

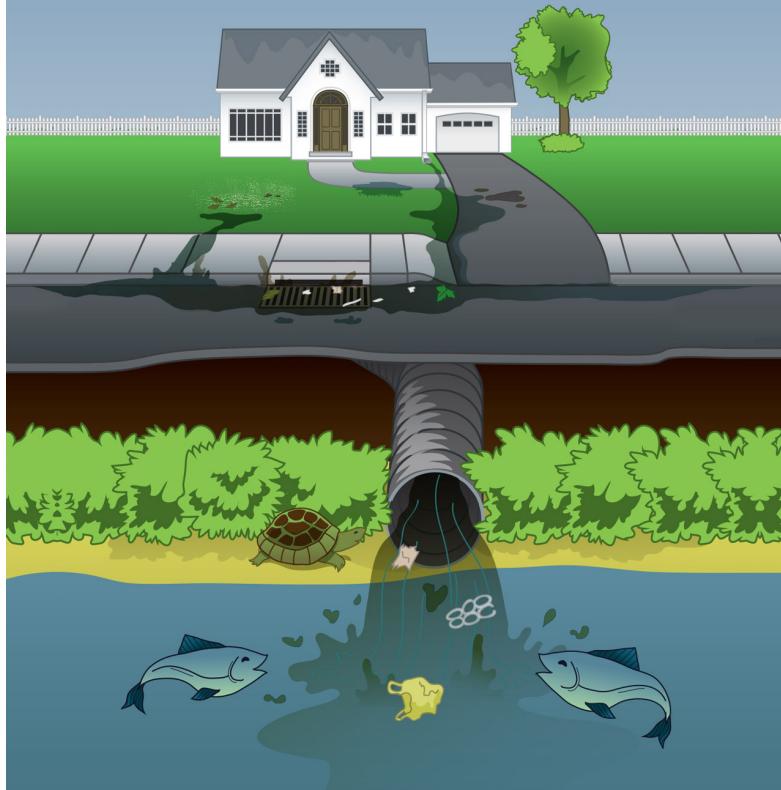
CITY OF NORFOLK PUBLIC WORKS

# Fee Reduction Program



ways you can reduce your stormwater fee

*This Policy supersedes and repeals all prior policies or regulations on this subject.*



## Why Norfolk has a Stormwater Fee...

The City of Norfolk is mandated under the Municipal Separate Storm Sewer System (MS4), Phase I Virginia Pollutant Discharge Elimination System (VPDES) permit to reduce pollutants from stormwater runoff. In the absence of federal and state funding, revenue for the Environmental Storm Water Management Program is derived primarily from storm water fees outlined in Chapter 41.1 of the City Code and §15.2-2114 of the Virginia Code. The

city currently assesses all property owners a fee based on a 2,000 square foot equivalent residential unit (ERU). This fee is utilized to cover the cost of services for the collection, treatment and discharge of storm water runoff. This fee structure is comparable to the fees charged by other Hampton Roads Phase I municipalities, including Newport News, Hampton, Chesapeake, Portsmouth and Virginia Beach.

## Fee Reductions = Pollution Reductions

The City of Norfolk's Environmental Storm Water Fee Reduction policy is designed to encourage commercial, industrial, and residential property owners to take measures which can reduce the impact their properties have on the quality of our waterways by reducing the amount of pollutants entering the stormwater system. It is important to note that the stormwater fee reduction program is

intended to provide incentives for pollution reduction efforts.

In order to receive the reduction from the stormwater utility, the property owner must submit an application including required supporting documentation to the Director of Public Works or his designee for review and approval.

