

# *City of Alexandria, Virginia* Stormwater Utility Fee Credit Manual for Non-Residential Properties

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## Glossary

**Best Management Practice (BMP):** A schedule of activities, prohibitions or practices, maintenance procedures, and other management practices, including both structural and non-structural practices, to prevent or reduce the pollution of surface water and groundwater systems.

**Billing Unit:** 2,062 square feet of impervious area (see also Equivalent Residential Unit or ERU).

**Detention Facility:** A system which provides temporary storage of stormwater runoff with a designed release of the stored runoff over time to manage the discharge volume, rate, and/or velocity.

**Director:** The director of Transportation and Environmental Services or the director's authorized representative.

**Equivalent Residential Unit (ERU):** the average amount of impervious surface on a single-family residential property in the City of Alexandria. The ERU is calculated to be 2,062 square feet of impervious area (see also Billing Unit).

**Impervious Area:** A surface composed of any material that significantly impedes or prevents natural infiltration of water into the soil. Impervious surfaces include, but are not limited to: roofs, buildings, streets, parking areas, and any concrete, asphalt, or compacted gravel surfaces.

**Inspection:** An onsite review of compliance with a city permit, the city's stormwater management program, and any applicable design criteria, or an onsite review to obtain information or conduct surveys or investigations necessary in the enforcement of the Stormwater Utility ordinance.

**Best Management Practice (BMP) Facilities Operation and Maintenance Agreement:** A legally recorded document that acts as a property deed restriction, and which provides for the long-term maintenance of stormwater management practices.

**Non-Residential Property:** Non-residential properties include all properties not considered residential properties (as defined below), such as commercial or industrial properties, apartment buildings, and non-profit or faith-based properties.

**Owner or Property Owner:** The owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm, or corporation in control of a property.

**Residential Property:** Residential properties include condominiums, townhomes, and detached single family homes.

**Stormwater:** precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage.

**Stormwater Management Facility:** A structural control measure that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release, or the velocity of flow. A stormwater management facility is a type of best management practice.

**Stormwater Quality BMP:** A BMP that treats stormwater runoff from an impervious surface by affecting the chemical, physical, and/or biological characteristics of stormwater runoff.

**Stormwater Utility (SWU) Fee:** A stable, equitable source of funding for the City of Alexandria's Stormwater Management Program. Funds will be used to meet new unfunded State and Federal stormwater mandates, and provide dedicated funding to meet pollution mandates, operate and maintain the stormwater infrastructure, and maintain the City's flood infrastructure and flood management program. All property owners in the City contributing to stormwater runoff, including businesses, home owners, state and federal government, and non-profit organizations are subject to the fee.

**Stormwater Utility (SWU) Fee Credit:** Full or partial waiver of charges to any person who installs, operates, and maintains a stormwater management facility that achieves a permanent reduction in stormwater flow or pollutant loadings as defined by City Code Sec.5-6-235.



## 1. Introduction

The City values its water resources, and as a community located along the Potomac River, continues to enhance and protect these valuable resources to meet regulatory requirements as well as the City's local environmental stewardship goals. Stormwater runoff is rain or snow melt that does not soak into the ground and flows over impervious areas and through open channels and storm sewer pipes into one of the local waterways, such as Holmes Run, Cameron Run, Four Mile Run, Taylor Run, Timber Branch, or the Potomac River. In undeveloped areas with abundant grass and trees, stormwater soaks easily into the ground. However, in developed urban areas with extensive impervious surfaces such as parking lots, sidewalks, roads and buildings, stormwater does not soak into the ground, thus urban areas have more stormwater runoff, which can cause flooding and other storm drainage-related issues. Urban stormwater often becomes polluted as it runs over the land surface and mixes with potential pollution sources, such as spilled motor oil, pet waste, fertilizer, pesticides, paint, grease, sediment, and litter (floatables) that can be found on the impervious surfaces. Runoff from impervious areas is the most important factor affecting the quality and quantity of stormwater, as demonstrated in Figure 1 below.



Figure 1

### *1.1. City of Alexandria Stormwater Management Program*

The City addresses stormwater quality and quantity issues through its Stormwater Management Program (SWMP). The City's SWMP focuses on three areas: 1) stormwater quality, 2) flooding and drainage issues, and 3) public infrastructure operation and maintenance. The City's Municipal Separate Storm Sewer System (MS4) General Permit regulates discharges of stormwater from the City's infrastructure and is administered by the Virginia Department of Environmental Quality (DEQ). The MS4 permit mandates compliance activities for the SWMP and requires annual compliance reporting on those activities.

### *1.2. Stormwater Quality*

With respect to stormwater quality, the City conducts activities related to engineering and planning, regulations and enforcement, public education and involvement, and installation of structural best management practices (BMPs) to treat stormwater runoff. The installation of BMPs is accomplished through private development or public development under the Capital Improvement Program. There are over 500 structural BMPs implemented in the City to date. The City's Private BMP Inspection and Enforcement program ensures that the proper maintenance is performed for the BMP to function as intended. The goal is to comply with regulatory requirements to protect water quality in local waterways, the Potomac River, and the Chesapeake Bay from polluted stormwater runoff.

### *1.3. Flooding and Drainage*

The City's low elevation and proximity to the Potomac River make it susceptible to flooding. Nearly every year, and sometimes several times throughout the year, during periods of heavy rain, strong winds, or quick snow melts, residential and commercial properties are threatened with the potential of tidal, wind-driven, and storm surge flooding from the Potomac River or flash flooding from its tributaries. Flooding also occurs along other streams in the City, primarily where older development is constructed in close proximity to the streams. Performing channel maintenance through dredging or debris removal reestablishes the capacity for channels to adequately convey flows, while investigation, planning, and design elements are required to fix drainage problems.

### *1.4. Public Infrastructure Operation and Maintenance*

The City operates and maintains over 210 miles of streets, 185 miles of storm sewer pipes, 13,500 storm sewer structures, and over 80 public structural BMPs as part of the SWMP. Operation and maintenance activities include catch basin and inlet cleaning, street sweeping, leaf collection, storm sewer pipe investigations and cleaning, repair of damaged or failing pipes and structures, and performing inspection and maintenance of BMPs. Drainage issues can arise if the storm drain system is not maintained, or inadequate drainage occurs.

As demonstrated in Figure 2 below, with effective management by the City and enhanced stewardship from its citizenry, the implementation of the City's SWMP improves the quality and manages the quantity of stormwater runoff for a healthier environment.

