



**East Lampeter Sewer Authority
Lancaster County, Pennsylvania**

Stormwater Management Program Credit Policy Manual

March 2020



Table of Contents

Introduction.....	2
Definitions	2
Credits and Credit Policies	4
General Policies	4
Eligibility	5
Summary of Available Credits	6
Credits	7
BMP Easement (Eligibility: Tiers 2 through 5)	7
Peak Rate Control / Volume Control Structural BMP (Eligibility: Tiers 2 through 5)	7
Riparian Buffer (Eligibility: Tiers 2 thru 5).....	8
Stream Restoration (Eligibility: Tiers 2 thru 5)	8
Turf and Landscape Management Program (Eligibility: Tiers 5)	9
Permeable Pavement (Eligibility: Tiers 2 thru 5)	9
Education Credit (Eligibility: Tiers 2 thru 5)	11
Separate MS4 Permit (Eligibility: Tiers 2 thru 5).....	12
Stormwater Partnership Credit (Eligibility: Tier 5).....	12
Agricultural Use Credit (Eligibility: Tiers 2 thru 5)	13
Applying for Credit.....	13
Pre-Application Meeting and Field Review	13
Credit Application	13
Maintenance Policies:	14
Credit Renewal.....	15
Appeals and Reassessments	15
Appeal Impervious Area Assessment.....	15
Reassessment of Properties.....	16
1. Attachment A – Credit Application	A-1
2. Attachment B – Renewal Application	B-1
3. Attachment C – Reassessment Application.....	C-1
4. Attachment D – Maintenance Agreement.....	D-1
5. Attachment E – Pre-Application Meeting Request Form	E-1



Introduction

This Manual provides East Lampeter Sewer Authority (ELSA) Stormwater Management Program customers with details on the Credits available to reduce their quarterly Stormwater Management Program (SMP) Fee. Stormwater Credits are provided as a means for customers to reduce the amount of their quarterly fee by implementing a creditable Best Management Practice activity to reduce the contribution of stormwater and pollutants to ELSA's stormwater management system and/or to aid East Lampeter Township and ELSA in meeting their MS4 Permit obligations.

Stormwater management is important to our community. It is necessary to manage pollutant-laden runoff generated by impervious surfaces so that it does not have a harmful effect on streams and reduces the potential of flooding and associated property damage. East Lampeter Township and ELSA have partnered in the development and implementation of a comprehensive Stormwater Management Program to provide enhanced stormwater management to property owners in the Township.

The foundation of an effective SMP is the development of a fair and equitable SMP Fee to provide for a dedicated and reliable revenue stream. Revenues generated by the SMP Fees will support the SMP and its goals to: ensure MS4 Permit regulatory compliance, improve water quality, support strategic planning for capital improvements, provide for effective infrastructure operation and maintenance, and to promote the education of the community on practices to improve the quality of water resources.

The *East Lampeter Sewer Authority Stormwater Management Program Fee Resolution* currently in effect defines how properties within ELSA's stormwater service area will be assessed fees based upon Impervious Area (IA). All property owners in Tiers 2 through 5 may reduce their fee by up to 45%, unless otherwise specified herein, if they apply and qualify for ELSA's credits made available by the stormwater credit system. This Manual will provide the user with the procedures to follow in order to apply for stormwater credits from the East Lampeter Sewer Authority.

Disclaimer

By submitting a Stormwater Management Program Fee Credit Application pursuant to this ELSA Stormwater Management Program Credit Policy Manual, Property Owner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all Best Management Practices ("BMPs") constructed, installed, or employed by the property owner. East Lampeter Township and ELSA shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

Definitions

The following definitions apply to the Stormwater Management Program Credit Policy Manual. Any term not defined by this section can be defined by the *East Lampeter Sewer Authority Stormwater*



Management Program Fee Resolution currently in effect and *East Lampeter Sewer Authority's Rules and Regulations*, to the extent not contradictory.

Best Management Practices (BMPs) - Activities, facilities, control measures, planning or procedures used to minimize accelerated erosion and sedimentation and manage stormwater to protect, maintain, reclaim, and restore the quality of waters and the existing and designated uses of waters within this Commonwealth before, during and after earth disturbance activities. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "nonstructural" or "structural". "Nonstructural" BMPs are planning and design approaches, operational and/or behavior-related practices which minimize stormwater runoff generation resulting from an alternation of the land surface or limit contact of pollutants with stormwater runoff whereas "structural" BMPs are physical devices and practices that capture and treat stormwater runoff. Structural stormwater BMPs are permanent appurtenances to the Development Site. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale wet ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low-impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices.

Credit – A discount in the form of a percentage that can be applied to an owner's stormwater fee when proper stormwater control techniques are displayed.

Developed Parcel – A parcel altered from a natural state that contains impervious area equal to or greater than 500 square feet.

Impervious Area (Impervious Surface) (IA) – Surfaces which prevent the infiltration of water into the ground. Impervious surface (or area) includes, but is not limited to, all structures, buildings, parking areas, driveways, roads, streets, sidewalks, decks and areas of concrete, asphalt, packed stone and compacted soil shall be considered impervious surface. Any surface areas initially proposed to be gravel or crushed stone shall be assumed to be impervious areas.

Inlet – A surface connection to a closed drain. The upstream end of any structure through which water may flow.

MS4 – Municipal Separate Storm Sewer System

Non-Urbanized Area - Any area which does not meet the definition of Urbanized Area.

Operation and Maintenance Agreement – An agreement as described in the Township's Stormwater Management Ordinance regarding the required operation and maintenance activities for existing Stormwater Management BMP's and who will be responsible for performing them.

