

BOARD OF COUNTY COMMISSIONERS

DATE: September 24, 2015
AGENDA ITEM NO. 24

Consent Agenda ☐

Regular Agenda ☒

Public Hearing ☐

 **County Administrator's Signature:**

Subject:

Revised Pinellas County Surface Water Utility Adjustments and Mitigation Credits Policy.

Department:

Public Works

Staff Member Responsible:

Kelli Levy, Division Manager

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE REVISED PINELLAS COUNTY SURFACE WATER UTILITY ADJUSTMENTS AND MITIGATION CREDITS POLICY WHICH APPLIES TO THE FY2017 ASSESSMENT ROLL.

Summary Explanation/Background:

The Surface Water Utility Adjustments and Mitigation Credit Policy was originally approved by the Board in September of 2013, and subsequently amended in September 2014. Additional changes were warranted to simplify the policy language and reduce submittal requirements for applicants. Public Works staff convened a committee of government and private sector experts to review the scientific and engineering basis of the policy. Members of the committee included Chris Weddle, Aurora Civil Engineering, Inc.; John Landon, LMA, Inc.; E. Peter Nikolav, EPN Group; Scott McClelland, CDM Smith; Mahshid Arasteh, Florida Engineering Society; Paul Stanek, City of Dunedin; Rahim Harji, Pinellas County Natural Resources; and Jim Bernard, Pinellas County Engineering and Technical Support. The policy document was also provided to 22 engineers that had previously submitted a credit application for review and comments. The feedback received from both review groups was integrated into this revised policy. The changes include refinement of the tidal criterion; streamlined application process including reduction in submittal requirements, and a credit calculator tool. Also included in the update is the authorization for the County Administrator to make specified administrative or procedural changes. These amendments do not impact the amount of the credit received as compared to the prior policy.

Fiscal Impact/Cost/Revenue Summary:

There are currently over 967 credited parcels totaling \$182,000 in mitigated credits annually.

Exhibits/Attachments Attached:

Revised Surface Water Utility Adjustments and Mitigation Credits Policy dated August 2015
Red-Line Current Surface Water Utility Adjustments and Mitigation Credits Policy

**PINELLAS COUNTY
SURFACE WATER UTILITY
ADJUSTMENTS AND MITIGATION
CREDITS POLICY**



Department of Public Works

Natural Resources Division

September 2015

Introduction

Pinellas County established Master Surface Water Utility Ordinance No. 13-14, Initial Rate Resolution No. 13-60, and Final Surface Water Rate Resolution No.13-136. These documents provide for the establishment and the collection of assessments for surface water services provided by the County. The purpose of this manual is to describe the policies set forth by Pinellas County for surface water assessment adjustments and mitigation credits.

This entire revised Mitigation Policy shall apply exclusively to adjustments and mitigation credits for Surface Water Fees and Assessments for FY 2017 (beginning October 1, 2016) and subsequent fiscal years, unless the Policy is subsequently amended. Accordingly, this revised Policy does not apply to adjustments or mitigation credits for Surface Water Fees and Assessments adopted pursuant to the FY 2016 Annual Surface Water Rate Resolution by the Board of County Commissioners on September 10, 2015.

It is the Board of County Commissioner's intent that the County Administrator or his or her designee has authority to make administrative and procedural revisions to this Policy. Therefore, the County Administrator or his or her designee shall have authority to amend the following Sections and Appendices of this Policy: Sections 1B (Application for Adjustment); 2B (Mitigation Credit Application Requirements); 2C (Mitigation Credit Renewals); Appendix A (Application for Surface Water Assessment Adjustment); Appendix B (Application for Surface Water Assessment Mitigation Credit); Appendix C (Mitigation Credit Calculation Spreadsheet); and Appendix D (Stormwater Management System Maintenance Checklist), as may be renamed or renumbered from time to time. The County Administrator or his or her designee shall also have authority to add new sections or appendices of an administrative and procedural nature to this Policy.

Section 1 - Adjustments

A. Impervious Area Measurement Adjustment

An adjustment is a change to correct a parcel's impervious area square footage and the associated overcharge of the parcel's surface water assessment. Adjustments are not to be confused with mitigation credits. Mitigation credits are intended to reduce the assessment by the percentage reflecting the reduction in impact to the County system. Adjustments may be available through the appeals process specified in Section 5.04 of the Pinellas County Master Surface Water Utility Ordinance (No. 13-14).

The County has applied County Property Appraiser data and GIS technology to determine the estimated impervious area for all properties within the County assessment service area. This was accomplished by using direct measurement for non-single family residential properties. Pinellas County Property Appraiser structural elements and extra feature data records were used for single-family residential properties. A property owner or representative may apply for an adjustment and must demonstrate the impervious area used for the Equivalent Residential Unit (ERU) designation on the subject property is incorrect to receive an adjustment. Adjustments may be granted for pervious or semi-pervious pavement based on the runoff coefficients referenced in the Florida Department of Transportation Standard Specifications.

B. Application for Adjustment

Property owners seeking an adjustment shall submit an Application for Surface Water Assessment Adjustment to the Surface Water Utility Coordinator **between October 1st and April 1st** of each tax year. As part of the submission, the applicant must provide the County with evidence or justification in writing for the correction of the assessment in question. In some cases, the applicant may also be required to submit a site plan or blueprint certified by an engineer or a survey prepared by a registered land surveyor to support the request for an adjustment. All documents provided must be reflective of current site conditions. The Surface Water Utility Coordinator will issue a written determination within 30 days of submittal. The applicant is allowed 30 days from receipt of the written documentation to file an appeal with the County Administrator or designee.

Please see Appendix A for the Application for Surface Water Assessment Adjustment.

Section 2 – Mitigation Credits

Some developed properties subject to the surface water assessment currently operate and maintain onsite stormwater management systems that reduce stormwater runoff impacts from the property to the County system. These facilities lessen the burden on the County to manage, maintain and operate the stormwater system.

The Mitigation Credits Policy is designed to achieve the following key objectives:

- Provide financial incentives to property owners to implement and maintain functional onsite stormwater management systems by reducing their surface water assessment; and
- Promote parcel-level best management practices that reduce stormwater runoff.

A. Mitigation Credit Eligibility

The cost of maintaining stormwater facilities within the unincorporated service area is 75% of the County's overall surface water management costs. A maximum of 75% mitigation credit may be granted to parcels with properly permitted, maintained and functional onsite stormwater management system(s).

Stormwater management systems within the agreement term limits of the Pinellas County's Adopt-A-Pond program are not eligible for mitigation credits.

Proper supporting documentation as outlined Section 2.B.2 and in the Application for Surface Water Assessment Mitigation Credit found in Appendix B must be submitted in order to receive mitigation credits. Pond schematics are available in Appendix E for clarification on pond volumes to be used in the Credit Calculation Worksheet (Appendix C).

Eligibility criteria are as follow:

1. Parcels with an onsite stormwater management system:

Parcels with an onsite stormwater management system that provides storage of stormwater prior to discharge to the County stormwater system or receiving waters may receive up to a 75% mitigation credit. The mitigation credit will be based on the percentage of the stormwater volume stored compared to volume generated from the 100-yr/24-hr storm event prior to final discharge.

2. Parcel Discharging to Tidal Waters:

Parcels that discharge directly into the tidal waters of St Joseph Sound, Clearwater Harbor, the Narrows, Boca Ciega Bay, or Tampa Bay (See Map in Appendix F) may receive up to 75% mitigation credit, based on the area of the parcel discharging directly into eligible tidal waters treated to Outstanding Florida Waters (OFW) criteria. Stormwater runoff from an area of a parcel that enters the County stormwater system or other receiving waters before entering eligible tidal waters, will not be entitled to mitigation credits unless it qualifies under Section 2.A.1 above.

3. Parcels with unique features:

Parcels with unique features which lessen the impact of runoff from the parcel to the County drainage system or surface waters will be considered on a case-by-case basis.

B. Mitigation Credit Application Requirements

1. Application Submittal Deadline

Applications for Surface Water Assessment Mitigation Credit are reviewed **between October 1st and April 1st** of each tax year. Mitigation credits will be applied to the following year's tax bill. The Surface Water Utility Coordinator will issue a written determination within 60 days of receipt of a complete application. Any applications received after April 1st will be evaluated during the next review period. Applicants are allowed 30 days from receipt of the written decision to file an appeal with the County Administrator or designee.

2. Required documentation:

All required documentation must be provided by the close of the application period (April 1st) or the application will be considered incomplete. **Applicants are encouraged to submit their application early to ensure all documentation is complete and the stormwater management system is in compliance before the application period deadline.**

In order to demonstrate the system's compliance and adequately quantify the relief provided by the parcel's stormwater treatment facility, the following must be provided:

- a. For all parcels with onsite stormwater management systems:

- Applications for Surface Water Assessment Mitigation Credit (Appendix B), signed and sealed by a licensed Professional Engineer in the State of Florida.
 - Site survey or site plan with a statement from engineer asserting that the plan is reflective of current site conditions. The survey or site plan must depict storage volume and characteristics of the stormwater treatment system.
 - Mitigation Credit Calculation Spreadsheet (see Appendix C for download instructions) describing the amount of volume generated from the site during a 100-yr/24-hr storm event [12" of rainfall] and the amount/percentage of this volume stored in the stormwater treatment facility up to the final point of discharge. Please refer to pond schematics in Appendix E for clarification on pond volumes to be used in the Mitigation Credit Calculation Worksheet.
 - Maintenance records, such as a County Maintenance Plan or Southwest Florida Water Management District (SWFWMD) certification documentation and maintenance requirements, or equivalent such as the checklist found in Appendix D. See Section 3 for additional information.
- b. For parcels discharging to tidal waters as described in section 2. A. 2, the applicant requesting mitigation credit in this category shall provide all items listed above as well as:
- The survey or site plan must depict the area of the parcel directly discharging to eligible tidal waters. This site plan shall also show any area that is discharging to the County's system or other receiving waterbodies.
 - Mitigation Credit Calculation Spreadsheet describing the percentage of the water quality treatment volume provided in comparison to the water quality treatment based on Outstanding Florida Water (OFW) criteria (use download link in Appendix C).
- c. For parcels with unique features, the applicant will need to demonstrate how the unique features on their property reduce the stormwater impact to the County's system or receiving waters by a licensed engineer, and provide as-built plans, surveys or other supporting documentation as determined by the County on a case-by-case basis.

