



PHILADELPHIA
WATER
— DEPARTMENT —

Storm Water Management Service Charge
Credits and Appeals Manual

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1. Introduction

1.1. Overview

A charge for stormwater management services (SWMS) is included in every Philadelphia Water Department (PWD) customer's monthly water/sewer/stormwater bill. Historically, this charge has been based on an account's meter size and recovered only from properties that have water/sewer service. However, effective July 1, 2010, PWD transitioned from an equivalent meter-based SWMS Charge to a parcel area-based SWMS Charge.

All properties in the City of Philadelphia (City) are charged for stormwater services based on the property's area and characteristics. Residential properties receive a uniform monthly charge based on the residential mean Gross Area (GA) and Impervious Area (IA). Non-residential and Condominium properties are charged based on property-specific measurements of GA and IA. PWD has determined the GA and IA for each property using Geographic Information Systems (GIS), orthographic aerial imagery, and City land records.

Customers may request corrections to the GA and/or IA determinations if they are found to be inaccurate, and may also seek fee adjustments for any parcel data, classification, or billing errors.

PWD has implemented a Stormwater Credits Program to offer Non-residential and Condominium customers the opportunity to reduce their total SWMS Charge.

PWD has also implemented an interim SWMS Charge Customer Assistance Program (CAP) to enable a gradual transition to the full parcel-area based SWMS Charge.

PWD recognizes a discounted SWMS Charge for Community Gardens that meet the defined eligibility criteria.

This manual provides detailed information on the policies, eligibility requirements, and technical criteria concerning PWD's Appeals Program, CAP, Credits Program, and Community Gardens Discount.

1.2. Purpose

Adjustment Appeals

The purpose of the SWMS Charge Adjustment Appeals Program is to enable customers to seek adjustments for inaccurate parcel classification, incorrect parcel identification, residential sideyard exemptions, or for errors in the calculation of a parcel's gross and/or impervious area.

CAP

The purpose of the SWMS Charge CAP is to mitigate the annual fiscal year increase due to the transition from a meter-based charge to a parcel-area based SWMS Charge. The CAP affords Non-residential customers the ability to gradually transition to a parcel-area based SWMS Charge over a longer period of time than the established 4-year phase-in.

Stormwater Credits

The purpose of the Stormwater Credits Program is to provide Non-residential and Condominium customers the opportunity to obtain stormwater credits and thereby reduce their monthly SWMS Charge. Stormwater credits can be earned as a result of the construction, operation, and maintenance of Stormwater Management Practices (SMPs) that reduce a parcel's contribution of stormwater runoff.

Community Gardens

Philadelphia City Council has determined that Community Gardens should be afforded a discounted SWMS charge if they meet certain criteria. Owners of, or groups associated with, Community Gardens may apply for this exemption with PWD.

1.3. Organization of the Manual

This manual is organized into the following four sections:

Section 2: Stormwater Appeals

Section 3: CAP

Section 4: Stormwater Credits

Section 5: Community Gardens Discount

Appendix 1: Curve Number Calculation Instructions and Scale

Appendix 2: Charges for SWMS

1.4. Definitions

This section provides definitions for key terms related to the content provided in this manual.

Community Gardens: Any parcel of land in the City used for growing crops, whether food or non-food, that meets all of the criteria in Section 5.2 of this Manual and in Section 203 of the Philadelphia Water Department Regulations.

Condominium Parcel: Real estate, portions of which are designated for separate ownership, and the remainder of which is designated for common ownership by the owners of those portions.

Gross Area (GA): All of the parcel area within the legally described boundaries except streets, medians, and sidewalks in the public right-of-way and railroad tracks and station platforms in the railroad right-of-way.

Impervious Area (IA): A surface, which is compacted or is covered with material that restricts infiltration of water, including semi-pervious surfaces such as compacted clay, most conventionally hard-scaped surfaces such as streets, driveways, roofs, concrete walkways, parking lots, attached and detached structures, and other similar surfaces.

Impervious Area Managed: Impervious area that directs runoff to surface water bodies or to approved Stormwater Management Practices (SMPs).

Impervious Area Reduction: Impervious area that is directed to pervious area on a property or, based on the type of cover, has characteristics similar to pervious area. Impervious Area Reductions include the following disconnection categories: rooftop and pavement areas that are directed to pervious areas on the same property; tree canopy cover that overhangs onsite impervious areas; green roofs used in place of typical roofing; and porous pavement used in place of typical impervious pavement materials.

Non-Residential Parcel: Real estate which cannot be classified as either Residential or Condominium. Real estate used exclusively as a cemetery shall not be considered Non-residential property.

Open Space: The pervious area on a parcel that is calculated as the Gross Area minus the Impervious Area.

Post Construction Stormwater Management Plan (PCSMP): A complete stormwater management plan as described in the Philadelphia Stormwater Regulations and in the [Stormwater Management Guidance Manual](#).

Parcel Classification: Parcels in the City can be classified as either Residential, Non-Residential or Condominium for stormwater billing purposes.

PWD Rates and Charges: On July 1, 2016, Chapter 3 of PWD Regulations was superseded by PWD [Rates and Charges](#).

PWD Stormwater Regulations: Chapter 6 of the Philadelphia Water Department Regulations available at www.phila.gov/water.

Residential Parcel: Real estate used exclusively for residential purposes with at least one and no more than four dwelling units and which cannot be classified as Condominium Property.

Stormwater Credit: The value of the reduction of a customer's monthly SWMS Charge when a property meets the eligibility criteria and an applicant submits an application according to the policies and procedures defined in Section 4 of this Manual.

Stormwater Management Guidance Manual: The Philadelphia Water Department's comprehensive technical guide to stormwater management, available at www.pwdplanreview.org.

Stormwater Management Practice (SMP): Any structure that is designed or constructed to convey, store, or otherwise control stormwater runoff quality, rate, or quantity.

Surface Discharge: The discharge of stormwater runoff from a property to an adjacent surface water body, without the use of PWD infrastructure.

Stormwater Management Service (SWMS) Charge: Philadelphia Water Department's monthly charge for stormwater management services. The SWMS Charge may also be referred to as the Stormwater Charge.

2. Stormwater Appeals

2.1. Objectives

The objective of the Stormwater Appeals Program is to provide stormwater customers an opportunity to appeal the Gross Area (GA) and/or Impervious Area (IA) calculations, parcel classification, claim a residential sideyard exemption, or change the distribution of the Stormwater charges among multiple accounts on a parcel.

2.2. Reasons for Stormwater Appeals

2.2.1. Incorrect Parcel

Customer does not own the parcel for which they are being billed. Incorrect parcel information is typically due to:

- **Incorrect Mailing Address** - The mailing address is incorrect, resulting in the stormwater bill being sent to the wrong address.
- **Property Sale** - The property has been sold and the associated stormwater bill is being sent to the previous owner.
- **Water Account not associated with Correct Parcel** – A water account is receiving stormwater charges based on the GA and IA of another parcel.

2.2.2. Inaccurate Property Classification

Property classification is outdated or erroneous. PWD utilizes the parcel's classification designated by the City's Office of Property Assessment (OPA). Inaccurate property classifications are typically due to:

- **Development/Redevelopment Projects** - The parcel is under development (or has been redeveloped) and the OPA classification no longer applies to the current/proposed parcel use.
- **Cemetery Exemption** - Properties classified as a Cemetery are eligible for an exemption from the SWMS Charge.

2.2.3. Inaccurate Gross Area

The total GA which is being billed for the parcel is incorrect. Recent subdivisions or consolidations, or otherwise inaccurate parcel boundary delineations, are common examples of this appeal type.

2.2.4. Inaccurate Impervious Area

The total IA which is being billed for the parcel is incorrect. Inaccurate IA may result from:

- **Development/Redevelopment Projects** - The parcel has been developed, and PWD's impervious coverage data does not reflect changes to the land cover.
- **Gravel** - Driveways, parking areas, and other surface types appearing as concrete in PWD's aerial photographs consist of a pervious gravel cover.
- **Interim Suspension of IA Charge during Development or Redevelopment** - Parcels that are being developed may have the IA Charges associated with the area of demolition and/or construction temporarily suspended during the time of construction. The customer may request a suspension of the IA Charge, and PWD will suspend it until construction is complete.

