
CITY OF EUREKA, IL
STORMWATER UTILITY
CREDIT AND ADJUSTMENT MANUAL

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INTRODUCTION

The City of Eureka created a Stormwater Utility on April 21, 2015 through adoption of ordinance 15-08. The Stormwater Utility has the purpose of establishing a fund of the operations and activities as the City Council deems to be proper and reasonably necessary for a system of stormwater and surface water management.

Stormwater utility customer charges in the City of Eureka are based on an Equivalent Residential Unit (ERU). One ERU represents the average impervious area of a residential unit in the City of Eureka, determined to be 3,250 square feet. The number of ERUs assigned to each City parcel corresponds to the amount of impervious surface on the parcel, which in turn is proportional to the amount of stormwater runoff generated by the parcel. Specifically, the number of ERUs assigned to a residential parcel (those with a single-family residence is equal to one (1) ERU. The number of ERUs assigned to a duplex residential parcel (those with two single-family residences) is equal to two (2) ERUs. The number of ERUs assigned to multi-family residential parcels (those with 3+ family residences) or non-residential parcels is the measured or calculated impervious area divided by the size of one ERU, which is 3,250 square feet. The parcel charge is the product of the number of ERUs assigned to the parcel and the ERU charge rate.

The City of Eureka Stormwater Utility includes provisions whereby customers may reduce the Stormwater Utility charges assigned to their properties through application for credits and/or adjustments. This manual details the policies and procedures applicable to the City of Eureka's Stormwater Utility credit and adjustment program.

Customers must apply for credits and adjustments per site. Changes to customer charges, whether the result of a credit or an adjustment, are made separately.

STORMWATER UTILITY CREDITS

Some customers in the City of Eureka may be eligible to reduce their Stormwater Utility charges by receiving credits to their Stormwater Utility bill.

A CREDIT is a fee reduction that a customer may receive for implementing practices or providing services that reduce the City's costs for managing stormwater runoff. Credits may be awarded to customers that do one or more of the following: 1) install and maintain private stormwater management facilities or 2) do not utilize City stormwater infrastructure.

Credit Types: Customers may be eligible for the following credits according to the conditions listed below. A parcel may apply for multiple credit types, but the maximum combined credit amount is 50%.

1) Discharge Rate Reduction Credit.

- a) **Applicability:** A parcel is eligible for a Discharge Rate Reduction credit only if all of the following apply to a parcel:
- i) The property is classified as multi-family or nonresidential.
 - ii) The total number of ERUs assigned to the parcel is greater than 2.
 - iii) The runoff control practice used to justify the credit is privately maintained.
 - iv) The runoff control practice limits discharges to below pre-settlement rates for events ranging from the 1-year through 100-year storm.
 - v) The parcel has (or will be submitting such a document with their credit application) a recorded operations and maintenance agreement in place to maintain stormwater management facilities serving runoff from the property.
 - vi) The parcel has facilities in place that reduce the peak discharge rate for the 1, 2, 5, 10, 25, and 100-year 24-hour design storms to levels below pre-settlement rates.
- b) **Calculation of Credit.** The credit value shall be 50% multiplied by the ratio of on-site impervious area draining to the runoff management facility to the total on-site impervious area.

2) Direct Discharge.

- a) **Applicability.** A parcel is eligible for a direct discharge credit if a portion of the impervious area on the property drains directly to waters of the state, without first passing through an element of the publicly owned stormwater collection

and conveyance system operated or maintained by the City or without crossing any public rights-of-way.

- b) **Calculation of Credit.** The direct discharge credit value shall be 50% multiplied by the ratio of the parcel's on-site impervious area draining directly to waters of the state to the total on-site impervious area.

Application Fee and Documentation. A credit application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. The credit application fee is set by the Council. It is the intent of the City to process applications within thirty (30) calendar days of submittal of the complete and correct application package. Billing changes required to implement credits will be applied to the next Stormwater Utility billing period following the date of approval of the credit application. A pending application for credit shall not constitute a valid reason for non-payment of the current Stormwater Utility charges.

