



City of Harrisonburg, Virginia
Department of Public Works
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stormwater@harrisonburgva.gov

Credit Application Guide for Existing Non-Residential BMPs

This information is provided to assist property owners in collecting information and documentation required to complete a Stormwater Utility Credit Application for Non-Residential properties. Property owners should contact a professional engineering firm for assistance.

1. Review the Stormwater Utility Fee Credit Manual for Non-Residential, www.harrisonburgva.gov/stormwater-utility. Then go to step 2.
2. Locate your property's Site Development Plans and Stormwater BMP calculations. We strongly recommend contacting the professional engineering firm who developed the original site plans and stormwater calculations as they can best assist you. If you do not know who that is, you may contact Harrisonburg Department of Community Development (540-432-7700) and they can provide you access to copies of plans and calculations. Community Development asks that you fill out a *Request to View Development Files in Community Development* form which can be sent electronically or submitted hardcopy to Community Development. Please allow 3-5 business days to arrange a time to view the files. Go to step 3.
3. Determine whether your existing stormwater BMP has a recorded Maintenance Agreement on file with the Rockingham County Clerk of Court's office. (Harrisonburg Department of Community Development can assist with this determination. The *Request to View Development Files in Community Development* form should be filled out for this request.)
 - a. If yes, keep a copy of the Maintenance Agreement and go to step 4.
 - b. If not, go to *Procedures for completing the Pre-Existing Stormwater Management/ BMP Facilities Maintenance Agreement*.
4. As required by the Maintenance Agreement and referenced in the City's Design & Construction Standards Manual (<http://www.harrisonburgva.gov/dcsm>), determine whether your stormwater BMP been inspected in the last 5 years and if the inspection form was submitted to, and accepted by the Harrisonburg Department of Community Development.
 - a. If yes, keep a copy of the inspection form and go to step 6.

- b. If not, go to step 5 .
5. Hire a professional engineer to inspect your stormwater BMP to document that it is in good, working order and complete the inspection form (available in the Virginia Stormwater Management Handbook, http://www.deq.virginia.gov/files/wps/2013_SWM_Handbook/Chapter%2009/ Click on Appendix 9 – Chapter 9C.) If any repairs are needed, make repairs, and have a professional engineer complete an inspection form before continuing with your Credit Application. Once the stormwater BMP is documented to be in good, working order continue to 6.
6. Fill out the Stormwater Utility Fee Credit Application for Non-Residential Form and submit required attachments to Harrisonburg Public Works. Once approved by the Public Works department, go to step 7.
7. As outlined in the Agreement and Credit Manual,
 - a. The property owner is responsible for having a professional engineer conduct inspections of their BMP(s) once every five years. The inspection report is to be submitted to the Department of Community Development. Reports shall be submitted to the Department of Community Development by July 1 of the inspection year, no earlier than 60 days prior.
 - b. The deed runs with the land and the stormwater management/ BMP facility must be adequately maintained by the Landowner and successors.
 - c. If maintenance actions are not corrected by the Landowner within the time prescribed in the Agreement, the revocation of the stormwater utility fee credits will take place automatically.