City of Lebanon, Tennessee
Stormwater Utility

Credit Manual for
Stormwater Fees

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Commissioner of Public Services
Lebanon, Tennessee

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SECTION 1: INTRODUCTION

1.1 OVERVIEW

In 2017, the City Council of the City of Lebanon, Tennessee, passed Ordinance No. 17-5503 which created a citywide stormwater utility within the Department of Public Services (formerly Public Works). The utility provides a stable and adequate source of revenue for the City of Lebanon's stormwater management program that allocates the costs of stormwater services across every stormwater "user" in the City of Lebanon (City) through a stormwater utility fee (or user fee). Each property that discharges stormwater to the City's stormwater system is charged a fee based on the amount of impervious surface area on the property. The stormwater fee that a property owner pays is directly proportional to the impervious area found on the property according to the attached rate schedule.

The Department of Public Services has developed a system of credits for stormwater service customers who undertake specific, approved actions that reduce the impact of stormwater runoff on the public stormwater system, or provide an ongoing public benefit related to stormwater management. A credit is an ongoing reduction in the fee. This manual details the policies and procedures for stormwater utility credits.

The four (4) different stormwater fee credits that will initially be offered in the City are summarized in the following pages. The credits that are available for non-single-family residential properties are:

- Detention/Retention Credit;
- Water Education Credit;
- Tennessee Stormwater Multi-Sector General Permit (TMSP) Credit; and
- Water Quality Best Management Practices (BMP) Credit.

To qualify for any of the credits, the stormwater utility customer must fill out a credit application form and submit it to the Commissioner of Public Services. The application will be evaluated to determine the amount of credit that the parcel is entitled.

1.2 DEFINITIONS

Best Management Practices (BMP): Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to the municipal separate storm sewer system. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage, or leaks, sludge or waste disposal, or drainage from raw material storage.

Credit: A credit is an ongoing reduction in a property's stormwater normally calculated fee given for certain qualifying activities that reduce the impact of increased stormwater runoff resulting from development, or provide an ongoing public benefit related to stormwater management.

Detention facility: A detention facility is a stormwater structure, by means of a single control point, which provides temporary storage of stormwater runoff in ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc., for future release, and is used to delay and attenuate peak flow. Detention facilities are subject to review and approval by the City Engineering Services Director in accordance with City requirements.

Impervious areas: Impervious surfaces are areas on a property that prevent or impede the infiltration of stormwater into the soil at the same rate as natural or pre-developed conditions. Common impervious areas may include, but are not limited to: rooftops, sidewalks, walkways, patio areas, driveways, parking lots, storage areas, compacted gravel or soil surfaces, awnings (and other fabric or plastic coverings), and any other surface that prevents or impedes the natural infiltration of stormwater runoff.

Non-single-family residential property: Non-single-family residential properties are parcels of developed land that cannot be classified as single-family residential properties. Non-single-family residential properties include, but are not limited to: commercial properties, industrial properties, public buildings and other structures, storage buildings and storage areas covered with impervious surfaces, parking lots, parks, recreation properties, cemeteries, public and private schools, colleges and universities, churches, research stations, hospitals, healthcare and convalescent centers, airports, agricultural lands covered by impervious surfaces, water reservoirs, water and wastewater treatment plants, and multiple dwelling unit residential properties that do not meet the definition of single-family residential property.

Retention facility: A retention facility is a stormwater facility that provides storage of stormwater runoff and is designed to eliminate subsequent surface discharges. These facilities are effective in reducing downstream flooding because they do not allow discharge of stormwater runoff to downstream locations except in extreme flood events where the storage volume of the facility is exceeded. Retention facilities can also be effective in reducing stormwater pollution since the pollutants contained in stormwater are not released downstream. Retention facilities are subject to review and approval by the City Engineering Services Director in accordance with City requirements.

