



Supplement to
Conewago Township
Credit Assistance
Program
for Stormwater
Management

The following is offered as a "Plain English" overview of the more detailed Credit Assistance Program documentation available at the Township office. This program offers credits up to fifty percent of the annual stormwater program fee, depending on the type practices used to lessen the amount of and/or to improve the quality of stormwater runoff. Potential credits are:



Education, which are offered for any programs that educate students on the importance of preserving and restoring the sources and integrity of stormwater, ground and surface waters.

Who can use	Public & Private Schools (K-12)
Maximum credit	Tier One = 10%; Tier Two = 15%
Renewal period	Each School Year



Green Infrastructure-based, which can be used for practices which reduce stormwater runoff from all storms up to one inch and which encourage infiltration or reuse of captured stormwater.

Credit may also be considered for other types of stormwater facilities or control devices which reduce stormwater runoff to the municipal stormwater conveyance system.	
Who can use	Non-Residential and Residential
Maximum credit	50%
Renewal period	Every Two Years



Riparian Buffers, can be used to complete and to maintain approved stream riparian buffers (trees) that help to prevent channel or bank erosion, thereby reducing sediment pollution.

Who can use	Non-Residential and Residential
Maximum credit	25%
Renewal period	Every Two Years



Stream Restoration, offered to those who complete and maintain an approved stream restoration project that prevents channel or bank erosion, thereby reducing sediment pollution.

Who can use	Non-Residential and Residential
Maximum credit	50%
Renewal period	Every Two Years



Public Participation, offered to those who would engage with the community on events such as stormwater-related educational seminars.

Who can use	Non-Residential and Residential
Maximum credit	15%
Renewal period	Yearly

Note: The Township considers that public participation is essential to a strong stormwater management program, and this credit is designed to encourage such participation.



Public Participation Donations, can help offset stormwater user fees for non-profit organizations such as food banks and churches.

Who can use	Non-Residential and Residential
Maximum credit	15%
Renewal period	Yearly



Urban Tree Expansion, Offered to property owners who complete an urban tree planting project on their property. New trees are not required to cover existing impervious surfaces; however, credits may be applied to existing trees if the tree canopy covers existing, impervious surfaces.

Who can use	Non-Residential and Residential
Maximum credit	45%
Renewal period	Yearly



Offset, credits offered for projects on someone else's property (with agreement among affected property owners.) The Township will consider credits, based on the benefit to the Township storm sewer system and Pennsylvania's offset program.

Who can use	Non-Residential and Residential
Maximum credit	50%
Renewal period	Yearly

Submitted to:

**Conewago Township Board of Supervisors
Conewago Township, Adams County
Pennsylvania**

**STORMWATER PROGRAM FEE
CREDIT ASSISTANCE PROGRAM (CAP)
POLICIES & PROCEDURES**



Submitted by:



*Excellence Delivered **As Promised***

November 2017

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Credit Assistance Program (CAP) Credits

Credits Available to Property Owners

A reduction in the stormwater program fee (SPF) may be available to Conewago Township (the Township) residents and businesses through use of the Credit Assistance Program, known as CAP. This program was developed to help property owners reduce their total annual SPF while also providing an incentive for implementing stormwater management practices. The CAP credit amount (Credit) that a property can receive varies based on the specific qualifying conditions that either significantly mitigate the effects of increased stormwater runoff and pollution from a property or provide an investment in the education and social aspects of the stormwater management program in the Township. In the case of constructed facilities, the criteria for determining the Credit level is typically based on the type of facility and percent of onsite impervious area (IA) treated. If it is determined that a Credit is to be granted, the adjustments will be made in the form of a credit against future stormwater management fees. Final approval of all Credits will be at the discretion of the Township.

The Credits are provided in recognition of the potential reductions in stormwater runoff flows contributory to the Township collection system. In addition, with the Municipal Separate Storm Sewer System (MS4) Permit, including the Pollutant Reduction Plan (PRP), there is inherent value to the Township having properties incentivized to implement practices that reduce both pollutant and hydraulic loading of the Township stormwater system(s).

Credit Application Schedule

To receive a Credit, the Property Owner must provide a complete and accurate application to the Township on the forms included in Appendix A not later than October 31 of the year prior to the next payment of the SPF.

Maximum Credit Limit

The Township SPF program includes aspects beyond improving the quality of stormwater runoff. There are efforts funded by the SPF related to administration, maintenance and capital improvements. These benefit all residents and therefore need to remain funded by residents and business owners. This was the sole premise of the original stormwater funding study that was completed prior to the SPF being authorized by the Board of Supervisors. As such, the maximum aggregate SPF credit for any individual property is fifty percent (50%) of the original stormwater management fee determined in accordance with this manual, regardless of how many individual credits for which the property qualifies. The Owner should review the combination of credits to determine the selection of Credits that is the most cost effective and provides the maximum overall benefit.