Outlet – Points of water disposal from a stream, river, lake tidewater or artificial drain.

PADEP - Pennsylvania Department of Environmental Protection or any agency successor to the PADEP.

Pennsylvania Stormwater Best Management Practices (BMP) Manual - The most recent version of the Pennsylvania Stormwater Best Management Practices Manual.

Peak Rate - The maximum design flow rate at which runoff from a drainage area discharges past a specific point from a specific storm event.

Peak Rate Control Credit – A credit that can be applied for utilizing proper stormwater rate control techniques. Example: Detention tanks/basins with a controlled outlet.



Pervious Area – Any area not defined as Impervious Area. Any material / surface that allows water to pass through at a rate equal to or greater than Natural Ground Cover.

Stormwater – Drainage runoff from the surface of the land resulting from precipitation, snowmelt, surface runoff, and drainage.

Stormwater Management Fee - Sums assessed, imposed, and to be collected from each developed lot, parcel, building or portion thereof which uses, benefits from or is serviced by the Stormwater Management System or which discharges stormwater, directly or indirectly, into the public Stormwater Management System, for the use of and the service rendered and improvement of such system and additionally for the administration and operation of the Stormwater Management Program.

Volume Control – Stormwater Management (SWM) controls, or BMPs, used to remove a predetermined amount of runoff or the increase in volume between the pre- and post-development design storm.

Urbanized Area (UA) – Comprised of a densely settled core of census tracts and/or census blocks that meet minimum population density requirements, along with adjacent territory containing non-residential urban land uses as well as territory with low population density included to link outlying densely settled territory with the densely settled core. The UA is as defined by the United States Census Bureau.

Water Quality Benefit - Increasing surface water runoff quality as outlined in the Pennsylvania Stormwater BMP Manual or as defined in the PA MS4 guidelines; whichever are more restrictive.

Credits and Credit Policies

General Policies

1. It is the Owner's responsibility to apply for credits and to provide all Credit application documents that are required by ELSA or its designee.
2. Credits are available to all Tier 2 through Tier 5 properties, as provided for in this policy manual.
3. The maximum amount of credit received **shall not exceed 45% per property**, unless otherwise provided for in these policies.
4. **Sewer and stormwater accounts must be current in order to receive Credit(s) conferred by these policies.** Credits will be revoked if an account is overdue more than 90 days. Upon becoming current, a property owner may reapply to reinstate the revoked credits.
5. Credits will be revoked where qualified BMPs are not maintained, or if annual Operation and Maintenance Reports are not submitted on time.
6. Complete applications will be reviewed within 90 days of submission. Applications requiring review and response from PADEP may take additional review time, however credits requiring additional time will be retroactively applied to date of full application submittal. (Incomplete applications will be returned for correction).
7. Credit application fees are applicable to certain credits. Refer to Table 1 for determination if a credit fee applies. Application fees are subject to adjustment January 1 of each year. Refer to



the Applying for Credit section of this document for additional detail. A credit application may include multiple related parcels.

8. Refer to Table 1 for details on credit expiration timeframes. At the time of expiration, the Credit Policy will be reevaluated at the discretion of the ELSA or its designee. Adjustments to the value of credits may be made at that time and/or reapplication required.
9. In the event of a **change of ownership, the new Owner must reapply for Credits** to verify change in Maintenance Agreement, and associated Credit requirements.

The ELSA or its designee has full discretion over the credit policy and process. **Eligibility**

To be eligible for a Credit, the property must have been assigned a minimum of 1500 SF of IA and there must not be any outstanding and unpaid SMP Fees or sanitary sewer fees for the property. Owners must submit the appropriate Credit Application along with any documentation required by ELSA or its designee.

Credit Details

Owners may apply for one or more Credits, and the Credits may be cumulative up to a maximum Credit of 45% of that property's SMP Fee, unless the property meets the requirements of the Stormwater Partnership Credit. **Credit reduction is proportional to the IA that drains to the BMP.**

The SMP Fee for **Tiers 2 through 4 properties** with approved Credits will be calculated as follows:

$$\text{SMP Fee} = \text{Original SMP Fee} \times [1 - \text{Approved Credit(s)}]$$

Example 1: A property owner has 3,000 sf of IA of which half of the IA (1,500 sf) is permeable pavement. Max Credit for permeable pavement is 45%.

$$\text{Percentage of Impacted IA} = (1,500 \text{ sf IA} / 3,000 \text{ sf Total IA}) = 50\%$$

$$\text{Approved Credits} = 45\% \text{ credit applied to } 50\% \text{ of the Total IA} = 22.5\%$$

$$\text{SMP Fee} = \text{Original SMP Fee} \times [1 - 0.225]$$

The SMP Fee for **Tier 5 properties** with approved Credits will be calculated as follows:

$$\begin{aligned} \text{Billable IA} &= \text{Total IA} - \text{Credit IA} \\ \text{SMP Fee} &= \text{Billable IA} \times \text{SMP Rate } (\$/1,000 \text{ sf of IA}) \end{aligned}$$

Where:

Billable IA = The amount of 1,000 sf of IA billed to the ELSA stormwater program customer.

Total IA = The amount of 1,000 sf of IA on a parcel before any Credits have been granted.

Credit IA = The amount of 1,000 sf of IA granted as Credit for the parcel.

SMP Rate = The current rate per 1,000 sf of IA as defined in ELSA's SMP Fee Resolution.



Example 2: A property owner has 8,000 sf of IA on a property, of which 2,000 sf of IA drains to a newly installed infiltration trench. Max Credit for infiltration trenches is 45%. Based on the actual design of the trench a 30% credit is granted.