## How It Works....

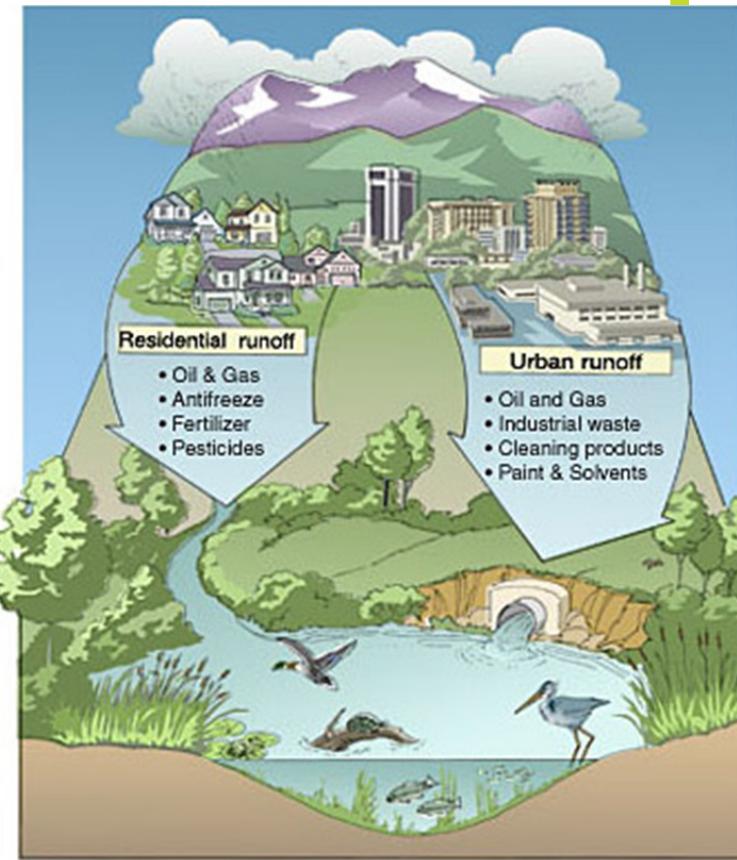
Fee charges under the Environmental Storm Water Management Program may be reduced under the following circumstances:

- Installation of **Residential** (one but no more than four residential/dwelling units) stormwater management facilities
- Installation of **Non-residential** (property not meeting the residential criteria, including, but not limited to, industrial, commercial, recreational, cultural, multi-family-5 units or more) stormwater management facilities

See City code 41.1-1 for complete definitions

Fee reduction criteria are routinely reviewed by city staff to ensure compliance with the reduction program. If the city determines the site characteristics surrounding the reduction are no longer valid, the discount shall be eliminated from the account. Because the reduction is designed to reduce pollutants entering the stormwater system, the fee discount may be eliminated if the property owner is found to violate City Code 41.1-4, Pollution of the Storm Water System.

If a property owner desires to modify their request, a new application must be completed and submitted.



**The maximum reduction** any one entity may receive through this reduction program is a **60%** reduction in their total stormwater utility fee. When comparing total land use of impervious area within Norfolk, 40% is publicly owned and is of benefit to all property owners within Norfolk. Therefore everyone must contribute to the maintenance of the system.

## What is a SWMF?

Storm Water Management Facilities (SWMF) are facilities which have been shown to be effective in helping to remove pollutants from stormwater runoff. As an incentive for SWMF construction, stormwater fee reductions may be given for construction and maintenance of SWMFs as outlined in the current Norfolk Design & Construction Manual. These SWMFs, when properly constructed and maintained, have been shown to reduce runoff pollution from the site.



# Residential Fee Reduction Program

The City is providing a discount to residential property owners who install stormwater management facilities (SWMF) voluntarily on their property to aid in stormwater (SW) runoff and/or pollutant removal. The discount will be based on the type of SWMF installed on the residential property and the area treated.

**Once your SWMF has been approved and installed, homeowners are required to complete an annual inspection report on June 1st each year thereafter for continued fee reduction consideration.**

In order to qualify for a stormwater fee reduction, the SWMF design and related calculations must be developed and reviewed by the City's Storm Water Engineer or his designee. The design of the SWMF shall meet the minimum drainage requirements as outlined in Table I and comply with the Norfolk Design & Construction Manual, Virginia Storm Water BMP Clearing House Manual, Virginia Tech Rain Garden Guide, or other city approved design specifications.