Single-family residential property: Single-family residential properties are developed land containing one structure which is not attached to another dwelling and which is designed for occupancy by one family. These may include houses, manufactured homes, and mobile homes located on one or more individual lots or parcels of land. For purposes of the stormwater utility, properties that are designed as a single-family residence but are used for commercial purposes are considered single-family residential so long as the property does not have additional impervious areas, such as parking spaces, impervious surfaced playgrounds, or structures or additions to the building.

Stormwater: Stormwater is rainfall runoff, snowmelt runoff, and surface runoff and general drainage related to a precipitation event.

SECTION 2: CREDIT POLICIES AND INSTRUCTIONS

2.1 GENERAL POLICIES

There are certain conditions that must be met and applications that must be completed that will determine what properties qualify for a credit and for what amount of credit. General policies for stormwater utility credits are listed below. See the following pages for policies, details, and special circumstances that may be specific to individual credits.

- Credit is given to eligible properties only, as described in the credit policies presented in this manual and/or in the credit application(s).

- It is the responsibility of the property owner (or his/her designee) to apply for stormwater credits, and to provide the necessary substantiating information with the credit application, as described herein.

- Credit applications are available at lebanontn.org. Click on Government, Departments, and then Stormwater Utility Quick Links. Questions regarding credits should be referred to the Commissioner of Public Services or his designee. Although the department staff is happy to answer questions, they are not responsible for initiating, performing engineering calculations, or otherwise assisting with the preparation of credit applications. Email questions to richard.baldwin@lebanontn.org or jeff.baines@lebanontn.org.

- The Department of Public Services will only review complete credit applications. The review will be performed within four (4) weeks after a complete application is submitted. If approved, the credit will be applied in the next month after approval.

- Any approved credit application received by October 1, 2018, will apply retroactively to:
    1. the date of the initiation of user fee billing by the stormwater utility for existing developed property; or,
    2. the date of initiation of billing for new construction.

- After October 1, 2018, the utility will not refund any portion of the stormwater fees paid prior to the approval of an applicant's credit application.

- Multiple credits can be given to eligible properties. However, the total credit available to any one property is 50% of the stormwater fee.

Credits are maintained on a property as long as the activity is being performed in accordance with City requirements, or the stormwater facility is properly functioning in accordance with applicable City codes and ordinances, or the policies stated herein.

2.2 DETENTION/RETENTION CREDIT (Maximum Credit 35%)

The detention/retention credit is available only to businesses, industries, and other non-residential properties that discharge stormwater to a detention or retention facility. When constructed and maintained properly and in appropriate locations, stormwater detention and retention facilities reduce the peak flow and/or volume of runoff from a property, thereby alleviating downstream flooding. However, when constructed in an inappropriate location, or when left un-maintained, these facilities can aggravate drainage problems.

The policies specific to the detention/retention credit listed below.

CREDIT CRITERIA:

1. A detention/retention credit will be available to *non-single-family residential (NSFR)* properties that have onsite stormwater detention and retention ponds designed to control the peak stormwater runoff rate or runoff volume in accordance with the City Stormwater Ordinance and policies.

2. A homeowner's association may apply for a credit for a detention/retention pond that serves their neighborhood. The credit will be applied to any common area within the neighborhood that receives a stormwater utility bill. Credits will not be applied to single-family residential fees.

3. Sufficient information must be supplied to the Commissioner of Public Services or his designee to verify that the controls meet the following criteria: the peak runoff rate under developed conditions must be less than, or equal to, the peak runoff rate for the same property under undeveloped conditions.

4. Credit applications for new construction may be submitted to the Commissioner of Public Services or his designee at any time during the construction process. However, the credit will not be approved based on site plans alone. The credit application requires that the detention/retention facility must be constructed and working in proper operating condition.

5. The total credit percentage is dependent on the magnitude of stormwater control provided by the facility. A 10% credit to the assessed stormwater fee will be given if the 2, 5, and 10-year storm events are controlled to pre-development peak flows. An additional 10% credit to the assessed stormwater fee will be given if the 25-year storm event is controlled. An additional 15% credit to the assessed stormwater fee will be given if the 50 and 100-year storm events are controlled. Maximum credit is 35%.