Total IA = 8,000 sf of IA.

Credit IA = 30% credit * (2,000 sf of IA/8,000 sf of IA) = 30% credit * 20% of overall IA = 7.5% * 8,000 sf of IA = 600 sf of IA

Billable IA = Total IA – Credit IA

Billable IA = 8,000 sf of IA – 600 sf of IA = 7,400 sf of IA

Summary of Available Credits

Table 1. Summary of Available Credits by Property Type

Credit	Eligible Property Type		Max Credit	Application Fee	Credit Expiration (see below)
	Tiers 2 thru 4	Tier 5			
BMP Easement (for projects in Township PRP)	X	X	TBD	No	(1)
Peak Rate Control/Volume Control Structural BMP	X	X	45%	Yes	(1)
Riparian Buffer	X	X	40%	Yes	(1)
Stream Restoration	X	X	40%	Yes	(1)
Turf and Landscape Management Program		X	25%	Yes	(1)
Permeable Pavement	X	X	45%	Yes	(1)
Green Roofs		X	25%	Yes	(1)
Education Credit	X	X	15%	No	(1)
Separate MS4 Permit	X	X	15%/45%	No	(2)
Stormwater Partnership Credit		X	TBD	Yes	TBD
Public Participation	X	X	15%	No	(3)
Public Participation Credit Donation		X	15%	No	(3)
Adopt an Inlet	X	X	15%	No	(4)
Agricultural Use Parcels	X	X	30%	No	(1)
1) End of Townships MS4 Permit Cycle (currently July 31, 2023).					
2) End of Property Owner's MS4 Permit Cycle.					
3) December 31st of year applied.					
4) One year following credit approval.					

In the case of stream bank restoration projects, the magnitude of the Credit will be established based on the length of the associated project. In the case of other BMPs, Credit will be established proportional to the IA treated by the BMP.



Credits

BMP Easement (Eligibility: Tiers 2 through 5)

ELSA or its designee may provide a Credit to Owners who grant a permanent easement to ELSA for existing stormwater BMP's on their property that do not currently have a permanent easement. This credit will allow ELSA to bring older BMP's up to their current standard for easements. Also, this credit can be applied to providing a permanent easement to construct new stormwater infrastructure or BMP's on a property. This Credit is intended for targeted projects that would be financially prohibitive for a property owner to complete on their own, but may be an important project for meeting the goals of ELSA's program.

Peak Rate Control / Volume Control Structural BMP (Eligibility: Tiers 2 through 5)

Structural BMPs that control for the rate, volume, and water quality of stormwater generated on the property are eligible for Credit. The maximum credit for peak rate, volume control and water quality improvements is 45%.

Peak Rate Credits for the installation of a new approved control system that exceeds the standards of *Article III: Design Criteria for Stormwater Management Facilities Section 303 – Rate Controls* and *Article IV: Information to be Included on or with Stormwater Management Site Plans* of the *East Lampeter Township Stormwater Management Ordinance (SWMO)* will be eligible for up to 10% Credit for the 100-year event. This is in addition to any volume control or water quality improvement credits, as noted below. Landowners shall maintain, in perpetuity, volume control and water quality BMP's in the approved condition according to the terms of 25 Pa. Code Chapter 102 prevailing at the time of approval and provide annual documentation of the same to the Township. Property owners who fail to comply with annual reporting requirements will be ineligible for credits on the subject property in the following year.

Any system designed for volume control that exceeds the standards of Article III of the Township Stormwater Management Ordinance Section 302 – Volume Controls will be awarded a 10% Credit. This is in addition to any peak rate control credit noted above or water quality improvement credit noted below. These are systems containing BMP's that do not increase the post-development total runoff volume when compared to the pre-development total runoff volume for the 2 year 24 hour storm event. Approved volume system control systems may be, but are not limited to, infiltration basins, infiltration trenches, and rain gardens or other bioretention. See the Pennsylvania Stormwater BMP Manual section 6.4 for more information on the listed systems as well as other options.

Any system designed for water quality improvements in accordance with Article III of the Township Stormwater Management Ordinance will be awarded a 25% Credit. This is in addition to any peak rate or volume control credits noted above. These are systems containing BMP's that protect or improve water quality of receiving streams. Approved water quality improvements are BMP's which



help with compliance with the Township's MS4 requirements under MCM #5 or their PRP plan, etc. See the Pennsylvania Stormwater BMP Manual Chapter 6 for more information on the listed systems as well as other options.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include a detailed step by step procedure on how the control system shall be maintained in order to work in perpetuity. Include contact information of the person responsible for the O&M in accordance with Article VI. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum 20 foot SWM easement. Access to the SWM easement shall be provided from the nearest public right-of-way.

Existing BMPs can be retrofitted to bring them up to current standards and would be eligible for the Credits detailed above. The Credits only apply to the IA controlled by the BMPs. Peak rate, volume control, and water quality calculations shall be in compliance with the Township Ordinances. Credits will be prorated to the amount of IA managed relative to total IA on site.

Riparian Buffer (Eligibility: Tiers 2 thru 5)

ELSA or its designee may grant up to a 40% Credit for those Owners who create and/or maintain a protected riparian buffer alongside a stream on their property. The riparian buffer can be existing or a newly-planted buffer of native plants. To be eligible for a Credit, a minimum of twenty-five (25) contiguous linear feet of stream must be buffered from top of bank, a minimum of 35 feet (measured horizontally). The Credit will apply only to the IA on the property draining to the buffer.