## At A Glance:

**Example:**  
**Property owner installs**  
**1 rain garden and 2 rain barrels**

**20% credit rain garden**  
**+ 10% credit rain barrel**  
**+ 10% credit rain barrel**  
**= 40% fee reduction**

*Multiple SWMFs may be installed per property to stack load reductions, but they may not treat the same drainage area. Maximum credit per site is 60%.*

## Residential SWMF Construction

The SWMF must be installed as outlined in the plan. Consultation with a qualified contractor is recommended, but not required. Property owners are required to follow all local, State, and Federal laws and acquire all required land disturbing, construction, and environmental permits. Site plan review may be required.

## Residential SWMF Inspections

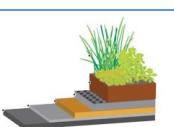
The SWMF inspector will perform inspections throughout the installation process to ensure compliance with the approved plan requirements. Any supporting documents providing proof that the SWMF was installed and functioning as designed must be provided to the City prior to any rate reduction. The property must be fully stabilized to avoid sediment runoff prior to the reduction being approved.

The owner must complete an annual inspection of the SWMF. Inspections should include a photo of the SWMF and a written summary of any discrepancies with the SWMF and corrective actions taken. The inspection should be submitted to the Division no later than June 1 of each year and will be retained by the Division. Failure to submit the annual inspection will void the rate reduction starting on July 1.

## Right to Inspection

The city may inspect the SWMF at any time during the year. If the on-site stormwater storage is no longer functioning or has not been maintained, the city reserves the right to cancel the credit for up to three years.

**Table 1: Residential SWMF Options**

SWMF Types	Visual	% Credit	Min Drainage Area (sf)	Other Required Documentation
Rain Barrels		10	300	Barrel Volume   Roof Area Treated (sf)
Grass Swale		10	500	Drainage Area Treated   Swale length and average depth
Buffer Area		10	N/A	Planting Plan   Drainage Area   Buffer Length & Width
Nutrient Management Plan		10	100% of the site	Approved Plan
Cistern		10	300	Rain Cistern Volume   Roof Area Treated (sf)   Water Use
Bioswale		20	500	Planting Plan   Drainage Area Treated   Swale length and average depth
Rain Garden		20	500	Planting Plan   Drainage area treated   Surface area and average depth
Permeable Pavement with Underdrain		20	300	Drainage area treated   Surface area of pavement
Rooftop Disconnect with Soil Amendments		20	300	Length & Width of flow path   Amendment Depth
Green Roof		50	800	Green Roof Surface area   Planting Plan
Living Shoreline		50	N/A	Planting Plan   Applicable Permits   Length and Width of shoreline project

## Residential SWMF Definitions

**Rain Barrels/Cisterns:** A tank used to catch rainwater running off roofs from a downspout.

**Nutrient Management Plan:** Program designed to manage the amount, source, placement, form and timing of the application of nutrients and soil amendments.

**Vegetated Filters:** Bioswale, Grass Swale, Buffer Area. These are areas of dense turf, meadow grasses, trees or other vegetation with a minimum slope to absorb runoff from roof downspouts.

**Rain Garden:** Rain gardens are landscaped areas slightly below ground level that capture and filter stormwater runoff from a roof or other impervious (paved) surface.

**Permeable Pavement:** Pervious pavement may include concrete blocks, grid pavers, or pervious concrete or asphalt with a stone

reservoir underneath. The reservoir temporarily stores surface runoff before seeping it into the soil below. Gravel is not considered pervious pavement.

**Rooftop/Downspout Disconnect:** This is the process of separating roof downspouts from the storm system and redirecting roof runoff onto pervious surfaces where soil amendments have been applied, most commonly a lawn.

**Green Roof:** Living roof is a roof of a building that is partially or completely covered with vegetation and a growing medium, planted over a waterproof membrane.

**Living Shoreline:** A shoreline protection option that allows for natural coastal processes to remain through the strategic placement of plants, stone, sand fill, and other structural and organic materials.