6. Credit will also be considered, on a case-by-case basis, for other types of facilities, activities, or control devices that restrict and control the volume and/or peak flow related impacts of a property's stormwater runoff on the municipal stormwater system, providing sufficient technical justification is submitted in the application package to make such determinations.

7. A credit shall only be applied to that portion of the property served by the stormwater facility.

8. All detention/retention facilities for which credit is applied must be working in proper operating condition at the time that the application is submitted.

OWNERSHIP AND MAINTENANCE REQUIREMENTS:

9. The facilities must be owned, operated and maintained, either on-site or by record of agreement, by the applicant. The applicant must provide documentation of the activities that will occur in order to inspect and maintain the facility to the standards presented herein.

10. In the event that the stormwater facility is not located on the property owned or operated by the applicant, the applicant must provide a copy of a record agreement between the applicant and the owner of the off-site facility stating that the applicant is responsible for maintaining all or a portion of the facility and that the owner understands that the applicant will receive the stormwater fee credit for the facility. In addition, the owner of the off-site parcel should provide a letter to the Commissioner of Public Services indicating that he/she is in agreement with the information contained in the application for credit.

11. The stormwater detention/retention facilities must be operated and maintained in proper condition to control the peak runoff rate as presented above, in accordance with the maintenance standards presented in this manual. If the applicant does not operate and maintain the facility as required, the credit will be discontinued.

12. In order for stormwater retention and detention facilities to operate as they were intended, maintenance must be routinely performed. Improperly maintained stormwater facilities do not reduce stormwater impacts effectively and are therefore ineligible for credit. The following items are the basic minimum maintenance requirements for all applicable stormwater facilities:

    a. Sediment shall be removed when approximately 20% of storage volume of the facility is filled.

    b. Sediment traps, if existing, shall be cleaned out when filled.

    c. No woody vegetation shall be allowed to grow on the embankment without special design provisions.

    d. Debris shall be removed from blocking inlet and outlet structures and from other areas of potential clogging (i.e., weirs, pipes, grates, etc.). This is especially important after major storms. Extended detention control devices should be checked often for debris accumulation and clogging.

    e. The control structures shall remain unaltered and be kept structurally intact, free from erosion, and functioning as originally designed.

    f. No standing water is allowed within detention basins or above the retention pool in combined retention/detention facilities. Detention ponds must drain completely.

    g. The facility must be properly vegetated (no bare soil or eroding areas), but not overgrown.

CREDIT APPLICATION AND APPROVAL PROCESS:

13. Credit applications must include hydrologic calculations demonstrating the stormwater facility effectiveness based on a routed hydrologic study through the site using the techniques presented in City stormwater development standards and regulations. The applicant shall utilize hydrologic modeling software pre-approved by the City Engineering Services Director.

14. All engineering calculations and drawings shall be prepared, sealed and stamped by a professional engineer registered to design stormwater management facilities in the State of Tennessee (State).

15. If all requirements and conditions of this section are met, the credit will be available upon successful completion of the credit application process and approval of an on-site City inspection.

16. Credit applications for new developments can occur as part of the normal development plan review procedures. The completed credit application should accompany the grading and drainage plan for the site.

17. For the detention/retention and water quality BMP credits, a right-of-entry or easement, as applicable, must be granted to the City in order for the City to review and approve the credit, and to perform occasional inspections to see that the stormwater management facility is maintained and operating as designed. Right-of-entry is granted via the applicant's or property owner's signature on the credit application.

18. To apply for detention/retention credit, complete and submit Detention/Retention Credit Application (Form A), Stormwater Facility Information (Form B), Stormwater Facility Information (Form C), and Checklist for Detention/Retention Credit Application. See Applications Forms and Instructions (page 13).