If property conditions are limiting (proximity to property line, roads, structures, etc.), buffers with less than 25 feet horizontal width may be considered for Credit. Please note projects requiring PADEP permits may have more stringent requirements. The amount of the Credit will be dependent on site-specific conditions including, but not limited to, contributing IA and buffer width and length. Interested Owners should contact ELSA or its designee prior to project initiation. All riparian buffer projects will require an operations and maintenance (O&M) plan to ensure the continued functionality of the BMP, as well as submission of annual inspection reports to ELSA or its designee to demonstrate that the BMP is providing Water Quality Benefit.

Stream Restoration (Eligibility: Tiers 2 thru 5)

ELSA or its designee may grant up to a 40% credit for those Owners who complete and maintain an approved stream restoration project. The total length of stream restoration associated with the project must include a minimum of one hundred (100) contiguous linear feet of stream and a minimum of 35 feet measured horizontally from top of bank. The project may fall on multiple contiguous properties.

For the purposes of eligibility determination, stream restoration is defined as any natural channel design, wet channel regenerative stormwater conveyance, legacy sediment removal or other stream modifications intended to restore natural forms and processes that reduce streambank or streambed erosion and capture pollutants. If property conditions are limiting (proximity to property line, roads,



structures, etc.), projects with less than 35 feet horizontal width on each side of the stream may be considered for partial Credit.

Please note stream bank restoration projects requiring to meet other PADEP permit obligations may have more stringent requirements and may not be eligible for this Credit (per PADEP). Stream restoration projects must be approved by a licensed Pennsylvania engineer. This credit is available to property owners whose property contains an existing channel or streambank erosion on an actively enlarging or incising urban stream condition prior to restoration (an existing problem). The amount of the Credit will be dependent on site-specific conditions. Interested Owners should contact ELSA or its designee prior to project initiation. All stream restoration projects will require an operations and maintenance (O&M) plan to ensure the continued functionality of the BMP, as well as submission of annual inspection reports to ELSA or its designee to demonstrate that the BMP is providing Water Quality Benefit.

Turf and Landscape Management Program (Eligibility: Tiers 5)

Educational institutions, public recreation facilities, golf courses and cemeteries with lawns or landscape areas where fertilizers (organic or inorganic) and pesticides are typically applied may apply for a 25% Credit if all of the following are completed:

1. A soil fertility sample is collected and submitted to the Pennsylvania State Agricultural Analytical Services Laboratory for a soil fertility test. A sample must be taken a minimum of once every three years and a copy of the results must be submitted to ELSA or its designee with the Credit Application;
2. The property owner must commit to the recommendations provided on the soil fertility report, including the application of lime if recommended; and
3. The property owner must commit to following the fertilizer, lime, and pesticide application recommendations provided by ELSA.

The IA of the parcel cannot exceed 40% of the total parcel area to be eligible for this Credit.

Permeable Pavement (Eligibility: Tiers 2 thru 5)

ELSA or its designee may grant a Credit of up to 45% for those Owners who install permeable pavement (sometimes called pervious pavement or porous pavement) or pavers for driveways, parking lots, patios, sidewalks, etc. Permeable pavement that was installed in accordance with the Pennsylvania Stormwater Best Management Practices Manual and has an existing Operations and Maintenance (O&M) agreement with the Authority will be considered for the Credit. Credit percentage will be evaluated based on the type of permeable pavement. Credits will be proportional to the amount of IA managed by the BMP.

For existing installations, maintenance records over the life of the BMP are required at time of application.



Public Participation (Eligibility: Tiers 2 thru 5)

ELSA believes a strong Stormwater Management Program is predicated on public participation and involvement to help address water quality issues. ELSA customers who participate in certain state sponsored or ELSA pre-approved events to promote water quality and sound stormwater management principles will be eligible for Credit. The following activities are eligible for a Credit:

- Spending four (4) hours participating in a stream clean-up (5% Credit).
- Spending four (4) hours participating in a roadside clean-up (5% Credit).
- Participating in an ELSA or other approved tree planting activity (5% Credit).
 - Participating in any other proposed public participation activity pre-approved by ELSA (5% Credit).
- Sponsoring any other public participation activity pre-approved, and in conjunction with ELSA (5% Credit).

For Tier 2 through 4 customers to qualify for the Credit, at least one individual representing the property must participate in a qualifying event. A 5% Credit will be applied for each additional participant up to a maximum of 15%.

For Tier 5 customers to qualify for the Credit, at least 10% of the employees, students, church congregation, or members of the organization must participate in a qualifying event or the Property Owner must sponsor a qualifying event. Sponsorships must be pre-approved and are at the discretion of ELSA.

Customers may participate in multiple activities to earn up to a 15% Credit. Public participation Credits are valid for one (1) year and will be applied once each quarter. For example, if you participate in a four (4)-hour stream cleanup in April of 2020, you would begin receiving a 5% Credit on the July 2020 Stormwater bill. That Credit would expire after June 2021.

Public Participation Credit Donation (Eligibility: Tiers 2 thru 5)

ELSA believes a strong SMP is predicated on public participation and involvement to help address water quality issues. ELSA stormwater customers who participate in certain community events to promote water quality and sound stormwater management principles may participate on behalf of a non-profit organization (such as a church or food bank) or on behalf of a school. Activities must be preapproved by ELSA.

The following are examples of activities eligible for a Credit:

- Participating in a stream or roadside clean-up.
- Participating in an ELSA or other approved tree planting activity.
- Hosting a student-sponsored educational event at a public venue.
- Participating in any other proposed public participation activity pre-approved by ELSA or its designee.
- Sponsoring any other public participation activity pre-approved by ELSA or its designee.