3. Maintenance documentation requirements for Stormwater Management Systems:

Stormwater management systems must be maintained to the condition depicted in the approved site plan and all other applicable permits in order to be eligible for a mitigation credit. **The system will be inspected to ensure compliance before the mitigation credit is issued. If the system is not in compliance by the application period closing date, the application will be denied. The applicant may reapply when the system is brought into compliance.**

Failure to maintain a stormwater management system in accordance with permit and site plan requirements will result in the loss of the mitigation credit. The owner of a credited stormwater management system is responsible for notifying the County if the system is compromised or damaged in any way or is no longer complying with its site plan or permit. The owner of a credited system must also notify the County if any repair work is performed that may alter its operation.

Examples of acceptable maintenance records include a County Maintenance Plan or SWFWMD certification documentation and maintenance requirements, or equivalent such as the checklist found in Appendix D.

4. Inspections / Right of entry

In order to be eligible for a mitigation credit, the owner of the parcel must agree to allow the County to inspect the stormwater management system to ensure that it is maintained and functioning properly. The County reserves the right to inspect any system receiving a mitigation credit at any time to ensure the system is functional and compliant with all applicable site plans and permits.

C. Mitigation Credit Renewals

Mitigation credits are in effect for two years. To continue receiving mitigation credit in future years, applicants must renew their application by submitting the required documentation (current SWFWMD certification or signed Maintenance Checklist found in Appendix D) by April 1st of the year after they first received the mitigation credit and every two years thereafter. **Reapplications shall be submitted between October 1st and April 1st.** Reminder notices will be sent to existing credited parcels by September 1.

Stormwater systems will be inspected before each renewal to ensure compliance to all plans and permits.

APPENDIX A

**APPLICATION FOR
SURFACE WATER ASSESSMENT
ADJUSTMENT**

APPLICATION FOR SURFACE WATER ASSESSMENT ADJUSTMENT

PLEASE MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTATION TO

Pinellas County Surface Water Assessment

22211 US 19 N – Building 10

Clearwater, FL 33765

FOR QUESTIONS OR APPOINTMENTS, PLEASE CALL (727) 464-8759

SECTION A - APPLICANT INFORMATION

Property Owner Name:

Address:

City: State: ZIP Code:

Phone: Fax:

Email address:

SECTION B - PROPERTY INFORMATION

Name of Property (e.g. Development or Subdivision):

Parcel Identification Number (PIN):

Site Address:

City: State: ZIP Code:

SECTION C - DETAILS OF REQUEST FOR ADJUSTMENT

Type of Property ☐ Single Family ☐ Multi Family ☐ Other Residential ☐ Non Residential

Currently Billed Impervious Area (Sq. Feet):

Proposed Impervious Area (Sq. Feet):

Detailed Description of Reason for Adjustment Application:

Please attach any property maps or measurements that may be needed to determine your adjustment. A detailed topographic survey or other site specific information may be required.

APPLICATION FOR SURFACE WATER ASSESSMENT ADJUSTMENT

PLEASE MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTATION TO

Pinellas County Surface Water Assessment

22211 US 19 N – Building 10

Clearwater, FL 33765

FOR QUESTIONS OR APPOINTMENTS, PLEASE CALL (727) 464-8759

SECTION D – APPLICATION CHECKLIST

- ☐ Complete application requesting an Adjustment
- ☐ Evidence supporting the basis for the adjustments (photos, plans, etc) including the opinion of a certified professional engineer or surveyor where applicable

Incomplete applications will be denied and must be resubmitted. Please note that the County reserves the right to request additional information if necessary.

SECTION E – CERTIFICATION STATEMENTS

SIGN BELOW CERTIFYING THAT YOU HAVE READ THE FOLLOWING STATEMENTS AND UNDERSTAND EACH ONE:

I hereby certify that the information in this application is truthful and accurate.

I hereby grant the Pinellas County access to the property referenced in this document to confirm any of the information stated in this application to determine my adjustment.

Owner or representative's Signature: _____ Date: _____

For multiple owners, representative responsible for management shall sign.

SECTION F – OFFICE USE ONLY

Received by the Pinellas County, Florida, this _____ day of 20____.

Application reviewed on this _____ day of _____, 20____.

Application reviewed by: _____

Determination of Adjustment:

Currently Billed Impervious Area: _____ Square Ft

Revised Impervious Area: _____ Square Ft

APPENDIX B

APPLICATION FOR

SURFACE WATER ASSESSMENT

MITIGATION CREDIT

APPLICATION FOR SURFACE WATER ASSESSMENT MITIGATION CREDIT
PLEASE MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTATION TO
Pinellas County Surface Water Assessment
22211 US 19 N – Building 10
Clearwater, FL 33765
FOR QUESTIONS OR APPOINTMENTS, PLEASE CALL (727) 464-8759

SECTION A - APPLICANT INFORMATION

Property Owner Name:

Address:

City: State: ZIP Code:

Phone: Fax:

Email address:

SECTION B - APPLICANT'S ENGINEER

Name: PE License #

Address:

City: State: Zip Code:

Phone: Fax:

Email address:

SECTION C - PROPERTY INFORMATION

Name of Property (e.g. Development or Subdivision):

Parcel Identification Number (PIN):

Site Address:

City: State: ZIP Code:

SECTION D - MITIGATION CREDIT ELIGIBILITY

Check Mitigation Credit Category Applicable to the Property:

- ☐ Private stormwater management facility
- ☐ Parcel discharging to eligible tidal waters
- ☐ Parcel with unique features

Continue to next page

APPLICATION FOR SURFACE WATER ASSESSMENT MITIGATION CREDIT

PLEASE MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTATION TO

Pinellas County Surface Water Assessment

22211 US 19 N – Building 10

Clearwater, FL 33765

FOR QUESTIONS OR APPOINTMENTS, PLEASE CALL (727) 464-8759

SECTION E – APPLICATION CHECKLIST

Completed applications must be submitted by April 1st of each tax year. The subject stormwater management system must be in compliance with all applicable site plans and permits to be considered. Contact Pinellas County at 727-464-8759 for more information. Please note that the County reserves the right to request additional information if necessary.

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF):

- ☐ Site survey or site plan with a statement by a licensed engineer asserting that the plan is reflective of current site conditions. The survey or site plan must depict storage volume and characteristics of the stormwater treatment system.
- ☐ Mitigation Credit Calculation Spreadsheet describing the amount of runoff generated from the site during a 100-yr/24-hr storm event [12"] and the amount/percentage of this volume stored in the stormwater treatment facility (See Appendix C of the policy for download instructions).
- ☐ Maintenance records such as current South West Florida Water Management District certification or signed Stormwater Management System Maintenance Checklist (Appendix D).
- ☐ The list of parcels applying for a mitigation credit if applicable.

For parcels discharging to eligible Tidal Waters:

- ☐ All items above and,
- ☐ The survey or site plan must depict the area of the parcel directly discharging to eligible tidal waters. This site plan shall also show any area that is discharging to the County's system or other receiving waterbodies.
- ☐ Mitigation Credit Calculation Spreadsheet shall include the percentage of the water quality treatment volume provided in comparison to the water quality treatment based on OFW criteria for the portion of the parcel that discharges directly to eligible tidal waters.

Continue to next page

APPLICATION FOR SURFACE WATER ASSESSMENT MITIGATION CREDIT
PLEASE MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTATION TO

Pinellas County Surface Water Assessment

22211 US 19 N – Building 10

Clearwater, FL 33765

FOR QUESTIONS OR APPOINTMENTS, PLEASE CALL (727) 464-8759

SECTION F – CERTIFICATION STATEMENTS

SIGN BELOW CERTIFYING THAT YOU HAVE READ THE FOLLOWING STATEMENTS AND UNDERSTAND EACH ONE:

- The information in this application is truthful and accurate.
- The stormwater management system presented in this application is not currently enrolled in the Pinellas County Adopt-A- Pond Program.
- The credited stormwater management system will stay in compliance with its site plan and permit requirements.
- I hereby grant Pinellas County staff access to the property referenced in this document to inspect the facility or facilities proposed for a mitigation credit.
- I will notify Pinellas County should any destruction or damage occur to the facility referenced in this mitigation credit application that prevents it from performing as credited.
- The credited stormwater management system complies with and is maintained in accordance with all permit and site plan requirements.

Owner or representative's Signature: _____ Date: _____

For multiple owners, representative responsible for management may sign.

Engineer's Signature: _____ Date: _____ Affix Seal Here

P.E. License Number: _____

SECTION G – OFFICE USE ONLY

Received by the Pinellas County, Florida, this _____ day of _____, 20_____.

Application reviewed on this _____ day of _____, 20_____.

Application reviewed by: _____

TOTAL SURFACE WATER ASSESSMENT MITIGATION CREDIT: _____

APPENDIX C

Mitigation Credit Calculation Spreadsheet

Pinellas County has developed a Mitigation Credit Calculation Spreadsheet to facilitate the application process. This spreadsheet can be found at www.pinellascounty.org/surfacewater

Please contact Pinellas County Staff at 727-464-8759 with any questions.

APPENDIX D

STORMWATER MANAGEMENT SYSTEM MAINTENANCE CHECKLIST

The following list is not intended to be comprehensive. Applicants should refer to the site plan and any applicable permits to ensure the facilities remain in compliance. The following are examples of typical maintenance activities necessary to maintain stormwater management systems in proper functioning order.