2.3 WATER EDUCATION CREDIT (Maximum Credit 25%)

The water education credit is available to schools that educate and inform their students about the importance of our surface and groundwater resources using the Project Wet (or similar) educational program. The goal is to reach all students with this information once between grades 4 and 6 and once between grades 9 and 12. The rationale behind this credit is that the information provided by the school will translate into appreciation and stewardship of water resources and thereby reduce negative impacts (usually pollutant impacts) on local streams, ponds, and lakes that can result from uniformed citizens.

Policies specific to the water education credit are as follows:

1. The water education credit is available to colleges and elementary, middle, and high schools (both public and private) located in the City of Lebanon.

2. The school must teach a water resources-based curriculum that is approved by the Commissioner of Public Services. The City encourages creative lesson planning to develop other unique and interactive methods that increase awareness of stormwater pollution, educate youth and adults about the importance of water quality, and promote good stewardship of water resources. To receive approval, a school representative (or school official authorized to develop such curriculum) shall meet with the Commissioner and Stormwater Staff to review and approve of materials being presented in the classroom prior to those materials being presented. The Commissioner will base approval on the sufficiency of the curriculum to meet State standards for City compliance with the NPDES Phase II MS4 permit.

3. The water education credit will be approved on an annual basis for education activities that were performed in the previous school year. Credit received for the prior year's educational activities will be shown on the monthly utility bill over a twelve-month period, starting on the September bill following the school year during which the activities were performed or by a letter to the superintendent of schools, school president, etc., as appropriate.

4. The water education credit requires submittal of both an application and an annual report to the Commissioner of Public Services. The application shall be completed annually, and requires a description of the educational program, list of educational tools used, estimated number of students that will/have receive the education, and the length of the educational program. Staff would like to discuss the option to be present at one or two lessons or activities.

5. Credit approval must be renewed each year via approval of an annual report. The annual report must be submitted after the end of the school year, but prior to August 1. It must provide an accurate accounting of the education activity performed as described in the application, including the number of students that received the education. Photographs and other supporting information are encouraged to be included with the annual report to demonstrate how lessons are presented.

6. Approvals of both the credit application and annual report will result in a maximum 25% credit to the assessed fee. The credit will be applied only to the school property(s) where the curriculum is taught (e.g., if the curriculum is taught only at Sam Houston Elementary School, the credit will be applied only to that property, not the entire Lebanon Special School District system).

7. To apply for water education credit, complete and submit Water Education Credit Application (page 19).

2.4 TMSP CREDIT (Maximum Credit 10%)

Policies specific to the Tennessee Stormwater Multi-Sector General Permit (TMSP) credit are listed below:

1. The TMSP credit is available to *non-single-family residential properties* that have and maintain a current TMSP for all appropriate facilities.

2. Properties approved for the TMSP credit will receive a 10% credit to the assessed stormwater utility fee for that property.

3. The property will receive the TMSP credit only for the duration of the active TMSP permit. The property owner must re-apply for the TMSP credit each time that the TMSP is renewed with the State.

4. To obtain this credit, the property owner must provide:

    a. A completed TMSP credit application form;

    b. A copy of the latest Notice of Intent (NOI) for the permit;

    c. A copy of the current Notice of Coverage (NOC) for the TMSP, as delivered to the facility owner by the State Department of Environment and Conservation (TDEC). The NOC must indicate the date of permit coverage;

    d. A copy of the facility's Stormwater Pollution Prevention Plan (SWPPP).

5. To apply for TMSP credit, complete and submit TMSP Credit Application (page 20).

2.5 WATER QUALITY BMP CREDIT (Maximum Credit 15%)

The water quality Best Management Practices (BMP) credit is available to non-single-family residential properties that implement water quality BMPs that can assist the City in meeting requirements of the City's federally-mandated National Pollutant Discharge Elimination System (NPDES) Phase II permit.