2.2.5. Residential Sideyard Exemptions

Residential sideyard exemptions are only applicable to parcels located directly adjacent to a residential parcel. Additionally, the sideyard parcel must be deeded to the same owner as the residential parcel. Garages or service buildings used for commercial purposes adjacent to a residence cannot be granted a residential sideyard exemption.

2.2.6. Reallocation of Stormwater Charge among Multiple Water Accounts on a Single Parcel

When a parcel is served by multiple water accounts, PWD will compute the Stormwater Charge for the parcel and then allocate that charge equally among the accounts. However, a parcel owner may request a different allocation of Stormwater Charge by filing Form A-1. If an alternative Stormwater Charge allocation request is granted, PWD will reapportion the Stormwater Charge among the accounts that serve the parcel according to the allocation percentages requested.

Subsequent to the approval of the requested Stormwater Charge allocation, if the owner adds water accounts or terminates water accounts, it is the owner's responsibility to file Form A-1 requesting another revised reallocation.

NOTE: It is possible that an appeal can result in an increase in the Stormwater Charge. For example, if the current parcel area used in the Stormwater Charge calculation is lower than what is described in the deed on file with the Department of Records, when the adjustment is performed, the

GA of the parcel will increase, resulting in an increase in the Stormwater Charge.

2.3. How to Appeal

2.3.1. Applications

Form A: A Stormwater Appeals Application for each parcel must be initiated by the owner, owner's authorized representative, or account holder. The customer may appeal multiple issues in a single appeals application. The customer may file an appeal for one or more of the reasons listed in Section 2.2:

- **Incorrect Parcel**
- **Inaccurate Property Classification**
- **Inaccurate Gross Area**
- **Inaccurate Impervious Area**
- **Residential Sideyard Exemption**

Form A-1: A Revised Stormwater Charge Allocation for each parcel must be initiated only by the owner or the owner's authorized representative. The percentages specified on Form A-1 must collectively add up to 100%. A percentage must be a positive number with up to two (2) decimal places.

2.3.2. Supporting Documentation

For all appeals, the customer should provide a **brief written description** of the reason for their stormwater appeal. Additionally, it is recommended that the following documentation be provided along with the SWMS Charge Appeals Application (Form A):

Incorrect Parcel: Supporting documentation recommended for this appeal type will depend on the reason for the inaccuracy.

- **Incorrect Mailing Address:** current owner and mailing address for parcel, if known
- **Property Sale:** copy of a deed documenting the property transfer
- **Water Account not Associated with Correct Parcel:** copy of water bill

Incorrect Property Classification: For appeals related to incorrect parcel information, PWD recommends that the applicant provide the following:

- Written description of the requested classification
- Site photographs

- Documentation from the Department of License and Inspections (e.g. Certificate of Occupancy)

Property classifications are available from the OPA. OPA's contact information is provided below:

Office of Property Assessment (OPA)
Property Inquiry Support
Phone: 215-686-4334
Fax: 215-686-9223
The Curtis Center
601 Walnut Street, Suite 300 West
Philadelphia, PA 19106
Website: <http://opa.phila.gov/>

Incorrect GA or IA: For appeals related to incorrect GA and/or IA information, it is recommended that customers provide adequate evidence supporting the requested GA and/or IA square footage by providing the following:

- Deed, Deed Reference Number, or Registry Number available from the Philadelphia Department of Records (DOR). DOR's contact information is provided below:

Department of Records (DOR)
City Hall
Philadelphia PA, 19107
Email: records.info@phila.gov
Phone: 215 686 2260
Website: <http://www.phila.gov/records/>

- Site plan
- Site photographs
- Marked-up image showing correct parcel boundary and/or impervious coverage

If PWD is unable to make a determination based on the information submitted, then PWD may request a land survey prepared by a Registered Surveyor at the customer's cost.

Residential Sideyard: For appeals requesting a residential sideyard exemption, it is recommended that customers provide:

- Site photos
- Letter stating sideyard parcel is used exclusively for residential purposes.

2.4. Appeals Application Procedures

2.4.1. Review Stormwater Billing Property Data Summary

The data used to calculate the Stormwater Charge for each property can be reviewed on the Public Parcel Viewer Website (www.phillystormwater.org). If any inaccuracies are found, an appeal can be filed.

2.4.2. Application Forms

Form A, the Stormwater Appeal Application, and Form A-1, the Revised Stormwater Charge Allocation Application, are available online at <http://www.phila.gov/water/wu/stormwater/>.

2.4.3. Application Submission

The completed application and the supporting documentation must be submitted to:

Stormwater Billing Program
Philadelphia Water Department
1101 Market St., 4th Floor
Philadelphia, PA 19107

Or applications can be emailed to PWDSStormwaterAppeals@phila.gov.

2.4.4. PWD Technical Review

PWD will review the submitted Appeal Application once it is received and determine any corrections to billing data that may be warranted. Applicants may be contacted if further information is needed or to arrange a site visit.

2.4.5. Notice of Disposition

PWD will send a written Notice of Disposition (Form E) to the applicant upon completing of the technical review of the Appeal Application. The Notice of Disposition will state the decision of the Stormwater Appeal Application.

2.4.6. Billing Adjustments

The typical length of time to process an Appeal Application (including review, issuing a decision letter, and applying any billing adjustments) is 3-4 weeks from the date the application is received. If an appeal results in adjustments to any previously billed amounts, or the monthly stormwater

charge calculation, these adjustments will be reflected in the customer's monthly water bill within 1-2 billing cycles.

2.5. Appeals Application Policies

2.5.1. Parcel Classifications

The parcel classifications utilized in PWD's Stormwater Billing Database are based on classifications determined by the Philadelphia Office of Property Assessment (OPA). Additional information regarding a parcel's classification is available from the City's Office of Property Assessment at www.phila.gov/opa or the Department of Records at www.phila.gov/records.

2.5.2. Burden of Proof

If a customer files an Appeal Application, it is the customer's responsibility to demonstrate that PWD's calculation of GA, IA, designation of stormwater class, or record of owner is erroneous. A customer may need to resolve errors in public records with other City departments (such as OPA or DOR).

2.5.3. Right-of-Entry

Following submission of an Appeal Application, the customer shall grant the City, its employees, or authorized agents permission to enter the parcel on providing forty-eight (48) hour written notice and, in any case, at reasonable times and without unreasonable disruption, to inspect the parcel to ensure that the information provided in the appeal accurately represents the current parcel conditions.

2.5.4. Stormwater Charge Payment

A pending Appeal Application shall not constitute a valid reason for non-payment of the Stormwater Charge.

2.5.5. Documentation Costs

The customer is solely responsible for costs incurred in the preparation of the required documentation and/or the submission of an Appeal Application. There is no application fee associated with the filing of an Appeal Application.

2.5.6. Appeals Effective Date

If the Appeal Application results in a revised GA and/or IA calculation, correction of parcel classification, correction of parcel identification, or revisions to the default charge allocation, then the adjusted SWMS Charge will be effective upon receipt of the application.

2.5.7. Appeal Decision Disputes

Questions regarding an appeal decision can be discussed with the Stormwater Appeals Team at pwd.stormwaterappeals@phila.gov or (215) 685-6244.

To challenge a decision issued, an appeal may be filed with the Tax Review Board, 100 South Broad Street, Room 400, Philadelphia, PA 19110, within 30 days of receipt of PWD's decision letter. A copy of the Form E Notice of Disposition must be submitted with the request. Inquiries regarding the Tax Review Board hearing process can be directed to (215) 686-5228.

3. Customer Assistance Program (CAP)

3.1. Objectives

The objective of the Stormwater Customer Assistance Program (CAP) is to enable stormwater customers to mitigate the annual fiscal year increase on their monthly Stormwater Charge due to the transition from a meter-based to a parcel area-based charge. The CAP affords eligible customers the ability to gradually reach the full parcel area-based Stormwater Charge.