## Non-Residential Property Fee Reduction Program

As an incentive for SWMF construction, fee reductions will be allowed for construction of approved SWMF's which reduce runoff pollution from the site. In order for a non-residential property to qualify for a storm water fee reduction, the SWMF design and related calculations must be developed and certified by a professional engineer or surveyor licensed to practice in the Commonwealth of Virginia. Pollutant loadings and SWMF effectiveness must be computed in accordance with the methods outlined in the Norfolk Design & Construction Manual.

The percent fee reduction will be computed to the nearest percent using the following formula:

$$\begin{aligned} \text{\% Fee Reduction} \\ = \\ (\% \text{ SWMF Efficiency Rating}) \\ (\text{Area served by SWMF in acres} / \text{Total Site Area}) \end{aligned}$$

Multiple SWMFs may be installed for each property to stack load reductions; however, the stacked SWMF may not treat the same drainage area.

Up to 60% maximum credit per site

## Non-Residential SWMF Construction

When constructing SWMFs, site plan review requirements and criteria must be followed. The design will be reviewed and approved through the site plan review process. If the formal process is not required (due to size limitations), the requirements and criteria still apply and the Division's Storm Water Engineer or his/her designee must review the proposed site plan prior to installation. A Declaration of Covenants must be signed by the property owner and filed with the Clerk of the Court prior to approval from the Division (copy of the Declaration will be kept on file at the Division).

A pre-construction meeting shall be arranged with the City's SWMF inspector at a minimum 48-hours prior to construction. The SWMF must be installed as outlined in the plan. Any modifications must be made by the engineer of record and the site plan adjusted as such, with approval from the Division. All sediment control measures must be installed prior to any land disturbing activity. All land disturbing permits and General Construction and Environmental Permits must be obtained where necessary.



## Non-Residential SWMF Inspections

The SWMF inspector will perform inspections throughout the installation process to ensure compliance with site plan requirements. Any as-built or certifications providing proof that the SWMF was installed and functioning as designed must be provided to the City prior to any rate reduction. The property must be fully stabilized to avoid sediment runoff prior to the reduction being approved.

The owner must complete annual inspections of the SWMF. Inspections must be completed by a certified inspector and documented along with all discrepancies noted and corrective actions taken. These annual reports will be submitted to the Division no later than June 1 of each year. The inspection forms will be retained by the Division for the specific SWMF installed. Failure to submit the annual inspection reports will void the rate reduction starting on July 1.

The following items must be completed and submitted with your application to the Division to receive the reduction.

- Completed application for the Storm Water Fee Reduction/Waiver
- Proof of ownership of the facility
- Stormwater system maintenance schedule
- Site Plan and Water Quality Calculations

## Right to Inspection

The city may inspect the SWMF at any time during the year. If the on-site stormwater storage is no longer functioning or has not been maintained, the City reserves the right to cancel the credit for up to three years.

# Residential and Non-Residential Application Checklist

- Applicant Name:**  
Name of individual property owner
- Property Address:**  
List address number and street name  
Include city and zip code
- Mailing address** include if different from  
property address
- Parcel ID number:**  
Each piece of land has its own parcel ID  
number. This information can be found on  
the City's website under Norfolk Air
- Phone number:**  
The primary contact for the applicant
- Email address:**  
The primary contact for the applicant
- Credits applying for:**  
Select the credit for which the applicant  
is applying. If you are doing a residential  
project, check the first box. The other  
options relate to commercial properties  
and apartment complexes.
- SWFM type applying for**  
Check ALL that apply
- Attach ALL SWMF plans**
- Checked and complied with all**  
applicable city codes
- Applicant signature/date**

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**Questions? Call 823-4010 or send a letter  
to SW Fee Reduction Program,  
Attn., Storm Water Engineer,  
2233 McKann Ave, Norfolk VA 23509**

## Maintenance Requirements

Storm Water Management Facilities  
(SWMFs) installed on a property must be  
maintained to ensure continued function.

