

**City of Ottawa
Stormwater Utility Fee Credit Application**

(Please type or print)

Dear Citizen;

This is a voluntary application to the City of Ottawa to reduce your stormwater utility fee. If you have implemented certain stormwater runoff reduction controls on your property, you may be eligible for a reduction in your current fee. Please check the appropriate box and provide any necessary supporting documents requested with this application. An incomplete application will not be processed. Additionally, no retroactive credit will be given. Stormwater Utility accounts must be current and paid in full for a credit application to be considered. It is the customer's responsibility to obtain a credit application from the City. If the City does not approve of the customer's application, the City will send a letter to the customer explaining why the credit application was not approved.

Upon review, verification and approval of your application, the City will provide a 5% or 10% or 15% monthly credit to your account within 10 business days. A copy of the processed application will be provided to you for your records. A credit may be given for both a residential rain barrel and rain garden (15% maximum total) but any additional rain barrels will not be credited.

Check the Credit(s) That Apply*:

- This application is for a Rain Barrel Credit (5% per 55 gal barrel, Residential Only)
- This application is for a Rain Garden Credit (10%)
- This application is for a Detention Basin Credit (10%)
- This application is for an Education Credit (10%)**
- This application is for an Stormwater Quality Improvements Credit (10%)

***Credit caps at 15%**

****Credit applies to public/private institutions in primary/secondary/post-secondary education**

General Information

1. Customer Contact Information:

Name/Title _____

Address _____

Phone Number _____ Email _____

Property Address _____

Property Parcel ID # (s) _____

Utility Account # _____

2. Authorized Representative Contact Information:

Name/Title _____

Address _____

Phone Number _____ Email _____

By signing below, I attest that the above information is true and correct. I acknowledge and agree that the City of Ottawa may inspect my property to verify that my stormwater credits are existing and functioning properly. I further agree that I will ensure that my stormwater facilities will be properly maintained. I understand that if my stormwater facilities are no longer in place, or are not functioning properly, my credit will be revoked. I also acknowledge that misrepresentation of the above information may constitute fraud and may be punishable by law. By signing this credit application the applicant agrees to notify the City of Ottawa should any changes occur on the property that would prohibit meeting the conditions of any of the credits being received.

Name: _____

Date: _____

Please submit your application to the Public Works Department via:

Mail:

Stormwater Utility Program
Public Works Department
City of Ottawa
PO Box 60
Ottawa, KS 66067

E-Mail:

stormwater@ottawaks.gov
(Please include in the subject line "ATTN: Stormwater Utility Credit Application")

Option 1: Rain Garden Credit

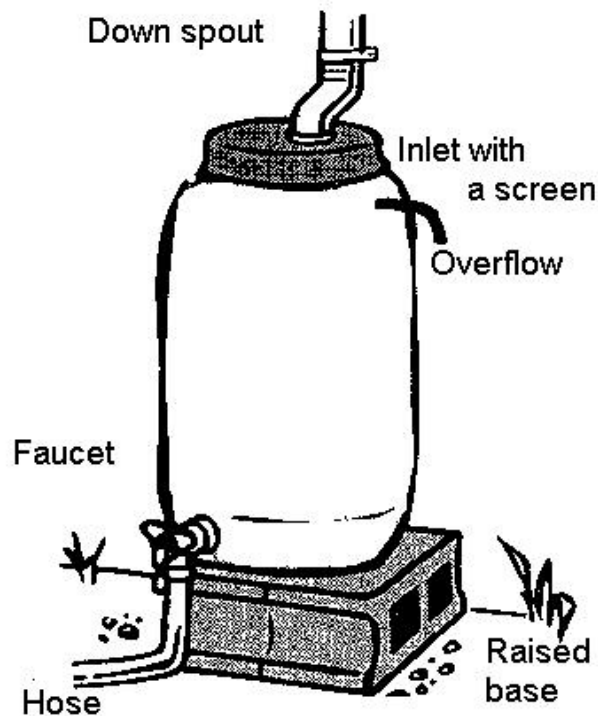
Rain Barrel:

Rain barrels are storage vessels used to capture rooftop runoff for reuse for landscaping and other non-potable uses. Water collected has various uses, including lawn irrigation, flower gardening, and watering houseplants. By diverting water from storm drainage systems, rain barrels reduce pollutants and the volume of runoff entering local rivers and streams. It is important to keep the barrel free of organic material. Mesh screens and olive oil will keep mosquitoes from breeding. Use stored water regularly to allow adequate storage room for future rain events.