3.2. CAP Policies

3.2.1. Eligibility Criteria

To be eligible for the CAP, an account needs to meet **all** of the following criteria:

- ◆ The account must be for a non-residential property.
- ◆ For a fiscal year with a scheduled rate increase, the monthly Stormwater Charge of the customer's account for the current fiscal year must be at least 10% more than the monthly Stormwater Charge of the prior fiscal year.
- ◆ For a fiscal year with a scheduled rate increase, the monthly Stormwater Charge of the customer's account for the current fiscal year must be at least \$100 more than the monthly Stormwater Charge of the prior fiscal year.
- ◆ The customer cannot be delinquent in (i) any tax payments to the City or (ii) the payment of water/sewer/stormwater charges.
- ◆ The account is not a City, State, or Federal account.

3.2.2. Enrollment Period

The enrollment period for filing CAP applications for new applicants ended September 30, 2013. Only existing CAP applicants are still eligible to participate.

3.2.3. CAP Adjustments

Adjustments are applied to enrolled accounts every month during the last week of the month prior to the upcoming billing period. Enrolled accounts are still billed the full monthly Stormwater Charge on the stormwater line item of the bill. The monthly adjustment applied to the account reduces the net billed stormwater charge to 10% above the Base Year Stormwater Charge. As long as the account remains eligible per the criteria in Section 3.2.1, the account will receive adjustments such that the stormwater charge increases by 10% each fiscal year. More information about the Base Year Stormwater Charge can be found in Section 3.2.6.

3.2.4. Compliance Checks

Applicants enrolled in CAP will be subject to an annual compliance check processed by the Revenue Department and Water Revenue Bureau. These agencies verify that the tax and water accounts remain in good standing.

- ◆ If approved by both agencies, the account will continue to receive CAP adjustments assuming the applicant still meets all eligibility requirements as outlined in Section 2.1.
- ◆ If found delinquent by either agency, the applicant will be notified and will receive one (1) additional monthly CAP adjustment.
 - If the applicant resolves the delinquency issues and reapplies within 30 days, the adjustments will continue to be applied to the water account.
 - If the applicant does not resolve the delinquency issues and/or fails to reapply within 30 days, further adjustments will be suspended. Applicants that fall within this category will be given an additional 60 day grace period to become compliant and reapply to the program.
 - Any adjustments missed during the 60 day grace period may be retroactively applied to the account assuming the delinquencies are cleared within the 60 day grace period.
 - Applicants that do not resolve delinquency issues and/or fail to reapply within the additional 60 day grace period will not receive retroactive CAP adjustments. Applicants can still receive future adjustments contingent on their successful approval into the program.
- ◆ Grace Period
 - Enrollees whose compliance issues can't be resolved within the 30 day window can request an extension to seek resolution.

3.2.5. CAP Re-Application

In the case of an account or property ownership change, the new customer must re-apply for CAP. The following procedures apply:

- ◆ The existing CAP adjustments on the account will continue for 90 days from the ownership change date.
- ◆ PWD will notify the new account holder of the CAP expiration date and remind him/her to re-apply.
- ◆ If new customer fails to re-apply within 90 days, then PWD will revoke the CAP adjustments. If the new customer applies for CAP after the 90-day period, then the CAP application will be processed similar to that of a new CAP enrollee.

3.2.6. Base Year SWMS Charge

The Base Year SWMS Charge refers to the monthly SWMS Charge of a Non-residential account to which the CAP eligibility criteria will be applied and from which the CAP adjustment will be calculated. The Base Year SWMS Charge is determined as follows:

- ◆ **Existing Stormwater Assistance Phase-in Program (SWAPP)**
Customers: The Base Year SWMS Charge is the SWAPP SWMS monthly charge that existed on the account as of June 30, 2012 (FY 2012).
- ◆ **New CAP Enrollees that apply in FY 2013:** The Base Year SWMS Charge is the SWMS Charge that existed on the account as of June 30, 2012 (FY 2012).
- ◆ **New Enhanced CAP Enrollees that apply in FY 2014:** The Base Year SWMS Charge is the SWMS Charge that existed on the account as of June 30, 2013 (FY 2013).

4. Stormwater Credits

4.1. Objectives

The Stormwater Credits Program is designed to achieve the following key objectives:

- ◆ Provide financial and environmental incentives to Non-residential and Condominium customers to implement and maintain functional SMPs and promote parcel characteristics that mitigate stormwater runoff to help the City meet its stormwater management goals
- ◆ Provide an opportunity for Non-residential and Condominium customers to reduce their monthly SWMS Charge

4.2. Credit Policies

PWD's Stormwater Credits Program is governed by the following policies:

4.2.1. Eligibility

Customers on a Non-residential or Condominium parcel with at least Five-Hundred (500) square feet of gross area and whose accounts(s) are not past due are eligible to apply for credits.

4.2.2. Classes of Credits

PWD currently offers the following three classes of credits:

- ◆ Impervious Area Stormwater Credit (IA Credit)
- ◆ Gross Area Stormwater Credit (GA Credit)
- ◆ National Pollutant Discharge Elimination System Credit (NPDES Credit) for Industrial Stormwater Discharge Activities

Depending on the types of SMPs present on the property, and whether the customer holds a valid industrial NPDES permit for the site, a parcel may be eligible for all three classes of credits.

4.2.3. Impervious Area Reductions (IARs)

PWD currently offers IARs for the following five categories:

- ◆ Tree Canopy Cover
- ◆ Roof Leader/Downspout Disconnections
- ◆ Pavement Disconnections
- ◆ Green Roofs

◆ Porous Pavement

IARs result in a direct reduction of the billable IA on a parcel. The customer must demonstrate that the IARs calculated on the parcel meet the requirements defined below.

Note: Some IARs may require ongoing maintenance in order to maintain their effectiveness and are subject to renewal requirements.

4.2.3.1. Tree Canopy

A property is eligible for a Tree Canopy Cover IAR when new or existing tree canopy (from the approved species list) extends over ground level impervious area on a parcel. Under these circumstances, a portion of impervious area may be deducted from total billable IA.

The IAR is calculated for new and existing trees as follows:

- ◆ An IA reduction equal to half of the overlapping canopy area is permitted. The reduction may only be applied to the IA adjacent to the tree.

4.2.3.2. Roof Leader/Downspout Disconnection

A property is eligible for a Roof Leader/ Downspout Disconnection IAR when a downspout is disconnected and then directed to a pervious area which allows for infiltration, filtration, and increased time of concentration of stormwater runoff. A roof is considered to be completely or partially disconnected if it meets the following requirements:

- ◆ The length and width of the receiving pervious area is greater than or equal to the contributing impervious area's length and width.
- ◆ The soil is not designated as a hydrologic soil group "D" or equivalent.
- ◆ The overland flow path has a positive slope of 5% or less.

The IAR is calculated as the area of the roof that meets the Roof Leader/Downspout Disconnection requirements.

Note: Disconnection of roof leaders/downspouts may require additional approvals from PWD as well as from the Office of Licenses and Inspections (L&I).

4.2.3.3. Pavement Disconnection

A property is eligible for a Pavement Disconnection IAR when pavement runoff is directed to a pervious area which allows for infiltration, filtration and increase time of concentration. This method is generally applicable to small or narrow pavement structures such as driveways and narrow pathways. For impervious areas that meet the requirements, all of the disconnected impervious area may be deducted from the total IA. Pavement is considered disconnected if it meets the following requirements:

- ◆ The contributing flow path over impervious cover is no more than 75 feet.
- ◆ The length and width of the receiving pervious area is greater than or equal to the contributing impervious area's length and width.
- ◆ The soil is not designated as a hydrologic soil group "D" or equivalent.
- ◆ The slope of the contributing impervious area is 5% or less.
- ◆ The slope of the overland flow path is 5% or less.