## Restrictions on Credits

### Transfer of credit:

The property credit applies only to the  
applicant. Credits do not transfer if home  
ownership changes. A new application must  
be submitted for new account holders to  
receive the credit.

The SWMF must meet all applicable City  
of Norfolk building, planning and zoning  
code requirements.

## Right to Inspection

The city may inspect the SWMF at any time  
during the year. If the on-site stormwater  
storage is no longer functioning, or has not  
been maintained, the city reserves the right  
to cancel the credit for up to three years.

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**Fee reductions associated with SWMF  
installation on residential and  
non-residential properties will become  
effective starting the first day of the  
following month after approval from  
the Director of Public Works or his  
designee. Retroactive rate reductions  
will not be considered. Rate  
reductions will be reviewed by the  
Director of Public Works or his  
designee annually during the month of  
June to ensure continued compliance  
with the rate reduction requirements.  
Failure to submit annual inspection  
reports for the previous year by  
June 1 may void the stormwater rate  
reduction starting on July 1 and would  
require reapplication.**

# Stormwater Credit General Application

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Mailing address: (if different than property address) \_\_\_\_\_

City/Zip: \_\_\_\_\_

Parcel ID number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Check One:

- This is the first credit application for this property.
- This is a credit renewal request.
- This is a reapplication after a credit suspension.

Credit applying for:

- Single-family residential property - **Complete Part 2 on next page**
- Multi-family/non-residential SWMF - **Supply Supporting Documentation**
  - Proof of ownership
  - Stormwater maintenance schedule
  - Copy of approved site plan
  - Copy of stormwater calculations
  - As-builts or certifications if applicable

Applicant/Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to: City of Norfolk, Stormwater Utility, Attn: Stormwater Credit Applications  
2233 McKann Avenue, Norfolk, VA 23509

# Single Family Residential Stormwater Credit Application - Part 2

Applicant Name: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

Credit Applying For: *Check all that apply*

## RAIN GARDEN

Drainage Area Treated: \_\_\_\_\_ Surface area & average depth: \_\_\_\_\_

Date of construction: \_\_\_\_\_  Planting plan attached

## ON-SITE STORMWATER STORAGE

Rain barrels  Cistern  Other

Roof area treated (sf): \_\_\_\_\_ Volume of on-site storage \_\_\_\_\_ gallons

Water use: \_\_\_\_\_

## PERMEABLE PAVEMENT WITH UNDERDRAIN

Paving blocks  Grid or grass pavers  Pervious concrete or asphalt

Surface area of pavement (sf): \_\_\_\_\_ Drainage area treated (sf): \_\_\_\_\_

Stone reservoir is at least 10 inches deep at all points  Compliant with city code

## VEGETATED FILTER

Bioswale  Living Shoreline  Buffer Area  Grass Swale

Drainage area treated (sf): \_\_\_\_\_ Length & average depth: \_\_\_\_\_  Planting plan attached