- Structural Repairs and Replacement –Any damage to structures (i.e. cracks, leaks, or failure) must be repaired promptly.
- Blockages and Sediment removal- Remove sediment or any blockage from pipes, channels, spillways, inlets, outlets, underdrains, exfiltration systems and basins as needed to maintain proper flow and storage volume.
- Erosion and Structural Repair – Side slopes, spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, revegetating, and/or compacting may be required to correct erosion problems.
- Debris and Litter Removal –This is required to prevent the pond structures from clogging and failing. All stream and ditches within the stormwater system should also be inspected periodically for blockages and cleaned accordingly.
- Mowing – Side slopes, embankments, emergency spillways, and other grassed areas of stormwater Control Measures should be periodically mowed according to all applicable site plans and/or permits
- Nuisance Control – Standing water or soggy conditions within a “dry” system can create nuisance conditions such as odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionality is required.
- Plantings - Maintain plants as required by the site plan and/or permits.
- Outlet Control – Maintain outlet control devices to ensure function as per design.

I certify that the stormwater management system depicted in the Application for Surface Water Assessment Mitigation Credit Application is currently operating and is currently maintained in accordance with all applicable site plans and/or permits.

Name of owner: _____

Signature: _____

Date: _____

Appendix E – Stormwater Management Systems Schematics

- 1- Typical Dry Pond**
- 2- Typical Wet Pond**
- 3- Typical Dry Pond with an Open Weir**
- 4- Typical Wet Pond with an Open Weir**

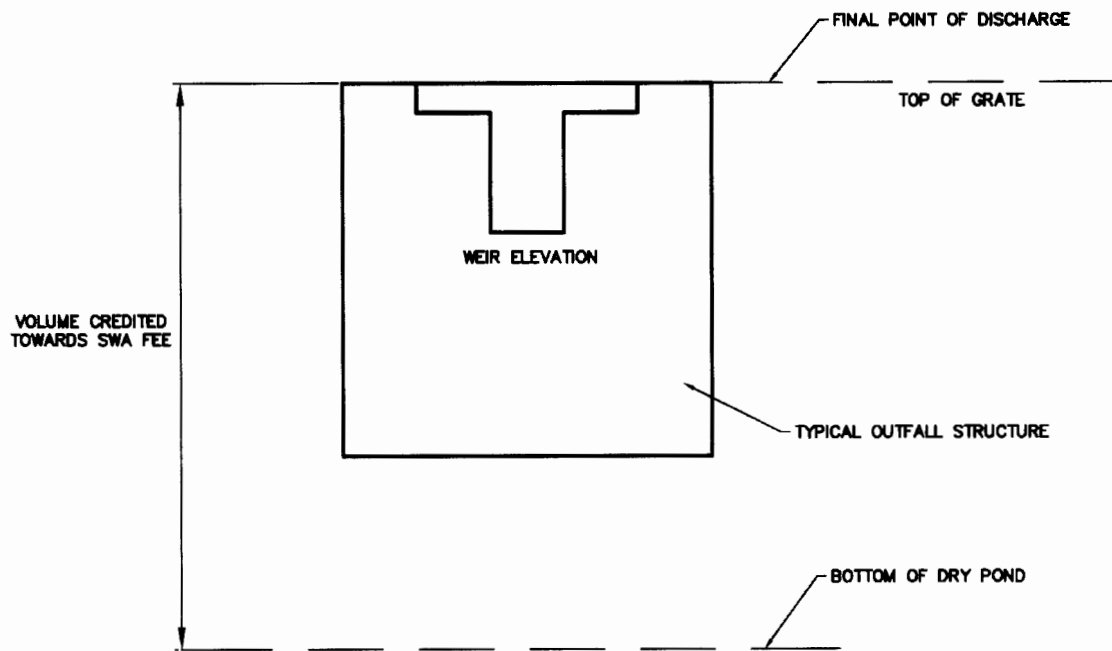


FIG. 1 : TYPICAL DRY RETENTION POND
N.T.S.

TYPICAL DRY RETENTION POND



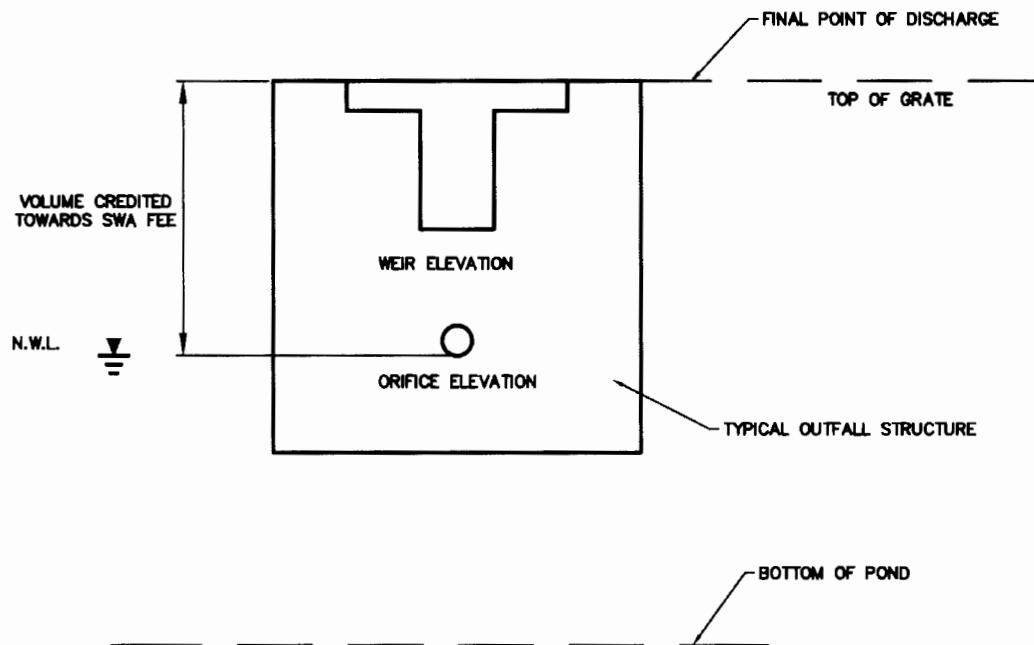


FIG. 2 : TYPICAL WET RETENTION POND
N.T.S.

TYPICAL WET RETENTION POND



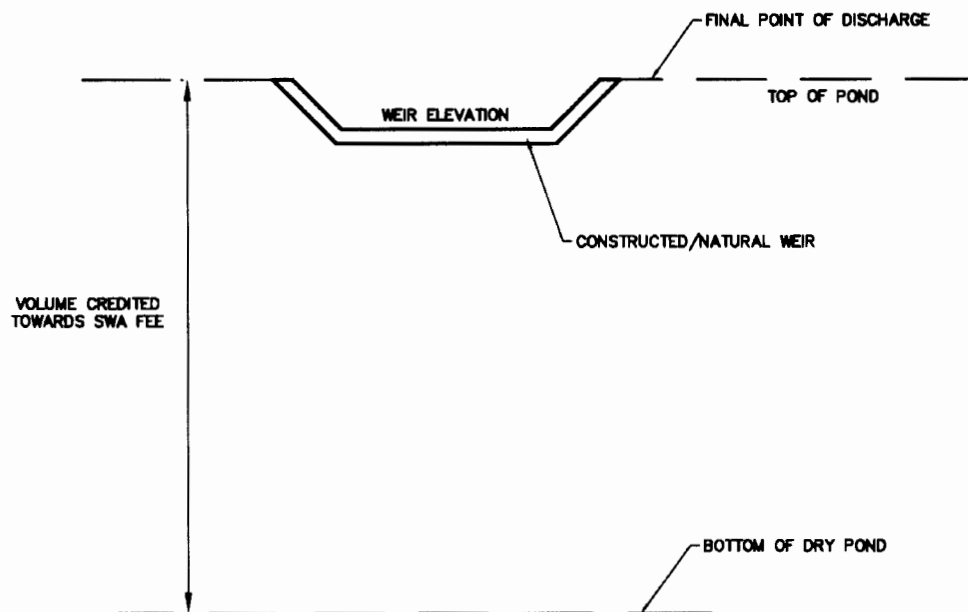


FIG. 3 : TYPICAL DRY POND WITH AN OPEN WEIR
N.T.S.