4.2.3.4. Green Roofs

A property is eligible for a Green Roof IAR when a green roof is installed on a building. The design, construction, and maintenance plan must meet the minimum requirements specified by PWD in Section 4.3 of the [Stormwater Management Guidance Manual V3.0](#). Since a green roof is not a zero discharge system, the roof must be able to safely convey excess runoff to the storm sewer, combined sewer, or receiving water body.

The IAR is calculated based on the entire area of the green roof in square feet. Normal roof areas directed to a green roof may also be eligible for a Green Roof IAR. Please contact PWD's Stormwater Credits team directly for further information.

4.2.3.5. Porous Pavement

A property is eligible for a Porous Pavement IAR when a porous pavement system is installed on a customer's property such that it does not create any areas of concentrated infiltration. Porous pavement systems, including porous asphalt, porous concrete, porous/permeable pavers, and other approved porous surfaces, can be considered disconnected if they receive direct rainfall only and are underlain by a crushed stone infiltration bed.

Porous pavement systems must meet the minimum requirements specified by the PWD in Section 4.2 of the [Stormwater Management Guidance Manual V3.0](#).

4.2.4. Impervious Area Stormwater Credit

To be eligible for IA Credit, the customer must demonstrate applicable management of the first inch of runoff from impervious areas on a property. As defined in the PWD Rates and Charges, Section 4.5(c)(1), management of the first inch of runoff can be achieved by employing SMPs that manage runoff in one of the three following ways:

- ◆ Infiltration
- ◆ Detention and slow release
- ◆ Volume reduction and filtration

Not all SMPs are effective in every area of the City. The types of SMPs that qualify for credits are based on the ultimate discharge location of a parcel's runoff.

Table 1 presents the IA stormwater management options that are available to customers based on the discharge location of the parcel:

Table 1 – Impervious Area Management Practice by Discharge Location

Management Practice (SMP)	Discharge Location	Combined Sewer Areas	Separate Sewer Areas
Infiltrate first 1" of runoff		√	√
Detain and slow-release the first 1" of runoff		√	
Route the first 1" of runoff through an approved volume-reducing practice			√

Shared SMPs: Stormwater credits may also be available to individual parcels where stormwater management is being implemented on a shared, collective basis by an organization and/or group of parcel owners within a defined geographic area. In these instances, PWD will assess the effectiveness of the SMP, and at its discretion, issue credit to the individual customers based on the square footage of IA managed from each parcel. In other words, credit will be granted for the portion of an individual customer's IA which contributes to and is managed by the shared SMP. PWD encourages cost-sharing to support the design, construction, and maintenance of shared SMPs; however, PWD will neither facilitate nor intervene in private transactions nor be responsible for negotiating or enforcing shared maintenance agreements.

Properties with Surface Discharge: Parcels with areas that discharge directly to surface water bodies may satisfy the management of the first inch of run-off by virtue of the property's drainage characteristics.

For areas that are routed to existing SMPs before being discharged to a surface water body, customers must demonstrate that the SMPs are compliant with all applicable regulations, constructed according to the original design plans, and are being maintained in a functional condition.

4.2.5. Gross Area Stormwater Credit

Two options are available to customers to receive GA Credit.

◆ **Option 1: Management of the First-Inch of Runoff (Impervious Area Only)**

GA Credit is automatically achieved when a parcel is approved for IA Credit through management of the first inch of runoff. The area that receives IA Credit will also receive an equivalent amount of GA Credit for the land area underneath the IA.

◆ **Option 2: GA Credit Based on NRCS-CN (Open Space Only)**

This option is only applicable to the open space (GA-IA) of a parcel. Under this option, the customer must demonstrate a Natural Resource Conservation Service Curve Number (NRCS-CN) that meets one of the values contained in the Curve Number Scale found in Appendix 1. The CN represents the runoff potential for a particular soil and ground cover.

A percent reduction is applied for each whole number below a CN of 75. A CN of 55 may yield the maximum applicable GA Credit. The

percent reduction that is applied varies depending on a property's discharge characteristics and the existence of a NPDES permit for industrial stormwater discharge activities. The CN Scale in Appendix 1 provides the GA Credit associated with the different scenarios. More information on NRCS-CN is available in the [Stormwater Management Guidance Manual](#).

4.2.6. National Pollutant Discharge Elimination System Industrial Permit Stormwater (NPDES) Credit

To receive a NPDES Credit, the customer must demonstrate that the parcel is subject to an active NPDES Permit for Industrial Stormwater Discharge Activities and that the operator has been in compliance with the permit requirements during the preceding twelve months. The NPDES Credit will be applied as discussed in Section 4.2.4.

4.2.7. Calculation of SWMS Charge with Credits

In the case of parcels that are eligible for one or more classes of credits and/or IARs, the total monthly IA and GA charges are calculated in the following sequence:

Step 1: Determine any areas that meet the IAR criteria and subtract the total IAR area from the billable IA

Step 2: Determine any applicable credits. The approach used in calculating the IA and GA credits varies depending on a property's drainage characteristics and existence of an active NPDES permit for stormwater industrial discharge activities. The IA and GA credits are calculated as follows:

- i. **NON-SURFACE DISCHARGE Areas without NPDES Credits:**
For areas of a property that do not discharge stormwater to a surface water body, applicable credits are calculated as follows:
 - The IA Credit is calculated by applying an 80% maximum credit factor to the parcel's IA square footage that is managed (IA Managed).
 - For the GA underneath the IA Managed, the GA Credit is calculated by applying an 80% maximum credit factor to the square footage of IA Managed.
 - For any open space areas (GA minus IA), a GA Credit up of 80% may be applied, as applicable

- ii. **NON-SURFACE DISCHARGE Areas with NPDES Credits:** For areas of a property that do not discharge stormwater to a surface water body and the property has an active NPDES permit for industrial stormwater discharge activities, applicable credits are calculated as follows:
- The IA Credit is calculated by applying an 87% maximum credit factor to the parcel's IA square footage that is managed (IA Managed).
 - For the GA underneath the IA Managed, the GA Credit is calculated by applying an 87% maximum credit factor to the square footage of IA Managed.
 - For any open space areas (GA minus IA), a GA Credit maximum of 87% may be applied, as applicable.
 - If the property is not eligible for any GA or IA credits, then the property will receive a 7% credit towards both the IA and GA square footage.
- iii. **SURFACE DISCHARGE Areas without NPDES Credits:** For areas of a property that discharge stormwater to a surface water body, applicable credits are calculated as follows:
- The IA Credit is calculated by applying a 90% maximum credit factor to the parcel's IA square footage that is managed (IA Managed).
 - For the GA underneath the IA Managed, the GA Credit is calculated by applying a 90% maximum credit factor to the square footage of IA Managed.
 - For any open space areas (GA minus IA), a GA Credit maximum of 90% may be applied, as applicable.
- iv. **SURFACE DISCHARGE Areas with NPDES Credits:** For areas of a property that discharge stormwater to a surface water body and the property has an active NPDES permit or industrial stormwater discharge activities, applicable credits are calculated as follows:
- The IA Credit is calculated by applying a 97% maximum credit factor to the parcel's IA square footage that is managed (IA Managed).
 - For the GA underneath the IA Managed, the GA Credit is calculated by applying a 97% maximum credit factor to the square footage of IA Managed.

- For any open space areas (GA minus IA), a GA Credit maximum of 97% may be applied, as applicable.

Step 3: The final billable IA and GA (Final IA and Final GA) are calculated as the total IA and GA minus any applicable IA and GA credits, determined in Step 2.

Step 4: The IA and GA charges are then calculated based on the Final IA and GA square footage (calculated in Step 2) and the IA and GA rates defined in PWD Rates and Charges Section 4.0.

Step 5: If, after the application of all applicable credits, a parcel's monthly total SWMS charge that is calculated in Step 3 is less than the non-residential minimum monthly charge, then each account will be subject to the Non-residential minimum monthly charge, as defined in PWD Rates and Charges Section 4.3(6).

