

**SARASOTA COUNTY
STORMWATER
ENVIRONMENTAL
UTILITY**

**CREDIT POLICIES
AND
PROCEDURES MANUAL**

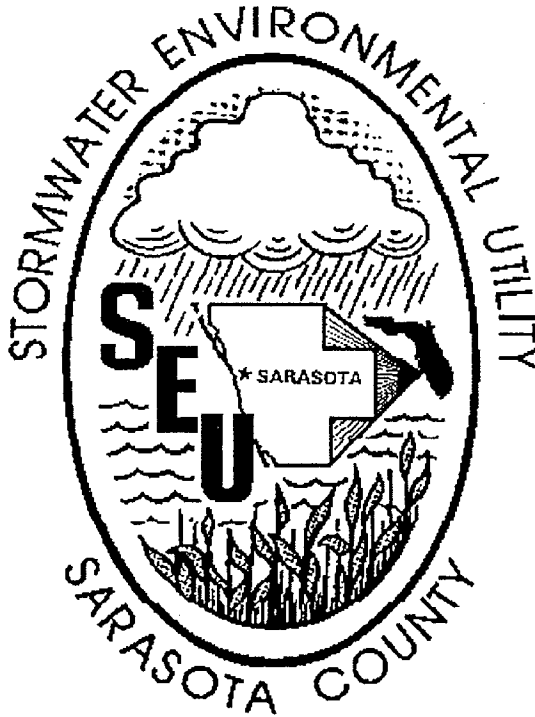


TABLE OF CONTENTS

INTRODUCTION	1
EXPLANATION OF TERMS	2
CREDIT DETERMINATION	3
Credit Calculation	3
Credit Eligibility	3
Public Facilities	4
Inspection Requirement	4
APPLICATION PROCESS	5
Application Requirements	5
Specific Application Requirements	5
Application Review	6
INSPECTION PROCESS	7
Inspection Requirements	7
Inspection Procedure	7
Inspection Fees	8
APPENDIX A- FORMS	9

INTRODUCTION

Ordinance 89-117 was adopted by the Sarasota County Board of County Commissioner on November 19, 1989 establishing the Stormwater Environmental Utility.

On April 10, 1992, the Board of County Commissioners adopted ordinance 92-024 revising Ordinance 89-117 to create assessment credits for privately owned and maintained stormwater retention or detention facilities. Pursuant to Ordinance 92-024, Sarasota County adopts these Policies and Procedures necessary to effectuate the purpose of the ordinance.

EXPLANATION OF TERMS

"Stormwater detention system" means a stormwater management facility which is designed, constructed, and operated to temporarily delay and store stormwater runoff prior to its controlled discharge.

"Stormwater management facility" means a facility which is designed, constructed, and operated to control stormwater, treat, use, or reuse stormwater to prevent or reduce flooding, otherwise affect the quantity and quality of discharges from property. Stormwater detention and retention systems are types of stormwater management facilities.

"Stormwater retention system" means a stormwater management facility which is designed, constructed, and operated to store stormwater runoff with no direct discharge. This includes treatment systems that meet the Sarasota County Land Development Regulations, paragraph B.4.4.e.(2), or Section 3.2.2.2, Management and Storage of Surface Waters, Permit Information Manual, Southwest Florida Water Management District.

"Design storm" means the 24-hour, 25-year storm event consisting of eight inches of precipitation.

CREDIT DETERMINATION

Credit Calculation

The credit shall be calculated as the "normal" stormwater management assessment for the property (determined by Ordinance 89-117) multiplied by the applicable credit factor. The assessment shall then be adjusted by subtracting the credit from the "normal" assessment. The credit factor shall be the sum of the applicable retention and detention credits with a maximum credit factor of 0.74.

Retention Credit Retention credit shall be calculated as the portion of the design storm stored within a stormwater retention system, rounded to the nearest 0.125. For example, the retention credit for a stormwater retention system meeting the County Land Development Regulations to treat the runoff from one inch of rainfall is $\frac{1}{8}$ or 0.125 (one inch stored as compared to the eight inch design storm).

Detention Credit Detention credit is 0.125 for stormwater detention systems which control discharges of storm events greater than or equal to the 10- year or greater storm event must be controlled so that the existing condition discharge is less than or equal to the pre-development discharge.

Credit Eligibility

Developed property serviced by privately owned and maintained stormwater retention or detention facilities are eligible for a credit against their stormwater management assessment. The 1981 Sarasota County Land Development Regulations (LDR) required that development projects provide stormwater retention and detention systems. Projects initiated prior to the adoption of these regulations might have provided stormwater retention or detention facilities even though not specifically required.