TYPICAL DRY POND WITH AN OPEN WEIR



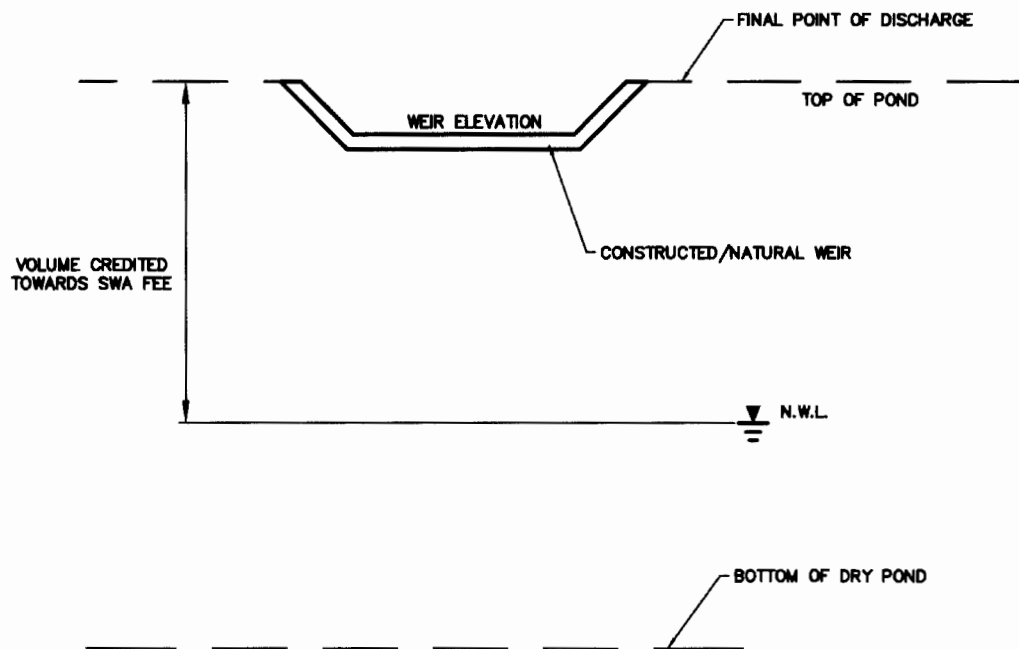


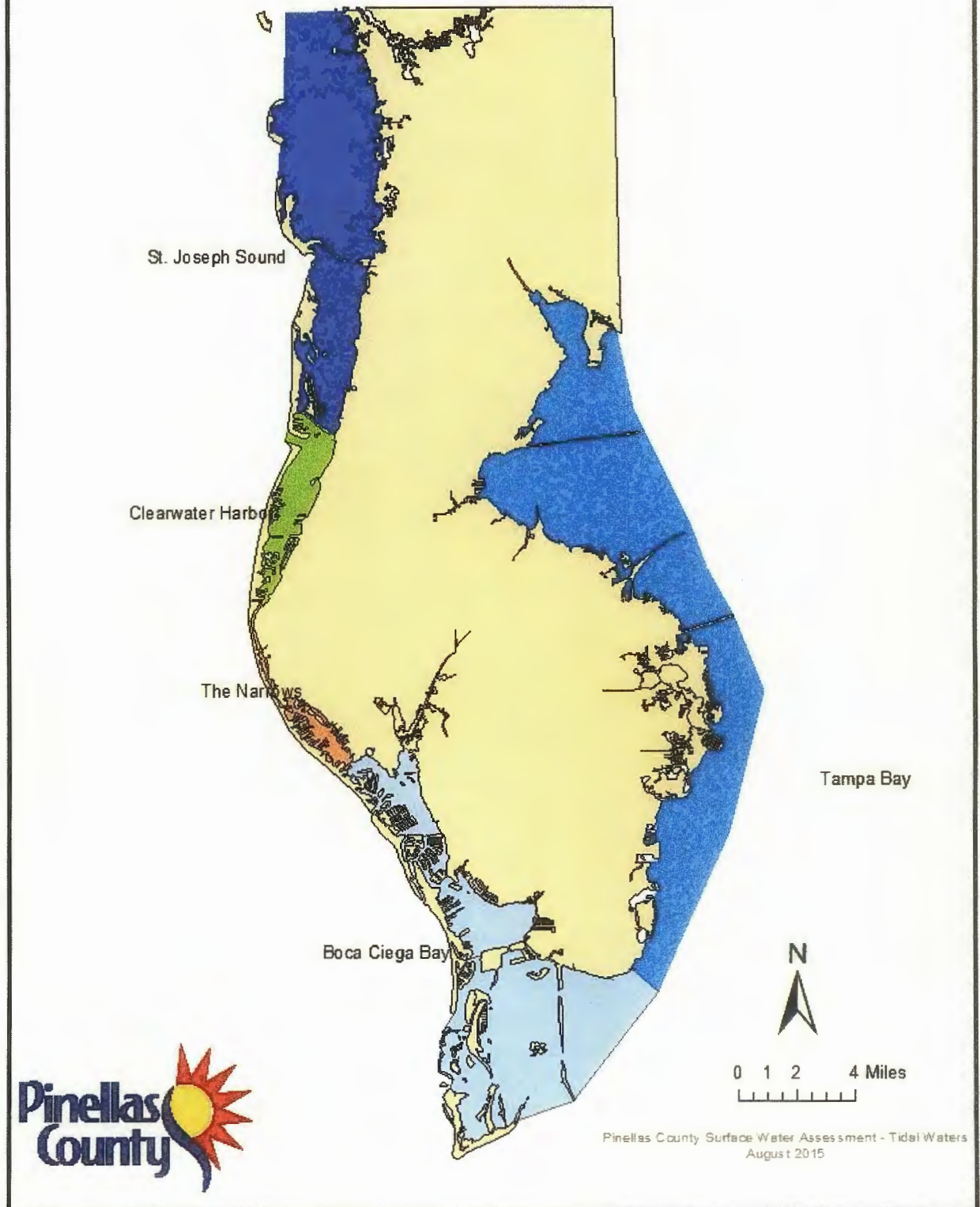
FIG. 4 : TYPICAL WET POND WITH AN OPEN WEIR
N.T.S.

TYPICAL WET POND WITH AN OPEN WEIR



Appendix F

Pinellas County Surface Water Assessment Eligible Tidal Waters



**PINELLAS COUNTY
SURFACE WATER UTILITY
ADJUSTMENTS AND MITIGATION CREDITS
POLICIES AND PROCEDURES MANUAL**



Department of Public Works
Department of Environment and Infrastructure
Transportation & Stormwater Division
Natural Resources Section Division

August 2015~~October 7, 2014~~

Introduction

The purpose of this Manual is to describe the policies set forth by Pinellas County concerning Surface Water Assessment Adjustments and Mitigation Credits. Pinellas County established a Surface Water Utility, its Master Surface Water Utility Ordinance No. 13-14 and Rate Resolution No. 13-60, collectively referred to below as the Surface Water Utility. The Surface Water Utility allows the County to establish and collect assessments for the surface water services provided by the County, and also provides opportunities for Adjustments and Mitigation Credits. This Manual provides technical and administrative assistance in the application process.

Pinellas County established Master Surface Water Utility Ordinance No. 13-14, Initial Rate Resolution No. 13-60, and Final Surface Water Rate Resolution No. 13-136. These documents provide for the establishment and the collection of assessments for surface water services provided by the County. The purpose of this manual is to describe the policies set forth by Pinellas County for surface water assessment adjustments and mitigation credits.

This entire revised Mitigation Policy shall apply exclusively to adjustments and mitigation credits for Surface Water Fees and Assessments for FY 2017 (beginning October 1, 2016) and subsequent fiscal years, unless the Policy is subsequently amended. Accordingly, this revised Policy does not apply to adjustments or mitigation credits for Surface Water Fees and Assessments adopted pursuant to the FY 2016 Annual Surface Water Rate Resolution by the Board of County Commissioners on September 10, 2015.

It is the Board of County Commissioner's intent that the County Administrator or his or her designee has authority to make administrative and procedural revisions to this Policy. Therefore, the County Administrator or his or her designee shall have authority to amend the following Sections and Appendices of this Policy: Sections 1B (Application for Adjustment); 2B (Mitigation Credit Application Requirements); 2C (Mitigation Credit Renewals); Appendix A (Application for Surface Water Assessment Adjustment); Appendix B (Application for Surface Water Assessment Mitigation Credit); Appendix C (Mitigation Credit Calculation Spreadsheet); and Appendix D (Stormwater Management System Maintenance Checklist), as may be renamed or renumbered from time to time. The County Administrator or his or her designee shall also have authority to add new sections or appendices of an administrative and procedural nature to this Policy.

Section 1 - Adjustments

Applications accepted 9/1 to 10/1 yearly

Impervious Area Measurement Adjustment

~~Adjustments may be available to Customers through the appeals process specified in Section 5.04 of the Pinellas County Master Surface Water Utility Ordinance. An Adjustment is a change to correct a parcel's impervious area square footage and the associated overcharge or undercharge of a customer's Surface Water Assessment. Adjustments are not to be confused with Credits, which are intended to reduce the Assessment by a percentage reflecting the benefit provided by the Customer to the County's efforts to operate and maintain the Stormwater Management System.~~

An **Adjustment** adjustment is a change to correct a parcel's impervious area square footage and the associated overcharge of the parcel's surface water assessment. Adjustments are not to be confused with mitigation credits. Mitigation credits are intended to reduce the assessment by the percentage reflecting the reduction in impact to the County system. Adjustments may be available through the appeals process specified in Section 5.04 of the Pinellas County Master Surface Water Utility Ordinance (No. 13-14).

The County has applied County Property Appraiser data and GIS technology to determine the estimated impervious area for all properties within the County assessment service area. ~~Limits. This was accomplished by~~ using both direct measurement for non-single family residential properties and Pinellas County Property Appraiser structural elements and extra feature data records for single-family residential properties. A property owner or representative may apply for an adjustment and must demonstrate the impervious area used for the Equivalent Residential Unit (ERU) designation on the subject property is incorrect to receive an adjustment. Adjustments may be granted for pervious or semi-pervious pavement based on the runoff coefficients referenced in the Florida Department of Transportation Standard Specifications.

~~A customer may apply for an adjustment if the customer believes and can demonstrate the impervious area used for the Equivalent Residential Unit (ERU) designation on the subject property is incorrect.~~

Application for Adjustment

~~Any Customer determining that their property qualifies for an Adjustment shall submit the form in Appendix A to the Surface Water Utility Coordinator by between September 1 and October 1. As part of the submission, the Customer must provide the County with evidence or justification in writing for the correction of the Assessment in question. In some cases, the Customer may also be required to submit, at his or her expense, a survey prepared by a registered land surveyor or other information such as plans or blueprints to support the~~

~~request for an Adjustment. The Surface Water Utility Coordinator will issue a written determination within 60 days of filing. The Customer is allowed 30 days from service of the written decision to file an appeal with the County Administrator or his designee.~~

Property ~~(XHD)~~ owners seeking an adjustment shall submit an Application for Surface Water Assessment Adjustment to the Surface Water Utility Coordinator **between October 1st and April 1st** of each tax year. As part of the submission, the applicant must provide the County with evidence or justification in writing for the correction of the assessment in question. In some cases, the applicant may also be required to submit a site plan or blueprint certified by an engineer or a survey prepared by a registered land surveyor to support the request for an adjustment. All documents provided must be reflective of current site conditions. The Surface Water Utility Coordinator will issue a written determination within 30 days of submittal. The applicant is allowed 30 days from receipt of the written documentation to file an appeal with the County Administrator or his designee.