Note: If any account is eligible for special reduced rates under PWD Rates and Charges Section 5.2, the reduction will be applied to the entire water/sewer/stormwater bill after all stormwater credits are applied.

4.2.8. Miscellaneous Credits Provisions

4.2.8.1. Condominium Parcels

Individual Condominium unit owners are not eligible to apply for stormwater credits. Only the Condominium Owners Association (COA) or its authorized representative may apply for stormwater credits for the parcel.

4.2.8.2. Credits Application Decisions

Questions regarding a credits decision can be discussed with the Stormwater Credits Team at pwd.stormwatercredits@phila.gov or (215) 685-6070.

To challenge a decision issued, an appeal may be filed with the Tax Review Board, 100 South Broad Street, Room 400, Philadelphia, PA 19110, within 30 days of receipt of PWD's decision letter. A copy of the Form D Notice of Disposition must be submitted with the request. Inquiries regarding the Tax Review Board hearing process can be directed to (215) 686-5228.

4.2.8.3. Credits Application Fee, Cancellation

The credits application fee is non-refundable. Incomplete credits applications expire one year from the date of the original submission. Once an application expires, the customer must submit a new credits application with all supporting documentation and fee.

Note: The application fee is waived for projects that went through PWD's Stormwater Management Plan Review approval process and projects awarded stormwater grant funding by PWD

4.2.8.4. Credits Effective Date

Credits are effective the date that PWD receives a complete credits application, including all required supporting documentation and the application fee.

4.2.8.5. Credits Expiration

Credits expire four (4) years from their effective date. The customer must submit a credits renewal application (FORM C) at least thirty (30) days before the expiration date to renew the stormwater credits. The approved credits renewal is effective on the expiration date of the original credit.

If the customer fails to submit a renewal application at least thirty (30) days before the expiration date, then the credits may expire, as PWD cannot guarantee the renewal will be processed prior to the next billing period. Note: Should the customer fail to reapply within 30 days of the expiration date, the customer will not receive credit towards the SWMS Charge during the months in which the renewal application was past due and the credits had lapsed.

Redevelopment properties with credits approved under previous versions of the [Stormwater Management Guidance Manual](#) are eligible for credit renewal as long as the SMP for which credit was granted is operational, and maintenance has been performed in accordance with the [Manual](#).

4.2.8.6. Credits Application Processing

PWD will conduct technical review of credits only after receipt of a complete application, including the fee and all required supporting documentation. PWD will review a credits application

only if the customer's account payments pertaining to the parcel are current.

4.2.8.7. Site Inspections

After a customer submits a credits or credits renewal application, PWD may inspect the parcel to verify the information provided in the application and in the supporting documentation. It is the responsibility of the customer to allow PWD access to the parcel.

Following submission of a credits or credits renewal application, the customer shall grant the City, its employees, or authorized agents permission to enter the parcel on providing forty-eight (48) hour written notice and, in any case, at reasonable times and without unreasonable disruption, to inspect the parcel to ensure that the information provided in the application accurately represents the current parcel conditions.

4.2.8.8. Termination of Credits

PWD may review and terminate one or more classes of approved credits at any time if SMPs associated with those credits are found to be improperly maintained and/or not adequately functional. Customers may from time to time be asked to submit documentation and/or grant access to the parcel receiving credit. Failure to comply with such requests may result in the termination of credit.

4.2.8.9. SWMS Charge Payment

A pending credits application shall not constitute a valid reason for non-payment of the SWMS Charge.

4.2.8.10. Documentation Costs

The customer is solely responsible for costs incurred in the preparation of the required documentation and/or the submission of the credits application.

4.2.8.11. Application Review Priority

If a customer submits an Appeals and a Credits Application at the same time, the Appeals Application will be reviewed and processed first, followed by the Credits Application.

4.3. Stormwater Credits Application Requirements

4.3.1. Application

Form B: The customer must submit a complete Form B - Stormwater Credits Application when applying for an initial credit or additional credits. The customer may request one or more classes of credit in the application.

Form C: The customer must submit a complete Form C – Stormwater Credits Renewal Application when renewing existing credits.

Each application must be submitted with the appropriate fee and supporting documentation.

4.3.2. Supporting Documentation

The following supporting documentation is required for each of the three classes of credits:

4.3.2.1. Impervious Area Stormwater Credit

- ◆ **Post-2006 Development:** Parcels that have redeveloped since 2006 and were subject to the PWD Stormwater Regulations must be compliant in order to be eligible for stormwater credit. Appropriate documentation, including as-built plans and a construction certification package, must be on file with PWD Plan Review before credits can be evaluated. Please contact PWD Plan Review (pwd.planreview@phila.gov) for questions concerning post-construction documentation requirements.
- ◆ **Pre-2006 Development:** Parcels with stormwater facilities constructed prior to 2006 must demonstrate compliance with current stormwater credits regulations in order to be eligible. Appropriate documentation, including as-built plans and associated engineering calculations, must be submitted with a completed application (Form B). Please contact the PWD Credits Program (pwd.stormwatercredits@phila.gov) for questions concerning submission requirements.
- ◆ **Stormwater Retrofits:** Customers that have implemented stormwater retrofits must also provide appropriate post-construction documentation to PWD before credits can be evaluated. At a minimum, this includes as-built drawings and a

construction certification package. Please contact the PWD Credits Program (pwd.stormwatercredits@phila.gov) for questions concerning post-construction stormwater management documentation requirements.

- ◆ **Impervious Area Reduction:** Customers applying for impervious area reductions must submit a site plan delineating the requested areas to be credited as well as recent photos of the property.
- ◆ **Surface Discharge:** Customers with areas that discharge to a surface water body must provide a plan indicating drainage conditions and topography. Areas that discharge to a surface water body should be delineated on the plan.

4.3.2.2. Impervious Area Stormwater Credit Renewal

The customer must provide all of the following along with a completed credits renewal application (Form C):

- ◆ Recent photos of the stormwater management system (s) and contributing drainage areas.
- ◆ For areas receiving credit because of SMPs:
 1. Record of inspections and maintenance activity for each SMP and a letter certified by a qualified professional verifying that the SMP has been observed following a rain event and meets the original stormwater management requirements.
 2. Summary of all changes to the property condition since the date of the last credit request
- ◆ For areas receiving credit because of surface water discharge, a letter certified by a qualified professional that drainage conditions have not changed since the date of the original credits application

4.3.2.3. Gross Area Stormwater Credit

- ◆ **Option 1: Management of the First-Inch of Runoff (Impervious Area Only)**

If a customer is granted an IA Credit, a GA Credit for the same square footage of the IA managed will also be granted. No additional documentation is required from the customer to support approval of the GA Credit.

- ◆ **Option 2: GA Credit Based on NRCS-CN (Non-Impervious Area Only)**

The customer must provide the following along with a completed application (Form B):

- Plan delineating cover types and hydrologic soil groups
- Calculations supporting computed CN

4.3.2.4. Gross Area Stormwater Credit Renewal

💧 Option 1: Management of the First-Inch of Runoff (Impervious Area Only)

Renewal of GA Credits approved under Option 1 will be processed in conjunction with the associated IA Credit renewal requirements. No additional documentation is required for the GA Credit renewal.

💧 Option 2: GA Credit Based on NRCS-CN (Non-Impervious Area Only)

The customer must provide the following along with a completed renewal application (FORM C):

- Recent site aerial image or photos of the site.

4.3.2.5. National Pollutant Discharge Elimination System (NPDES) Stormwater Credit and Renewal

To request a NPDES Credit the customer must provide all of the following along with a completed Form B or Form C, if requesting a credits renewal:

- 💧 Copy of an active NPDES Stormwater Permit for Industrial Stormwater Discharge Activities
- 💧 Copy of the Discharge Monitoring Report(s) from the current year

4.3.3. Fees

Stormwater Credits Application: \$150

Stormwater Credits Renewal Application: \$50

Note: The credits application fee is waived for projects that went through PWD's Stormwater Management Plan Review approval process and projects awarded stormwater grant funding by PWD. The credits renewal application fee is applicable to all projects and applications.