Credit Period

Once approved, the Credit is valid for a period of time that varies depending on the type of practice or facility being used. The maximum period of time for any Credit is five (5) years.

Credit Renewals and Expiration

To renew a Credit, the Property Owner must apply to the Township on the renewal form included in Appendix B, not later than September 1, of the year before the Credit expires. Credits may be automatically renewed based upon Credit conditions still being met, but the magnitude of the Credit may be altered based upon changes in Township regulatory requirements or operating costs.

All approved Credits will automatically expire when the property changes ownership. Please note that although the Credits expire upon ownership change, any Operations and Maintenance Agreements, easements, and Access Agreements remain permanently in effect. New Owners will be required to submit a Continuation of Existing Credit for New Property Owners application form (Appendix C) to be eligible for the expired Credit. Reapplication for Credit continuance is required to (1) ensure that the Credit is still applicable to the property, and (2) to ensure the new Owner fully understands the requirements of the Credit, including Operations and Maintenance procedures. All Credits will be reviewed at a minimum of every five (5) years and are subject to alteration or revocation at the discretion of the Township.

Application Process

For credit review, the property owner must submit the General Application accompanied by the application review fee and all required documentation to the Township. Credit applications will be reviewed in conjunction with Township Staff and the appointed Township Engineer. The application process does not relieve the property owner of payment of stormwater management fees during the review process.

The Township will give written notification of the credit determination within sixty (60) days upon receipt of a complete credit application package. The written notification shall state the conditions of the issuance of the SPF credit and effective date of the credit. The Township Engineer in conjunction with Township staff shall review for accuracy all plans, materials, and documentation related to the application. If, after review, the application or documentation is found to be deficient, the applicant will be notified in writing and given forty-five (45) days to correct the deficiency, or the applicant will be required to file a new application. If all deficiencies are corrected within forty-five (45) days and application for credits are approved, credits will take effect on the initial application date.

The Property Owner may appeal the Township's decision regarding the issuance or non-issuance of a credit (for their property only) within thirty (30) days after that decision to the Stormwater Advisory Committee (SAC).

Credit Revocation

Upon written notice, the Township may revoke a credit for good reason, including failure to meet credit conditions or failure to meet minimum maintenance requirements. A Property Owner aggrieved by the Township's decision to revoke a credit may appeal the same to the SAC within thirty (30) days of receipt of written notice from the Township of revocation of the credit.

Inspections

Upon application for an SPF credit (or in connection with an annual self-inspection report) the applicant shall grant the Township a right-of-entry to inspect the site that is the subject of the application at any time in order to verify the information submitted and to confirm compliance with applicable program requirements set forth in this policy document. If, after its review or inspection, the Township finds the application (or annual self-inspection report) to be inaccurate or the facility (BMPs) to be out of compliance, the applicant will be notified in writing (Notice) and given up to thirty (30) days to correct the inaccuracy or non-compliance.

Within thirty (30) days following the applicant's receipt of the Notice, the applicant must provide to the Township written documentation and evidence (Notice Response) satisfactory to the Township that the application (or annual self-inspection report) has been corrected and/or that the facility (BMPs) follows all applicable program requirements. If the inaccuracy in an application (or annual self-inspection report) has not been corrected or the facility (BMPs) is not in compliance as required by the Notice and this manual (as determined by the Township), or if the property owner fails to provide a Notice Response to the Township within the thirty (30) day period, the SPF credit will be suspended on the following utility billing cycle. The credit suspension will remain in effect for six (6) months, after which time the property owner may reapply for the SPF credit. The reapplication must include evidence satisfactory to the Township that the inaccuracy in

an application (or annual self-inspection report) has been corrected or that the facility (BMPs) has been in compliance with program requirements for at least three (3) months prior to reapplication and the Township may require any other information that is required in an initial application for SPF credits.

Annual Self-inspection Reports

If a property has been given an SPF credit pursuant to this document, the property owner must submit to the Township an annual self-inspection report for the property. The report must be submitted not earlier than February 1 and not later than March 31 of each year and must show or document compliance to the Township's satisfaction with all program requirements for the preceding calendar year. If the annual self-inspection report is incomplete or is not submitted to the Township by the deadline for reporting, the property shall be considered to be in non-compliance with the credit assistance program requirements; and, the SPF credit will be suspended. The SPF credit suspension will remain in effect for three (3) months and will not be reinstated until the completed annual self-inspection report is submitted to the Township with documentation, to the Township's satisfaction, that the program for which the credit is being given is being implemented as intended.

