

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



**Department of Public Works**

**Division of Environmental Management**

Updated October 2016

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# 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.

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. 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. Adjustments will be prorated for the current tax bill based on the date the application is approved. 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**

Applications for Surface Water Assessment Mitigation Credit are reviewed **year-round**. The Surface Water Utility Coordinator will issue a written determination within 60 days of receipt of a complete application. Mitigation credits will be prorated on the current year's tax bill based on the date of approval of the application. 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 or the application will be considered incomplete. **Applicants must ensure the stormwater management system is in compliance before submitting the application.**

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 approved. If the system is not fully in compliance, the application will be denied; once the County has confirmed the system is fully in compliance, the application will be reconsidered.**

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) two years after the first approval date and every two years thereafter. Reminder notices will be sent to existing credited parcels.

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.*

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## 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

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**APPLICATION FOR SURFACE WATER ASSESSMENT MITIGATION CREDIT**  
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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 1<sup>st</sup> 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.

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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](http://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**

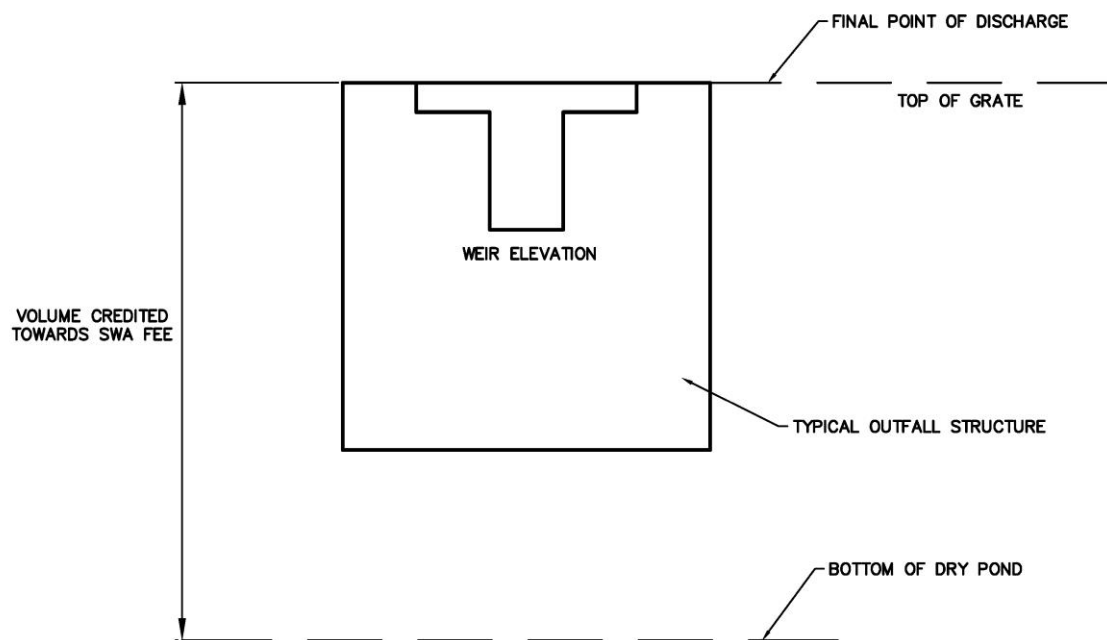
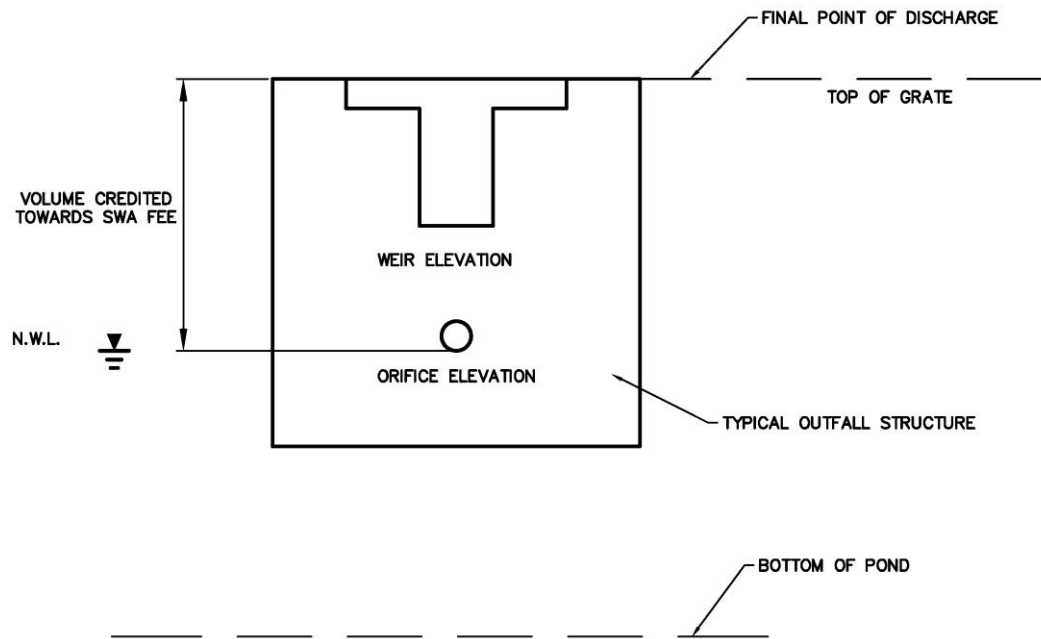


FIG. 1 : TYPICAL DRY RETENTION POND  
N.T.S.

