
 Sanitary Authority ("Authority");

**WITNESSETH**

**WHEREAS**, the Landowner is the owner of a certain real property in the City of Bradford, recorded  
 by deed in the land records of McKean County, Pennsylvania, Deed Book \_\_\_\_ at Page \_\_\_\_ and  
 identified by Parcel Identification (ID) Number(s) \_\_\_\_\_ (hereinafter "Property").

**WHEREAS**, the Landowner installed certain Best Management Practices to manage stormwater  
 impacts associated with the Property; and

**WHEREAS**, the Bradford Sanitary Authority and the Landowner, for itself and its administrators,  
 executors, successors, heirs, and assigns, agree that the health, safety, and welfare of the residents  
 of the City of Bradford and the protection and maintenance of water quality require that stormwater  
 practices and conveyances be properly constructed and maintained on the Property; and

**WHEREAS**, the Bradford Sanitary Authority, through the implementation of the Plan, that  
 stormwater practices as designed in said Plan be adequately operated and maintained by the  
 Landowner and assigns.

**NOW, THEREFORE**, in consideration of the foregoing promises, the mutual covenants contained  
 herein, and the following terms and conditions, the parties hereto, intending to be legally bound  
 hereby, agree as follows:

1. The owner shall operate and maintain the stormwater facility on the Property as shown on  
 the Plan in good working order in accordance with the specific maintenance requirements  
 noted on the Plan for the duration of the approved credit period.
2. The Owner agrees to all specifications made by the Bradford Sanitary Authority's Stormwater  
 Credit Policy Manual, the City of Bradford's stormwater ordinance, and any documents  
 referenced by the previously mentioned.
3. The Owner hereby grants permission to the Bradford Sanitary Authority, its authorized agents,  
 and employees to enter upon the property, at reasonable times and upon presentation of  
 proper credentials, to inspect the stormwater facilities periodically in the discretion of the

Bradford Sanitary Authority. Whenever possible, the Bradford Sanitary Authority shall notify the Owner prior to entering the property.

4. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit an inspection report bi-annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
5. The Owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater facility except in accordance with written approval of the Bradford Sanitary Authority.
6. The Owner shall undertake necessary repairs and replacement of the stormwater facility at the direction of the Bradford Sanitary Authority or in accordance with the recommendations of a Pennsylvania Licensed Professional Engineer.
7. In the event the Owner fails to Operate and maintain the stormwater facility as specified in the Plan, the Bradford Sanitary Authority reserves the right to revoke any credits awarded by the stormwater credit system.
8. It is the intent of this agreement to insure the proper maintenance of the facility or facilities by the Property Owner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or caused by stormwater runoff.
9. The Owner, its executors, administrators, assigns, and other successors in interest, shall release the Bradford Sanitary Authority from any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives for the construction, presence, existence, or maintenance of the stormwater facility by the owner or the Bradford Sanitary Authority.

---

**ATTEST:**

Witness the following signatures and seals:

(SEAL)

For the Bradford Sanitary Authority

\_\_\_\_\_

For the Owner:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Appendix E – Pre-Application Meeting Request Form



# Stormwater Credit Pre-Application Meeting Request Form

## Pre-Application Meeting Request Instructions

1. This form is provided to BSA stormwater customers who are want to install a new BMP or retrofit an existing BMP to become eligible for BSA stormwater Credit. Customers should review the BSA Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For BSA Use Only".
3. Please mail completed form to:  

Bradford Sanitary Authority  
 28 Kennedy Street  
 Bradford, PA 16701
4. A BSA representative will review the Stormwater Credit Application Form within 60 days of receipt of the completed form.

### Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP
- I want to discuss a BMP easement, riparian buffer, stream restoration project
- I have an idea for a project that might qualify for the Innovation Credit
- Other: \_\_\_\_\_

### Customer Information

Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Parcel ID (if known): \_\_\_\_\_

### FOR BSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Reviewer: _____