Application Procedure.

The procedure for applying for credits is as follows:

- 1) Each applicant must complete the required forms and furnish the required information as documented under application requirements.
- 2) Forms may be requested from the City Administrator.
- 3) The Director of Public Works will conduct a review of the Stormwater Utility Credit Application within thirty (30) calendar days of receipt of the application form and payment of fee. Application fees are one-time and non-refundable.
 - a) If the application is found to be complete and accurate, a letter will be sent to the applicant notifying approval of the credit.
 - b) If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of additional information from applicant, the review will resume and be completed within thirty (30) calendar days of receipt of the additional information.
- 4) Billing changes required to implement credits will be applied to the next Stormwater Utility billing period following the date of approval of the credit application.
- 5) If an application is denied, a letter explaining the reasons for the denial will be provided to the applicant.

- 6) The applicant has the right to appeal this decision, in accordance with the procedures outlined in Chapter 13-16 of the Eureka Municipal Code.

Application Requirements. A complete credit application must include the following information:

1) Discharge Rate Reduction Credits.

- a) **Application Fee:** The appropriate application fee as set by the Council must be submitted with the application forms.
- b) **Operation and Maintenance Agreement:** A written maintenance agreement between the private landowner(s) and the City of Eureka. The agreement shall document requirements for the land owner as deemed necessary to ensure the continued design performance of the stormwater management practice and shall include a schedule for regular inspections of the practice, methods for identifying when maintenance is required, and a schedule for conducting timely maintenance and repair of the practice.
 - i) Note that if a property owner fails to file required inspection reports or if a City inspection finds the system not meeting the conditions set forth in this manual, the City will send a letter informing the property owner of the required action to avoid revocation of the runoff management control credit(s). If the property owner fails to take the required action, the runoff management control credits will be revoked until the situation is corrected. No retroactive credits will be given during said lapse period. Credits will be restored on the effective date of the submittal of the property owner's acceptable response.
- c) **Technical information (certified by an Illinois Professional Engineer or Professional Hydrologist):**
 - i) Narrative describing the site and post-development runoff control practices
 - ii) Site plan(s) at a scale of 1"=100' or larger (i.e. 1"=50' or 1"=20' etc.) appropriate to display the following information clearly:
 - Site topography, stormwater management infrastructure, and watershed boundaries.
 - Location of all impervious surfaces including, but not limited to: structures, parking, driveways, etc. Impervious areas within the drainage areas to practices for which credit is sought should be identified.
 - Soils

- Design details and data describing detention storage area geometry and hydraulic, hydrologic, or geotechnical/infiltration features of outlet structures for proposed stormwater management features.
 - Diagram of watershed routing to the detention facility(s)
 - Construction record drawings verifying the stormwater management facility geometries and elevations.
- iii) Peak flow calculations and/or modeling for the 5, 10, 25, and 100-year 24-hour design storms, for each discharge location. Supporting data for these calculations includes, but is not limited to:
- (a) Hydrologic/hydraulic calculations, modeling, and supporting documentation including:
 - Watershed boundaries
 - Time of concentration(s)
 - Runoff Curve number(s)
 - Stage-storage-discharge tables, curves, or other equivalent descriptive data documenting stormwater detention facilities
 - Model input and output data
 - (b) A technical report summarizing
 - Calculation methods and development of hydrologic/hydraulic data
 - Pre-development peak flow rates
 - Post-development peak flow rates with management
 - (c) Complete Discharge Rate Reduction credit application forms

Note: it is anticipated that discharge rate reduction credits will be evaluated by applicants using computer programs using the NRCS Runoff Curve Number Method. Other methods may be used with the pre-approval of the City of Eureka

- d) **Statement of Certification:** The owner shall sign a statement certifying that information is correct and acknowledging that the credit determination will be based on information provided. A later determination that the application information was inaccurate may result in loss of credit.

2) Direct Discharge Credit.