Please see Appendix A for the Application for Surface Water Assessment Adjustment.

Section 2 – Mitigation Credits

Applications accepted 10/1 to 4/1 yearly

~~Applicants are strongly encouraged to call Pinellas County well before the deadline [KHL6] at 727-464-8759 to go over the submittal requirements and timing of delivery.~~

~~The County recognizes that~~ Some developed properties subject to the Surface Water Assessment currently operate and maintain onsite stormwater management systems~~facilities~~ that ~~can~~ reduce stormwater runoff impacts from the ~~subject~~ property to the County system. These facilities ~~help reduce~~lessen the burden on the County to manage, maintain, and operate the stormwater system.

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

- Provide financial ~~and environmental~~ incentives to ~~customers~~property owners to implement and maintain functional onsite stormwater management ~~systems~~facilities; ~~by reducing their surface water assessment and to promote parcel characteristics that mitigate stormwater runoff to help the County meet its stormwater management goals; and~~
- ~~Provide an opportunity for customers to reduce their Surface Water Assessment.~~
- Promote parcel-level best management practices that reduce stormwater runoff.

A. Mitigation Credit ~~Rationale and Eligibility~~

Surface Water Assessment Mitigation Credits may be granted to parcels who ~~meet~~ [KHL7] criteria described in Mitigation Credit Eligibility below:

~~1. Zero~~ [KHL8] ~~discharge parcels:~~

~~The parcel does not discharge any runoff during a 100yr/24hr event to any portion of the County right-of-way, drainage system or receiving waters. Runoff from the 100yr/24hr event is totally retained within the parcel's stormwater management system. Parcels which do not discharge stormwater runoff during a 100yr/24hr storm event impose no direct stormwater maintenance burden on the County's system or receiving waters. This provides a savings to the County on the cost of maintaining the non-transportation related stormwater facilities which is estimated at 75% of the County's overall surface water management costs.~~

~~2. Non-residential parcels with a stormwater treatment facility:~~

~~The parcel has a properly permitted, maintained and functional onsite Stormwater Management System which treats and attenuates stormwater prior to discharge to the County right-of-way or stormwater system over which the County has maintenance responsibility. The parcel may receive up to a 75% mitigation credit,~~

based on the percentage of the stormwater runoff **retained or detained** from the 100yr/24hr storm event that the parcel generates prior to discharge into a County system.

3. ~~Special District and Association parcels which contribute to the maintenance of privately owned community stormwater management facilities:~~

~~Parcels located within a Community Development District, Civic Association (Homeowners Association or Property Owners Association), or Special District that provides maintenance to non-County owned stormwater management facilities which accept drainage from the parcel. These properties will fall into one of the two following categories:~~

- ~~a. The Community does not include any County owned or maintained drainage or right-of-ways. All drainage and right-of-way facilities are privately owned and maintained. All stormwater runoff generated from the 100yr/24hr storm event is routed to the community's stormwater treatment facilities and is **retained or detained** on site. The parcel may receive up to a 75% mitigation credit, based on the percentage of the stormwater runoff retained or detained from the 100yr/24hr storm event that the parcel generates prior to discharge into a County system.~~
- ~~b. The community owns and maintains private drainage, but does include County owned or maintained right-of-way and associated drainage. The parcel may receive up to a 37.5% mitigation credit (or 50% of the County's Operation and Maintenance Costs), based on the percentage of the stormwater runoff **retained or detained** from the 100yr/24hr storm event that the parcel generates prior to discharge into a County system or receiving waters.~~

~~Parcels qualifying in these two categories will be credited on a pro-rata basis on the number of parcels within the community that drain to the private stormwater management facility. The HOA may submit one common application on behalf of the residents whose properties drain to the stormwater management facility.~~

The ~~max~~ cost of maintaining stormwater facilities within the unincorporated service area is 75% of the County's overall surface water management costs. A maximum of 75% mitigation credit may be granted to parcels with properly permitted, maintained and functional onsite stormwater management system(s).

Stormwater ~~management~~ systems within the agreement term limits of the Pinellas County's Adopt-A-Pond program are not eligible for mitigation credits.

Proper supporting documentation as outlined Section 2.B.2 and in the Application for Surface Water Assessment Mitigation Credit found in Appendix B must be submitted in order to receive mitigation credits. Pond ~~schematic~~ schematics are available in Appendix E

for clarification on pond volumes to be used in the Credit Calculation Worksheet (Appendix C).

Eligibility [KHL12] criteria are as follow:

1. Parcels with an onsite stormwater management system:

Parcels with an onsite stormwater management system that provides storage of stormwater prior to discharge to the County stormwater system or receiving waters may receive up to a 75% mitigation credit. The mitigation credit will be based on the percentage of the stormwater volume stored compared to volume generated from the 100-yr/24-hr storm event prior to final discharge.

2. Parcel Discharging to Tidal Waters:

Parcels that discharge directly into the tidal waters of St Joseph Sound, Clearwater Harbor, the Narrows, Boca Ciega Bay, or Tampa Bay (See Map in Appendix F) may receive up to 75% mitigation credit, based on the area of the parcel discharging directly into eligible tidal waters treated to Outstanding Florida Waters (OFW) criteria. Stormwater runoff from an area of a parcel that enters the County stormwater system or other receiving waters before entering eligible tidal waters, will not be entitled to mitigation credits unless is qualifies under Section 2.A.1 above.

4.3. Parcels with unique features [KHL13]:

Parcels with unique features which lessen the impact of runoff from the parcel to the County drainage system or surface waters will be considered on a case-by-case basis:

5. Parcel [KHL14] **Discharging to Tidal Waters:**

~~Parcels that directly discharge to tidal waters, without first discharging into the County's system or receiving waters, shall be credited up to a maximum of 75% credit based on the water quality treatment being provided on site using the Outstanding Florida Waters (OFW) criteria. Credit in this category shall only apply to the area of the parcel not discharging into the County's MS4 or surface waters.~~

Condition	Mitigation Credit [KHL15]
1. Zero discharge from 100yr/24hr event.	75%
2. Certified private stormwater management facility	Up to 75% based on % retention/detention of 100yr/24hr storm event
3.—	

a. Privately maintained community with stormwater management facility	Up to 75%
b. County maintained community with private stormwater management facility	Up to 37.5%
	based on % retention/detention of 100yr/24hr storm event
4.3. Parcel with unique features	Up to 37.5%
5.4. Parcels discharging to tidal waters	Up to 75% based on % of treatment provided in accordance with OFW criteria

These above mitigation credits are not cumulative. Maximum Mitigation Credit will be 75%. Requests for mitigation credits with supporting documentation must be submitted to Pinellas County to obtain the credit.

It is important to note that if a property does not retain or detain the entire volume generated from the 100-year storm event, they are still eligible for a credit based on the percentage of the 100-year event that is retained or detained on site.

The table below shows the credit a parcel could receive based on the volume generated by a particular storm event that is **retained or detained** on site:

Storm [KHL16]	
Event Retained or Detained	Credit Received
2-yr-24-hr	28%
2.33-yr-24 hr	31%
5-yr-24-hr	38%
10-yr-24-hr	47%
25-yr-24-hr	56%
50-yr-24-hr	63%
100-yr-24-hr	75%

B. Mitigation Credit Application Requirements

1. Application Submittal Deadline

~~Applications~~ [KHL17] for Surface Water Assessment Mitigation Credits ~~shall be submitted~~ are reviewed between October 1st and April 1st. Mitigation credits will be applied to the following year's tax bill. The Surface Water Utility Coordinator will issue a written determination within 60 days of receipt of a complete application. Any applications received after April 1st will be evaluated during the next review period. Applications received between October 1, 2014 and December 31st, 2014 will be applied retroactively to the 2014 tax bills, and refunds will be issued as necessary. Applications received between January 1, 2015 and April 1, 2015 will be applied to the 2015 tax bills. In subsequent years, applications received will be applied to the following tax bill. For example, an application received in March 2016 will be considered for the 2016 tax roll. Any applications received outside of the approved period will be kept on file and considered in the following year's Credit Application period. Staff will still provide input on the documentation submitted as necessary, but the official review process will not begin until the start of the next application period. The Surface Water Utility Coordinator will issue a written determination within 60 days of filling a complete application, or 60 days after the beginning of the review period, whichever comes last. The Customer is Applicants are allowed 30 days from service receipt of the written decision to file an appeal with the County Administrator or ~~his~~ designee.

The timeline below shows the dates for submittal and processing of credit applications, beginning with the 2016 credit application period:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Credit applications Accepted												
Credits processed												
	During this period staff will be available to receive and review applications. Credits approved during this time will be applied to the upcoming tax roll. Credits are not applied retroactively.											
	During this period staff will be available to receive applications that will be held for the following tax year. Staff will provide comments back to applicants to ensure their applications are complete for upcoming processing period.											
	During this period staff will be preparing the assessment roll and ensuring the approved credits are reflected on the applicants TRIM notice.											

2. Required documentation:

All required documentation must be provided by the close of the application period (April 1st) or the application will be considered incomplete. Applicants are encouraged to submit their application early to ensure all documentation is complete and the stormwater management system is in compliance before the application period deadline.

3.