Fees are non-refundable and may be paid by check or money order to The City of Philadelphia Water Department.

4.4. Credits Application Procedures

4.4.1. Application Forms

Form B Stormwater Credits Application and Form C Stormwater Credits Renewal Application are available online at:

<http://www.phila.gov/water/wu/stormwater/>

4.4.2. Application Submission

The completed application, supporting documentation, and non-refundable application fee must be submitted to:

Stormwater Billing Program
Philadelphia Water Department
1101 Market St., 4th Floor
Philadelphia, PA 19107

4.4.3. Notice of Disposition

PWD will send a written Notice of Disposition (Form D) to the applicant on completing the technical review of the credits application. PWD may inspect the subject parcel to verify the information provided in the application.

5. Community Gardens

5.1. Objectives

Philadelphia City Council has determined that Community Gardens should be afforded a discounted stormwater management service charge if they meet certain criteria. A summary of this criteria as well as associated policies and procedures are provided herein.

5.2. Criteria for Community Garden Discount

- 5.2.1. The parcel's principal use is devoted to regularly-planted crop beds and such other related uses as are reasonable and necessary to growing such crops and maintaining the garden.
- 5.2.2. At least 80% of the gross area of the parcel is effectively pervious. PWD will evaluate the total Impervious Area as a percentage of the parcel's Gross Area. Impervious Areas that meet the Department's Impervious Area Reduction Credit definition (Section 4.2.3) will be considered effectively pervious for the purposes of the Community Garden discount.
- 5.2.3. The Community Garden is appropriately maintained so as not to cause blight or nuisance.
- 5.2.4. A community, non-profit or other organization associated for purposes of operating the Community Garden operates the Garden for public benefit.
- 5.2.5. The organization must possess written evidence of the right to use the parcel as a Community Garden.
- 5.2.6. Gardening activities are conducted primarily by members of the organization.

5.3. Application Procedures

- 5.3.1. The Community Gardens application, otherwise known as Form G, is provided on PWD's [website](#) and as an attachment to this Manual.
- 5.3.2. Applicants may request the individual discounts for each parcel or may make a single request for a collection of proximal parcels.
- 5.3.3. Form G must be submitted to the Department along with the following: 1) map of garden; 2) recent garden photograph; 3) written evidence of right to use parcel as Community Garden; and 4) document showing organization of Community Garden. Explanations of each of these items are contained within Form G.
- 5.3.4. The Department will review the Form G and associated documents for discount eligibility and a written decision will be provided to the applicant once the review has concluded. The Department may inspect any parcel seeking this discount at any time in order to verify eligibility.

5.4. Policies

- 5.4.1. The approved discount is good for period of 4 years and can be renewed for an additional 4 years up on submittal of a complete renewal application.
- 5.4.2. Approved gardens must continue to meet criteria and are subject to periodic verification by the Department at its discretion.
- 5.4.3. When a complete application is received before January 1, 2018 and approved, the discount shall be effective January 1, 2017. Applications received and approved after January 1, 2018 shall be effective the date the complete application is received.

- 5.4.4. Community Gardens approved for the stormwater charge discount are still subject to water and sewer charges, as applicable. The Community Garden discount only applies to the stormwater charge of a customer's water bill.
- 5.4.5. Questions regarding a Community Gardens discount decision can be discussed with the Stormwater Appeals Team at pwd.stormwaterappeals@phila.gov or (215) 685-6244.

To challenge a decision issued, an appeal may be filed with the Tax Review Board, 100 South Broad Street, Room 400, Philadelphia, PA 19110, within 30 days of receipt of PWD's decision letter. A copy of the Form H Notice of Disposition must be submitted with the request. Inquiries regarding the Tax Review Board hearing process can be directed to (215) 686-5228.

Appendix 1 - Curve Number Calculation Instructions and Scale

1. For each non-impervious area cover type on the subject property, list the hydrologic soil group of the underlying soil in Column C and the corresponding Curve Number (CN) value in Column D. Do not include impervious areas in the calculations.
2. In Column E enter the area that each cover type encompasses.
3. Multiply the values in Column D and E, and place the product in Column F.
4. When all values have been calculated and entered, find the sums of Columns E and F, and place these values at the bottom of the worksheet in the corresponding row titled "TOTAL SUMS".
5. To find the Average CN, divide the total sum of Column F by the total sum of Column E.
6. Calculate the percentage of GA Credit. Use the accompanying CN scale to determine the credit percentage.

Cover Description		Curve Number for Hydrologic Soil Group				
		A	B	C	D	Ub
Cover Type	Hydrologic Condition					
Lawns, parks, golf courses, etc.						
	Poor (grass cover < 50%)	68	79	86	89	79
	Fair (grass cover 50% to 75%)	49	69	79	84	69
	Good (grass cover > 75%)	39	61	74	80	61
Meadow		30	58	71	78	58
Athletic Fields		68	79	86	89	79
Porous Turf		70	70	79	84	69
Brush (brush-weed-grass mixture with brush the major element)						
	Poor	57	73	82	86	73
	Fair	43	65	76	82	65
	Good	32	58	72	79	58
Woods-grass combination (orchard or tree farm)						
	Poor	57	73	82	86	73
	Fair	43	65	76	82	65
	Good	32	58	72	79	58
Woods						
	Poor	45	66	77	83	66
	Fair	36	60	73	79	60
	Good	30	55	70	77	55
Gravel		76	85	89	91	89
Dirt		72	82	87	89	87

GA CREDIT WORKSHEET
FOR OPEN SPACE CURVE NUMBER

Column A	Column B	Column C	Column D	Column E	Column F
Cover Type	Hydrologic Condition	Hydrological Soil Group	CN	Area (SF)	Product
Lawns, parks, golf courses, etc.	Poor (grass cover <50%)	_____	_____	_____	_____
	Fair (grass cover 50-75%)	_____	_____	_____	_____
	Good (grass cover >75%)	_____	_____	_____	_____
Meadow	NA	_____	_____	_____	_____
Athletic Fields	NA	_____	_____	_____	_____
Porous Turf	NA	_____	_____	_____	_____
	Poor	_____	_____	_____	_____
Brush	Good	_____	_____	_____	_____
	Fair	_____	_____	_____	_____
	Poor	_____	_____	_____	_____
Wood-grass combination	Good	_____	_____	_____	_____
	Fair	_____	_____	_____	_____
	Poor	_____	_____	_____	_____
Woods	Good	_____	_____	_____	_____
	Fair	_____	_____	_____	_____
Gravel	NA	_____	_____	_____	_____
Dirt	NA	_____	_____	_____	_____
TOTAL SUMS		_____	_____	_____	_____
Average CN (F/E)		_____	_____	_____	_____
% GA Credit		_____	_____	_____	_____

Open Space GA Curve Number (CN)	Non-Surface Discharge 80% Max Open Space GA Credit %	Non-Surface Discharge with NPDES 87% Max Open Space GA Credit %
≥75	0	0.00
74	4	4.35
73	8	8.70
72	12	13.05
71	16	17.40
70	20	21.75
69	24	26.10
68	28	30.45
67	32	34.80
66	36	39.15
65	40	43.50
64	44	47.85
63	48	52.20
62	52	56.55
61	56	60.90
60	60	65.25
59	64	69.60
58	68	73.95
57	72	78.30
56	76	82.65
55	80	87.00
<55	80	87.00

Appendix 2 – Charges for SWMS

FY17 Stormwater Charges (7/1/2016 – 6/30/2017)

Gross Area Charge (\$/500 square feet)	Impervious Area Charge (\$/500 square feet)	Billing Costs
\$0.605	\$4.700	\$2.88
Non-Residential Minimum Charge		
\$14.79		
Residential Charge		
\$14.12		

FY18 Stormwater Charges (7/1/2017 – 6/30/2018)

Gross Area Charge (\$/500 square feet)	Impervious Area Charge (\$/500 square feet)	Billing Costs
\$0.632	\$4.912	\$2.89
Non-Residential Minimum Charge		
\$15.38		
Residential Charge		
\$14.71		

*** The SWMS Charges effective July 1, 2018 and after are subject to change.*

Appeal ID	Date Received	Call Key



CITY OF PHILADELPHIA
FORM A
STORMWATER MANAGEMENT SERVICE CHARGE
ADJUSTMENT APPEALS APPLICATION

(Please fill out one application per property)

I. General Information

Date: _____

Property Information:

OPA/BRT Account # (optional): _____

PWD Account #: _____

Property Address: _____

Owner:

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Authorized Representative (if not Owner):

All correspondence pertaining to this application should be communicated to:

Name: _____

Title: _____

Mailing Address: _____

Phone: _____ Email: _____

II. Reason for Adjustment Appeal Request

Feel free to provide a brief description of what you are appealing in the space below.
 Refer to following page for common appeal types.