Credits are earned for every hour served. One (1) Credit hour is equal to \$1.50 per quarter (\$6.00 per year). A minimum of four (4) donated hours are required to qualify for the Credit, but do not have to be donated from the same individual. Donated Credits do not have to be from the same event, and individuals may participate in as many qualifying events as they choose. Donated Credits will be tallied over a calendar year and applied to the Stormwater bill beginning in January of the year following the donation. Donated Credits cannot exceed 15% of the SMP Fee for the recipient property. Credits are valid for one (1) year. Contact should be made with ELSA or its designee prior to the event to receive all required forms and documentation.

Adopt an Inlet (Eligibility: Tiers 2 thru 5)

ELSA or its designee may grant customers a 15% Credit for participating in the Adopt an Inlet program. Although Property owners may adopt as many inlets as they like, only one adopted inlet will be applied per property for the purpose of Credit. Adopted inlets should be in close proximity to the property receiving the Credit. If there are no inlets in close proximity to the property, ELSA or its designee may grant permission for a property owner to adopt an inlet elsewhere in the Township. Participants will be responsible for keeping leaves and other debris away from their adopted inlet. Approved participants will receive periodic emails to alert them to check on and remove surface debris from their adopted inlet. Additionally, participants will be asked to alert ELSA or its designee of any maintenance issues that need addressed around their adopted inlet. An Adopt an Inlet participant may donate their Credit to an eligible organization under the Public Participation Credit Donation program. If the Credit is donated, it will be valued at six (6) Credit hours, or \$3.00 per month (\$36.00 per year), not to exceed 15% of the total bill. Credits expire after one year following approval.

Green Roofs (Eligibility: Tier 5)

A property is eligible for a Green Roof Credit when a green roof is installed on a building. The design, construction, and maintenance plan must meet as a minimum, the requirements noted for such facilities in the Pennsylvania Stormwater Best Management Practices Manual or approved recognized engineered equivalent. Green roofs may be eligible for a Credit up to 25% or may result in a reduction in total IA dependent on design and function.

Education Credit (Eligibility: Tiers 2 thru 5)

It is the goal of ELSA to encourage both public and private educational systems (K-12) to educate and inform their students on the importance of surface water, ground water, and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the Township's water resources.

The educational program may include participation in a water resource-themed student poster session or science fair, take-home materials, classroom lessons, field trips, etc. The educational program/materials must be preapproved by ELSA or its designee. The following list of educational resources and materials are provided as examples, but is not meant to exclude other educational material that may be approved by ELSA or its designee:



- PSU Extension: *Rain to Drain – Slow the Flow*
- EPA NPDES Stormwater Outreach Materials and Reference Documents
- EPA Teacher Resources and Lesson Plans
- EPA Water Science and Technology for Students and Educators
- USGS Education Resources
- Soil Science Society of America: *Soils 4 Teachers*

A school with more than 50% of its students enrolled in levels below Kindergarten (i.e. pre-K, preschool, daycare, etc.) is not eligible for an Education Credit. Eligible education institutions may be granted up to a 15% Credit based on the following criteria:

- **Level One Education Credit:** A 10% Education Credit is available to a qualifying education institution which educates 50% to 74% of the grade levels within the school or school system.
- **Level Two Education Credit:** A 15% Education Credit is available to a qualifying education institution which educates 75% to 100% of the grade levels within the school or school system.

Education Credits only apply to the IA associated with the teaching facility and associated infrastructure. For example, the Credits would be applied to a High School building and its parking lot, but not to the School District Administrative offices that oversee the High School. Student living quarters, such as dorms, are also not eligible for Education Credits. Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught.

Churches and religious organizations are eligible for the education credit per the requirements mentioned above. Institutions of higher education may participate as part of the Stormwater Partnership Credit.

Separate MS4 Permit (Eligibility: Tiers 2 thru 5)

A 45% Credit is available to those properties that have been identified by PADEP as being required to obtain and comply with the terms of a Non-Municipal MS4 permit which includes implementing a pollution reduction plan (PRP). To be eligible for the Credit, the MS4 permit must be kept in full compliance and ELSA must be provided a copy of the MS4 permit as well as copies of the annual reports. Properties with a Non-Municipal MS4 permit which does not require PRP implementation are eligible for a maximum credit of 15%.

Stormwater Partnership Credit (Eligibility: Tier 5)

ELSA recognizes that the ultimate goal of the stormwater program and credit policy is to improve local and regional water quality. Therefore, ELSA encourages customers to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a ELSA stormwater customer has an idea for a project that could be worth stormwater credits, ELSA encourages the customer to submit the project idea under the Stormwater Partnership Credit. Credit will be based upon benefit analysis demonstrating actual stormwater program cost reduction to be realized by ELSA. The term of the credit will be defined in the Partnership Agreement.



Agricultural Use Credit (Eligibility: Tiers 2 thru 5)

A range of credits are available for properties where agricultural E&S/agricultural conservations plans and/or manure/nutrient management plans are required according to Pennsylvania regulations, typically overseen by the Conservation District. ELSA or its designee may grant up to 30% credit for agricultural BMPs that are planned and fully implemented according to the applicable planning schedule, especially for properties that employ particular high performance water quality BMPs. Each approved and still relevant plan, approved within three months of the stormwater fee being in place, is worth 5% credit. Upon annual verification that each plan is being implemented according to the prescribed schedule, 10% credit per plan is offered by ELSA or its designee. Should a property owner/operator be willing to go above and beyond the minimum agricultural water quality requirements, additional credit may be negotiable (e.g. farm is in compliance and is willing to work with ELSA, or a partner organization, on a stream restoration project and, thereby, install streambank fencing).