3.—In order to demonstrate the system's compliance and adequately quantify the relief provided by the parcel's stormwater treatment facility, the following must be provided:

a. For all parcels with onsite stormwater management systems:

- Applications for Surface Water Assessment Mitigation Credit (Appendix B), signed and sealed by a licensed Professional Engineer in the State of Florida.
- Site survey or site plan with a statement from engineer asserting that the plan is reflective of current site conditions. The survey or site plan must depict storage volume and characteristics of the stormwater treatment system.

- Mitigation Credit Calculation Spreadsheet (see Appendix C for download instructions) describing the amount of volume generated from the site during a 100-yr/24-hr storm event [12" of rainfall] and the amount/percentage of this volume stored in the stormwater treatment facility up to the final point of discharge. Please refer to pond schematics in Appendix E for clarification on pond volumes to be used in the Mitigation Credit Calculation Worksheet.
- Maintenance records, such as a County Maintenance Plan or Southwest Florida Water Management District (SWFWMD) certification documentation and maintenance requirements, or equivalent such as the checklist found in Appendix D. See Section 3 for additional information.

b. For parcels discharging to tidal waters as described in section 2. A. 2, the applicant requesting mitigation credit in this category shall provide all items listed above as well as:

- The survey or site plan must depict the area of the parcel directly discharging to eligible tidal waters. This site plan shall also show any area that is discharging to the County's system or other receiving waterbodies.
- Mitigation Credit Calculation Spreadsheet describing the percentage of the water quality treatment volume provided in comparison to the water quality treatment based on Outstanding Florida Water (OFW) criteria (use download link in Appendix C).

a. ~~For [KHL18] categories 1-3, proper documentation that demonstrates that the site **retains or detains** the runoff generated from the parcel under the 100yr/24hr storm event must be submitted by an Engineer licensed in the state of Florida.~~

~~All required documentation must be provided by the close of the application period or it will be considered incomplete. Applicants [KHL19] are strongly encouraged to work with County staff and submit their documentation early. In order to adequately quantify the relief provided by the parcel's stormwater treatment facility, the following must be provided:~~

- ~~Approved County Site Plan showing topographic details, overland flow paths, all stormwater facilities, and surrounding area [KHL20].~~
- ~~Site Survey OR Site Plan signed and sealed by a licensed surveyor or engineer asserting that the plan is reflective of current site conditions.~~

The survey or site plan must depict storage volume and characteristics of the stormwater treatment system. Staff will be available to provide any plans or calculations that the County may have on file.

- ~~Signed~~ [KHL21] and sealed calculations accurately describing the amount of runoff generated from the site during a 100yr/24hr storm event [12"] and the amount/percentage of this volume stored in the stormwater treatment facility. Staff will provide the impervious area used to calculate the parcels ERU if requested.
- ~~A~~ [KHL22] report that clearly describes how the stormwater facility functions for storm events the facility is designed to control.
- ~~Maintenance records to verify the County approved~~ [KHL23] maintenance plan is being followed, such as a County Maintenance Plan or SWFWMD certification documentation and maintenance requirements.
- ~~The list of parcels applying for a Mitigation Credit if applicable~~ [KHL24]:

~~b.a.C. For category 4 properties (P~~ parcels with unique features), the applicant [KHL25] will need to demonstrate how the any unique features on their property reduce the stormwater impact to the County's system or receiving waters either with a licensed engineer, or provide as-built plans, surveys or other supporting documentation as determined by the County on a case-by-case basis.

~~c. For category 5 properties (parcel that discharge to tidal waters), the applicant requesting credit in this category shall provide the following documentation to support their credit application:~~

- ~~Site~~ [KHL26] Survey OR Site Plan signed and sealed by a licensed surveyor or engineer asserting that the plan is reflective of current site conditions. The survey or site plan must depict storage volume and characteristics of the stormwater treatment system., as well as the area of the parcel directly discharging to tidal waters. This site plan shall also show any area that is discharging to the County's system or receiving waters.
- ~~Signed~~ [KHL27] and sealed calculation describing the percentage of the water quality treatment volume provided in comparison to the water quality treatment based on OFW criteria.

- ~~Appropriate~~ [KHL28] documentation showing the treatment volume provided in the stormwater management system on the parcel.
- ~~A~~ [KHL29] report that clearly describes how the stormwater facility functions for storm events the facility is designed to control.
- ~~Maintenance records to verify the County approved maintenance plan is being followed, such as a County Maintenance Plan or SWFWMD certification documentation and maintenance requirements.~~
- ~~The~~ [KHL30] list of parcels applying for a Mitigation Credit if applicable.

3. Maintenance ~~agreement and~~ documentation requirements for Stormwater Management Systems:

Stormwater management systems must be maintained to the condition depicted in the approved site plan and all other applicable permits in order to be eligible for a mitigation credit. **The system will be inspected to ensure compliance before the mitigation credit is issued. If the system is not in compliance by the application period closing date, the application will be denied. The applicant may reapply when the system is brought into compliance.**

Failure to maintain a stormwater management system in accordance with permit and site plan requirements will result in the loss of the mitigation credit. The owner of a credited stormwater management system is responsible for notifying the County if the system is compromised or damaged in any way or is no longer complying with its site plan or permit. The owner of a credited system must also notify the County if any repair work is performed that may alter its operation.

Examples of acceptable maintenance records include a County Maintenance Plan or SWFWMD certification documentation and maintenance requirements, or equivalent such as the checklist found in Appendix D.

~~An~~ [KHL31] owner of a Stormwater Management System must agree in writing to maintain the credited System to County Standards as depicted in the site's approved site plan and all other applicable standards and state law in order to be eligible for Credit. Failure to maintain a Stormwater Management System in compliance to County Standards will result in the loss of the Credit and possible surcharge to recapture improper credits. The owner of a credited Stormwater Management System is responsible for notifying the County if the system is

compromised or damaged in any way or is no longer complying with state law or County Standards. The owner of a credited System must also notify the County if any repair work is performed that may alter its operation.

The [KHL32] owner of a credited System must comply with all applicable maintenance practices below that are relevant to the credited facility. The following list is not intended to be comprehensive. Customers are referred to the Land Development Code and those documents incorporated therein by reference for specific minimum maintenance requirements.

- ~~Debris and Litter Removal~~—This activity must be performed after storm events totaling approximately two inches over a 24-hour period or as needed in order to prevent the structure from clogging and failing and to prevent a public nuisance.
- ~~Erosion and Structural Repair~~—Side slopes, emergency spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, revegetating, compacting and/or installing or replenishing rip-rap may be required to correct erosion problems that develop.
- ~~Mowing~~—Side slopes, embankments, emergency spillways, and other grassed areas of stormwater Control Measures should be periodically mowed to prohibit woody growth and to prevent grass from growing over twelve (12) inches in height. More frequent mowing may be required in residential areas by adjacent homeowners or to meet the State of Florida standards. Native grasses, which are water-tolerant, pest-tolerant, and slow growing, are recommended.
- ~~No Blockages~~—Remove sediment or any blockage from pipes, channels, spillways, inlets and outlets as needed to keep the Control Measure in proper working condition.
- ~~Nuisance Control~~—Standing water or soggy conditions within a “dry” Stormwater Control Measure can create nuisance conditions for nearby residents, as defined in the Land Development Code. Common nuisance conditions may include odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionality is required to control these potential problems. In addition, well-maintained and established wetland plants in wet detention ponds or bird nesting boxes around the pond can provide a habitat for birds and predacious insects and fish that can actively serve as a natural check on nuisance insects such as mosquitoes. Cyclical alteration of the water level in the pond or installation of aeration/agitation features will also disrupt most unwanted larval growth.

- ~~Outlet Control—Maintain outlet control devices to ensure proper functioning in the control of stormwater velocities at the outlet of the Stormwater Control Measure. Re-vegetating and/or replenishing or installing rip-rap may be required to correct erosion problems at the outlet of Stormwater Control Measure pipes.~~
- ~~Removal of Log Jams and Debris—All stream and ditches within the stormwater system should be inspected periodically for blockages. If identified, the blockages and debris should be removed as quickly as practicable.~~
- ~~Sediment Removal—This activity is to be performed as needed or as required by the County to ensure proper working order of the Control Measure and its related Stormwater Control Measure features (channels, pipes, etc.). Sediment removal is also required to maintain the required storage volume according to the Land Development Code and those documents incorporated therein by reference.~~
- ~~Structural Repairs and Replacement—Eventually, stormwater control structures will deteriorate and must be replaced. Major structural damage to outlet structures (i.e. cracks, leaks, or failure) must be repaired as soon as possible.~~

4. Inspections / Right of entry

In order to be eligible for a mitigation credit, the owner of the parcel must agree to allow the County to inspect the stormwater management system to ensure that it is maintained and functioning properly. The County reserves the right to inspect any system receiving a mitigation credit at any time to ensure the system is functional and compliant with all applicable site plans and permits.

Each [KHL33] ~~Customer that has applied for and received a mitigation credit for a Stormwater Management System has the private responsibility to inspect and repair their system to ensure that it is functioning as credited. In addition, the County reserves the right to inspect any system receiving a credit at any time. If the field inspection proves that any of the annual documentation submitted for continuation of the Credit is not accurate, or the system is not maintained, or if the system is not operating as credited, the Credit will be forfeited, and the Customer must repay the County in the form of a surcharge the amount of Credit received during the period for which the County determines the system was out of compliance.~~

~~Inspections will be performed at the discretion of the County to assure that a Stormwater Management System is operating as credited (no blockage due to excessive sediment accumulation, logs, or debris; proper vegetative coverage, etc).~~

~~In order to be eligible for a mitigation credit, the owner of the parcel must agree to allow the County to inspect the Stormwater Management System to ensure that they are maintained and functioning properly.~~

[KHL34]

C. Mitigation Credit Renewals

~~Mitigation~~ [KHL35] credits are in effect for two years. To continue receiving mitigation credit in future years, applicants must renew their application by submitting the required documentation (current SWFWMD certification or signed Maintenance Checklist found in Appendix D) by April 1st of the year after they first received the mitigation credit and every two years thereafter. **Reapplications shall be submitted between October 1st and April 1st.** Reminder notices will be sent to existing credited parcels by September 1.