Credit Matrix

Credits will be provided based on the matrix presented in Table G.1.

Individual BMPs and their credit values are presented in Table G.2.

Table G.1

Credit Type Description	Credit Type ID	Maximum Facility Credit
Peak Rate (Flood) Controls	PR	25%
Volume Controls/Green Infrastructure	VC-GI	50%
Water Quality Controls	WQ	25%
Non-Structural Controls	NS	15%
Maximum % Credit Applied to Bi-Annual Charge	50%	

Table G.2

Stormwater Facility Classifications for CAP Credits			
Peak Rate (Flood) Controls	Volume Controls/ Green Infrastructure	Water Quality Controls	Non-Structural Controls
<i>25% Credit</i>	<i>50% Credit</i>	<i>25% Credit</i>	<i>15% Credit</i>
Constructed wetland system	Pervious pavement (with infiltration facility)	Proprietary Water Quality Filters	Tree Planting
Wet pond/ retention basin	Stream Restoration	Riparian Buffering	Downspout Disconnection
Dry extended detention basin	Rain garden/ Bioretention	Hydrodynamic Separation Devices	Education Credit
	Infiltration facility (subsurface or surface)		Public Participation
	Green Roof	Vegetated Swale	
	Runoff Capture & Reuse	Vegetated Filter Strip	
	Infiltration Berm & Retentive Grading		

Education Based Credits

<input type="checkbox"/>	Single Family Residential		Maximum Credit	15%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential		Renewal Period (Years)	1
<input type="checkbox"/>	Maintenance Required			
<input type="checkbox"/>	Inspections Required			

This credit is available to all public and private schools or school systems (K-12). In order for a school or school system to receive an SPF education credit, the school must implement an educational program that educates and informs the students on the importance of preserving and restoring the source and integrity of water resources (stormwater, ground water and/or surface waters). The educational program may include educational posters, take-home materials, classroom lessons, field trips, etc. Programs may be developed by the Pennsylvania Department of Environmental Protection (DEP), the Pennsylvania Department of Conservation and Natural Resources (DCNR), the United States Environmental Protection Agency (EPA), or a school official. An outline of the proposed material and lesson planning should be provided as part of the application. Some resources and example materials can be found at:

- EPA NPDES Stormwater Outreach Materials and Reference Documents (<http://cfpub.epa.gov/npdes/stormwatermonth.cfm#materials>)
- EPA Teacher Resources and Lesson Plans (<http://www.epa.gov/students/teachers.html>)
- EPA Water Science and Technology for Students and Educators (<http://water.epa.gov/learn/resources/>)

To qualify for the credit, the educational program must be approved by the Township (or designated representative). The program may be taught in grades Kindergarten (K) through twelve (12). The maximum credit for a school or school system shall be fifteen percent (15%) of the original SPF determined in accordance with this manual for the corresponding property or properties and will be tiered based on the proportion of grade levels taught as compared to the total number of grade levels within the school, as described below. The Township will make the final decision on the total credit awarded.

- A. **Tier One Education Credit:** A ten percent (10%) Tier One Education Credit is available to a school or school system for an approved educational program which educates 50% to 74% of the grade levels within the school or school system.
- B. **Tier Two Education Credit:** A fifteen percent (15%) Tier Two Education Credit is available to a school or school system for an approved educational program which educates 75% to 100% of the grade levels within the school or school system.

EXAMPLE 1: An approved educational program is completed for two (2) of four (4) grades levels in a school. Therefore:

Tier One credit achieved: (50% of grade levels) = 10% credit off the SPF for the school property where the courses are taught.

EXAMPLE 2: An approved educational program is completed for all grade levels in a school. Therefore:

Tier Two credit achieved: (100% of grade levels) = 15% credit off the SPF for the school property where the courses are taught.

For the first partial school year of the stormwater management fee program (2017-2018), the qualifying school shall certify to the Township the programs that are intended to be taught in the current year, and the intended extent to which the programs will be taught during the remainder of the subsequent year. In future years, the certification must occur on or before July 1, annually. A certification letter will be forwarded to the Township so that appropriate billing adjustments may be made.

Green Infrastructure Based Credits

<input checked="" type="checkbox"/>	Single Family Residential		Maximum Credit	50%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential		Renewal Period (Years)	2
<input checked="" type="checkbox"/>	Maintenance Required			
<input checked="" type="checkbox"/>	Inspections Required			

GI credits are available to both non-residential and residential properties that implement GI practices which eliminate stormwater runoff from the site for all storms up to and including a one-inch storm and encourages infiltration (where soils and geologic conditions are appropriate for infiltration practices) or reuse of captured stormwater. Credit will also be considered on a case-by-case basis for other types of stormwater facilities or control devices which reduce stormwater runoff to the municipal stormwater conveyance system based on the Pennsylvania Stormwater Design Manual that lists acceptable BMPs.