Post 1981 Land Development Regulations Developed property approved for development by Sarasota County after 1981 (January 1, 1982 or later) and currently serviced by a stormwater retention or detention system meeting minimum Sarasota County Land Development Regulations will receive a twenty-five percent (25%) credit against assessment (0.25 total credit = 0.125 retention credit + 0.125 detention credit). Such developed property with a stormwater retention system which exceeds the minimum Sarasota County LDR's for stormwater retention is eligible to receive additional credit based upon the stormwater retention system provided. An application for Stormwater Retention or Detention must be submitted to receive additional credit for which a property is eligible.

Pre-1981 Land Development Regulation Developed property approved for development by Sarasota County before 1982 (December 31, 1981 or earlier) and serviced by a stormwater retention or detention system is eligible to receive a variable credit against assessment. The credit shall be calculated as specified above and be based upon the stormwater retention or detention system provided. An Application for Stormwater Retention or Detention Credit must be submitted to receive a credit for which a property is eligible.

Public Facilities

Credits are granted for privately owned and maintained stormwater retention or detention systems. No credit is due based upon service provided by public systems.

Inspection Requirement

To maintain credit eligibility, stormwater retention or detention systems must be maintained in such a manner that the intended retention or detention functions are being provided. Procedures to ensure that non-maintained systems do not receive undeserved credit are included under the Inspection Process section.

APPLICATION PROCESS

Application Requirements

An application for Stormwater Retention or Detention Credit must be submitted by the property owner in order to receive:

1. Additional credit greater than the standard twenty-five percent granted to post 1981 LDR developments.
2. Credit for stormwater retention or detention systems associated with pre-1981 LDR developments.
3. Credit for new or improved stormwater retention or detention systems.

Specific Application Requirements

Form A1

In submitting application Form A1, the applicant would be responsible for submitting all of the items listed on the tomp portion of the application. Non-submission of any of these items would constitute an incomplete application that may be returned to the applicant due to lack of necessary information.

Form A2

Applicants submitting Form A2 would be required, at the time of application, to submit a one-time, non-refundable, service fee of \$175.00 per stormwater management facility. This fee would cover the cost of inspections, engineering calculations, which would be contracted to a local engineering firm, and other administrative costs. The applicant will still need to provide the location and identification number(s) for all properties served by the facility. The maximum total of amount of credit issued with this format is 25%. Applicants who feel that they qualify for a greater credit amount must use Form A1 and follow the application requirements for that form.

Applications shall be submitted to the Sarasota County Stormwater Environmental Utility, 1301 Cattlemen Road, Building A, Room 226, Sarasota, Florida, 34232. Credits for completed applications received from January 1 to May 31 will be applied to the November billing prepared that calendar year. Credits for completed applications received from June 1 to December 31 will be applied to the November billing prepared the following calendar year.

Application Review

The SEU will notify owners of incomplete applications within fourteen (14) days of receipt. Completed applications will be reviewed, and the owner will be notified of the credit determination within thirty (30) days.

Owners may appeal credit determinations to the Stormwater Environmental Utility Manager. Appeals must be made in writing within thirty (30) days of notification of the credit determination. Appeals will be based strictly on the existing retention or detention system capacity. Approval or denial of the appeal will be made in writing to the owner.

INSPECTION PROCESS

Inspection Requirements

Proper operation and maintenance of stormwater facilities is essential for the facilities to continue to perform as intended. In order to continue to receive a credit, stormwater retention or detention facilities must be certified or inspected at least once every twenty-four (24) months.

Since 1988, the Southwest Florida Water Management District (SWFWMD) has issued operation and maintenance (O & M) permits requiring periodic inspection and certification of stormwater systems by a registered professional engineer. Facility inspections for purposes of determining credit eligibility will be coordinated with the SWFWMD inspection and certification of stormwater systems by a registered professional engineer.

SWFWMD O&M Permitted Facilities Owners of facilities which have a SWFWMD O&M permit shall submit a completed copy of the SWFWMD certification form to the SEU every 24 months. The SEU will consider a properly completed and submitted SWFWMD certification form as reasonable assurance of adequate maintenance, unless the SWFWMD indicates otherwise. If a certification is not provided or the SWFWMD indicates that the facility is not being maintained, then the SEU will revoke the credits. Credits will remain revoked until the owner notifies the SEU that the facility has been recertified by SWFWMD. A copy of the recertification shall be submitted to the SEU before the credits will be reinstated.

Other Facilities Stormwater retention and detention systems that do not have a SWFWMD O&M permit will be inspected by the County at least once every 24 months.

Inspection Criteria Inspection criteria are specified in the Stormwater Retention or Detention System Inspection Report included in Appendix A. Criteria for determining the adequacy of maintenance are indicated on the form.

Inspection Procedure

The SEU will perform inspections for the facilities that do not have a SWFWMD O&M permit. Other inspections will be made by the SEU as necessary to respond to complaints, problems, applications or requests for assistance.