~~Stormwater systems will be inspected before each renewal to ensure compliance to all plans and permits.~~

~~Mitigation Credits granted to a Customer for an existing or new Stormwater Management System are in effect for two years. In order to continue receiving Credit in future years, a Customer must renew their application every 24 months from the original date of acceptance. **Reapplications shall be submitted between October 1st and April 1st.** The required documentation consists of the following:~~

- ~~• Biennial inspection report from an independent Professional Engineer licensed to practice engineering in the State of Florida — Current SWFWMD recertifications may be submitted to fulfill this requirement.~~

~~Stormwater systems will be inspected to ensure compliance to all plans and permits.~~

Appendix A - APPLICATION FOR SURFACE WATER ASSESSMENT ADJUSTMENT

[KHL36]

Instructions and Forms for Adjustments

[KHL37]

Instructions

Applicants must fill out the Adjustment Form contained in Appendix A.1 and submit the items listed in the Checklist. Please note that the County reserves the right to request additional information if necessary to determine the adjustment.

Applicants should fill out the entire form as completely as possible. The following directions apply to each section of the form.

Section A

Please submit the information requested by the Application including Property Owner, Physical Address, Contact Information and a copy of the most recent Assessment from the Pinellas County.

Section B

Please submit the information requested concerning the Applicant's Engineer or Surveyor (if applicable) including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property. If the property address is different from the Owner address in Section A, please include in Section C.

Section D

Please list your requested change of impervious area in the appropriate spaces. In addition, please attach all documentation needed to justify your claim for an adjustment. Additional information may include:

- A map and/or aerial photograph of the property—Google Maps or Pinellas County Property Appraiser Website are acceptable sources.

- ~~Official property measurements such as site plan, building plans, etc. Official property measurements shall be determined from surveys, certified as-builts or plans, or similar types of documents.~~
- ~~If necessary for more complex sites, a complete site survey by a registered surveyor or engineer~~

Section E

~~A checklist for completion of the application is included in Section E. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the County may request that you re-submit the form before making a determination on the adjustment.~~

Section F

~~Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. This section must be complete in order for your application to be processed.~~

Section G

~~Please sign and date that you have completed the application for an adjustment. If multiple owners exist for the property, all owners must sign this form in order to grant the adjustment.~~

Section H

~~Section H is for office use only by Pinellas County staff.~~

Appendix B - Instructions and Forms for ^[KHL38] Mitigation Credits

APPLICATION FOR SURFACE WATER ASSESSMENT MITIGATION CREDIT ^[KHL39]

Applicants applying for a Stormwater Facility Mitigation Credit for the first time must fill out the Credit Application contained in Appendix B.1 and submit the items listed in the Credit Application Checklist. Please note also that the County reserves the right to request additional information if necessary to determine the Credit. Applicants or a Professional Engineer hired by the Applicant should fill out the entire form as completely as possible. The following directions apply to each section of the form.

Section A

Please submit the information requested by the Application including Customer Name, Physical Address, Contact Information and a copy of the most recent Assessment from the County.

Section B

Please submit the information requested concerning the Applicant's Engineer including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property for which Credit will be applied. If the property address is different from the Customer's address in Section A, please include in Section C.

Section D

Please indicate the number of acres of onsite and upstream tributary drainage area (if applicable) controlled by the Applicant's Stormwater Facility by entering the correct amount in the boxes provided. The Applicant shall receive this information from the Professional Engineer that was hired to design the new facility or who has performed the study of an existing facility. The applicant shall submit a drainage plan showing the contributing drainage areas on the parcel and their outfall locations. In addition, the engineer should signify the appropriate design storm events controlled by the Stormwater Facility.

Section E

A checklist for completion of the application is included in Section F. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the County may request that you re-submit the form before making a determination on the adjustment.

Section F

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. For facilities with multiple owners or customers, the owner having primary responsibility for the management of the facility should sign this section. A Professional Engineer registered in the State of Florida is also required to sign this section. This section must be complete in order for your application to be processed.

Section G

Please sign and date that you have completed the application for a Credit. If multiple customers exist for the property, all customers must sign this form in order to grant the Credit. For development with common area Stormwater Facilities such as condominiums, townhomes or cluster unit developments, where Assessments are pro-rated to the lot owners, the Association may sign and complete the application on behalf of its members.

Section H

Section I is for office use only by Pinellas County staff.

Appendix C - Mitigation Credit Calculation Spreadsheet Instructions [KHL40] and Forms for Mitigation Credits Renewals [KHL41]

Customers applying for a Renewal of an existing Mitigation Credit must complete the Surface Water Assessment Mitigation Credit Renewal Application in this Section and submit the items listed in the Credit Renewal Checklist on the application form every two years. A Licensed Engineer needs to complete the certified inspection report required for the type of Credit being applied for. The following Section provide instructions for completing the Credit Renewal form. **Most of this information can be copied by the applicant directly from the Initial Credit Application Form.**

Section A

Please submit the information requested concerning the Applicant's Property.

Section B

Please submit the information requested concerning the Applicant's Engineer including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested by the Application including Customer Name, Physical Address and Contact Information.

Section D

Please indicate the % Mitigation Credit currently received.

Section E

A checklist for completion of the application is included in Section F. Please check the boxes next to each appropriate item to signify that you have completed the entire form.

Section F

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. For facilities with multiple owners or customers, the owner having primary responsibility for the management of the facility should sign this section. A Professional Engineer registered in the State of Florida is also required to sign this section. This section must be complete in order for your application to be processed.

Section G

~~Section I is for office use only by Pinellas County staff.~~

Appendix D -

STORMWATER MANAGEMENT SYSTEM

MAINTENANCE [KHI.42] **CHECKLIST**

The following list is not intended to be comprehensive. Applicants should refer to the site plan and any applicable permits to ensure the facilities remain in compliance. The following are examples of typical maintenance activities necessary to maintain stormwater management systems in proper functioning order.

- Structural Repairs and Replacement –Any damage to structures (i.e. cracks, leaks, or failure) must be repaired promptly.
- Blockages and Sediment removal- Remove sediment or any blockage from pipes, channels, spillways, inlets, outlets, underdrains, exfiltration systems and basins as needed to maintain proper flow and storage volume.
- Erosion and Structural Repair – Side slopes, spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, revegetating, and/or compacting may be required to correct erosion problems.
- Debris and Litter Removal –This is required to prevent the pond structures from clogging and failing. All stream and ditches within the stormwater system should also be inspected periodically for blockages and cleaned accordingly.
- Mowing – Side slopes, embankments, emergency spillways, and other grassed areas of stormwater Control Measures should be periodically mowed according to all applicable site plans and/or permits
- Nuisance Control – Standing water or soggy conditions within a “dry” system can create nuisance conditions such as odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionality is required.
- Plantings - Maintain plants as required by the site plan and/or permits.
- Outlet Control – Maintain outlet control devices to ensure function as per design.

I certify that the stormwater management system depicted in the Application for Surface Water Assessment Mitigation Credit Application is currently operating and is currently maintained in accordance with all applicable site plans and/or permits.

Name of owner: _____

Signature: _____

Date: _____

Example Mitigation Credit Calculations [KHL43]

The method for calculating a Mitigation Credit will depend on many factors, such as the existence of a primary drainage system component on a property, and the extent to which a Facility provides runoff control during storm events. Examples contained in this section are intended to familiarize Customers with concepts governing the Mitigation Credits and the manner in which they are calculated so that they might be able to determine the amount of Credit that may be available to them.

Example Standard Fee Calculation:

$$1 \text{ ERU} = 2,339 \text{ SF} = \$116/\text{yr}$$

$$\text{ERU} = \text{Impervious Area} / 2,339 \text{ SF (ERUs are rounded to the nearest decimal)}$$

$$\text{Fee} = \text{ERU} * \$116$$

Example Site: Commercial Property

$$\text{Impervious Area} = 20,000 \text{ SF, No retention of stormwater runoff}$$

$$\text{ERU} = 20,000 \text{ SF} / 2,339 \text{ SF} = 8.6 \text{ ERU}$$

$$\text{Fee} = 8.6 \text{ ERU} * \$116/\text{yr} = \$997.60 / \text{yr}$$

Example Credited Fee Calculations:

1. ~~Case 1: Zero discharge from 100yr/24hr event. 75% Reduction~~

~~Parcel may not have a stormwater management system onsite, but still no runoff reaches the County maintained System or receiving waters, or parcel may have a retention facility onsite that retains 100% of the 100yr/24hr storm event.~~

~~Example Site: Commercial Property~~

_____	Total Site Area = 40,000 SF
_____	Impervious Area = 20,000 SF; Runoff Coefficient = 0.90
_____	Pervious Area = 15,000 SF; Runoff Coefficient = 0.45
_____	Basin Area (@100yr/24hr elevation based on as-built plans)
_____	=5,000 SF; Runoff Coefficient = 0.95
_____	100% Retention of 100yr/24hr storm event runoff from as-
_____	built plans

$$\text{Fee Before Credit} = 20,000 \text{ SF} / 2,339 \text{ SF} = 8.6 \text{ ERU} \quad 8.6 \text{ ERU} * \$116/\text{yr} = \$997.60 / \text{yr}$$

$$\text{Weighted Runoff Coefficient} = \frac{(20,000 \text{ SF})(0.90) + (15,000 \text{ SF})(0.45) + (5,000)(0.95)}{40,000}$$

$$\text{_____} = 0.74$$

$$\text{Runoff from } \frac{100\text{yr}}{24\text{hr}} \text{ event} = 12" \text{ of rain} * \text{total site area} * \text{weighted runoff coefficient}$$

$$= 12" * 40,000 * 0.74 * 1 \text{ FT} / 12" = 29,600 \text{ CF}$$

~~The as-built plans show the volume retained in the basin before any discharge is greater than 29,600CF, or more than the 100 yr storm event. Therefore the credit will be maxed out at 75%. The new ERU will be:~~

$$\text{New ERU} = \text{Old ERU} * (1 - \% \text{ Credit}) = 8.6 * (1 - 0.75) = 2.1$$

$$\text{New Fee} = \text{New ERU} * \$116 = 2.1 * \$116 = \$243.60$$

2. ~~Case 2a: Certified private stormwater detention facility Up to 75% Reduction~~