Applying for Credit

Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with ELSA or its designee. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in Attachment E to ELSA. Township Staff will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

Design Standards

All proposed BMPs shall comply with the applicable design standards set forth in the municipal ordinances for which the property is located and Pennsylvania Stormwater Best Management Practices Manual including, but not limited to, the use of appropriate professionals, such as Professional Engineers, Professional Geologists, Landscape Architects, Soil Scientists, etc. when required. When applicable, karst hazards, soil investigations, infiltration testing, or other pertinent site-assessment activities should be conducted.

Credit Application

In order to receive Credit, all Owners must follow the subsequent application process. Materials can be mailed or personally delivered to ELSA at 2250 Old Philadelphia Pike Lancaster, PA 17602, Attn: Stormwater Credit Administrator. Properly submitted and complete applications will be reviewed by ELSA within 90 days of submission, unless extended by good cause shown. The applicant will be notified in writing whether or not the credits applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved applicants will receive a letter along with a credit agreement that must be signed and returned to ELSA or its designee within 60 days (failure to do so will terminate the Credits). Credits will then be applied to the next billing period. Credits will be valid through the period of time defined in Table 1, after which time they may be eligible for reapplication. Separate Credit applications must be submitted for each tract of land.



The following documentation must be submitted for an application to be reviewed:

1. Completed and signed credit application form.
 - a. Application forms are available in Attachment A, online at the Township website, and at the Township office (located at the address listed above).
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Owner's Operation and Maintenance Plan.
4. Previous 1 year maintenance log. (Existing facilities only)
5. \$25 application fee applies to certain credits. Refer to Table 1.
6. ELSA or its designee has the right to require submission of design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.
7. ELSA or its designee has the right to require documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only).
8. Additional documentation may be required at the request of ELSA or its designee.

Maintenance Policies:

All who receive Credits will be required to sign a Maintenance Agreement, substantially in the form attached to this document, which references an Operations and Maintenance Plan outlining any and all maintenance that will be required to continually qualify. At the request of ELSA or its designee, property owners with existing BMPs and associated maintenance agreements may be required to sign the agreement attached to this document. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan are, but not limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sediment traps shall be cleaned when filled.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the inlet, outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours after any major rain events of >1".
- Documentation of inspections must be submitted by July 15th of each year.
- Provide previous year's maintenance log must be submitted by July 15th of each year to the Township.
- Control structures shall remain unaltered, intact, and functioning as originally designed unless otherwise determined by the Township and/or ELSA staff with written notification.
- See Pennsylvania Stormwater BMP Manual for system specific inspection details.

ELSA has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the Owner will be notified in writing of the deficiencies. If the Owner does not



make the necessary corrections within 45 days any and all Credits may be revoked. If Owner fails to submit annual reporting documentation by deadline listed above Credits may be revoked.

Credit Renewal

Credits expire after the period of time defined in Table 1 and many can be renewed to the extent permitted by controlling laws or regulations. Materials can be mailed or personally delivered to ELSA at 2250 Old Philadelphia Pike Lancaster, PA 17602, Attn: Stormwater Credit Administrator. Failure to do so may result in Credits not being renewed before they expire. Renewal applications will be reviewed by ELSA or its designee within 90 days of submission. The applicant will be notified in writing if the credits are not renewed only. Unapproved applications will have 60 days to resubmit before their application is terminated without a fee reimbursement. Approved applicants will receive a letter along with a renewed credit agreement that must be signed and returned to ELSA or its designee within 60 days (failure to do so will terminate the Credits). The signed agreement must be returned at least 15 days before the next billing period to guarantee that the renewed Credits will be applied to the next billing period.

The following documentation must be submitted for a renewal application to be reviewed.

1. Completed and signed renewal application form.
 - a. Application forms are available in Attachment B, online at the Township website, and at the Township office (located at the address listed above).
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Provide previous year's maintenance log.
4. Provide documentation from a Pennsylvania licensed professional engineer that the facility is in proper working order, where required by ELSA.
5. For MS4 Permit Compliance Credits documentation must be provided showing compliance with permit limits/regulations over the proceeding 3 year period.

Appeals and Reassessments

Appeal Impervious Area Assessment

If a property owner feels that their Impervious Area estimate is incorrect they may appeal it. Similarly any property owner who believes stormwater fees have been assessed for a parcel they do not own shall notify the Township. Note that review of the Impervious Area may cause the assigned estimate to increase as a result of the appeal.

Appeal forms are available in Appendix C, online at the Township website, and at the Township office. There is no processing fee for appeal applications. Materials can be mailed or personally delivered to the Township office. Within 60 calendar days of being received, the Township will contact the owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at the Township office during regular business hours.



Reassessment of Properties

Applying for reassessment is encouraged, if changes have been made to a property. **If impervious surface has been removed from a property it will be removed from the fee.** Application forms are available in Attachment C, online at the Township website, and at the Township office. Materials can be mailed or personally delivered to the Township office. Within 60 days of being received, Township Staff will contact the owner with information about the status of the application as well as instructions about how to proceed. There is a \$50 fee for reassessment of properties. Property Owners may submit for reassessment once per calendar year.