Inspection results will be reported on the Stormwater Retention or Detention System Inspection Report and a pass or fail determination will be made. A copy of the report will be provided to the property owner within 14 days of the inspection.

Facilities that pass the inspection will continue to receive the appropriate credit. Credits will be adjusted if necessary to accurately reflect the facility design.

Notice of failure and deficiencies will be sent to the property owner of a facility that fails the inspection. A second inspection will be conducted 90 days after the first inspection. If the facility deficiencies have not been corrected by the time of the second inspection, the credit will be revoked. The SWFWMD will be notified of any SWFWMD permitted facilities that fail the second inspection. Other appropriate action will be taken to bring Sarasota County approved facilities into compliance with approved plans.

Credits revoked between January 1 and May 31 will be deleted from the November assessment billing prepared that same calendar year. Credits revoked between June 1 and December 31 will be deleted from the November assessment billing prepared the following calendar year. Credits will be revoked for at least one year and remain revoked until the deficiencies are corrected. The owner is responsible for notifying the SEU of deficiencies corrected after the second inspection.

Inspection Fees

Fees will be charged to property owners to cover the costs of regularly scheduled 24-month inspections and second inspections. Fees will be charged on the basis of the number of stormwater retention or detention facilities inspected. The fee per facility is \$30.00 per inspection.

Invoices will be sent with the Inspection Report. Payment shall be made to Sarasota County Stormwater Environmental Utility within 30 days of invoice. Non-payment of inspection fees within 60 days of invoice will result in revocation of credits until fees are paid.

APPENDIX A - FORMS

**APPLICATION FOR STORMWATER RETENTION OR DETENTION CREDIT
SARASOTA COUNTY STORMWATER ENVIRONMENTAL UTILITY
1301 CATTLEMEN ROAD, BUILDING A, ROOM 226
SARASOTA, FLORIDA 34232
FORM A1**

This form **must** be accompanied by the following:

- Land survey or plat of lot
- Signed and sealed engineering plan, at scale of 1" = 100' or greater
- Drainage calculations for the stormwater system
- A copy of the stormwater assessment bill from the previous year
- A letter of authorization from the property owner if a representative is used to apply for credit

Please check one box to indicate appropriate billing class:

- Single-family residential
- Other residential
- All others (commercial, institutional, industrial, etc.)

Entity responsible for the maintenance/operation of above stormwater system:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE NUMBER (_____) _____

Total Size of Property (square feet): _____ %

Total Impervious Area on Property (square feet): _____ %

Total Retention Credit Applied For: _____ %

Total Detention Credit Applied For: _____ %

Total Credits Applied For: _____ %

Signature(Owner): _____ Date _____

This form must be provided along with all the required information to the above address by May 31 to be applied to the following November assessment billing. Applications received after May 31 will not be considered for credit until the next billing cycle.

**APPLICATION FOR STORMWATER RETENTION OR DETENTION CREDIT
SARASOTA COUNTY STORMWATER ENVIRONMENTAL UTILITY
1301 CATTLEMEN ROAD, BUILDING A, ROOM 226
SARASOTA, FLORIDA 34232
FORM A2**

This form must be accompanied by the following:

- List of parcel identification numbers serviced by the stormwater management facility
- A letter of authorization from the property owner if a representative is used to apply for credit
- One-time, non-refundable \$175.00 application fee

Entity responsible for the maintenance /operation of stormwater system:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

TELEPHONE NUMBER () _____

SIGNATURE (Owner): _____

(Print Owner Name Here)

DATE: _____

This form must be provided along with all the required information to the above address by May 31 to be applied to the following November assessment billing. Application received after May 31 will not be considered for credit until the next billing cycle.

**SARASOTA COUNTY
STORMWATER ENVIRONMENTAL UTILITY
INSPECTION REPORT**

INSPECTOR: _____ INSPECTION DATE: _____

PARCEL ID#: _____ FACILITY NUMBER: _____

LOCATION: _____

O&M ENTITY: _____

PHOTOGRAPHS: _____ CREDITS: GRANTED/REQUESTED _____

PREVIOUS RAINFALL _____ RETENTION _____ DETENTION _____

OBSERVATIONS	PASS	FAIL	NA	COMMENTS
GENERAL				
Debris				
Side Slopes				
Erosion				
Sedimentation/Sumps				
Inflow Areas				
Outfall Channel				
Tailwater				
RETENTION SYSTEMS				
Water Levels (Relative)				
Underdrains				
Littoral Shelf				
Bleeder				
Baffle				
Swales				
Ditch Blocks				
Storage Depth/Area				
DETENTION				
Control Structure				
Storage Depth/Area				

SAMPLE ONLY

OTHER OBSERVATIONS	YES	NO	COMMENTS
AQUATIC PLANT CONTROL			
Problems			
Biological Controls			
Herbicide Application			
MOSQUITO PRODUCTION			
Problems			
Mosquito Fish			