GI facilities should minimize site disturbance, preserve and recreate natural landscape features, reduce impervious surfaces, increase drainage flow paths, increase or enhance off-line stormwater storage, encourage detention and infiltration, and utilize native, drought-tolerant plants. General guidelines for infiltration and runoff reduction are available through the EPA and in the Pennsylvania Stormwater Design Manual.

The maximum GI credit shall be fifty percent (50%) of the original SPF determined for an individual property. The total credit shall be based on the amount of impervious area (IA) that is managed or flows to the GI facility as compared to the total IA within the property, rounded to the nearest whole percent.

EXAMPLE 1: A non-residential property with 10,000 square feet of IA installs a rain garden which handles stormwater runoff flows from a parking lot with an area of 2,000 square feet (20% of the IA on the property). Therefore:

$(20\% \text{ of total IA}) \times (50\% \text{ maximum credit}) = 10\% \text{ total credit on the SPF for that property.}$

EXAMPLE 2: A non-residential property installs rain gardens and cisterns which handle the stormwater runoff flows from 100% of the IA on the property. Therefore:

$(100\% \text{ of total IA}) \times (50\% \text{ maximum credit}) = 50\% \text{ total credit on the SPF for that property.}$

EXAMPLE 3: A residential property with 1,600 square feet of IA installs an infiltration trench which manages the stormwater runoff flows from 90% of the IA on the property. Therefore:

(90% of total IA) x (50% maximum credit) = 45% total credit on the SPF for that property.

Applications for GI credits for non-residential properties shall be submitted with the detailed technical information listed below before the application will be considered complete. Incomplete applications will be returned and not considered for further review until all required information is submitted. Additional information may be requested by the Township to assist in the evaluation and processing of the credit application.

- As-built plans (signed and sealed by a licensed surveyor or professional engineer, registered in the State of Pennsylvania) at an appropriate scale and showing the site, topographic details, 100-year flood elevation, overland flow paths, drainage flow arrows, stormwater facilities, and the surrounding area.
- Maps delineating drainage areas and watersheds, indicating which impervious areas flow to the GI facilities.
- Calculations (signed and sealed by a licensed surveyor or professional engineer, registered in the State of Pennsylvania) to verify that the drainage system has adequate capacity to meet the design criteria for the credit which the owner is requesting.
- Proposed maintenance schedule that describes in detail the property owner's maintenance activities for the stormwater facility.
- Operations and Maintenance Plan Agreement that provides a legal document for the continued maintenance and operational efforts related to the subject facility.

Applications for GI credits for residential properties shall be submitted with the information listed below before the application will be considered complete. Incomplete applications will be returned and not considered for further review until all required information is submitted. Additional information may be requested by the Township to assist in the evaluation and processing of the credit application.

- A site Plan at an appropriate scale and showing the site and related stormwater facilities.
- Map(s) delineating drainage areas and watersheds, indicating which impervious areas flow to the GI facilities.
- Proposed maintenance schedule that describes in detail the property owner's maintenance activities for the stormwater facility.
- Operations and Maintenance Plan Agreement that provides a legal document for the continued maintenance and operational efforts related to the subject facility.

Riparian Buffer Credits

<input type="checkbox"/>	Single Family Residential	Maximum Credit	25%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential	Renewal Period (Years)	2
<input checked="" type="checkbox"/>	Maintenance Required		
<input checked="" type="checkbox"/>	Inspections Required		

The Township will grant up to a 25% Credit for those Non-Single Family Residential / Non-Residential Owners who create and/or maintain a riparian buffer alongside a stream on the subject property. It is noted that 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 fifty (50) contiguous linear feet of stream must be buffered from top of bank a minimum width of 35 feet (measured horizontally). If property conditions are limiting (proximity to property line, roads, structures, etc.), buffers with less than 35 feet horizontal width may be considered (at the Township's discretion) for the Credit. Please note projects requiring PADEP permits may have more stringent requirements. The exact 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 the Township prior to project initiation. This credit will require the Owner to execute an Operation and Maintenance Agreement to ensure that the buffer is properly maintained for the intended purpose.