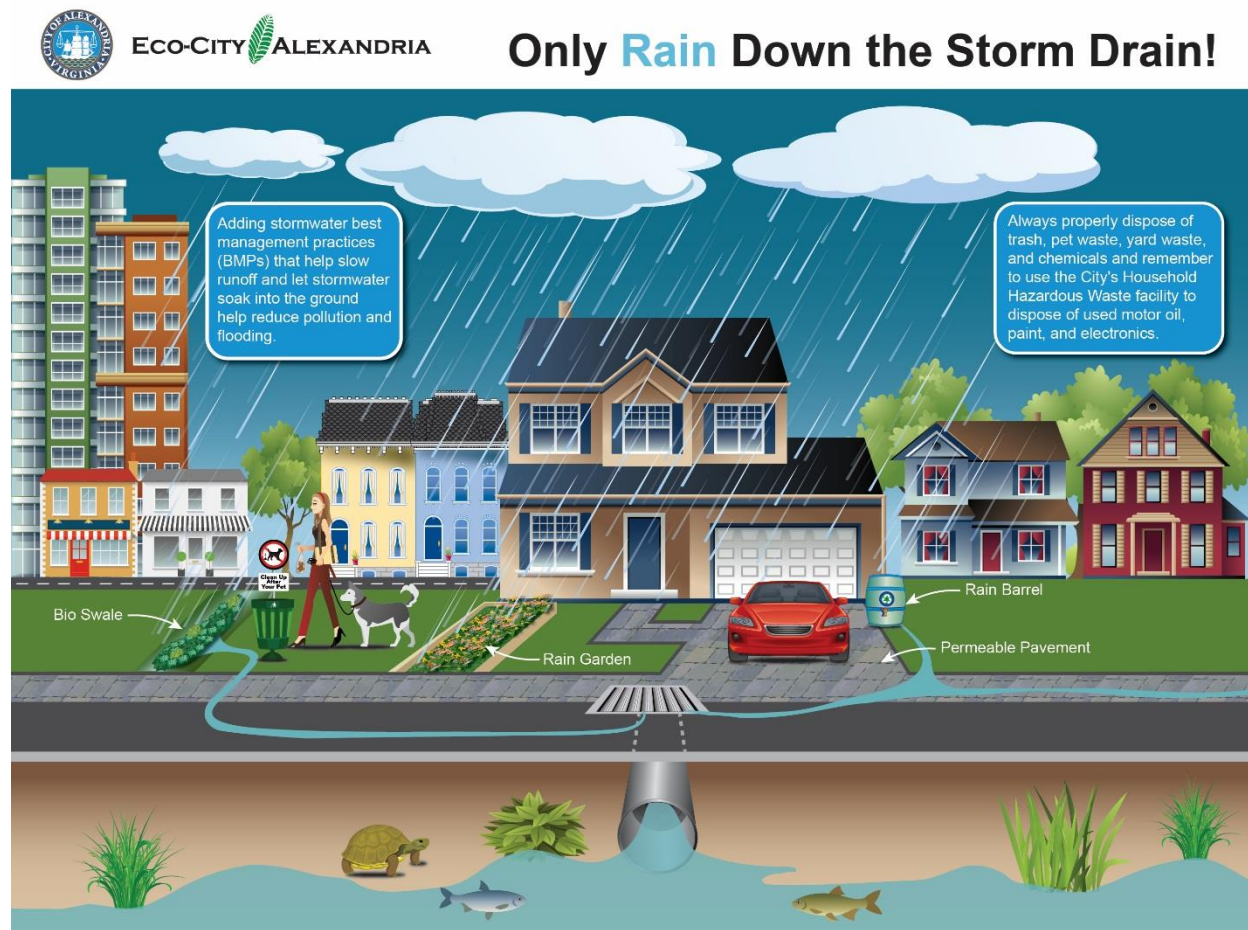


Figure 2

### 1.5. *New Regulatory Mandates*

Along with the need to manage the City's SWMP priorities, the City must also comply with water quality-based permits for its stormwater runoff. The City's MS4 permit is issued by DEQ in 5-year cycles. Since the first 5-year permit in 2003, each successive permit has included more stringent requirements to be implemented through the City's SWMP. In December 2010, under the Clean Water Act, the U.S. Environmental Protection Agency established the Chesapeake Bay Total Maximum Daily Load (TMDL) which is sometimes called a "pollution diet" to restore clean water in the Bay, as well as the Potomac River and the City's local streams. It sets targets for reducing nitrogen, phosphorus, and sediment loads in waterways, hence the term 'pollution diet'. These targets, or Bay Cleanup Mandates, are enforced through the City's MS4 permit. For each 5-year permit cycle, the local target reductions are increased, with the current requirements being a 5% reduction by 2018, an additional 35% by 2023, and 100% by 2028. The Bay Cleanup Mandates will require the City to treat stormwater runoff by installing stormwater infrastructure retrofits in nearly a quarter of the City to meet the 100% reduction target.



## 2. Need for Dedicated Funding

The Bay Cleanup Mandates and other increasingly stringent requirements in the MS4 permit must be incorporated into the SWMP. Operating and capital costs associated with mandated infrastructure improvements are ever increasing. City leadership recognizes that stormwater management solutions range from individual citizen and business participation to large-scale stormwater projects, but any real solution will require an on-going, dedicated funding stream and focused effort. To eliminate the need to increase the property tax dedication and alleviate pressure on the General Fund, the Transportation and Environmental Services Department (T&ES) received direction from the City Council in December 2014 to study options for a Stormwater Utility (SWU) program to create a stable and dedicated funding source to meet the City's stormwater program needs. In February 2016, T&ES staff received further direction from the Council to develop the basic framework of a proposed stormwater utility to consider for implementation as the SWU program.

## 3. Stormwater Utility Fee

On May 4, 2017, the City of Alexandria enacted Chapter 6 – Section C Stormwater Utility ordinance, with effective date January 1, 2018, in order to effectively and equitably fund the City's management of stormwater runoff. Chapter 6 §C-5-6-233 establishes local ordinance authority for establishing SWU fee. The SWU creates a dedicated source of funding to meet long-term stormwater management needs without competing for General Fund support.

### 3.1. *What is a stormwater utility fee?*

The SWU Fee codifies a fee-for-service approach that recognizes that public stormwater services benefit the community as a whole and more equitably distributes this public cost across eligible developed properties based on the amount of their impervious area. In addition to funding the baseline program, development of the SWU incorporated a comprehensive review of the City's needs, desired level of service, and the rates required to support a stormwater program.

The City has developed two fee structures – one for residential properties, including condos, townhomes, and single family homes; and one for non-residential properties, including commercial, industrial, institutional, multi-family, non-profit, faith-based, and other properties not included in the single family category. The fee structure for non-residential properties is calculated using a variable method, meaning the fee will be calculated individually for each property. The variable fee is based on a billing unit that equates to 2,062 square feet of impervious cover or 1 Equivalent Residential Unit (ERU).

The SWU fee will be billed twice a year, concurrent with Real Estate taxes, with the first payment due on June 15, 2018 and second payment due November 15, 2018.

### 3.2. *How much is the stormwater utility fee?*

The SWU Fee charged will depend on a property's type and its impervious area. The City has developed two fee structures – a tiered structure for residential properties, including condos, townhomes, and single family homes; and a variable or 'calculated' structure for "non-residential" properties, including commercial properties, industrial properties, apartment buildings, non-profit, faith-based properties, and all other properties not listed in the single

family residential category. Tiered fees for single family residential properties and an example calculation for non-residential properties are provided below.

The residential fee structure has been developed for condominiums, townhouses, a typical single family home, and a large single family home as demonstrated below in Figure 3.

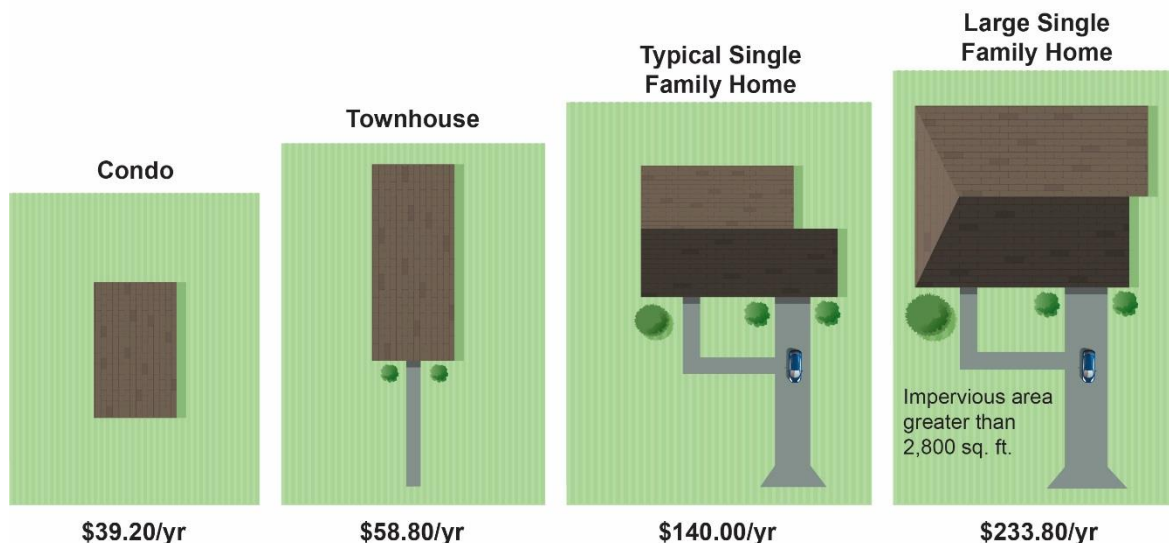


Figure 3

The fee structure for non-residential properties is calculated using a variable method, meaning the fee will be calculated individually for each property. The variable fee is based on a billing unit that equates to 2,062 square feet of impervious cover or 1 ERU, represented by the “Typical Single Family Home” example in Figure 3 above.

The total impervious area for each non-residential property is calculated using GIS analysis, aerial photography, as-built drawings, final approved site plans, building permits, field surveys, or other appropriate engineering and mapping analysis tools. A non-residential variable fee calculation example is shown below in Figure 4.