1. Attachment A – Credit Application



Stormwater Credit Application Form

Credit Application Instructions

1. This form is provided to ELSA stormwater customers who believe they qualify for an approved Stormwater Credit. Customers should review the ELSA Credit Manual for eligibility requirements. Accounts must be current for credits to be considered.
2. Please fill out all sections on the first page of the form
Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for (except for the last section marked "For ELSA Use Only".).
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

East Lampeter Sewer Authority
2250 Old Philadelphia Pike Lancaster, PA 17602
Attn: Stormwater Credit Administrator
4. An ELSA representative will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

Attached Documents

The following documentation must be submitted for an application to be reviewed

- 1 Completed and signed credit application form.
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous year's maintenance log. (Existing facilities only)
5. Provide \$25 application fee (if required per Credit Policy Manual- Table 1.)
6. ELSA may require for the following additional documentation to be submitted:
 - a. Design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer.
 - b. Documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only)
 - c. Other documentation as may be required at the request of the Authority.

***Please review ELSA's Stormwater Management Program Credit Manual before**

applying* Select the credit(s) being applied for (check applicable boxes):

<input type="checkbox"/> BMP Easement	<input type="checkbox"/> Green Roofs
<input type="checkbox"/> Peak Rate Control/Volume Control Structural BMP	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Riparian Buffer	<input type="checkbox"/> Separate MS4 Permit
<input type="checkbox"/> Stream Restoration	<input type="checkbox"/> Stormwater Partnership Credit
<input type="checkbox"/> Turf and Landscape Management Program	<input type="checkbox"/> Adopt an Inlet
<input type="checkbox"/> Permeable Pavement	<input type="checkbox"/> Agricultural Use Credit

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Customer Classification: E Tiers 2 through 4 or E Tier 5



Stormwater Credit Application Form (Cont.)

Turf and Landscape Management Program

Check all boxes that apply:

D I agree to submit a soil sample and provide ELSA with a copy of the results at least once every three years. D I agree to follow the recommendations provided on the soil fertility report, including the application of lime if recommended.

D I agree to follow the fertilizer, lime and pesticide application recommendations provided by ELSA.

Please attach a copy of the soil fertility report.

Public Participation Credit Donation

Check only one box:

D I want to donate my participation credits to an eligible non-profit.

Name of Event: _____

Date of Event: _____

Participant Name*: _____ Number of Hours*: _____

Name of Organization: _____

Address of Organization: _____

*Please attached a list of event participants and hours served if more than one person participated.

Additional Credits

If you are applying for any of the following credits, ELSA may contact you to discuss the details of the credit after you submit page 1 of the application.

- Peak Rate Control/Volume Control Structural BMP
- Riparian Buffer
- Stream Restoration
- Permeable Pavement
- Green Roofs
- Education Credit
- Separate MS4 Credit
- Stormwater Partnership Credit
- Agricultural use Parcels

Confirmation of Credit Conditions and ELSA Access Rights

I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the *East Lampeter Sewer Authority Stormwater Management Program Credit Manual*. Additionally, I agree that East Lampeter Sewer Authority or its designee may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Signature: _____ Date: _____

FOR ELSA USE ONLY

Date Received:	Credit(s):	D Granted	D Denied
Date Reviewed:	Reviewer:		



2. Attachment B – Renewal Application



Credit Renewal Application Instructions

1. This form is provided to existing ELSA stormwater customers who are renewing stormwater credit. Customers should review the ELSA Credit Manual for eligibility requirements for Credits. Accounts must be current for renewal applications to be considered.
2. Please fill out all sections on the form, except for the last section marked "For ELSA Use Only".
3. Please mail completed form to: East Lampeter Sewer Authority
2250 Old Philadelphia Pike Lancaster, PA 17602
Attn: Stormwater Credit Administrator
4. An ELSA representative will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

Attached Documents

The following documentation must be submitted for an application to be reviewed

1. Completed and signed credit application form.
2. Current (1 month or less before submission) photographs of the site showing layout, inlets, outlets, etc.
3. Obtain owner's operation and maintenance plan.
4. Provide previous year's maintenance log.
5. ELSA may require the following additional documentation to be submitted:
 - a. Documentation from a licensed engineer that the facility is in proper working order. (Previously existing facilities only)
 - b. Other documentation as may be required at the request of the Authority.

Please Mark All Credits That Apply

<input type="checkbox"/> BMP Easement	<input type="checkbox"/> Green Roofs
<input type="checkbox"/> Peak Rate Control/Volume Control Structural BMP	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Riparian Buffer	<input type="checkbox"/> Separate MS4 Permit
<input type="checkbox"/> Stream Restoration	<input type="checkbox"/> Stormwater Partnership Credit
<input type="checkbox"/> Turf and Landscape Management Program	<input type="checkbox"/> Adopt an Inlet
<input type="checkbox"/> Permeable Pavement	<input type="checkbox"/> Agricultural Use Parcel

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

I, (please print name) _____ agree to all conditions of the Credits associated with the above referenced property as outlined in the *East Lampeter Sewer Authority Stormwater Management Program Credit Manual*. Additionally, I agree that East Lampeter Sewer Authority or its designee may at reasonable times enter my property to inspect the property or condition or operation of BMPs. I also understand my obligations to any conditions listed in any Operation and Maintenance Agreements that are in existence for this property with ELSA.

Signature: _____ Date: _____

FOR ELSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Reviewer: _____



3. Attachment C – Reassessment Application



Appeal & Reassessment Instructions

1. This form is provided to ELSA stormwater customers who have reduced their Impervious Area (IA) coverage or believe their IA or fee was improperly calculated.
2. Please fill out all sections on the form, except for the last section marked "For ELSA Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail or hand deliver completed form to:

East Lampeter Sewer Authority
2250 Old Philadelphia Pike Lancaster, PA 17602
Attn: Stormwater Credit Administrator

4. An ELSA representative will review the Stormwater Appeal and Reassessment Form within 60 days of receipt of the completed form.
5. Approved adjustments will be applied to the current stormwater bill and future billings, as deemed appropriate.