## LAWCARE NUTRIENT MANAGEMENT PLAN

Approved plan attached

## GREEN ROOF

Roof surface area (sf): \_\_\_\_\_  Planting plan attached

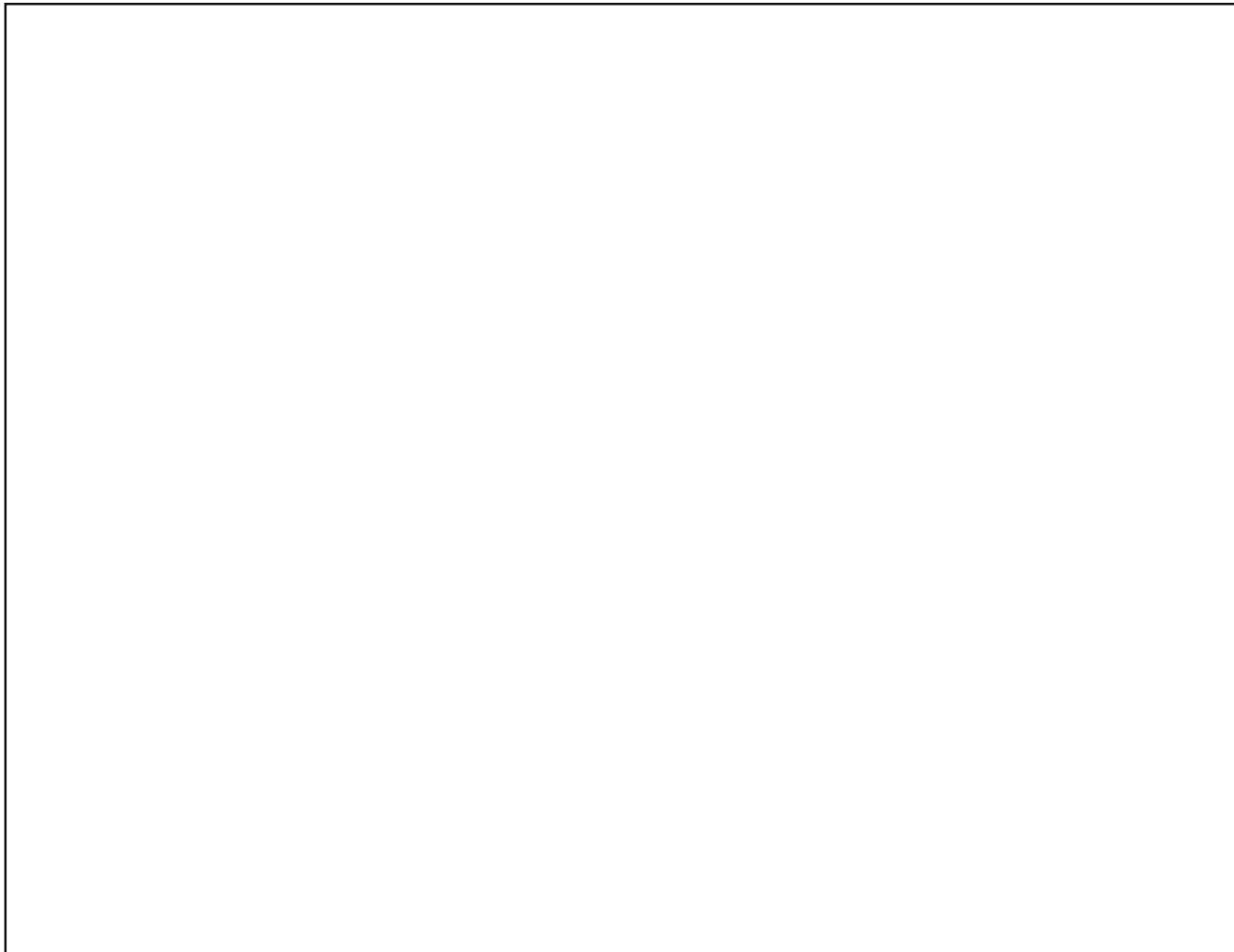
## ROOFTOP DISCONNECTS WITH SOIL AMENDMENTS

Length & width of flow path (sf): \_\_\_\_\_ Amended soil depth (sf): \_\_\_\_\_

## PHOTOGRAPH OF MEASURE AS INSTALLED IS ATTACHED

# Single Family Residential Stormwater Credit Application - Part 2

Sketch of property with SWMF shown. (Attach additional plans as needed.)



**All applicable local codes:**

(initial) I, the applicant, have complied with all local codes applicable to the installation of the SWMF.

**Owner certification:**

(initial) I hereby certify that I own and live at the property and I further declare, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief.

Applicant/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to:

City of Norfolk Public Works, Stormwater Utility, Attn: Stormwater Credit Applications  
2233 McKann Avenue, Norfolk VA 23509

**City of Norfolk,  
Stormwater Utility  
2233 McKann Avenue  
Norfolk, VA 23509  
757.823.4010  
[www.norfolk.gov](http://www.norfolk.gov)**



**Adopted: October 2016**