Calculate Non-Residential Fee Example:	
Building and parking lot impervious area	6,168 sq. ft.
1 billing unit	2,062 sq. ft.
Total billing units	$6,168 / 2,062 = 3$
Multiply by rate for 1 billing unit	$3 \times \$140$
Total fee	\$420/yr

Figure 4



Impervious Area = 6,168 sq. ft.

## 4. Stormwater Utility Fee Credits

### 4.1. *What is a stormwater utility fee credit?*

During the establishment of the Stormwater Utility, the City Council recognized that certain structural and non-structural practices may reduce the impact that a site's stormwater runoff has on the City's stormwater management infrastructure and waterways. In order to acknowledge the positive impacts that these practices can have, and consistent with the state code, properties that install and maintain stormwater quality best management practices (BMPs) and detention facilities that reduce the flow rate of stormwater runoff, the flow volume of runoff, the pollutant load carried in stormwater runoff, or otherwise limit the impact of stormwater runoff from their property, can qualify to receive a reduction in their SWU fee; known as a 'credit'. Approved SWU fee credits will be applied for one full calendar year from the date of approved application, split equally between two calendar-year billing cycles.

### 4.2. *What types of credits are available?*

Credits are available for both structural and non-structural practices. SWU Fee Credits for structural practices can be obtained through the implementation of stormwater quality BMPs and detention facilities designed to control water quality or quantity. Opportunities for obtaining SWU Fee Credits for non-structural practices include a menu of volunteer activities that may be implemented on behalf of an individual property that improves stormwater quality.

## 5. Stormwater Quality BMPs and Detention Facilities

### 5.1. *Which facilities are eligible?*

Stormwater quality BMPs and detention facilities eligible for non-residential credit are those that non-residential property owners were required to build during development. The City's Stormwater Utility Ordinance (City Code § 5-6-235) notes that credits are available for BMPs that achieve a "permanent reduction in stormwater flow or pollutant loadings".

**Stormwater Quality BMPs** should achieve a permanent reduction in pollutant loadings. The list of approved water quality BMPs include, but are not limited to, the following facilities that may be eligible for up to a twenty percent (20%) credit against the calculated SWU Fee:

- Bioretention Facility
- Vegetated Filter Strip
- Green Roof
- Retention Pond (Wet Pond)
- Planter Box Filter
- Sand Filter
- Permeable Pavers/Pavement
- Proprietary hydrodynamic or filtering devices

**Detention Facilities** should achieve a permanent reduction in stormwater flow rate. The approved detention facilities include, but are not limited to, the following examples that may be eligible for up to ten percent (10%) credit against the calculated SWU Fee:

- Detention Pond (Dry Pond)
- Detention Chamber

## 5.2. *What are the participation requirements?*

### **Stormwater Management / BMP Facilities Operation and Maintenance Agreement**

To be eligible for SWU Fee Credit, the property owner must have an executed and recorded Stormwater Management / BMP Facilities Operation and Maintenance Agreement. During review of the credit application, the City will determine if an executed and recorded Maintenance Agreement is on file with the City for the BMP(s) or detention facilities included in this application. If it is determined that this requirement is outstanding, the applicant will be informed and presented with an agreement signed by the director of T&ES. The applicant must execute (sign in the presence of a notary), record the maintenance agreement in the Alexandria Circuit Court Clerk's Office Land Records, and provide proof of recordation along with a copy of the recorded maintenance agreement to T&ES.

### **Annual Stormwater Management Facility Inspection and Certification**

Regular maintenance ensures that BMPs do not generate additional pollutants, become nuisances, or pose safety issues, and that they function properly. When maintenance problems do exist, they are most often less costly to correct when they are caught early. BMP maintenance is not only an integral part of BMP ownership, but is also a requirement of the City's local stormwater program. City ordinance {13-109(G)} states that all stormwater BMPs must be adequately maintained by their owners to ensure that the BMPs function as designed. Facility inspection components should be consistent with the City's Stormwater Management.

The property owner(s) applying for credit must provide a certification that each structural stormwater management facility (stormwater quality BMP or detention facility) is maintained and functioning to its design capability. The certification must be completed by a qualified professional (i.e., a professional engineer, architect, landscape architect, or land surveyor pursuant to Code of Virginia § 54.1-400; a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor; or a person who holds an appropriate certificate of competence such as Certified Stormwater Inspector through Virginia DEQ). The certification must be based on a current inspection (i.e. within 12 months prior to the date of application) by a qualified professional using facility inspection forms comporting to those found in the Virginia BMP Handbook, or inspection forms that are equivalent to the forms used by the City which can be found at <https://www.alexandriava.gov/tes/oeq/info/default.aspx?id=3876>.

The Owner/Applicant is required to ensure proper functioning and maintenance of stormwater management facilities per 13-109(G) and keep inspection records per the BMP Regulations. As part of the review process, the City reserves the right to request that the Owner/Applicant provide inspection documentation (i.e. report, date-stamped pictures) that forms the basis of the certification of maintenance and functioning to design capability.



### 5.3. *What documentation must be provided as part of the SWU Fee credit application?*

To apply for SWU Fee Credit, the property owner / applicant must submit a completed SWU Fee Credit Application Form and a certification of the Facilities in the credit application signed by a qualified professional (described in section 5.2). A certification form is provided as Appendix 4.

The City reserves the right to request inspection documentation to be provided to support the credit application review. The property owner/applicant is responsible for maintaining inspection records for their facilities per the City's BMP regulations.

### 5.4. *How are stormwater utility fee credits calculated?*

Credits for Non-Residential Properties with properly maintained Stormwater Quality BMPs and/or Detention facilities will be calculated using the % Fee Reduction multiplied by the calculated SWU Fee.

The % Fee Reduction will be calculated as follows:

$$[ (\% \text{ Credit}) * (\% \text{ Impervious Area Treated}) ]$$

Using this formula, the SWU Fee Credit Calculation for Stormwater Quality BMPs is:

$$\text{Credit Earned} = [ (20\% \text{ Credit}) * (\% \text{ Impervious Area Treated}) ] * (\text{Stormwater Fee})$$

The SWU Fee Credit Calculation for Detention Facilities is:

$$\text{Credit Earned} = [ (10\% \text{ Credit}) * (\% \text{ Impervious Area Treated}) ] * (\text{Stormwater Fee})$$

**The maximum, combined credit available for Stormwater Quality BMPs and Detention Facilities is thirty percent (30%).** A series of examples to demonstrate the credit calculation process are included below.

The maximum thirty percent (30%) fee reduction for stormwater quality BMPs and detention facilities can only be achieved by treating 100% of the impervious area with one or more stormwater quality BMPs and one hundred percent (100%) of the impervious area with one or more detention facilities.

The property owner(s) applying for credit must provide the City with a current (i.e. within the past 12-month time period from the date of application) certification from a qualified professional (i.e. a Professional Engineer, Landscape Architect, or Certified Stormwater Inspector through Virginia DEQ) that the structural stormwater management facility (stormwater quality BMP or detention facility) is maintained and functioning to its design capability per City Code §13-109(G) and that inspection records for the facility are being kept by the applicant per the City's BMP regulations. In addition, the City also requires facility owners to have an executed and recorded BMP Facilities Operation and Maintenance Agreement for all facilities included in the SWU Fee Credit application. The City will review the facility's BMP Facilities Operation and Maintenance Agreement status at the time of application to confirm status, and advise owners of any action required in order to complete the application process.