Lebanon's compliance with the NPDES Phase II permit requires that the City implement strategies to reduce pollutants in local streams and waterbodies. According to the TDEC, the major pollutant found in Tennessee's streams/Lebanon's streams is silt, caused by discharges from developed and/or developing areas. In stormwater, silt is a pollutant that is often captured under the umbrella term of Total Suspended Solids (TSS). Therefore, in support of the City's NPDES Phase II compliance initiatives, the water quality BMP credit is available for those privately-owned and maintained BMPs that can reduce silt levels in post-construction stormwater discharges.

Specific policies for the water quality BMP credit are listed below.

1. A 15% credit against the stormwater fee is available for *non-single-family residential (NSFR)* properties that incorporate structural post-construction stormwater quality practices presented in the *Tennessee Guide to the Selection & Design of Stormwater Best Management Practices* (TDEC, 2003). (See link to guide on City of Lebanon website.) These practices must be approved by the City prior to implementation.

2. A homeowner's association may apply for a credit for one or more structural BMPs that serve their neighborhood. The credit will be applied to any common area within the neighborhood that receives a stormwater utility bill. Credits will not be applied to single-family residential fees.

3. The credit shall only be applied to that portion of the property served by the water quality BMP(s).

4. The maximum water quality BMP credit that can be obtained for any one property shall be 15%. Credits may range from 5% to 15% as determined by the Commissioner of Public Services.

5. Credit will also be considered, on a case-by-case basis, for other types of facilities, activities, or control devices that are not presented in the *Tennessee Guide to the Selection & Design of Stormwater Best Management Practices.* The applicant must provide sufficient technical justification to prove that the proposed BMP is appropriate for removal of 80% of TSS (e.g., silt) from the first flush volume (first one-inch rainfall). Such proof must include independent field data collected by non-biased party(s) other than the BMP manufacturer.

6. The water quality BMP(s) must be owned, operated, and maintained, either onsite or by record of agreement, by the applicant.

7. The water quality BMP(s) must be maintained in proper operating condition as designed and constructed. If the applicant does not maintain the BMP(s) as required, the credit will be discontinued. The City is not responsible for maintenance of BMPs on private properties, including open space, common areas, natural areas, greenways, stream buffers, and other, similar, non-structural BMPs. The City is not responsible for the aesthetic maintenance of any BMP, such as mowing or landscaping.

8. If all requirements and conditions of this section are met, the credit will be available upon successful completion of the credit application process and onsite City inspection. The credit shall remain in force as long as the BMP(s) is maintained in satisfactory condition.

9. All engineering calculations and drawings used to apply for the water quality BMP credit shall be prepared, sealed, and stamped by a professional engineer registered to design stormwater management facilities in the State, and shall be sufficient for full review of the control.

10. The criteria, requirements, and policies for the water quality BMP credit may be re-evaluated by the Commissioner of Public Services at the time that the City's NPDES Phase II permit is renewed.

11. To apply for water quality BMP credit, complete and submit Water Quality BMP Credit Application Form D, Water Quality BMP Credit Application Form E, and Water Quality BMP Credit Application Form F (pages 21-23).

APPLICATION FORMS AND INSTRUCTIONS

City of Lebanon, Tennessee
Detention/Retention Credit Application (Form A)

How many detention/retention facilities are being submitted for credit? _____

Property Information

Name of Business/Entity/Homeowners Association: _____

Name of Property Owner: _____

Address of Property Owner: _____

Property Owner Contact Numbers: Day: _____ Cell: _____ Fax: _____

Property Address: _____

E-mail Address: _____

Property Tax Number: _____

Parcel Identification Number (if known): _____

Utility Account Number: _____ Water or Sewer (Circle)

Applicant Information (if different from property owner)

Name: _____

Address: _____

E-mail Address: _____

Applicant Contact Numbers: Day: _____ Cell: _____ Fax: _____

I hereby request the City of Lebanon review this application for a stormwater fee credit. I further authorize the City of Lebanon to inspect the stormwater facility(s) identified in this application for the purpose of assessment for a stormwater fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information to the City of Lebanon Commissioner of Public Services should there be any change in the information provided herein.