Send the completed application and supporting documentation to:
 Stormwater Billing Program
 Philadelphia Water Department
 1101 Market St., 4th Floor
 Philadelphia, PA 19107

For inquiries, please call 215-685-6244 or email PWD.StormwaterAppeals@phila.gov

Form continued on following page

II. Reason for Adjustment Appeal Request *(continued)*

Check one or more of the following, and attach supporting documentation as applicable.

- Incorrect Parcel:** Check this box if you do not own the property for which you are being billed.
- Incorrect Mailing Address*
 - Property Sale*
 - Water Account not Associated with Correct Parcel*
 - Other (please describe)*
-

- Inaccurate Property Classification:** Check this box if your property classification is inaccurate. In the space below indicate the classification that you are requesting. Valid property classification types are: Residential, Non-Residential, and Condominium. Only properties with 4 or fewer dwelling units are considered Residential.

Requested Classification _____

- Inaccurate Gross Area:** Check this box if the total gross area of your property for which you are being billed is inaccurate. In the space below indicate the Gross Area that you are requesting.

Requested Gross Area _____ SF

- Inaccurate Impervious Area:** Check this box if the total impervious area of your property for which you are being billed is inaccurate. In the space below indicate the Impervious Area that you are requesting.

Requested Impervious Area _____ SF

- Residential Sideyard:** Check this box if the property for which you are being billed qualifies as a sideyard to a residential property. In order to qualify, the sideyard must meet the following criteria:

- Adjacent to residence*
- Residential property is owned by same owner as sideyard property*
- Sideyard property is used exclusively for residential purposes*

Details on application requirements and the required supporting documentation are provided in the Stormwater Credits and Adjustment Appeals Manual available at: http://www.phila.gov/water/wu/Stormwater%20Resources/scaa_manual.pdf

III. Owner Certification and Right-of-Entry:

I certify that the information contained in this application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the SWMS Charge adjustment will be based on the information provided, the adjustment may result in an increase of the SWMS Charge and the City may revoke the adjustment if it later determines the information provided is inaccurate. I hereby grant permission to the City, its authorized agents and employees, to enter the Property upon providing 48 hours written notice and, in any case, at reasonable times and without unreasonable disruption to inspect the Property to ensure that the provided information accurately represents the current Property conditions.

Signature of Owner/Authorized Representative

Date

Print Name

FOR CITY USE ONLY

Appeal ID	Date Received	Call Key



CITY OF PHILADELPHIA
FORM A-1
STORMWATER MANAGEMENT SERVICE CHARGE
REVISED CHARGE ALLOCATION

(Please fill out one application per property)

I. General Information

Date: _____

Property Information:

OPA/BRT Account # (optional): _____

PWD Account #: _____

Property Address: _____

Owner:

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Authorized Representative (if not Owner):

All correspondence pertaining to this application should be communicated to:

Name: _____

Title: _____

Mailing Address: _____

Phone: _____ Email: _____

Send the completed application and supporting documentation to:
 Stormwater Billing Program
 Philadelphia Water Department
 1101 Market St., 4th Floor
 Philadelphia, PA 19107
 For inquiries, please call 215-685-6244 or email PWD.StormwaterAppeals@phila.gov

II. Request Revised SWMS Charge Allocation

Indicate the account number and the percentage of the total SWMS Charge you wish to apportion per account. Round each percentage to the nearest tenth (e.g. 33.3%). The total must equal 100.0%. If there are more than 20 accounts serving your parcel, please indicate the charge distribution for the additional accounts on a separate sheet.

Account Number	% Charge
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. Owner Certification:

I certify that I am the property owner of the parcel for which the revised allocation is being requested.

Note: If an authorized representative is acting on behalf of the property owner, a letter from the owner indicating that the representative has the authority to act on the owner's behalf must be attached to this form.

Signature of Owner / Authorized Representative

Date

Print Name

Request Number (City use only)

Date Received (City use only)



CITY OF PHILADELPHIA
FORM B
STORMWATER CREDITS APPLICATION

I. General Information:

OPA/BRT Account #

Date

PWD Account #

Property Address

PWD Post Construction Stormwater Management Plan (PCSMP) Approval: Yes No

Stormwater Tracking # N/A

Owner:

Name:

Company:

Mailing Address:

Phone:

Email:

Registered Professional:

Name:

Company:

Registration Number:

Mailing Address:

Phone:

Email:

Authorized Representative (if not Owner):

All correspondence pertaining to this application should be communicated to:

Name:

Company:

Mailing Address:

Phone:

Email:

Registered Professional Certification:

I certify that the all maps, plans, reports, photographs, and supporting documentation are an accurate representation of the subject property and its current conditions, and that the required calculations have been performed as per acceptable standards.

Signature of Professional

Date

Send the completed application, fee, and supporting documentation to:
Philadelphia Water Department
Stormwater Billing Program
1101 Market Street - 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6070
or email PWD.StormwaterCredits@phila.gov.

II. Credit Request & Application Fee:

Please indicate which credit you are applying for. An application fee of **\$150 (non-refundable)** must be submitted with this application. The application fee can be paid by check or money order to the City of Philadelphia Water Department.

Note: The application fee is waived for projects that went through Philadelphia Water's Stormwater Management Plan Review Approval process and projects awarded grant funding by Philadelphia Water

NRCS-Curve Number Open Space (GA Credit)

Open Space Curve # Open Space Credit %

Impervious Area Reduction (IAR)

Tree Canopy Cover Square Feet
 Porous Pavement Square Feet
 Pavement Disconnection Square Feet
 Green Roof Square Feet
 Roof Disconnection Square Feet

Managed Impervious Area (IA/GA Credit)

Stormwater Management Practice (SMP) Square Feet
 Surface Water Discharge Square Feet

NPDES Permit Credit

III. Owner Certification and Right-of-Entry:

I certify that the information contained in this application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the approved Stormwater Credit will be based on the information provided, and the City may revoke the credit if it later determines the information provided is inaccurate. I hereby grant permission to the City, its authorized agents and employees, to enter the Property upon providing 48 hours written notice and, in any case, at reasonable times and without unreasonable disruption to inspect the Property to ensure that the provided information accurately represents of the current stormwater management conditions.

Signature of Owner/ Authorized representative

Date

Print Name

Send the completed application, fee, and supporting documentation to:
 Philadelphia Water Department
 Stormwater Billing Program
 1101 Market Street - 4th Floor
 Philadelphia, PA 19107

For inquiries, please call 215-685-6070
 or email PWD.StormwaterCredits@phila.gov.

Credit Application Requirements

Philadelphia Water will only review completed credits applications. An application is complete when all of the required supporting documents are received.