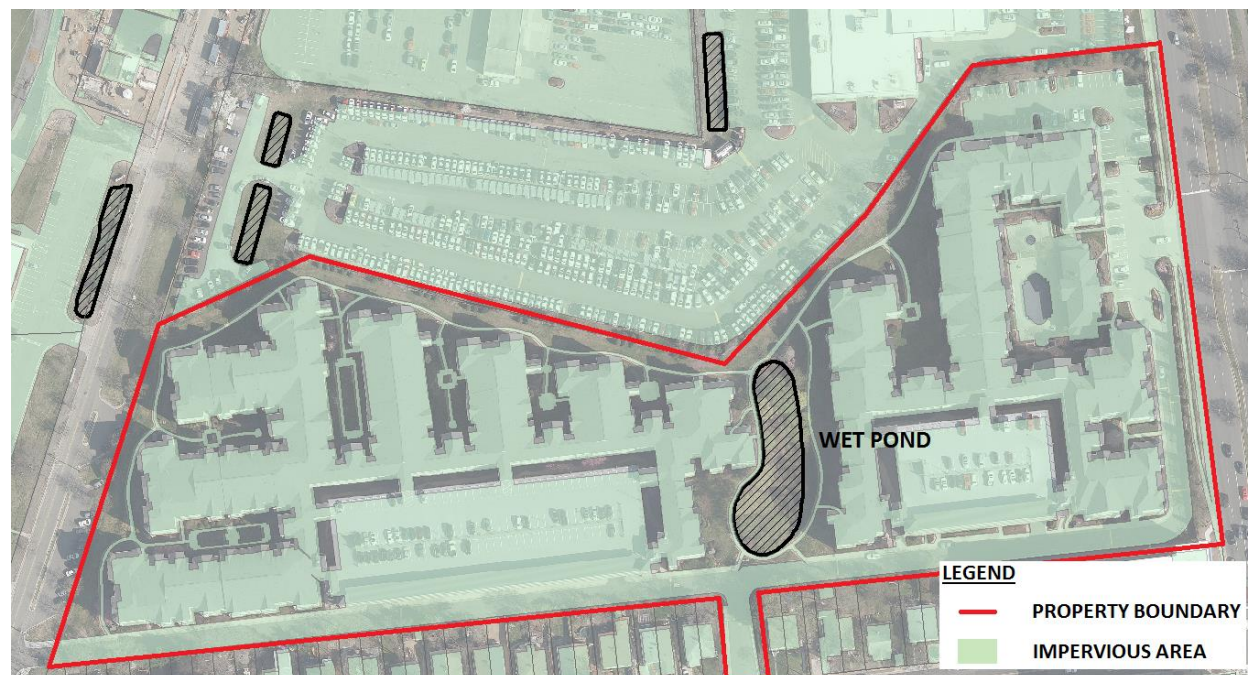
**Example #1**

Figure 5

**Step 1. Stormwater Utility Fee Calculation**

Impervious Area = 370,876 ft<sup>2</sup>, with an equivalent ERU of 180 (1 ERU = 2,062sf).

Annual Stormwater Utility Fee = \$140.00/ERU \* 180 ERU = \$25,200.00

**Step 2. Stormwater Utility Fee Credit Calculation**

The site has one Stormwater Quality BMP (which qualifies for up to 20% credit) and no detention facility. The Water Quality BMP treats 89.8% of impervious area. Applying the Calculation for Stormwater Utility Fee Credits:

Credit Earned = [(% Credit) \* (% of Impervious Area Treated)] \* (Stormwater Utility Fee)

%Fee Reduction = [(20%) \* (89.8%)] = 18.0%

Credit Earned = 18.0% \* \$25,200.00 = \$4,536.00

**Step 3. Final Stormwater Utility Fee Calculation with Credit Applied**

Fee Before Credits	% Fee Reduction	Credit Applied	Final SWU Fee
<b>\$25,200.00</b>	<b>18.0%</b>	<b>\$4,536.00</b>	<b>\$20,664.00</b>

## Example #2

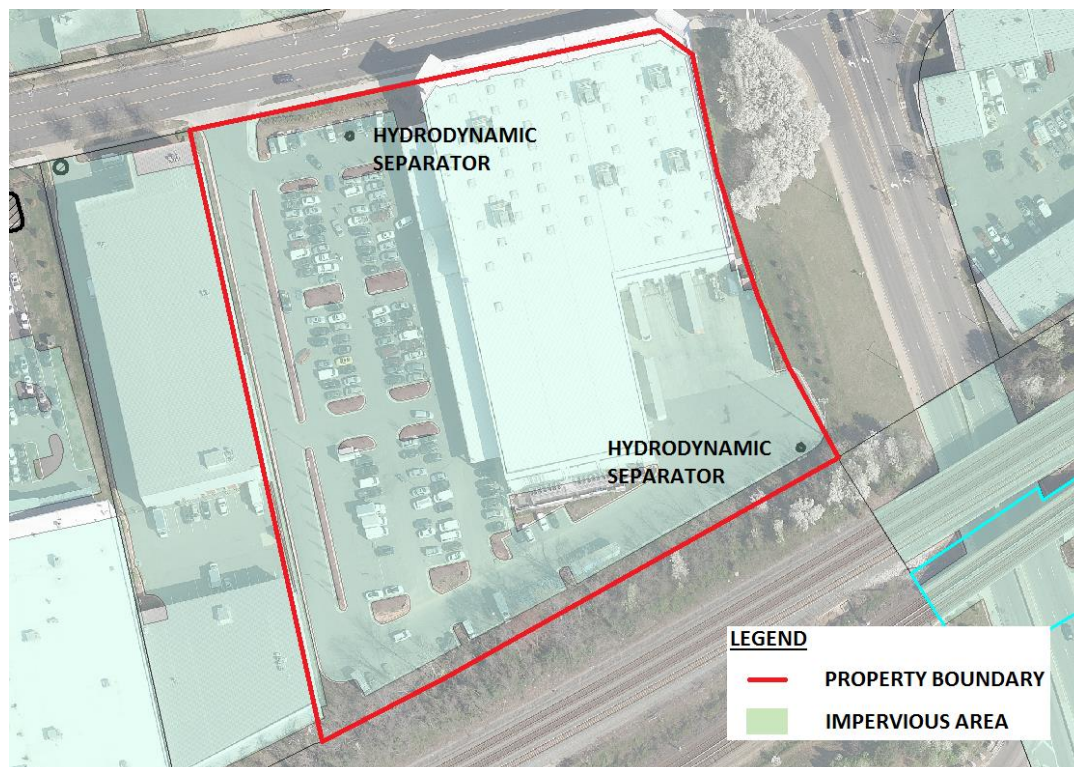


Figure 6

### Step 1. Stormwater Utility Fee Calculation

Impervious Area = 197,946 ft<sup>2</sup>, with an equivalent ERU of 96 (1 ERU = 2,062 ft<sup>2</sup>).

Annual Stormwater Utility Fee = \$140.00/ERU \* 96 ERU = \$13,440.00.

### Step 2. Stormwater Utility Fee Credit Calculation

The site has two Stormwater Quality BMPs (which qualify for up to 20% credit) and no detention facility. The two BMPs treat the following impervious areas:

- Hydrodynamic Separator 1: Treats 51.6% of total impervious area
- Hydrodynamic Separator 2: Treats 48.4% of total impervious area

Combined, the BMPs treat 100% of impervious area on the site. Applying the Calculation for Stormwater Utility Fee Credits:

Credit Earned = [(% Credit) \* (% of Impervious Area Treated)] \* (Stormwater Utility Fee)

%Fee Reduction = [(20%) \* (100%)] = 20%

Credit Earned = 20% \* \$13,440.00 = \$2,688.00

### Step 3. Final Stormwater Utility Fee Calculation with Credit Applied

Fee Before Credits	% Fee Reduction	Credit Applied	Final SWU Fee
\$13,440.00	20.0%	\$2,688.00	\$10,752.00