Design and Installation Requirements

- Components: At least a 50 gallon **covered tank** with an opening at the top for downspout discharge, an overflow outlet, and a valve and hose adapter at the bottom. It is recommended that the barrel have a sealed, child resistant top that can be easily removed for cleaning.
- Location: Locate the barrel under downspouts where water can be easily collected for transport away from building foundations.
- Installation Guidelines: The base of the rain barrel must be level and secure. Concrete blocks or pavers can be used to achieve this. If you must cut your downspout, they should be cut to allow a three-inch gap between the top of the barrel and the end of the downspout, allowing space to remove the lid and clean the inside of the barrel. Overflow outlets should be routed away from foundation and to pervious areas. Additional rain barrels will increase the quantity of water stored.

→ Please provide a sketch of the lot illustrating the location of the rain barrel(s) and a description of the stormwater usage.



Option 2: Rain Garden Credit

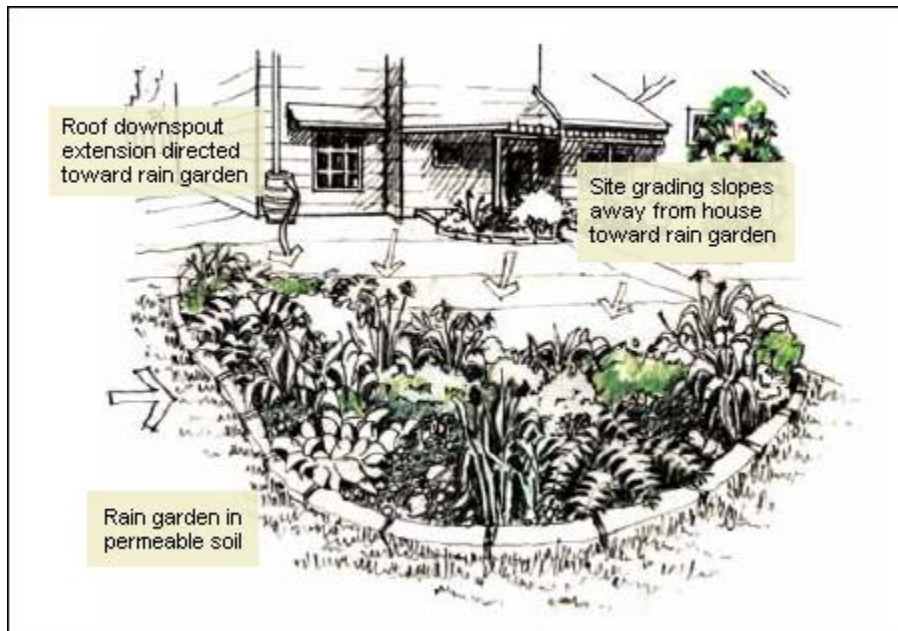
Rain Garden:

A rain garden is a depressed area of native vegetation that is designed to capture and hold stormwater. A rain garden is designed to accept runoff from very small areas such as rooftops, driveways, or residential streets. Runoff from surrounding impervious areas should enter the rain garden as sheet flow. Direct discharge from rainspouts and gutters should enter the garden through an energy dissipater device. Individuals gardens aid in controlling the volume of runoff from individual lots that would otherwise combine with and contribute to runoff from other properties into the stormwater sewer system. However, to provide an effective contribution to stormwater management, rain gardens must be sufficient in number and common throughout an area.

Rain gardens can be used to improve the quality of runoff coming from rooftops, driveways, and lawns of residential neighborhoods, small commercial areas, and parking lots. They are typically most effective for catchments less than one acre. Rain gardens should be placed near the source of stormwater runoff, or in a low area of the property where water collects. Refrain from placing a rain garden in just any location where water typically pools for long periods as this may indicate low soil infiltration rates.

Plant selection should include native species that are tolerant of both wet and dry cycles. This will achieve the highest level of success in a rain garden. Route stormwater away from the garden initially until vegetation becomes established, typically for a 30 to 60 day timeframe. Irrigate as needed during the first 60 days to establish plants.

→ Please provide a sketch of the lot illustrating the location of the rain garden.