Signature: _____ Name:_____

Title: _____ Date: _____

City of Lebanon, Tennessee
Stormwater Facility Information
(Form B)

(Attach a separate sheet for each facility with a site plan or sketch if available.)

Facility Number (e.g., 1, 2, 3 …): _____
In which attachment is the facility shown? _____
Closest Cross Street: _____
Facility Distance and Direction from Cross Street: _____
Facility is located on which side of the street (North, etc.)? _____
Landmark(s), if any: _____
Generally, where on the site is the facility located?

_____

_____

Description of Facility:

_____

ENGINEER'S CERTIFICATION:

I hereby certify that the detention/retention facility described in Form B has been constructed in substantial conformance with pertinent design requirements and that the detention/retention facility is in an acceptable state of maintenance and repair, and is operating as designed. I further certify that these calculations, technical details and information provided reflect accurately the condition of the detention/retention facility at the time of my inspection.

_____

Signature and Seal
State of Tennessee Licensed Professional Engineer

Name: _____
Company: _____
Address: _____
Telephone: _____ Fax: _____
Tennessee Registration Number: _____

Do not write in the shaded area (City use only).

Facility approved to receive credit (check one)? Yes _____ No _____
If no, provide a brief explanation for denial:

_____

_____

If no, provide information on follow-up with applicant:

_____

_____

Date approved or denied: _____
Signature: _____ Name: _____
Title: _____ Date: _____
A completed Detention/Retention Facility Inspection Checklist must be attached.

City of Lebanon, Tennessee
Stormwater Facility Information
(Form C)

HYDROLOGIC CHARACTERISTICS

Facility # _____

All values below must pertain only to the areas of the site that discharge to the detention/retention facility.

PRE-DEVELOPMENT CONDITIONS:

Hydrologic Method Used (check one): Rational ____ SCS Curve Number ____ Other ____ (*Attach explanation as appropriate.)*

Drainage Area: _____acres
Runoff Coefficient: _____(C Factor or SCS Curve Number)
Time of Concentration: _____min (5 minutes minimum)
Rainfall Intensity (Rational Method Only): _____in/hr
Storm Duration (SCS Method Only): _____hours

Qpre = _____cfs

POST-DEVELOPMENT CONDITIONS:

Hydrologic Method Used (check one): Rational ____ SCS Curve Number ____ Other ____ (*Attach explanation as appropriate.)*

Drainage Area: _____acres

1. Paved Draining to Facility: _____acres
2. Rooftops Draining to Facility: _____acres
3. Other Impervious Area Draining to Facility: _____acres

Explanation of Other Impervious Area(s):

_____
_____

Total Impervious Area Draining to Facility (Sum of 1, 2, and 3 Above): _____acres
Runoff Coefficient: _____(C Factor or SCS Curve Number)
Time of Concentration: _____min (5 minutes minimum)
Rainfall Intensity (Rational Method Only): _____in/hr
Storm Duration (SCS Method Only): _____minutes
Inflow Hydrograph Peak Flow: _____cfs

Qpost = _____cfs

Flow (Q) Through Outlet: _____cfs
Flow (Q) Over Emergency Spillway: _____cfs
Facility Storage Volume at Overflow: _____ft^3

Attach stage-discharge-storage information in tabular form, storage volume calculations, outlet description, overflow description, runoff calculations, and all other pertinent information necessary to perform a detailed review.