Stream Restoration Credits

<input type="checkbox"/>	Single Family Residential	Maximum Credit	50%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential	Renewal Period (Years)	2
<input checked="" type="checkbox"/>	Maintenance Required		
<input checked="" type="checkbox"/>	Inspections Required		

The Township will grant up to a 50% Credit for those Owners who complete and maintain an approved stream restoration project that prevents channel or bank erosion that generates sediment which is delivered downstream from an actively enlarging or incising urban stream. The exact details of the project must be discussed and coordinated with the Township prior to application. To be eligible for a Credit, a minimum of one hundred (100) contiguous linear feet of stream must be restored / stabilized. PADEP permits may have more stringent requirements. The amount of the Credit will be dependent on site-specific conditions. This credit will require the Owner to execute an Operation and Maintenance Agreement to ensure that the restored stream segment is properly maintained for the intended purpose.

Public Participation Credits

<input checked="" type="checkbox"/>	Single Family Residential	Maximum Credit	15%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential	Renewal Period (Years)	1
<input type="checkbox"/>	Maintenance Required		
<input type="checkbox"/>	Inspections Required		

As with other programs of its kind, the Township agrees that a strong stormwater program is predicated on public participation and involvement to help address water quality issues. As such, property owners who participate in certain community events to promote water quality and sound stormwater management principles will be eligible for Credit. The following are examples of activities eligible for a Credit:

- Participating in a stream cleanup
- Participating in a Township or other approved tree planting activity
- Participating in a proposed public stormwater activity, pre-approved by the Township
- Sponsoring any other public participation activity, pre-approved by the Township

Credits are earned for every hour served (minimum). One (1) Credit hour is equal to \$0.50 per month (e.g., \$6.00 per year if an hour a month is earned). Earned Credits cannot exceed 15% of the SPF Fee for a property. A minimum of four (4) hours are required to qualify for the Credit. Credits hours are cumulative, so for example, four (4) people could participate for one (1) hour each and that would be equivalent to one (1) person participating for four (4) hours. Participation Credits can only be applied to one (1) parcel if a customer owns more than one (1) parcel. However, a customer with multiple parcels can earn additional Participation Credits to apply to different parcels as long as a minimum of four (4) hours are earned for each parcel.

Credits are valid for one (1) year and will be applied to a customer’s stormwater bill beginning with the March or September bill following participation in the event.

Public Participation Credit Donation

<input checked="" type="checkbox"/>	Single Family Residential	Maximum Credit	15%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential	Renewal Period (Years)	1
<input type="checkbox"/>	Maintenance Required		
<input type="checkbox"/>	Inspections Required		

Individuals may participate on behalf of a non-profit organization, such as a church or food bank. One (1) Credit hour is equal to \$0.50 per month (\$6.00 per year). A minimum of four (4) donated hours are required to qualify for the Credit, but do not have to be donated from the same individual. Donated Credits do not have to be from the same event, and individuals may participate in as many qualifying events as they choose. Donated Credits will be tallied over a calendar year and applied to the Stormwater bill beginning in January of the year following the donation. Public Participation Credits cannot simultaneously be applied to an Owner’s stormwater bill and donated. Donated Credits cannot exceed 15% of the SMP Fee for the recipient property.

Urban Tree Canopy Expansion Credit

<input checked="" type="checkbox"/>	Single Family Residential		Maximum Credit	45%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential		Renewal Period (Years)	1
<input checked="" type="checkbox"/>	Maintenance Required			
<input checked="" type="checkbox"/>	Inspections Required			

The Township will grant up to a 45% Credit for those Owners who complete an urban tree planting project on their property. Tree canopy Credits can also be applied to existing trees if the tree canopy covers existing impervious surfaces. New trees are not required to cover existing impervious surfaces. To be eligible, the planted tree must have a minimum diameter at breast height (DBH) of one (1)-inch. A minimum of four trees are needed to qualify for the Credit, and can consist of a combination of existing and new plantings. Credits will be applied based on Table 2 as provided below. Planting trees as part of restoration efforts associated with tree harvesting is not an eligible activity to receive Credits. For SFR properties, Credits are applied based on absolute number of trees. For NR properties, Credits are applied based on the number of trees per ERU. Two examples of how Credits are calculated are shown below:

Residential Example: Property has two (2) existing trees along the street in front of their house. The property owner plants three (3) additional trees in the backyard for a total of five (5) trees. The property owner is eligible for a 20% Credit for the five (5) trees.

Non-Single Family Residential Example: A property with 100 ERUs of IA has no existing trees. The property owner plants thirty (30) trees around the perimeter of the property. This is equivalent to planting five (5) trees per ERU for six (6) ERUs. The property owner is eligible for a 50% Credit on six (6) of their 100 ERUs.

