



# Stormwater Utility Fee Credit Application Form Stormwater Department

## Instructions

Fill out this form completely. One application must be submitted for each separate property location. Multiple **Stormwater Control Measures (SMCs)** may be included in the application for a single property location. Please ensure all SMCs are in a proper state of repair and maintained. Attach all appropriate documentation to support this request. Documentation shall include:

- Site plan with SMCs and contributory drainage area.
- Description of SMCs.
- Documentation that SMCs meet one or more criteria for the fee credit (technical report).
- Seal by professional engineer licensed in South Carolina (only apply to Peak Discharge Rate Reduction, Runoff Volume Reduction and Quality Treatment Credits).
- Fill out and attach a Right-of-Entry Form.

Mail the completed application package to:

Stormwater Department  
131 E Elliott Street  
Fort Mill, SC 29715

Questions and comments can be directed to the Stormwater Department, at (803) 396-9730 or by email at [lclark@fortmillsc.gov](mailto:lclark@fortmillsc.gov)

## Property owner Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Owner's Representative

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Registration Number (PE or RLA): \_\_\_\_\_

**Property Information**

Business Name (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
PIN: \_\_\_\_\_  
Property Size (ac): \_\_\_\_\_  
Utility Account Number: \_\_\_\_\_

**Credit Applied**

Place a check next to the credit being applied for and specify the percent of fee reduction applied with this application:

	Type Credit	% Reduction Applied
<input type="checkbox"/>	Rain Barrel	
<input type="checkbox"/>	Rain Garden	
<input type="checkbox"/>	Impervious Surface Reduction	
<input type="checkbox"/>	Pervious Pavement	
<input type="checkbox"/>	Vegetated Filter Strip	
<input type="checkbox"/>	Peak Discharge Rate Reduction	
<input type="checkbox"/>	Runoff Volume Reduction	
<input type="checkbox"/>	Quality Treatment	
<input type="checkbox"/>	Low Impact Parcel	
<input type="checkbox"/>	Watershed Stewardship	
<input type="checkbox"/>	Education	
<input type="checkbox"/>	Individual NPDES Permit	

**Narrative**

*Provide a narrative describing proposed/existing measures for which credit is being applied in detail. The Town reserves the right to require additional information as it deems necessary to support the proposed fee credit.*

**Supporting Calculations**

*Attach all supporting calculations and/or documentation required by the Credit Manual. The Town reserves the right to require additional information as it deems necessary to support the proposed fee credit.*

**Operation & Maintenance Requirements**

( ) A Maintenance Agreement has been previously recorded for this property, has been sufficient for continued maintenance, and is up to date as of the time of this application.

O&M Agreement is recorded as follows:

Book: \_\_\_\_\_ Pages: \_\_\_\_\_ - \_\_\_\_\_ County: York

( ) A Maintenance Agreement has not been recorded for this property. Attach a completed and signed Maintenance Agreement for review and execution by the Town of Fort Mill. This application will be held until these items are approved and recorded.

Book: \_\_\_\_\_ Pages: \_\_\_\_\_ - \_\_\_\_\_ County: York

**To be signed by Financially Responsible Party**

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

Mailing Address: \_\_\_\_\_

*By signing below, I understand that receipt of a stormwater utility fee credit is contingent upon my actions as follows:*

- 1. I (or my representative) must operate and maintain the SCM as described in the recorded Operation & Maintenance Agreement.*
- 2. I must submit an annual SCM inspection report to the Stormwater Engineer by September 30 each year. This report must be certified by a SC registered professional engineer, landscape architect or land surveyor.*
- 3. I (or my representative) must correct any deficiencies identified in the annual SCM inspection report.*
- 4. I must submit an annual credit renewal application along with the SCM inspection report.*
- 5. I have read the Stormwater Utility Fee Credit Manual. I understand that I must abide by all terms and conditions described in the manual to maintain credit eligibility.*

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

STATE OF SOUTH CAROLINA  
COUNTY OF YORK

*I, \_\_\_\_\_, a notary public in and for said county and state, certify that \_\_\_\_\_ personally appeared before me this day, stated that he/she is \_\_\_\_\_ of \_\_\_\_\_, and acknowledged the execution of the foregoing instrument on behalf of said authority.*

*Witness my hand and official seal, this is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

My Commission Expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Notary Public (Printed Name)

**Town of Fort Mill Only: (For Structural SCMs)**

Design approval granted on \_\_\_\_\_

Stormwater Manager \_\_\_\_\_

**Post Construction**

**As-Built Drawings:**

( ) Provide as-built drawings of structural SCMs per Town of Fort Mill Engineering Department Specifications.

**Post Construction Certification:**

*For newly constructed structural SCMs or retrofits for which credit is sought, a competent registered professional must sign and seal the following statement after construction or installation of retrofits:*

*I hereby certify that the stormwater management system of \_\_\_\_\_ has been constructed substantially per the design described in the Stormwater Utility Fee Credit Application approved by the Town of Fort Mill on \_\_\_\_\_. I further certify that any discrepancies between the as-built condition and the approved design are incidental and have no effect on the system meeting the approved design intent.*

Name (Print): \_\_\_\_\_

Signed: \_\_\_\_\_

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

(SEAL)

**Town of Fort Mill Use Only**

Final approval granted on \_\_\_\_\_

Stormwater Manager \_\_\_\_\_