Required Information:

All of the following must be provided with this application (check if attached)

NRCS- Curve Number Open Space (GA Credit)

- Recent site photos

Impervious Area Reduction (IAR)

- Site plan delineating requested credit areas
- Recent photos of all roof disconnection, pavement disconnection, and tree canopy credit areas

- Inspection reports, labelled photo log, and a record of maintenance activity for all green roofs and porous pavement systems. Template inspection forms can be found here:
<http://www.phila.gov/WATER/WU/STORMWATER/Pages/NonResidentialStormwaterBilling.aspx>

Managed Impervious Area (IA/GA Credit)

- Site plan delineating requested credit areas
- Recent photos of surface water discharge drainage areas and all stormwater conveyance and outflow system components

- Inspection reports, labelled photo log, and a record of maintenance activity for each SMP. Template inspection forms can be found here:
<http://www.phila.gov/WATER/WU/STORMWATER/Pages/NonResidentialStormwaterBilling.aspx>

NPDES Industrial Stormwater Permit

- Copy of current NPDES Industrial Stormwater discharge Permit
- Copy of the results of the required PADEP *Discharge Monitoring Report* from the current year

Send the completed application, fee, and supporting documentation to:
Philadelphia Water Department
Stormwater Billing Program
1101 Market Street - 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6070
or email PWD.StormwaterCredits@phila.gov.

Request Number (City use only)

Date Received (City use only)



CITY OF PHILADELPHIA

FORM C

STORMWATER CREDITS RENEWAL APPLICATION

I. General Information:

OPA/BRT Account #

Date

PWD Account #

Property Address

PWD Post Construction Stormwater Management Plan (PCSMP) Approval: Yes No

Stormwater Tracking # N/A

Owner:

Name:

Company:

Mailing Address:

Phone:

Email:

Registered Professional:

Name:

Company:

Registration Number:

Mailing Address:

Phone:

Email:

Authorized Representative (if not Owner):

All correspondence pertaining to this application should be communicated to:

Name:

Company:

Mailing Address:

Phone:

Email:

Registered Professional Certification:

I certify that the all maps, plans, reports, photographs, and supporting documentation are an accurate representation of the subject property and its current conditions, and that the required calculations have been performed as per acceptable standards.

Signature of Professional

Date

Send the completed application, fee, and supporting documentation to:
Philadelphia Water Department
Stormwater Billing Program
1101 Market Street - 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6070
or email PWD.StormwaterCredits@phila.gov.

II. Credit Request & Application Fee:

Please indicate which credit(s) you are re-applying for. An application fee of **\$50 (non-refundable)** must be submitted with this application. The application fee can be paid by check or money order to the City of Philadelphia Water Department.

NRCS-Curve Number Open Space (GA Credit)

Impervious Area Reduction (IAR)

Tree Canopy Cover

Roof Disconnection

Green Roof

Pavement Disconnection

Porous Pavement

Managed Impervious Area (IA/GA Credit)

Stormwater Management Practice (SMP)

Surface Water Discharge

NPDES Permit Credit

III. Owner Certification and Right-of-Entry:

I certify that the information contained in this application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the approved Stormwater Credit will be based on the information provided, and the City may revoke the credit if it later determines the information provided is inaccurate. I hereby grant permission to the City, its authorized agents and employees, to enter the Property upon providing 48 hours written notice and, in any case, at reasonable times and without unreasonable disruption to inspect the Property to ensure that the provided information accurately represents of the current stormwater management conditions.

Signature of Owner/ Authorized representative

Date

Print Name

Send the completed application, fee, and supporting documentation to:
Philadelphia Water Department
Stormwater Billing Program
1101 Market Street - 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6070
or email PWD.StormwaterCredits@phila.gov.

Credit Renewal Requirements

Philadelphia Water will only review completed credits applications. An application is complete when all of the required supporting documents are received.

Required Information:

All of the following must be provided with this application (check if attached)

NRCS- Curve Number Open Space (GA Credit)

- Summary of all changes to the property conditions since date of last credit request
- Recent site aerial image or site photos

Impervious Area Reduction (IAR)

- Summary of all changes to the property conditions since date of last credit request
- Recent photos of all roof disconnection, pavement disconnection, and tree canopy credit areas

- Inspection reports, labelled photo log, and a record of maintenance activity for all green roofs and porous pavement systems. Template inspection forms can be found here:
<http://www.phila.gov/WATER/WU/STORMWATER/Pages/NonResidentialStormwaterBilling.aspx>

Managed Impervious Area (IA/GA Credit)

- Summary of all changes to the property conditions since date of last credit request
- Recent photos of surface water discharge drainage areas and all stormwater conveyance and outflow system components

- Inspection reports, labelled photo log, and a record of maintenance activity for each SMP. Template inspection forms can be found here:
<http://www.phila.gov/WATER/WU/STORMWATER/Pages/NonResidentialStormwaterBilling.aspx>

NPDES Industrial Stormwater Permit

- Copy of current NPDES Industrial Stormwater discharge Permit
- Copy of the results of the required PADEP *Discharge Monitoring Report* from the current year

Send the completed application, fee, and supporting documentation to:
Philadelphia Water Department
Stormwater Billing Program
1101 Market Street - 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6070
or email PWD.StormwaterCredits@phila.gov.

Case No.	Date Received	Call Key
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CITY OF PHILADELPHIA
FORM G
STORMWATER MANAGEMENT SERVICE CHARGE
COMMUNITY GARDEN DISCOUNT APPLICATION

(Please fill out one application per garden)

I. Community Garden Information

Date: _____

Garden Information:

Garden Name: _____
 Garden Address: _____

Registered parcel addresses to be listed in Section II below.

Applicant Information:

All correspondence pertaining to this application should be communicated to:

Name: _____
 Organization: _____ Relationship to Garden: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____

Secondary Contact Information:

Future correspondence pertaining to a renewal application may be communicated to:

Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____

II. Registered Parcels

Please list each parcel that makes up the Community Garden, by address and OPA account number below. Attach an additional sheet if more space is needed. Parcel information can be found at phillystormwater.org.

Parcel Street Address	OPA Account (optional)	FOR CITY USE ONLY PWD Parcel ID
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Required Documentation

Please provide each of the following documents with submission of application.

1) Organizational Requirement.

Please provide at least one of the following:

- i) Articles of incorporation,
- ii) List of active gardeners identifying at least one proud leader
- iii) Letter attesting to the applicant's organization from an associated affiliate, such as a civic association, faith-based organization, community development corporation, Pennsylvania Horticultural Society, or Neighborhood Gardens Trust,
- iv) Community Garden Rules or Bylaws.

2) Right to use land as Community Garden

Please provide at least one of the following:

- i) Deed in the name of the organization/applicant
- ii) Lease, license, or other similar agreement
- iii) Letter from civic association, faith-based organization, community development corporation, Pennsylvania Horticultural Society, or Neighborhood Gardens Trust, demonstrating the applicant's right to possess the parcel and use it as a community garden,
- iv) PWD Form G-1.

3) Photograph of the Garden

A recent photograph (not more than 30 days old) of the garden must be submitted along with Form G.

4) Map of the Garden

Please provide a map of the Garden labeling streets and land cover types (soil, grass, pavement, roof, etc.)

IV. Acknowledgements

By checking the following boxes, I acknowledge that:

- The garden is operated for public benefit and is appropriately maintained so as not to cause blight or nuisance.
- Gardening activities are conducted primarily by members of the organization or group of individuals described in PWD Regulation Section 203.2(d).
- Crops are harvested for personal consumption, donation, or sale.
- The parcel's principal use is devoted to regularly-planted crop beds and such other related uses as are reasonable and necessary to growing such crops and maintaining the garden.

V. Applicant Certification and Right-of-Entry:

I certify that the information contained in this application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the Community Garden Discount will be based on the information provided, and the City may revoke the discount if it later determines the information provided is inaccurate, or eligibility requirements for individual parcels change. I hereby grant permission to the City, its authorized agents and employees, to enter the Property upon providing 48 hours written notice and, in any case, at reasonable times and without unreasonable disruption to inspect the Property to ensure that the provided information accurately represents the current Property conditions.

Signature of Applicant / Authorized Representative

Date

Print Name

Send the completed application and supporting documentation to:
Stormwater Billing Program
Philadelphia Water Department
1101 Market St., 4th Floor
Philadelphia, PA 19107

For inquiries, please call 215-685-6244 or email PWD.StormwaterAppeals@phila.gov