Parcel retains a percentage of the runoff generated from the 100yr/24hr storm event

Example Site: ~~Commercial Property~~

~~Total Site Area = 40,000 SF~~

~~Impervious Area = 20,000 SF; Runoff Coefficient = 0.90~~

~~Pervious Area = 15,000 SF; Runoff Coefficient = 0.45~~

~~Basin Area (@100yr/24hr elevation based on as-built plans)~~

~~= 5,000 SF; Runoff Coefficient = 0.95~~

~~50% Retention of 100yr/24hr storm event runoff from as-built plans~~

$$\text{Fee Before Credit} = 20,000 \text{ SF} / 2,339 \text{ SF} = 8.6 \text{ ERU} \quad 8.6 \text{ ERU} * \$116/\text{yr} = \$997.60 / \text{yr}$$

~~Weighted Runoff Coefficient~~

$$= \frac{(20,000 \text{ SF})(0.90) + (15,000 \text{ SF})(0.45) + (5,000)(0.95)}{40,000}$$

$$= 0.74$$

~~Runoff from 100 yr 24 hr event~~

$$= 12" \text{ of rain} * \text{total site area} * \text{weighted runoff coefficient}$$

$$= 12" * 40,000 * 0.74 * 1 \text{ FT} / 12" = 29,600 \text{ CF}$$

The as-built plans show the volume retained in the basin before any discharge is 14,800 CF (or 50% of the runoff generated). The Credit will be based on the % of the 100-yr storm event retained on site, in this case 50% of the 75% total maximum:

$$\text{New ERU} = \text{Old ERU} * (1 - \% \text{ Credit}) = 8.6 * (1 - (0.75 * 0.5)) = 3.2$$

$$\text{New Fee} = \text{New ERU} * \$116 = 3.2 * \$116 = \$371.20$$

~~3. Case 2b: Certified private stormwater retention facility - Up to 75% Reduction~~

~~Communities with privately maintained Stormwater Management Facilities~~

~~a. Case 3a: Community with privately maintained roads and stormwater management facility - Up to 75% Reduction~~

Example Site: Residential Subdivision, 10 lots, 3,000 SF footprint each each
 Total Site Area = 100,000 SF
 Impervious Area = 30,000 SF; Runoff Coefficient = 0.90
 Pervious Area = 50,000 SF; Runoff Coefficient = 0.45
 Basin Area (@100yr/24hr elevation based on as-built plans)
 = 20,000 SF; Runoff Coefficient = 0.95
 50% Retention of 100yr/24hr storm event runoff from as-built plans

Fee for Entire Subdivision Before Credit = Medium Home ERU Fee * # of Lots
 = \$116 * 10 lots = \$1,160 /yr

$$\begin{aligned}
 \text{Weighted Runoff Coefficient} &= \frac{(30,000 \text{ SF})(0.90) + (50,000 \text{ SF})(0.45) + (20,000)(0.95)}{100,000} \\
 &= 0.69
 \end{aligned}$$

$$\begin{aligned}
 \text{Runoff from 100 yr 24 hr event} &= 12" \text{ of rain} * \text{total site area} * \text{weighted runoff coefficient} \\
 &= 12" * 100,000 * 0.69 * 1 \text{ FT} / 12" = 69,000 \text{ CF}
 \end{aligned}$$

The as-built plans show the volume retained in the basin before any discharge is 34,500CF (or 50% of the runoff generated). The Credit will be:

$$\begin{aligned}
 \text{Credited Fee} &= \text{Fee} * (1 - 0.75 * \text{Percentage of 100 yr 24 hr storm event retained}) \\
 &= \$1,160 * [1 - (0.75 * 0.5)] \\
 &= \$697.50 /yr
 \end{aligned}$$

Therefore each lot will pay \$69.75 per year.

~~b. Case 3b: Community with County-maintained roads and private stormwater management facility - Up to 37.5% Reduction~~

Example Site: Residential Subdivision, 10 lots, 3,000 SF footprint each each
 Total Site Area = 100,000 SF
 Impervious Area = 30,000 SF; Runoff Coefficient = 0.90
 Pervious Area = 50,000 SF; Runoff Coefficient = 0.45
 Basin Area (@100yr/24hr elevation based on as-built plans)

~~_____ = 20,000 SF; Runoff Coefficient = 0.95~~
~~_____ 50% Retention of 100yr/24hr storm event runoff from as-~~
~~_____ built plans~~

~~_____ Fee for Entire Subdivision Before Credit = Medium Home ERU Fee * # of Lots~~
~~_____ = \$116 * 10 lots = \$1,160 /yr~~

~~_____ Weighted Runoff Coefficient~~
~~_____ = $\frac{(30,000 \text{ SF})(0.90) + (50,000 \text{ SF})(0.45) + (20,000)(0.95)}{100,000}$~~
~~_____ = 0.69~~

~~_____ Runoff from 100 yr 24 hr event~~
~~_____ = 12" of rain * total site area * weighted runoff coefficient~~
~~_____ = 12" * 100,000 * 0.69 * 1 FT / 12" = 69,000 CF~~

The as-built plans show the volume retained in the basin before any discharge is 34,500CF (or 50% of the runoff generated). The Credit will be:

~~_____ Credited Fee = Fee * (1 - 0.375% * Percentage of 100 yr 24 hr storm event retained)~~
~~_____ = \$1,160 * [1 - (0.375 * 0.5)]~~
~~_____ = \$942.50~~

Therefore each lot will pay \$942.50 per year.

4. ~~Case 4 (a): Zero discharge from 100yr/24hr event. All discharge to tidal waters. 75% Reduction~~

Parcel does not discharge to the County's MS4 and discharges to tidal waters under the 100-year, 24-hour storm event. Parcel has a wet detention pond designed to meet the OFW criteria.

Example Site: Commercial Property

~~_____ Total Site Area = 40,000 SF~~
~~_____ Impervious Area = 20,000 SF; Runoff Coefficient = 0.90~~
~~_____ Pervious Area = 15,000 SF; Runoff Coefficient = 0.45~~
~~_____ Basin Area (@ treatment elevation based on as-built plans)~~
~~_____ = 5,000 SF; Runoff Coefficient = 0.95~~
~~_____ The entire parcel discharges to tidal waters and no discharge to the County's MS4 or surface waters.~~

~~Water quality treatment volume based on OFW criteria
= 1.5" of runoff (1" plus 50%) * total site area~~

$$\text{= } 1.5" * 40,000 * 1 \text{ FT} / 12" = 5,000 \text{ CF}$$

~~The as-built plans show the provided water quality treatment volume in the basin before any discharge is greater than 5,000CF. Therefore the credit will be:~~

~~% Credit = (75%) * (water quality treatment provided)/(water quality treatment based on the OFW criteria) * (% of the site discharging to tidal waters under the 100 year event)~~

$$\text{(75\%)} * (5,000 \text{ CF}) / (5,000 \text{ CF}) * (100\%) = 75\% \text{ credit}$$

$$\text{New ERU} = \text{Old ERU} * (1 - \% \text{ Credit}) = 8.6 * (1 - 0.75) = 2.1$$

$$\text{New Fee} = \text{New ERU} * \$116 = 2.1 * \$116 = \$243.60$$

Case 4 (b): Partial discharge from 100yr/24hr event and partial discharge to tidal waters.

Parcel partially discharges to the County's MS4 and partially discharges to tidal waters under the 100-year, 24-hour storm event. Parcel has a wet detention pond not designed to meet the OFW criteria.

Example Site: Commercial Property

~~_____ Total Site Area = 40,000 SF~~

~~_____ Impervious Area = 20,000 SF; Runoff Coefficient = 0.90~~

~~_____ Pervious Area = 15,000 SF; Runoff Coefficient = 0.45~~

~~_____ Basin Area (@ treatment elevation based on as-built plans)~~

~~_____ = 5,000 SF; Runoff Coefficient = 0.95~~

~~50% of the parcel discharges to tidal waters and 50% of the parcel discharge to the County's MS4 or surface waters.~~

~~Water quality treatment volume based on OFW criteria
= 1.5" of runoff (1" plus 50%) * total site area~~

$$\text{= } 1.5" * 40,000 * 1 \text{ FT} / 12" = 5,000 \text{ CF}$$

~~The as-built plans show the provided water quality treatment volume in the basin before any discharge is 2,000CF. Therefore the credit will be:~~

~~$\% \text{ Credit} = (75\%) * (\text{water quality treatment provided}) / (\text{water quality treatment based on the OFW criteria}) * (\% \text{ of the site discharging to tidal waters under the 100-year event})$~~

~~$(75\%) * (2,000 \text{ CF}) / (5,000 \text{ CF}) * (50\%) = 15\% \text{ credit}$~~

~~$\text{New ERU} = \text{Old ERU} * (1 - \% \text{ Credit}) = 8.6 * (1 - 0.15) = 7.31$~~

~~$\text{New Fee} = \text{New ERU} * \$116 = 7.31 * \$116 = \847.96~~

Appendix E – Stormwater Management Systems Schematics

1- Typical Dry Pond

2- Typical Wet Pond

3- Typical Dry Pond with an Open Weir

4- Typical Wet Pond with an Open Weir

Appendix F – Map of Eligible Tidal Waters