## Example #3

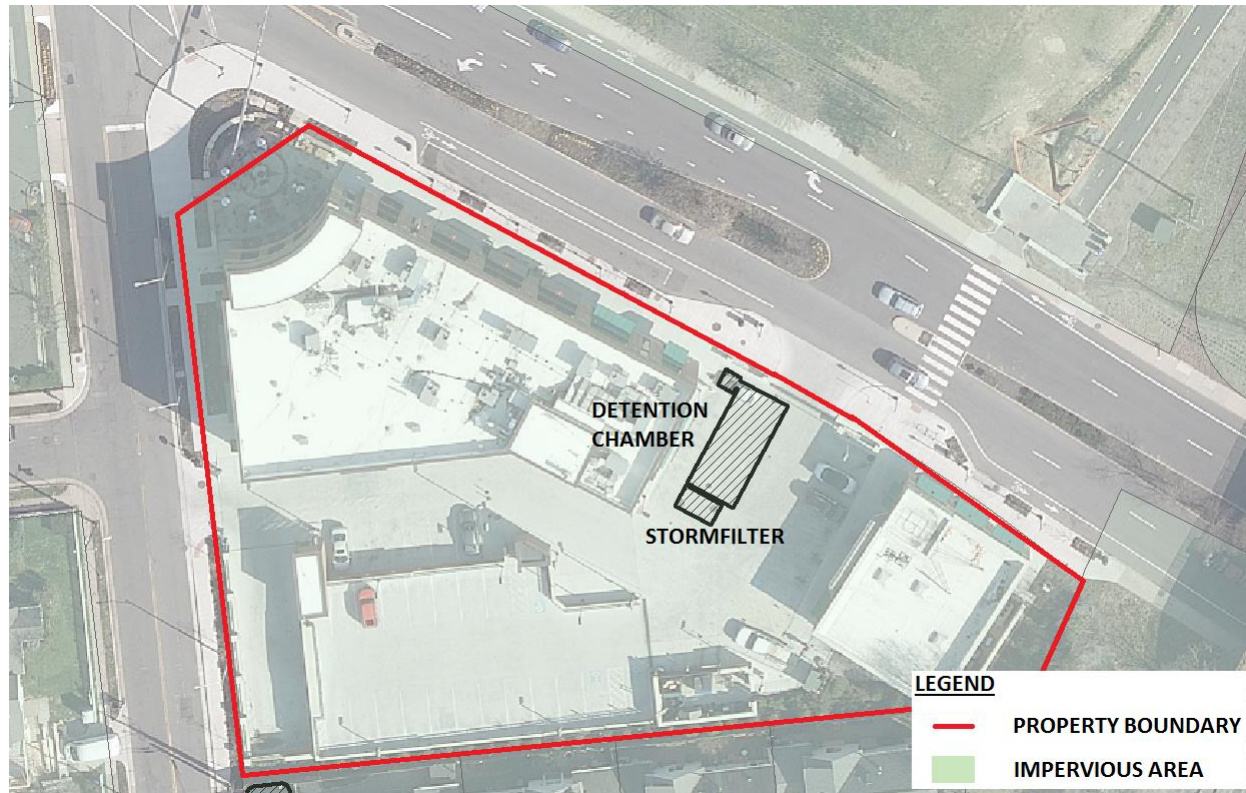


Figure 7

### Step 1. Stormwater Utility Fee Calculation

Impervious Area = 38,021 ft<sup>2</sup>, with an equivalent ERU of 18 (1 ERU = 2,062 ft<sup>2</sup>).

Annual Stormwater Utility Fee = \$140.00/ERU \* 18 ERU = \$2,520.00

### Step 2. Stormwater Utility Fee Credit Calculation

The site has one Stormwater Quality BMP (which qualifies for up to 20% credit) and one Detention facility (which qualifies for up to 10% credit). The two BMPs treat the following impervious areas:

- Bioretention Filter: Treats 98.5% of total impervious area
- Detention Chamber: Treats 98.5% of total impervious area

Applying the Calculation for Stormwater Utility Fee Credit:

Credit Earned = [(% Credit) \* (% of Impervious Area Treated)] \* (Stormwater Utility Fee)

%Fee Reduction = [(20%)\*(98.5%) + (10%)\*(98.5%)] = 29.6%

Credit Earned = 29.6% \* \$2,520.00 = \$745.92

### Step 3. Final Stormwater Utility Fee Calculation with Credit Applied

Fee Before Credits	% Fee Reduction	Credit Applied	Final SWU Fee
\$2,520.00	29.6%	\$745.92	\$1,774.08

## 6. Volunteer Activities

In addition to the menu of water quality BMPs and detention facilities that are potentially eligible for SWU Fee Credits, the City also recognizes the value that volunteers offer in keeping the City's waterways, roadsides, and storm drains free of litter and excess debris that can inhibit their full functionality and beneficial uses. To recognize those contributions, the City also offers SWU Fee Credits for the volunteer activities outlined below. Activities offer credit based on the number of volunteer service hours worked or number of assets maintained, and require that certain conditions be met and documentation be provided.

Volunteers may perform these activities to provide credits associated with a specific non-residential property. Credits are non-transferable. Volunteers are required to sign the appropriate waiver forms before beginning work and must provide associated documentation of the tasks completed, including a sign-in sheet for all volunteers, date-stamped digital photos of the activities, and the hours of service, when applicable. Each volunteer activity requires certain unique documentation components as well, described in more detail below. Each volunteer activity provides an opportunity for a maximum of 2% SWU Fee Credit per unit, with units defined in hours of services or number of assets maintained as described below. The following volunteer activities are approved for credit and a description of the activities associated with each follows:

- **Adopt-A-Waterway**
- **Adopt-A-Block**
- **Adopt-A-Storm Drain**

The applicant / group contact must obtain any required authorizations or permissions from any potentially impacted property owners for access, ingress, and egress to/from the properties necessary for me to perform the volunteer activity prior to any event.

### 6.1. *Adopt-A-Waterway Activities and Credit Calculations*

Under the Adopt-A-Waterway program, volunteers/groups adopt a section of waterway and perform stream cleanups to enhance and improve the City's natural waterways and streams. Services performed offer potential SWU Fee Credit for the non-residential property nominated by the volunteer/group. The waterway may be located on or adjacent to the property, or elsewhere in the City.

#### 6.1.1. *What activities eligible for credit under the Adopt-A-Waterway program?*

Activities under the Adopt-A-Waterway program that are eligible for SWU Fee Credit include:

- **Stream cleanups** – remove trash along stream banks, shorelines and waterways

#### 6.1.2. *How does the Adopt-A-Waterway program work?*

Prior to the planned event, the volunteers/group must contact the City's Stormwater Utility staff to inform the City the name and segment of the waterway the group will be adopting, the expected size of the group, and the selected waterway activity. City staff will contact the applicant to complete registration. Additionally, the volunteers/group contact must coordinate trash and recycling pickup prior to the planned event.



On the day of any planned event, each volunteer and group contact must sign the standard waiver form provided as Appendix 2. The volunteers/group performs the activities planned (trash removal, bagging, etc.), places the bags in an accessible (pre-determined) location, and coordinates the pickup. The volunteers/group must summarize the amount of trash and recycling collected. A tally form provided is provided as Appendix 3.

### *6.1.3. What are the participation requirements for the Adopt-A-Waterway program for SWU Fee Credit?*

Volunteers/groups wishing to participate in the Adopt-A-Waterway Program for potential SWU Fee Credit must sign an Adopt-A-Waterway Agreement and register in the City's volunteer logistics program.

The City requires that volunteers/groups have sufficient numbers to ensure a successful event, with at least one participant required for every approximate 10 linear feet of stream or channel bank. In addition to any potential SWU Fee Credit, once the event has taken place, the City will also recognize the volunteers/groups participating in the program, by installing an Adopt-a-Waterway sign bearing the group name and the segment of waterway that has been adopted.

### *6.1.4. What documentation must be provided as part of the SWU Fee credit application?*

To apply for SWU Fee Credit, the volunteer/group leader must submit the following items with the SWU Fee Credit Application Form:

- Signed copies of the completed volunteer activities standard activity waiver statement and sign-in form (attached as Appendix 2)
- Date-Stamped Pictures
- Tally Sheets summarizing the amount of trash collected (bags and volume estimates for loose items, attached as Appendix 3)

To be eligible for SWU Fee Credit, volunteers/groups must conduct at least one creditable event annually, and must apply for SWU Fee Credit annually.

### *6.1.5. How much SWU Fee Credit is available for this activity and how is it calculated?*

Adopt-A-Waterway activities are eligible for a SWU Fee Credit of two percent (2%) for every 5 hours of group activity, up to a maximum of ten (10%) for the applicable property. Any Adopt-A-Waterway activity must generate at least 5 hours of group activity to be eligible for SWU Fee Credit Application.

The SWU Fee Credit Calculation for the Adopt-A-Waterway Program is expressed:

Credit Earned = [(% Credit) \* (Total Hours of Group Activity / 5 <with a minimum of 5 hours>)] \* (SWU Fee)

## Example – Adopt-A-Waterway Credit Calculation

### Step 1. SWU Fee Calculation

Impervious Area of Property Applied For = 206,200 ft<sup>2</sup>, with an equivalent ERU of 100.00 (1 ERU = 2,062 ft<sup>2</sup>).