Table 2. Tree Canopy Credit based on Number of Trees

Number of Eligible Trees		Credit
SFR	NR	
4	2 per ERU	15%
6	3 per ERU	25%
8	4 per ERU	35%
10	5 per ERU	45%

Off-Set Credit

<input checked="" type="checkbox"/>	Single Family Residential		Maximum Credit	50%
<input checked="" type="checkbox"/>	Non-Single Family Residential / Non-Residential		Renewal Period (Years)	1
<input checked="" type="checkbox"/>	Maintenance Required			
<input checked="" type="checkbox"/>	Inspections Required			

Offset credits are Credits for projects completed on a property other than the property for which the credit is being applied based on an agreement amongst the affected property owners. The Township will allow offset credits solely at the discretion of the Township based on the benefit to the Township storm sewer system based on the off-set program the PADEP is promulgating for nutrient trading and based on the same credit matrix described previously.

APPENDIX A

CREDIT APPLICATION FORM

Credit Assistance Program: Stormwater Credit Application Form

Credit Application Instructions

1. This form is provided to property owners who would like to participate in the Conewago Township Credit Assistance Program. Applicants are strongly encouraged to review the eligibility requirements for the various credits offered in this program.
2. Please fill out all sections on the form as may be applicable. Missing or incorrect information may delay or negatively affect the processing of the submitted Credit application.
3. You may attach supporting documentation directly to the form. Applicants are advised to make a copy of all materials included with the application. Submitted documentation will not be returned to the applicant. Please mail or hand deliver the completed form to:

Conewago Township
c/o Credit Assistance Program
541 Oxford Avenue
Hanover, PA 17331

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

Please Mark All Credits That Apply

- | | |
|---|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Riparian Buffer |
| <input type="checkbox"/> Green Infrastructure (GI) | <input type="checkbox"/> Public Participation |
| <input type="checkbox"/> Public Participation Credit Donation | <input type="checkbox"/> Offset Credits |
| <input type="checkbox"/> Urban Tree Canopy Expansion | <input type="checkbox"/> Stream Restoration |

Applicant Information

Name: _____ Application Date: _____
Email: _____ Telephone: _____
Account Number: _____
Billing Street Address: _____
Address Line 2: _____
City, State, Zip: _____

For Township Use Only

Date Received: _____ Credit(s): _____ Granted Denied
Date Reviewed: _____ Reviewer: _____

Credit Assistance Program: Application Form (Cont.)

Education Credit

Tier One (Percentage of grade levels within school or school system that are educated: _____) Note: It must be 50% or larger up to 74% of the grade level. Max. Credit is 10%

Tier Two (Percentage of grade levels within school or school system that are educated: _____) Note: It must be 75% or larger up to 100% of the grade level. Max. Credit is 15%

- Attach DRAFT of educational plan for review (outline and lesson planning) for both Tier One and Tier Two.

Current SPF (semi-annual basis) \$ _____ * _____ % reduction (based on Tier) = SPF Reduction \$ _____ per billing cycle. (Maximum 15% Reduction)

Green Infrastructure (GI) Credit

Type of Use (check one)

- Single Family Residential
 Non-Single Family Residential / Non-Residential

A. Amount of Impervious Area (IA) managed by the GI Facility: _____ (square feet)

B. Amount of Actual (Total) Site Impervious Area (IA): _____ (square feet)

C. % of Total Site IA managed by GI Facility ("A" divided by "B"): _____

Note: Do not use 3,664 square feet, or one ERU in the calculations. Use actual IA for site. Refer to Credit Assistance Program Manual for examples of calculation.

Current SPF (semi-annual basis) \$ _____ * (_____ % reduction ("C") * 50% maximum credit SPF Fee Reduction \$ _____ per billing cycle. (Maximum 50% Reduction)

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program application:

- Operation and Maintenance (O&M) Agreement (if you do not have this document, please contact the Township to obtain a copy of a template O&M Agreement).
- Copies of Plans, Design Reports and/or As-Builts for the GI Facility
- For all Non-Subsurface type facilities, provide photographs of the facility to fully document the current conditions (at time of application).
- Proposed Maintenance Schedule for activities related to maintaining the GI Facility (to be referenced in O&M Agreement)

Credit Assistance Program: Application Form (Cont.)

Public Participation Credit

Check only one box:

- I want to apply my participation credits to my account.
- I want to donate my participation credits to an eligible non-profit.

Name of Event: _____ Date of Event: _____

Participant Name*: _____ Number of Hours*: _____

Name of Organization (if donating credits): _____

Address of Organization (if donating credits): _____

*Please attached a list of event participants and hours served if more than one person participated. A minimum of four hours are required to qualify for this credit. Refer to CAP Manual for examples.

No. of Credit Hours _____ * \$ 0.50 per month * 6 months = SPF Reduction \$ _____ per billing cycle. (Maximum 15% Reduction)

Note: If Event is not a Township Event, please check with Township Staff prior to Event to verify if Event would be eligible for Credit Assistance Program.