- a) **Application Fee.** The appropriate application fee as set by the Council must be submitted with the application forms.
- b) **Mapping exhibits** documenting all on-site impervious area and delineating the drainage area and impervious area within that drainage area which drains directly to waters of the state, without first passing through an element of the

publicly owned stormwater collection and conveyance system operated or maintained by the City or without crossing any public rights-of-way.

- c) Direct discharge credit applications may be prepared using aerial topographic contour mapping provided such mapping represents the most recently available mapping. Impervious areas may also be indicated using aerial photographs provided the applicant will attest in writing that the photographs accurately document actual impervious areas on site. Impervious areas must be numerically quantified as described in the previous paragraph. In the absence of suitable aerial mapping products a site survey will be required.

STORMWATER UTILITY ADJUSTMENTS

An ADJUSTMENT is a change in the number of ERUs assigned to a parcel. Adjustments are made based on the availability of more accurate or up-to-date measurement of the amount of impervious surface on a parcel. A customer who receives an adjustment may have the number of ERUs assigned to their property, and the resulting parcel charge, either reduced or increased.

Adjustment Types and Eligibility. Customers may be eligible for an adjustment if one or more of the following apply:

- (1) The property is classified as multi-family residential or non-residential, and the customer can show that the number of ERUs allocated to their property is incorrect, based on the measurement of impervious area.
- (2) The property is classified as residential, but does not have any impervious area. This adjustment shall be used in cases where an undeveloped lot is subdivided for residential development, but the new development has not yet been put into place. In such cases, the land will continue to be treated as undeveloped, and will not be charged.

Application Fee and Documentation. An Adjustment application will not be considered complete and will not be processed unless accompanied by the application fee and all appropriate forms and information as required in this manual. The adjustment application fee will be \$250 plus cost of inspection. It is the intent of the City to process applications within thirty (30) calendar days of submittal of the complete and correct application package. Billing changes required to implement adjustments will be applied to the next Stormwater Utility billing period following the date of approval of the credit application. A pending application for adjustment shall not constitute a valid reason for non-payment of the current Stormwater Utility charges.

Application Procedure.

The procedure for applying for adjustments and adjustments is as follows:

- a) Each applicant must complete the required forms and furnish the required information as documented under application requirements.
- b) Forms may be requested from the City.
- c) The Director of Public Works will conduct a review of the Stormwater Utility Adjustment Application within thirty (30) calendar days of receipt of the application form and payment of fee. Application fees are one-time and non-refundable.
 - i) If the application is found to be complete and accurate, a letter will be sent to the applicant notifying approval of the credit.
 - ii) If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of additional information from applicant, the review will resume and be completed within thirty (30) calendar days of receipt of the additional information.
- d) Billing changes required to implement credits will be applied to the next Stormwater Utility billing period following the date of approval of the credit application.
- e) If an application is denied, a letter explaining the reasons for the denial will be provided to the applicant.
- f) The applicant has the right to appeal this decision, in accordance with the procedures outlined in Chapter 13-16 of the Eureka Municipal Code.

Application Requirements. A complete adjustment application must include the following information

- 1) Application Fee. The appropriate application fee as set by the Council must be submitted with the application forms.
- 2) Narrative describing the reason for the adjustment application.
- 3) For multi-family residential or non-residential properties requesting an adjustment based on incorrect calculation of parcel ERUs: mapping information certified by a Illinois Professional Engineer, Professional Hydrologist, or

Registered Land Surveyor documenting the current parcel boundaries and impervious areas.

Note: the requirement for professional certification of supporting documentation may be waived at the discretion of the Director of Public Works.

- 4) For residential properties requesting an adjustment based on the fact that the actual impervious area on the parcel is zero: mapping information certified by a Illinois Professional Engineer, Professional Hydrologist, or Registered Land Surveyor documenting the current parcel boundaries and any impervious areas.

Note: the requirement for professional certification of supporting documentation may be waived at the discretion of the Director of Public Works.