City of Lebanon, Tennessee
Checklist for Detention/Retention Credit Application

___	Completed "City of Lebanon Stormwater Utility Application for Credit for Stormwater Detention/Retention Facilities" Form
___	Seal and signature of registered professional engineer
___	Topographic map or site plan showing existing and proposed topographic contours, scale, and north arrow
___	Vicinity map
___	North arrow
___	Existing and proposed topographic contours
___	Dimensions describing the existing or proposed improvements
___	Impervious delineations and labels (buildings, driveways, etc.)
___	Drainage area map, including off-site areas draining through existing or proposed controls
___	Size and location of all existing stormwater structures, if applicable
___	Construction drawing and details of existing or proposed stormwater controls, where applicable
___	Final recorded document (deed description or plat) dedicating storm drainage and access easements, where applicable
___	For retention ponds: Hydraulic calculations showing stage-discharge and stage-storage relationships of stormwater runoff storage facilities/structural controls, and the volume of the permanent pool. At a minimum, calculations must demonstrate that design criteria presented in the City of Lebanon requirements are met.
___	For dry extended detention basins: At a minimum, runoff volume computations and structural control routings or calculations must demonstrate that design criteria presented in the City of Lebanon requirements are met.

City of Lebanon, Tennessee
Credit Application Review Form for
Stormwater Detention/Retention Facilities

FOR STORMWATER USE ONLY. DO NOT MARK IN THIS SPACE.

Reviewer: _____ Phone: _____

Review Number: _____ Date Received: _____ Returned: _____

Review Number: _____ Date Received: _____ Returned: _____

Review Number: _____ Date Received: _____ Returned: _____

Date Approved: _____

As-Built Verification Inspector: _____

Drainage Easement Document Recorded in Book: _____ Page: _____

Project Information:

Current Stormwater Utility Fee: _____

Credit Components (check all that apply):

__ 2, 5, 10-year control (10% credit)
__ 25-year control (10% credit)
__ 50, 100-year control (15% credit)

Total Credit: _____

Revised Stormwater Utility Fee: _____ Effective Date: _____

Master Account File Revised By: _____ Date: _____

Required Special Construction/Other:

_____
_____
_____
_____
_____
_____
_____

City of Lebanon, Tennessee
Water Education Credit Application

Instructions:

1. Contact the Commissioner of Public Services office to schedule a meeting to review the proposed curriculum. Email: jeff.baines@lebanontn.org.
2. Fill out this form completely
3. A separate application must be made for each property for which a credit is being requested.
4. Forms must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person.
5. Mail or hand-deliver the completed form to:

   City of Lebanon
   Commissioner of Public Services
   200 North Castle Heights Ave.
   Lebanon, TN 37087

Property Owner Name: _____
Property Owner Address: _____
Property Owner Contact Numbers Day: _____ Cell: _____ Fax: _____
Authorized Contact (if different from property owner): _____
Authorized Contact Mailing Address: _____
Authorized Contact Numbers Day: _____ Cell: _____ Fax: _____
Utility Account Number: _____
Parcel Identification Number (if known): _____
Property Street Address: _____

Attach a description of the water education curriculum being taught at this property. Include grade(s) and number of students taught, number of instructors teaching the curriculum, teacher training requirements, educational tools used, etc.

I hereby request the City of Lebanon review this application for a stormwater fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information to the City of Lebanon Commissioner of Public Services or his designee should there be any change in the information provided herein.

Signature: _____ Name: _____
Title: _____ Date: _____

Do not write in the shaded area (City use only).
Credit approved? Yes ____ No ____ Credit Amount (attach backup calculations): _____
If no, provide a brief explanation for denial:
_____
_____
If no, provide information on follow-up with applicant:
_____
_____
Date approved or denied: _____
Signature: _____ Name: _____
Title: _____ Date: _____

City of Lebanon, Tennessee
TMSP Credit
Application

Instructions:

1. Fill out this form completely
2. A separate application must be made for each property for which a credit is being requested.
3. Forms must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person.
4. Mail or hand-deliver the completed form to:

City of Lebanon
Commissioner of Public Services
200 North Castle Heights Ave.
Lebanon, TN 37087