Riparian Buffer Credit

Lineal Footage Riparian Buffer (along stream): _____ Feet

Note: A minimum of 50 contiguous linear feet is required for this credit.

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program application:

- Pre-Application Meeting Conducted with Township: _____ (insert date of meeting)
- Operation and Maintenance (O&M) Agreement (if you do not have this document, please contact the Township to obtain a copy of a template O&M Agreement).
- Provide photographs to fully document the current conditions of the buffer area (at time of application).
- Proposed Maintenance Schedule for activities related to maintaining the riparian buffer (to be referenced in O&M Agreement)

Current SPF (semi-annual basis) \$ _____ * _____ % reduction (based on Tier) = SPF Reduction \$ _____ per billing cycle. (Maximum 25% Reduction)

Credit Assistance Program: Application Form (Cont.)

Stream Restoration Credit

Lineal Footage Stream to be Restored: _____ Feet
Note: A minimum of 100 contiguous linear feet is required for this credit.

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program application:

- Pre-Application Meeting Conducted with Township: _____ (insert date of meeting)
- Operation and Maintenance (O&M) Agreement (if you do not have this document, please contact the Township to obtain a copy of a template O&M Agreement).
- Provide photographs to fully document the current conditions of the stream segment(s) (at time of application).
- Proposed Maintenance Schedule for activities related to maintaining the restored stream segment (to be referenced in O&M Agreement)

Current SPF (semi-annual basis) \$ _____ * _____ % reduction = SPF Reduction \$ _____ per billing cycle. (Maximum 50% Reduction)

Offset Credit

If credit activity or practice was conducted on property, other than the User's property, please contact Township to discuss the credit application. Credit will need to generally comply with the criteria listed above, but there may be additional requirements such as easements, documents required to allow for operation, inspection and maintenance operations and applicability relative to MS4 permit areas.

Urban Tree Canopy Expansion Credit

Type of Use (check one)

- Single Family Residential
- Non-Single Family Residential / Non-Residential

Number of Trees Proposed: _____

Number of Trees Existing: _____

% Credit (based on Table 2 "Tree Canopy Credit based on Number of Trees") _____

Current SPF (semi-annual basis) \$ _____ * _____ % reduction = SPF Reduction \$ _____ per billing cycle. (Maximum 25% Reduction)

Credit Assistance Program: Application Form (Cont.)

Confirmation of Credit Conditions and Conewago Township Access Rights
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I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the Conewago Township – Credit Assistance Program. Additionally, I agree that Conewago Township may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Property Owner Signature

Date

APPENDIX B

CREDIT RENEWAL FORM

Credit Assistance Program: Stormwater Credit Renewal Application Form

Credit Application Instructions

1. This form is provided to property owners who are currently participating in the Township Credit Assistance Program and desire to renew their credit status. Applicants are strongly encouraged to review the period limits for the various credits offered in this program.
2. Please fill out all sections on the form as may be applicable. Missing or incorrect information may delay or negatively affect the processing of the submitted Credit application.
3. You may attach supporting documentation directly to the form. Applicants are advised to make a copy of all materials included with the application. Submitted documentation will not be returned to the applicant. Please mail or hand deliver the completed form to:

Conewago Township
c/o Credit Assistance Program

541 Oxford Avenue
Hanover, PA 17331

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

Please Mark All Credits For Renewal

- | | |
|--|---|
| <input type="checkbox"/> Green Infrastructure (GI) | <input type="checkbox"/> Riparian Buffer |
| <input type="checkbox"/> Stream Restoration | <input type="checkbox"/> Offset Credits |
| <input type="checkbox"/> Urban Tree Canopy Expansion | <input type="checkbox"/> Education Credit |

Applicant Information

Name: _____ Application Date: _____
Email: _____ Telephone: _____
Account Number: _____
Billing Street Address: _____
Address Line 2: _____
City, State, Zip: _____

For Township Use Only

Date Received: _____ Credit(s) Renewal Granted Denied
Date Reviewed: _____ Reviewer: _____

Credit Assistance Program: Application Form (Cont.)

Education Credit

Tier One (Percentage of grade levels within school or school system that are educated: _____) Note: It must be 50% or larger up to 74% of the grade level. Max. Credit is 10%

Tier Two (Percentage of grade levels within school or school system that are educated: _____) Note: It must be 75% or larger up to 100% of the grade level. Max. Credit is 15%

- Attach DRAFT of educational plan for review (outline and lesson planning) for both Tier One and Tier Two.