**TYPICAL DRY RETENTION POND**





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

**TYPICAL WET RETENTION POND**



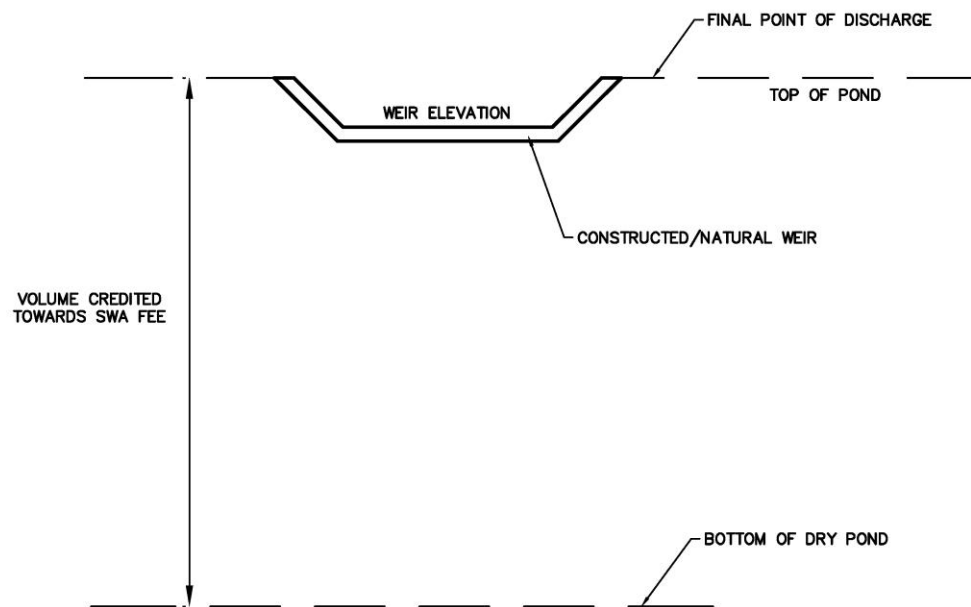


FIG. 3 : TYPICAL DRY POND WITH AN OPEN WEIR  
N.T.S.

**TYPICAL DRY POND WITH AN OPEN WEIR**



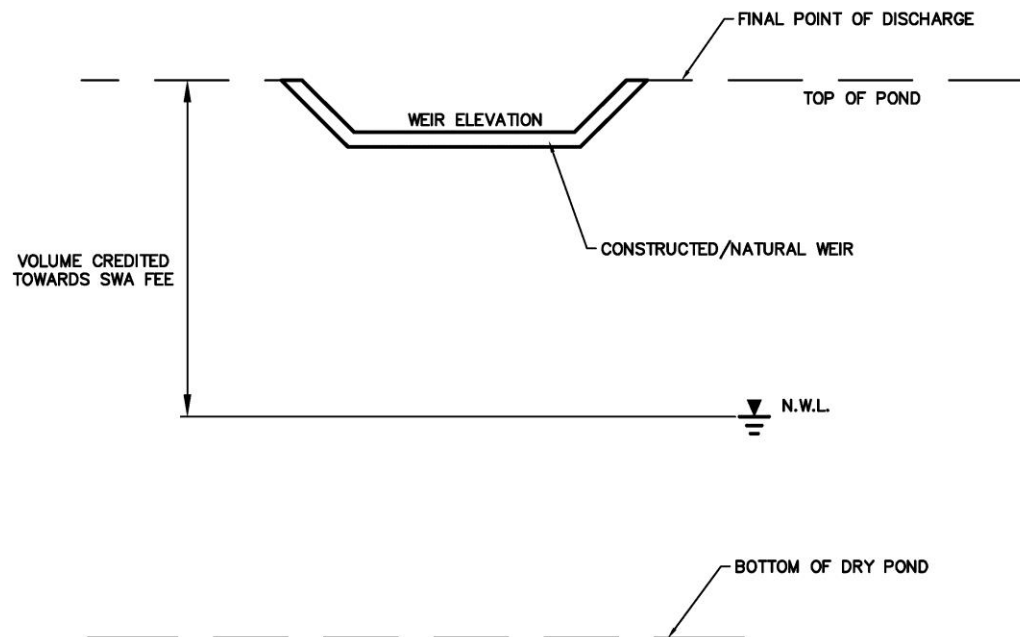


FIG. 4 : TYPICAL WET POND WITH AN OPEN WEIR  
N.T.S.

**TYPICAL WET POND WITH AN OPEN WEIR**



## Appendix F

