



City of Harrisonburg, Virginia
Department of Public Works
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Harrisonburg, VA 22801
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stormwater@harrisonburgva.gov

Credit Application Guide for Existing Non-Residential BMPs

This information is provided to assist property owners collect information and documentation required to complete a Stormwater Utility Credit Application for Non-Residential. 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. 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.)
 - a. If yes, keep a copy of the Maintenance Agreement and go to step 4.
 - b. If not, go to step 5.
4. As required by the Maintenance Agreement and referenced in the City's Design & Construction Standards Manual (<http://www.harrisonburgva.gov/dcs>), 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 8.
 - b. If not, go to step 6 .
5. Hire a professional engineer to inspect your stormwater BMP to verify and 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/Programs/Water/StormwaterManagement/Publications.aspx>). 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 step 7.

6. 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/Programs/Water/StormwaterManagement/Publications.aspx>). 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 8.
7. Fill out the *Provisional* Stormwater Management Facilities Maintenance Agreement for Pre-Existing Stormwater Management Facilities, submit the Agreement and inspection form with the Stormwater Utility Fee Credit Application for Non-Residential Form to Harrisonburg Public Works. Once approved, go to step 10.
8. Fill out the Stormwater Utility Fee Credit Application for Non-Residential Form and submit required attachments to Harrisonburg Public Works. Go to step 9.
9. As outlined in the Stormwater Management BMP Facilities Maintenance Agreement, the property owner is responsible for having a professional engineer conduct inspections of their BMP(s) once every five years and submitting the inspection report 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.
10. As described in the *Provisional* Stormwater Management/ BMP Facilities Maintenance Agreement for Pre-Existing Stormwater Management/ BMP Facilities, you are responsible for maintaining the Stormwater Management/ BMP Facility in order to receive Stormwater Utility Fee Credits. You will also be contacted prior to February 1, 2016 with the option to accept conditions of the new maintenance agreement to continue your Stormwater Utility Fee Credit or to discontinue your credit.