Green Infrastructure (GI) Credit

Type of Use (check one)

- Single Family Residential
 Non-Single Family Residential / Non-Residential

A. Amount of Impervious Area (IA) managed by the GI Facility: _____ (square feet)

B. Amount of Actual (Total) Site Impervious Area (IA): _____ (square feet)

C. % of Total Site IA managed by GI Facility ("A" divided by "B"): _____

Note: Do not use 3,664 square feet, or one ERU in the calculations. Use actual IA for site. Refer to Credit Assistance Program Manual for examples of calculation.

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program Renewal application:

- If Single Family Residential, Inspection Report Form for GI Facility to be provided by Township for completion by Owner.
- If Non-Single Family Residential / Non-Residential, Inspection to be completed by a Registered Professional Engineer, Surveyor or Landscape Architect (with relevant experience in Stormwater BMP Inspections) on behalf of Owner.
- For all Non-Subsurface type facilities, provide photographs of the facility to fully document the current conditions (at time of application).

Riparian Buffer Credit

Lineal Footage Riparian Buffer (along stream): _____ Feet

Note: A minimum of 50 contiguous linear feet is required for this credit.

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program Renewal application:

- If Single Family Residential, Inspection Report Form for Buffer to be provided by Township for completion by Owner.
- If Non-Single Family Residential / Non-Residential, Inspection of Buffer to be completed by a Registered Professional Engineer, Surveyor or Landscape Architect (with relevant experience in Riparian Buffers) on behalf of Owner.
- Provide photographs of the Buffer area to fully document the current conditions (at time of renewal application).

Credit Assistance Program: Application Form (Cont.)

Stream Restoration Credit

Lineal Footage Stream to be Restored: _____ Feet

Note: A minimum of 100 contiguous linear feet is required for this credit.

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program Renewal application:

- If Single Family Residential, Inspection Report Form for Restored Stream segment to be provided by Township for completion by Owner.
- If Non-Single Family Residential / Non-Residential, Inspection of Restored Stream segment to be completed by a Registered Professional Engineer, Surveyor or Landscape Architect (with relevant experience in Stream Restoration) on behalf of Owner.
- Provide photographs of the Restored Stream segment to fully document the current conditions (at time of renewal application).

Offset Credit

If credit activity or practice was conducted on property, other than the User's property, please contact Township to discuss the credit renewal application.

Urban Tree Canopy Expansion Credit

Type of Use (check one)

- Single Family Residential
- Non-Single Family Residential / Non-Residential

Required Supplemental Items

Please check off the items below required to be submitted with the Credit Assistance Program Renewal application:

- Photographic documentation of all trees included as part of credit (to show leaf canopy, tree bark, diameter of trunk overall tree height etc.)

Confirmation of Credit Renewal Conditions and Conewago Township Access Rights

I, (please print name) _____ agree to all conditions of the Credit Renewal as I have applied for as outlined in the Conewago Township – Credit Assistance Program. Additionally, I agree that Conewago Township may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Property Owner Signature

Date

APPENDIX C

CONTINUATION OF EXISTING CREDIT FOR NEW PROPERTY OWNERS

Credit Assistance Program: Continuation of Existing Credit for New Property Owners Application Form

Continuation of Existing Credit Application Instructions

1. This form is provided to new owners of property(s) that are currently participating in the Township Credit Assistance Program and who desire to continue with their credit status. Applicants are strongly encouraged to review the terms and conditions for the various credits offered in this program.
2. Please fill out all sections on the form as may be applicable. Missing or incorrect information may delay or negatively affect the processing of the submitted application.
3. You may attach supporting documentation directly to the form. Applicants are advised to make a copy of all materials included with the application. Submitted documentation will not be returned to the applicant. Please mail or hand deliver the completed form to:

Conewago Township
c/o Credit Assistance Program
541 Oxford Avenue
Hanover, PA 17331

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

Please Mark All Credits For Continuation

- | | |
|---|---|
| <input type="checkbox"/> Green Infrastructure (GI) | <input type="checkbox"/> Riparian Buffer |
| <input type="checkbox"/> Public Participation Credit Donation | <input type="checkbox"/> Offset Credits |
| <input type="checkbox"/> Urban Tree Canopy Expansion | <input type="checkbox"/> Stream Restoration |

Applicant Information

Name: _____ Application Date: _____
Email: _____ Telephone: _____
Account Number: _____
Billing Street Address: _____
Address Line 2: _____
City, State, Zip: _____

For Township Use Only

Date Received: _____ Credit(s) Continuation : Granted Denied
Date Reviewed: _____ Reviewer: _____

Credit Assistance Program: Application Form (Cont.)

Confirmation of Credit Continuation Conditions and Conewago Township Access Rights

I, (please print name) _____ agree to all conditions of the Credit Continuation and further understand the existing credits which have been applied for as outlined in the Conewago Township – Credit Assistance Program. Additionally, I agree that Conewago Township may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Property Owner Signature

Date