Annual Stormwater Utility Fee = \$140.00/ERU \* 100.00 ERU = \$14,000.00

### Step 2. Stormwater Utility Fee Credit Calculation

- Volunteer Group “A” held a stream cleanup that resulted in 25 hours of group participation (10 volunteers working for 2.5 hours each).
- The Adopt-A-Waterway credit calculation offers a 2% Stormwater Utility Fee Credit for each 5 hours of group activity (up to a maximum of 10% credit).
- Volunteer Group “A” provided all the required documentation and a complete Stormwater Utility Fee Credit Application Form.

Applying the Calculation for Stormwater Utility Fee Credit:

Credit Earned = [(% Credit) \* (Total Hours of Group Activity / 5 <with a minimum of 5 hours>)] \* (Stormwater Utility Fee)

%Fee Reduction = [(2%) \* (25 Hours/5)] = 10%

Credit Earned = 10% \* \$14,000.00 = \$1,400.00.

### Step 3. Final Stormwater Utility Fee Calculation with Credit Applied

Fee Before Credits	% Fee Reduction	Credit Applied	Final SWU Fee
<b>\$14,000.00</b>	<b>10.0%</b>	<b>\$1,400.00</b>	<b>\$12,600.00</b>

## 6.2. Adopt-A-Block Activities and Credit Calculations

Under the Adopt-A-Block program, volunteers/groups adopt a section of roadway, containing a minimum of four City-maintained blocks and encompassing both sides of the roadway for trash and litter removal. Services performed offer potential SWU Fee Credit for the non-residential property nominated by the volunteer/group. The roadway may be located on or adjacent to the property.

### 6.2.1. What activities are credit eligible under the Adopt-A-Block program?

Activities under the Adopt-A-Block program that are eligible for SWU Fee Credit include:

- **Roadway litter cleanups** – remove trash and litter along roadways

### 6.2.2. How does the Adopt-A-Block program work?

Prior to the planned event, the volunteers/group must contact the City's Stormwater Utility staff to inform the City which blocks the group will be adopting, the expected size

of the group, and the selected waterway activity. City staff will contact the applicant to complete registration. Additionally, the volunteers/group contact must coordinate trash and recycling pickup prior to the planned event.

On the day of any planned event, each volunteer and group contact must sign the standard waiver form provided as Appendix 2. The volunteers/group performs the activities planned (trash removal, bagging, etc.), places the bags in an accessible (pre-determined) location, and coordinates the pickup. The volunteers/group must summarize the amount of trash and recycling collected. A tally form is provided as Appendix.

### *6.2.3. What are the participation requirements for the Adopt-A-Block program for SWU Fee Credit?*

Volunteers/groups wishing to participate in the Adopt-A-Block Program for potential SWU Fee Credit must sign an Adopt-A-Block Agreement and register in the City's volunteer logistics program.

The City requires that volunteers/groups adopt a minimum of four, City-maintained blocks encompassing both sides of the roadway. In addition to any potential SWU Fee Credit, once the event has taken place, the City will also recognize the volunteers/groups participating in the program by installing an Adopt-a-Block sign bearing the group name and the City blocks that have been adopted.

### *6.2.4. What documentation must be provided as part of the SWU Fee credit application?*

To apply for SWU Fee Credit, the volunteer/group leader must submit the following items with the SWU Fee Credit Application Form:

- Signed copies of the completed volunteer activities standard activity waiver statement and sign-in form (attached as Appendix 2)
- Date-Stamped Pictures
- Tally Sheets summarizing the amount of trash collected (bags and volume estimates for loose items, attached as Appendix 3)

To be eligible for SWU Fee Credit, volunteers/groups must conduct at least one creditable event annually, and must apply for SWU Fee Credit annually.

### *6.2.5. How much SWU Fee Credit is available for this activity and how is it calculated?*

Adopt-A-Block activities are eligible for a SWU Fee Credit of two percent (2%) for every 5 hours of group activity, up to a maximum of ten percent (10%) for the applicable property. Any Adopt-A-Block activity must generate at least 5 hours of group activity to be eligible for SWU Fee Credit Application.

The SWU Fee Credit Calculation for the Adopt-A-Block Program is expressed:

Credit Earned = [(% Credit) \* (Total Hours of Group Activity / 5 <with a minimum of 5 hours>)] \* (SWU Fee)

## Example – Adopt-A-Block Drain Credit Calculation

### Step 1. Stormwater Utility Fee Calculation

Impervious Area of Property Applied For = 206,200 ft<sup>2</sup>, with an equivalent ERU of 100.00 (1 ERU = 2,062 ft<sup>2</sup>).

Annual Stormwater Utility Fee = \$140.00/ERU \* 100.00 ERU = \$14,000.00

### Step 2. Stormwater Utility Fee Credit Calculation

- Volunteer Group “B” held a litter cleanup that resulted in 20 hours of group participation (5 volunteers working for 4 hours each).
- The Adopt-A-Block credit calculation offers a 2% Stormwater Utility Fee Credit for each 5 hours of group activity (up to a maximum of 10% credit).
- Volunteer Group “B” provided all the required documentation and a complete Stormwater Utility Fee Credit Application Form.

Applying the Calculation for Stormwater Utility Fee Credit:

Credit Earned = [(% Credit) \* (Total Hours of Group Activity / 5 <with a minimum of 5 hours>)] \* (Stormwater Utility Fee)

%Fee Reduction = [(2%) \* (20 Hours/5)] = 8%

Credit Earned = 8% \* \$14,000.00 = \$1,120.00.

### Step 3. Final Stormwater Utility Fee Calculation with Credit Applied

Fee Before Credits	% Fee Reduction	Credit Applied	Final SWU Fee
<b>\$14,000.00</b>	<b>8.0%</b>	<b>\$1,120.00</b>	<b>\$12,880.00</b>

## 6.3. Adopt-A-Storm Drain Activities and Credit Calculations

Under the Adopt-A-Storm Drain program, volunteers/groups adopt a group of storm drains (at least 5 within or adjacent to property) ensuring that the openings of these storm drains remain reasonably free of debris and obstructions that may impair their functionality. Services performed offer potential SWU Fee Credit for the non-residential property nominated by the volunteer/group. The drains adopted should be located on the applicable property.

### 6.3.1. What activities are credit eligible under the Adopt-A-Storm Drain program?

Activities under the Adopt-A-Storm Drain program that are eligible for SWU Fee Credit include:

- **Storm Drain Debris/Litter Removal** – remove debris/litter that could impair the performance of the subject storm drains, place/maintain drain markers as necessary

### *6.3.2. How does the Adopt-A-Storm Drain program work?*

Prior to the planned event, the volunteers/group must contact the City's Stormwater Utility staff to inform the City which storm drains the group will be adopting, the expected size of the group, and the selected waterway activity. City staff will contact the applicant to complete registration. Additionally, the volunteers/group contact must coordinate trash and recycling pickup prior to the planned event.

On the day of any planned event, each volunteer and group contact must sign the standard waiver form provided as Appendix 2. The volunteers/group performs the activities planned (trash removal, bagging, etc.), places the bags in an accessible (pre-determined) location, and coordinates the pickup. The volunteers/group must summarize the amount of trash and recycling collected using the tally form provided as Appendix 3.

### *6.3.3. What are the participation requirements for the Adopt-A-Storm Drain program for SWU Fee Credit?*

Volunteers/groups wishing to participate in the Adopt-A-Storm Drain Program for potential SWU Fee Credit must sign an Adopt-A-Storm Drain Agreement and register in the City's volunteer logistics program.

Volunteers/groups must adopt a minimum of five (5) storm drains on or adjacent to the property and perform a minimum of four (4) cleanups in a year. In addition to any potential SWU Fee Credit, the City will also provide the volunteers/groups participating in the program labels to mark the storm drains that inform citizens that these drains send water to local waterways, the Potomac River, and ultimately, to the Chesapeake Bay – No Dumping.

### *6.3.4. What documentation must be provided as part of the SWU Fee credit application?*

In order to apply for SWU Fee Credit, the volunteer/group leader must submit the following items with the SWU Fee Credit Application Form:

- Number of drain markers applied/maintained
- Signed copies of the completed volunteer activities standard activity waiver statement and sign-in form (attached as Appendix 2)
- Date-Stamped Pictures
- Tally Sheets summarizing the amount of trash collected (bags and volume estimates for loose items, attached as Appendix 3)

Volunteers/groups performing these activities to apply for SWU Fee Credit must complete the requirements noted in the Adopt-A-Storm Drain Agreement, including performing a minimum of one drain clean-up quarterly, and must apply for SWU Fee Credit annually.