Option 3: Detention Basin Credit

Stormwater Detention Basin:

The 10% detention credit will be applied automatically to those properties that have a maintained detention facility. Thus, no application is necessary. The requirements to receive a detention credit will be consistent with the City of Ottawa Storm Water Management Policy. These requirements include but are not limited to the following:

- Detention facilities shall be sized to provide for no increase in runoff for the proposed development conditions. Proposed detention shall provide control of increased runoff for the 2, 10 and 100-year frequency storms.
- Public and private detention may be accomplished with either wet or dry bottom basin facilities. Public safety shall be addressed in the study if joint uses, such as parking or recreation, are proposed.
- Wet bottom basins shall require additional storage volume to accommodate 5 years of sediment and storage volume necessary to maintain a minimum water depth of 3 feet.
- Erosion control into and out of the proposed detention facilities shall be addressed in the study and provided as necessary.
- A list of the full requirements receive a detention credit can be found in the City of Ottawa Stormwater Management Policy.

If a property owner has a detention facility and is not receiving a credit they may contact the Public Works Department to get the credit applied. It should be noted that no retroactive credits will be given.

This credit may be revoked at any time if the detention facility is not being maintained to the standards set forth in the Ottawa Stormwater Management Policy.

Option 4: Stormwater Education Credit

Stormwater Education

Those educational institutions, public or private, wishing to receive a 10% Stormwater Utility Fee Credit for educating students in the area of water quality awareness and protection must agree to the following minimum standards:

- Devote two hours per half student year (four hours annually) to educating at least two grades, about water quality awareness and protection. Topics must rotate on at least an annual basis for each grade level.
- Schools will be required to submit an annual report to the Director of Finance for the City of Ottawa for the proposed education sessions that will include information on the number of attendees, time(s), location(s), and topic(s) covered during each session. Copies of materials disseminated must be provided to the Director of Finance, with the annual report.
- Educational information may be obtained from the United States Environmental Protection Agency, the United States Geological Survey, the Kansas Department of Health and Education, the Mid-America Regional Council (MARC), or any other reputable educational material approved by the City.

Below is a list of free resources on stormwater education for the classroom. Many of the sites not only provide a plethora of materials from team-building activities, videos, and posters but furthermore provide a breakdown on which materials are appropriate for which grades. The only cost to the educational institution of using these materials is if the teacher would wish to print the materials. However, these costs are minimal such as in printing a color sheet or poster if at all such as in the case of a video on stormwater management.

EPA for Students and Educators

<http://www.epa.gov/epahome/students.htm>

Breakdown by grade and interactive tools for students.

EPA Teaching Center

<http://www.epa.gov/teachers/>

Provides example lesson plans and free materials on stormwater education. Furthermore, the site includes access to local issues involving water quality.

Educating Young People About Water

<http://www.uwex.edu/erc/eypaw/guides.html>

Information on how to create water education curriculum through a multitude of outlets including team building activities and videos.

EPA

<http://www.epa.gov/teachers/order-publications.htm>

This specific link informs you how to receive free education materials from the EPA.

EPA: NPDES "Classroom Education on Stormwater"

<http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=browse&Rbutton=detail&bmp=8&minmeasure=1>

This is a list of examples other governmental entities have created and made available to educate students on stormwater issues.

U.S. Geological Survey's Water Science for Schools

<http://ga.water.usgs.gov/edu/>

The site offers information on many aspects of water, along with pictures, data, maps, and an interactive center for testing water knowledge.

Submit application with supplemental Materials, requested above, to the Public Works Department.

Option 5: Other Stormwater Quality Improvements

Stormwater Quality Improvements:

In addition, residents may claim a 10% Stormwater Utility Credit for the installation and usage of various stormwater quality improvements. Stormwater quality improvements generally are constructed, installed, or engineered devices which reduce the flow of stormwater and filter out pollutants before the stormwater is discharged off the property in to the storm sewer system. These improvements must have proper documentation that empirically shows that they are performing to their designed expectations. Some examples of stormwater quality improvements may include but are not limited to:

- Installation of pervious concrete/pavers/surfaces
 - These products (1) reduce the amount of impervious surfaces and (2) allows stormwater to infiltrate and filter to the water table instead of directly running off a site.
- Installation of green roofs
 - Roof surfaces are a very large impervious surface and may generate substantial stormwater runoff. A green roof alleviates this by creating a large pervious surface that captures stormwater and allows it to slowly discharge from the site.
- Usage of native vegetation
 - While similar to a rain garden, the use of native vegetation (in reclaiming previous impervious surfaces) helps capture stormwater and reduce the potential for erosion and sediment runoff.
- Buffer restoration
 - Properties adjacent to creeks, streams, rivers, or outfalls can repair and restore vegetative buffers to the waterway edge. Buffers from impervious surfaces to the waterway edge assist in reducing stormwater flow, filtering out pollutants, and minimizing erosion and sediment runoff of the steam bank.