Attached Documents

The following documentation must be submitted for an appeal and reassessment application to be reviewed

1. Completed and signed Appeal and Reassessment Application Form.
2. Provide \$50 application fee, for reassessments, only.

Appeal Information

Select the revision(s) being requested (check applicable boxes):

Improper Calculation Of Impervious Area. If claimed, specify what you believe the calculation should be and indicate specifically how you arrived at your calculation:

Mathematical error in calculation of fees. If claimed, specify how you believe the fee was calculated in error.

Incorrect identification of owner of parcel. If claimed, specify on what basis you claim the property owner has been incorrectly identified.

Incorrect application of a credit under ELSA Credit Policy. If claimed, specify what credit policy you are contesting and specifically outline why you believe the credit has been applied in error.

Impervious Area on Property has been reduced by the Property Owner. Provide a brief description of why the reassessment is necessary. Include \$50 reassessment fee.

Reassessment IA Estimate: _____

Signature: _____ Date: _____



EAST LAMPETER
SEWER AUTHORITY

Customer Information

Owner's Name: _____
Phone Number: _____ Alt. Phone Number: _____
E-mail: _____
Property Address: _____
Mailing Address: _____
Account Number: _____

FOR ELSA USE ONLY

Date Received: _____	Credit(s): 0 Granted 0 Denied
Date Reviewed: _____	Reviewer: _____



4. Attachment D – Maintenance Agreement



Maintenance Agreement

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address:

Account Number: _____

THIS AGREEMENT, made and entered into this _____ day of _____, 20____,
by and between _____, (hereinafter the "Landowner"), and the East
Lampeter Sewer Authority ("Authority");

WITNESSETH;

WHEREAS, the Landowner is the owner of a certain real property in the Authority's stormwater service area, recorded by deed in the land records of Lancaster County, Pennsylvania, Deed Book ____ at Page ____ and identified by Parcel Identification (ID) Number(s)

(hereinafter "Property");

WHEREAS, the Landowner installed certain Best Management Practices to manage stormwater impacts associated with the Property;

WHEREAS, the East Lampeter Sewer Authority and the Landowner, for itself and its administrators, executors, successors, heirs, and assigns, agree that the health, safety, and welfare of Township residents and the protection and maintenance of water quality require that stormwater practices and conveyances be properly constructed and maintained on the Property;

WHEREAS, the East Lampeter Sewer Authority, through the implementation of the Operation of Maintenance Plan (the Plan), that stormwater practices as designed in said Plan be adequately operated and maintained by the Landowner.

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The owner shall operate and maintain the stormwater facility on the Property as shown on the Plan in good working order in accordance with the specific maintenance requirements noted on the Plan for the duration of the approved credit period.
2. The Owner agrees to all specifications made by the East Lampeter Sewer Authority's Stormwater Credit Policy Manual, the stormwater ordinance of the municipality for which the property is located, applicable PADEP requirements, and any documents referenced by the previously mentioned.



3. The Owner hereby grants permission to the East Lampeter Sewer Authority, its authorized agents, and employees to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the stormwater facilities periodically in the discretion of the East Lampeter Sewer Authority. Whenever possible, the East Lampeter Sewer Authority or its designee shall notify the Owner prior to entering the property.
4. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit annual an inspection report to the East Lampeter Sewer Authority or its designee no later than **June 30th** of each year. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, plantings, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
5. The Owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater facility except in accordance with written approval of the East Lampeter Sewer Authority or its designee.
6. The Owner shall undertake necessary repairs and replacement of the stormwater facility at the direction of the East Lampeter Sewer Authority or its designee or in accordance with the recommendations of a Pennsylvania Licensed Professional Engineer.
7. In the event the Owner fails to Operate and maintain the stormwater facility as specified in the Plan, the East Lampeter Sewer Authority reserves the right to revoke any credits awarded by the stormwater credit system.
8. It is the intent of this agreement to ensure the proper maintenance of the facility or facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or caused by stormwater runoff.
9. The Owner, its executors, administrators, assigns, and other successors in interest, shall release the East Lampeter Sewer Authority and East Lampeter Township from any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives for the construction, presence, existence, or maintenance of the stormwater facility by the owner, the East Lampeter Sewer Authority or East Lampeter Township.
10. Any assignment of this Agreement must first be approved by the ELSA or its designee.

ATTEST:

Witness the following signatures and seals:

(SEAL)

For the East Lampeter Sewer Authority

For the Owner:

Date:



5. Attachment E – Pre-Application Meeting Request Form



Stormwater Credit Pre-Application Meeting Request Form

Pre-Application Meeting Request Instructions

1. This form is provided to ELSA stormwater customers who are want to install a new BMP or retrofit an existing BMP to become eligible for ELSA stormwater Credit. Customers should review the ELSA Credit Manual for eligibility requirements for Credits. Accounts must be current for credits to be considered.
2. Please fill out all sections on the form, except for the last section marked "For ELSA Use Only".
3. Please mail completed form to:

East Lampeter Sewer Authority
2250 Old Philadelphia Pike Lancaster, PA 17602
Attn: Stormwater Credit Administrator
4. An ELSA representative will review the Stormwater Credit Application Form within 90 days of receipt of the completed form.

Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP
- I want to discuss a BMP easement, riparian buffer, stream restoration project
- I have an idea for a project that might qualify for the Stormwater Partnership Credit
- Other: _____

Customer Information

Owner's Name: _____

Phone Number: _____ Alt. Phone Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Parcel ID (if known): _____

FOR ELSA USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Reviewer: _____