### *6.3.5. How much SWU Fee Credit is available for this activity and how is it calculated?*

Adopt-A-Storm Drain activities are eligible for a SWU Fee Credit of two percent (2%) for every 5 storm drains adopted, up to a maximum of ten percent (10%) for the applicable



property. Any Adopt-A-Storm Drain activity must include at least 5 storm drains adopted to be eligible for SWU Fee Credit Application.

The SWU Fee Credit Calculation for the Adopt-A-Storm Drain Program is expressed:

Credit Earned = [(2% Credit) \* (Total Storm Drains Adopted / 5 *<with a minimum of 5 drains and one cleanup each quarter of a year>*)] \* (SWU Fee)

## Example – Adopt-A-Storm Drain Credit Calculation

### Step 1. Stormwater Utility Fee Calculation

Impervious Area of Property Applied For = 206,200 ft<sup>2</sup>, with an equivalent ERU of 100.00 (1 ERU = 2,062 ft<sup>2</sup>).

Annual Stormwater Utility Fee = \$140.00/ERU \* 100.00 ERU = \$14,000.00

### Step 2. Stormwater Utility Fee Credit Calculation

- Volunteer Group “C” adopted a total of 15 storm drains on the subject property.
- The Adopt-A-Storm Drain credit calculation offers a 2% Stormwater Utility Fee Credit for every 5 storm drains adopted (up to a maximum of 10% credit).
- Volunteer Group “C” performed at least one cleanup of each adopted drain each quarter and provided all the required documentation and a complete Stormwater Utility Fee Credit Application Form.

Applying the Calculation for Stormwater Utility Fee Credit:

Credit Earned = [(% Credit) \* (Total Storm Drains Adopted / 5 *<with a minimum of 5 drains and one cleanup each quarter of a year >*)] \* (Stormwater Utility Fee)

%Fee Reduction = [(2%) \* (15 Storm Drains/5)] = 6%

Credit Earned = 6% \* \$14,000.00 = \$840.00.

### Step 3. Final Stormwater Utility Fee Calculation with Credit Applied

Fee Before Credits	% Fee Reduction	Credit Applied	Final SWU Fee
<b>\$14,000.00</b>	<b>6.0%</b>	<b>\$840.00</b>	<b>\$13,160.00</b>

## 7. Stormwater Utility Fee Credit FAQs

### 7.1. *How Do I Apply for a Stormwater Utility Fee Credit?*

Interested City property owners must submit a complete SWU Fee Credit Application, including all ancillary documentation to the City of Alexandria Stormwater Utility in the Department of Transportation & Environmental Services. An online application form is available at <https://www.alexandriava.gov/Stormwater>. The online application also includes links to additional resources that may be necessary depending on which credit(s) the owner may be applying for. Property owners without access to the online application form may contact the City Stormwater Utility, Department of Transportation & Environmental Services to request a hard copy or Adobe® .pdf application form by phone at (703) 746-4600 or by e-mail at [stormwater@alexandriava.gov](mailto:stormwater@alexandriava.gov). Completed forms may be e-mailed to this e-mail address also. Hard copy application forms may be returned to:

Alexandria Department of Transportation & Environmental Services  
Stormwater management Division  
2900-B Business Center Drive  
Alexandria, VA 22314

### 7.2. *What is the Maximum Stormwater Utility Fee Credit Available?*

As noted above, the maximum SWU Fee credit for structural practices is thirty percent (30%) (up to 20% for Stormwater Quality BMPs and up to 10% for Detention Facilities). Each of the three Volunteer Activities listed above have a maximum available credit of up to ten percent (10%) each. Credits for structural (Stormwater Quality BMPs and Detention) and non-structural (Volunteer Activities) practices may be combined, **but in no case shall the total SWU Fee Credit exceed fifty percent (50%) of the calculated SWU Fee.**

### 7.3. *Are Stormwater Utility Credits Transferable?*

The SWU fee credit applies only to the applicant. Credits do not transfer if ownership changes. If ownership changes, a new application must be submitted for new account holders to receive credit.

### 7.4. *What are the Requirements for Maintaining Credits?*

For structural practices, owners must ensure that the stormwater management facilities are functioning to their design capability to continue to receive SWU Fee Credits. The City reserves the right to inspect the facility at any time during the year. If a facility is not functioning as approved or has not been maintained, the City reserves the right to cancel or reduce the SWU Fee Credit awarded until a new application is received and the property owner provides proof that all maintenance work has been performed to return the facility to its/their fully functional condition. Voluntary activities are conducted prior to an application being submitted for that SWU Fee Credit, so once awarded, voluntary credits are applied for the applied year's billing cycle.

### *7.5. When Does a Stormwater Utility Credit Expire?*

Approved SWU fee credits will be applied for one full calendar year from the date of approved application, covering two billing cycles. To renew credits, applicants must provide proof of continued maintenance and must submit a new SWU Fee Credit Application each year.

## **8. Additional Helpful Resources**

Virginia Stormwater Management Handbook BMP Design Standards and Calculations

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/Publications.aspx>

Virginia Stormwater BMP Clearinghouse BMP Design Standards and Calculations

<http://www.vwrrc.vt.edu/swc/ReferenceTools.html>

## APPENDIX 1. Non-Residential SWU Fee Credit Application



*City of Alexandria, Virginia*

Department of Transportation & Environmental Services  
Stormwater Management Division  
2900-B Business Center Drive  
Alexandria, VA 22314  
[www.alexandriava.gov/Stormwater](http://www.alexandriava.gov/Stormwater)

## Phase I Credit Application Form for Non-Residential Properties

Applications may be submitted December 1st through February 15th of the following year.

### SWU Fee Credits

Please indicate the type practice for which you are applying for credit (check all that apply).

#### Structural Practices

- ☐ Structural Stormwater Quality BMP(s)  
☐ Detention Facility(ies)

#### Non-Structural Practices

- ☐ Adopt-A-Waterway  
☐ Adopt-A-Block  
☐ Adopt-A-Storm Drain

### Parcel Information

Tax Map Number: \_\_\_\_\_ [REQUIRED]  
Property Address: \_\_\_\_\_ [REQUIRED]  
Property Zip Code: \_\_\_\_\_ [REQUIRED]

### Applicant Information

Property Owner/Applicant Name: \_\_\_\_\_ [REQUIRED]  
Title (if Authorized Property Representative): \_\_\_\_\_ [REQUIRED]  
Phone Number: \_\_\_\_\_ [REQUIRED]  
Daytime Phone: \_\_\_\_\_ [REQUIRED]  
E-mail Address: \_\_\_\_\_ [REQUIRED]





## Structural Stormwater Quality BMPs and Detention

Please list all of the structural Stormwater Quality BMPs for which you are applying for SWU Fee Credit:  
(If more than 4, please list in the Notes section below.)

BMP #1: \_\_\_\_\_ BMP #2: \_\_\_\_\_

BMP #3: \_\_\_\_\_ BMP #4: \_\_\_\_\_

Please list all of the detention facilities for which you are applying for SWU Fee Credit:  
(If more than 2, please list in the Notes section below.)

Detention #1: \_\_\_\_\_ Detention #2: \_\_\_\_\_

## Structural Stormwater Quality BMPs and Detention Submittal Checklist

Please check the following the following list to indicate that you have included all required documentation.

- ☐ The property Owner/Applicant has or will execute and record a Stormwater Management / BMP Facilities Operation & Maintenance Agreement

*To be eligible for SWU Fee Credit, the property owner must have an executed and recorded Stormwater Management / BMP Facilities Operation and Maintenance Agreement. During review of your credit application, the City will determine if an executed and recorded Maintenance Agreement is on file with the City for the BMP(s) or detention facilities included in this application. If it is determined that this requirement is outstanding, the applicant will be informed and presented with an agreement signed by the director of T&ES. The applicant must execute (sign in the presence of a notary) and record the maintenance agreement in the Alexandria Circuit Court Clerk's Office Land Records, and provide proof of recordation along with a copy of the recorded maintenance agreement to T&ES.*

- ☐ Certification of Proper Functioning and Maintenance (for BMPs and detention facilities)

*The property Owner/Applicant must provide a certification by a qualified professional (i.e professional engineer, architect, landscape architect, or land surveyor pursuant to Article 1 (Â§ 54.1-400 et seq.) of Chapter 4 of Title 54.1; a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor; or a person who holds an appropriate certificate of competence such as a Certified Stormwater Inspector through Virginia DEQ) that each structural stormwater management facility (stormwater quality BMP or detention facility) is maintained and functioning to its design capability. The certification must be based on a current (i.e. within 12 months prior to the date of application) inspection by the qualified professional. City reserves the right to request that the Owner/Applicant provide inspection documentation (i.e. report, date-stamped pictures). The Owner/Applicant is required to ensure proper functioning and maintenance of stormwater management facilities per 13-109(G) and keep inspection records per the BMP Regulations.*

Additional Information / Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Adopt-A-Waterway

Name and Segment of Waterway Adopted: \_\_\_\_\_

Clean-Up Dates (min one per year): \_\_\_\_\_

Group Name (if different from Owner/Applicant): \_\_\_\_\_

Group Contact (if different from Owner/Applicant): \_\_\_\_\_

Group Contact Phone: \_\_\_\_\_

Group Contact E-mail: \_\_\_\_\_

Please check the following the following list to indicate that you have included all required documentation.