Property Owner Name: _____
Property Owner Address: _____
Property Owner Contact Numbers Day: _____ Cell: _____ Fax: _____
Authorized Contact (if different from property owner): _____
Authorized Contact Mailing Address: _____
Authorized Contact Numbers Day: _____ Cell: _____ Fax: _____
Utility Account Number: _____
Parcel Identification Number (if known): _____
Property Street Address: _____
Name of Permitted Facility: _____
Date of Notice of Intent (attach a copy): _____
Date of Notice of Coverage (attach a copy): _____
Is a copy of the Facility SWPPP attached? Yes _____ No _____

I hereby request the City of Lebanon review this application for a stormwater fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information to the City of Lebanon Commissioner of Public Services or his designee should there be any change in the information provided herein.

Signature: _____ Name: _____
Title: _____ Date: _____

Do not write in the shaded area (City use only).

Credit approved? Yes ____ No ____
If no, provide a brief explanation for denial:

_____
_____

If no, provide information on follow-up with applicant:

_____
_____

Date approved or denied: _____
Signature: _____ Name: _____
Title: _____ Date: _____

City of Lebanon, Tennessee
Water Quality BMP Credit
Application (Form D)

How many water quality BMPs are being submitted for credit? _____

Property Information

Name of Business/Entity/Homeowners Association: _____

Name of Property Owner: _____

Address of Property Owner: _____

Property Owner Contact Numbers: Day: _____ Cell: _____ Fax: _____

Property Address: _____

E-mail Address: _____

Property Tax Number: _____

Parcel Identification Number (if known): _____

Utility Account Number: _____

Applicant Information (if different from property owner)

Name: _____

Address: _____

E-mail Address: _____

Applicant Contact Numbers: Day: _____ Cell: _____ Fax: _____

I hereby request the City of Lebanon review this application for a stormwater fee credit. I further authorize the City of Lebanon to inspect BMPs identified in this application for the purpose of assessment for a stormwater fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information to the City of Lebanon Commissioner of Public Services or his designee should there be any change in the information provided herein.

Signature: _____ Name:_____

Title: _____ Date: _____

City of Lebanon, Tennessee
Water Quality BMP
(Form E)

(Attach a separate sheet for each facility with a site plan or sketch if available.)

BMP Number (e.g., 1, 2, 3 …): _____
In which attachment is the BMP shown? _____
Closest Cross Street: _____
BMP Distance and Direction from Cross Street: _____
BMP is located on which side of the street (North, etc.)? _____
Landmark(s), if any: _____
Generally, where on the site is the BMP located?

_____

_____

Description of BMP:

_____

ENGINEER'S CERTIFICATION:

I hereby certify that the best management practice described in Form E has been constructed in substantial conformance with pertinent design requirements and that the BMP is in an acceptable state of maintenance and repair, and is operating as designed. I further certify that these calculations, technical details and information provided reflect accurately the condition of the BMP at the time of my inspection.

_____

Signature and Seal
State of Tennessee Licensed Professional Engineer

Name: _____
Company: _____
Address: _____
Telephone: _____ Fax: _____
Tennessee Registration Number: _____

Do not write in the shaded area (City use only).

Facility approved to receive credit (check one)? Yes _____ No _____
If no, provide a brief explanation for denial:

_____

_____

If no, provide information on follow-up with applicant:

_____

_____

Date approved or denied: _____
Signature: _____ Name: _____
Title: _____ Date: _____

City of Lebanon, Tennessee
Stormwater Facility Information
(Form F)

BMP DESIGN SPECIFICATIONS

BMP # _____

Provide on this page, or attached on separate pages, sufficient design calculations and specifications to prove that the design and current (as-built) condition of the BMP conforms with the design and performance standards presented in the Tennessee Guide to the Selection and Design of Stormwater Best Management Practices, as amended. The Commissioner of Public Services or his designee may request more information on the BMP in order to prove compliance with the required conditions for credit approval.