- ☐ The property Owner/Applicant has signed an Adopt-A-Waterway agreement with the City
- ☐ Volunteer hours have been recorded through the city's volunteer logistics program
- ☐ Signed copies of the completed volunteer activities standard activity waiver statement / sign-in form
- ☐ Date-stamped pictures
- ☐ Tally Sheets of the amount of trash collected (bags and volume estimates for loose items)

## Adopt-A-Block

Roadway Location Adopted (4 block minimum): \_\_\_\_\_

Clean-Up Dates (min one per year): \_\_\_\_\_

Group Name (if different from Owner/Applicant): \_\_\_\_\_

Group Contact (if different from Owner/Applicant): \_\_\_\_\_

Group Contact Phone: \_\_\_\_\_

Group Contact E-mail: \_\_\_\_\_

Please check the following the following list to indicate that you have included all required documentation.

- ☐ The property Owner/Applicant has signed an Adopt-A-Block agreement with the City
- ☐ Volunteer hours have been recorded through the city's volunteer logistics program
- ☐ Signed copies of the completed volunteer activities standard activity waiver statement / sign-in form
- ☐ Date-stamped pictures
- ☐ Tally Sheets of the amount of trash collected (bags and volume estimates for loose items)



## Adopt-A-Storm Drain

Number of Drains Adopted (5 drain minimum on or adjacent to applicant property): \_\_\_\_\_

Drains Adopted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clean-Up Dates (min 4 per year): \_\_\_\_\_

Group Name (if different from Owner/Applicant): \_\_\_\_\_

Group Contact (if different from Owner/Applicant): \_\_\_\_\_

Group Contact Phone: \_\_\_\_\_

Group Contact E-mail: \_\_\_\_\_

Number of drain markers applied/maintained: \_\_\_\_\_

Please check the following the following list to indicate that you have included all required documentation.

- ☐ The property Owner/Applicant has signed an Adopt-A-Block agreement with the City
- ☐ Signed copies of the completed volunteer activities standard activity waiver statement / sign-in form
- ☐ Date-stamped pictures
- ☐ Tally Sheets of the amount of trash collected (bags and volume estimates for loose items)

## Signature

By submitting this SWU Fee Credit Application, I certify that the information provided is true, accurate, and complete to the best of my knowledge and belief.

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

Note: This is a draft form. The final form will be available for online submittal.

## APPENDIX 2. Volunteer Activity Standard Cleanup Waiver / Sign In

[illegible]



[illegible]





[illegible]





## APPENDIX 3. Volunteer Activity Tally Sheet



*City of Alexandria, Virginia*  
Department of Transportation & Environmental Services  
Stormwater Management Division  
[www.alexandriava.gov/Stormwater](http://www.alexandriava.gov/Stormwater)

## Volunteer Activity Tally Sheet

Please indicate the type of volunteer activity performed:

☐

Adopt-A-Waterway

☐

Adopt-A-Block

☐

Adopt-A-Storm Drain

Adopted waterway/roadway/storm drains: \_\_\_\_\_ [REQUIRED]

Clean-Up Date \_\_\_\_\_ [REQUIRED]

Group Name \_\_\_\_\_ [REQUIRED]

Contact Name: \_\_\_\_\_ [REQUIRED]

Contact Phone: \_\_\_\_\_ [REQUIRED]

Contact E-mail: \_\_\_\_\_ [REQUIRED]

Category	Number
Volunteers	
Bags of non-recyclable trash	
Bags of recyclables	
Bags of recyclables actually recycled	
Tires	
Estimated pounds of BULK trash (not including tires)	
Estimated plastic bags (grocery and ziplock)	
Estimated cigarette butts	
How many needles/syringes did you find?**	

Bulk Weight Estimates
Kitchen sink: porcelain 30 pounds stainless steel 10 pounds
PVC piping: 5 ounces for each foot in length of a 2-inch diameter pipe
Metal piping: 1 pound for each foot of a 2-inch diameter pipe
Refrigerator: 287 pounds
Washer: 125 pounds
Dryer: 125 pounds
Tires: 25 pounds or heavier
Shopping carts: 50 pounds
16 ounces = 1 pound

Interesting Items Found: \_\_\_\_\_

\*\*Needles/Syringes should be disposed of in a hard plastic container, such as a detergent bottle, capped securely, and labeled as "Sharps" then placed in the refuse. Needles and Syringes should never go into the recycling bin. Do not pick up needles/syringes without the appropriate protective gloves. Or notify the Solid Waste Division for the collection of sharps/needles, broken glass, or dead animals at 703.746.HELP. (4357).

## **APPENDIX 4. Stormwater Quality BMP and Detention Certification for SWU Fee Application**



## City of Alexandria Stormwater Utility Fee Stormwater Quality BMP and Detention Certification for SWU Fee Application

Certification of BMPs and Detention facilities is required for SWU Fee Credit eligibility. Certify means to state or declare a professional opinion based on sufficient and appropriate onsite inspections, material tests, as-built survey data, and information provided by other professionals and the contractor, conducted during or after construction. Certification must be performed by a qualified professional.

**Directions:** All owners/applicants must complete Section 1. Section 2A must be completed if the annual inspection and certification is made by a person who holds an appropriate certificate of competence such as Certified Stormwater Inspector through Virginia DEQ. Section 2B must be completed if the annual inspection and certification is made by a professional engineer, architect, landscape architect, or land surveyor pursuant to Code of Virginia § 54.1-400 or a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor.

**Return to:** Upon completion, the completed form should be uploaded with the Stormwater Utility Fee Online Application for Credit.

### SECTION 1

TO BE COMPLETED BY QUALIFIED/CERTIFIED PROFESSIONAL OR PROPERTY OWNER

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

Property Owner: \_\_\_\_\_

### SECTION 2A (NOT REQUIRED IF COMPLETING SECTION 2B)

TO BE COMPLETED BY A CERTIFIED STORMWATER INSPECTOR

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

Title: \_\_\_\_\_

Legal Entity: \_\_\_\_\_

Certification Number: \_\_\_\_\_

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

Stormwater Management Facilities covered by this certification:

\_\_\_\_\_

Pursuant to City of Alexandria environmental management regulations 13-109(G), I hereby certify under penalty of law that I have inspected the stormwater management facilities indicated herein on the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ for which a SWU Fee credit is being applied for, and that to the best of my knowledge and belief the facilities indicated herein have been adequately maintained as designed and that any corrective actions required have been completed and that the facilities indicated herein were functioning to their design capability at the time of inspection.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment or both.

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

**SECTION 2B (NOT REQUIRED IF COMPLETING SECTION 2A)**  
**TO BE COMPLETED BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR**

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

Title: \_\_\_\_\_

Legal Entity: \_\_\_\_\_

License Number: \_\_\_\_\_

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

Stormwater Management Facilities covered by this certification:

\_\_\_\_\_

Pursuant to City of Alexandria environmental management regulations 13-109(G), I hereby certify under penalty of law that the stormwater management facilities indicated herein which a SWU Fee credit is being applied for were inspected on the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ for and that to the best of my knowledge and belief the facilities indicated herein have been adequately maintained as designed and that any corrective actions required have been completed and that the facilities indicated herein were functioning to their design capability at the time of inspection.

I certify that the inspections were performed by me or someone under my direction or supervision pursuant to 18VAC10-20-740.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment or both.

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

