



# APPLICATION FOR FEE CREDIT: EDUCATION (2%)

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Please complete this application in its entirety. Incomplete applications will be returned.

(1) **APPLICANT NAME:** \_\_\_\_\_**TITLE:** \_\_\_\_\_**ORG/COMPANY:** \_\_\_\_\_

Submit application by mail to:  
Jacksonville Stormwater Utility  
Attn: Fee Credits  
214 N. Hogan Street, Room 2100  
Jacksonville, FL 32202  
or e-mail [stormwater@coj.net](mailto:stormwater@coj.net)

**APPLICANT ADDRESS:** \_\_\_\_\_**PHONE:** \_\_\_\_\_**FAX:** \_\_\_\_\_**E-MAIL:** \_\_\_\_\_**APPLICATION PREPARED BY:** \_\_\_\_\_

(if other than applicant)

**COMPANY:** \_\_\_\_\_(2) **REAL ESTATE NUMBERS (xxxxxx-xxxx)** (list all that are associated with the fulfillment of this credit)


(3) **PROVIDE THE FOLLOWING DOCUMENTATION TO SUPPORT YOUR EDUCATIONAL EFFORTS:**

(see next page or Appendix A of the Adjustments &amp; Credits Manual for more information)

- Programs or agendas for environmental education sessions. Provide details about the number of attendees, time(s), location(s), and topic(s) covered for each session. Include copies of the pre- and post-session surveys.
- Educational materials used for employees on water quality awareness and protection.
- Water quality-specific educational materials that have been (or will be) posted on-site. Provide specific locations where the materials will be posted.

(4) **TOTAL NUMBER OF EMPLOYEES AND/OR STUDENTS IN YOUR ORGANIZATION** \_\_\_\_\_**APPLICANT SIGNATURE:** \_\_\_\_\_

OFFICE USE ONLY	APPROVED?	Date Received
<b>COMMENTS:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MORE INFO NEEDED	

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Schools or businesses may receive a 2% credit for educating students and/or employees in the area of water quality awareness and protection. To qualify for this credit, a school (public or private) or educational institution must have at least 100 students plus employees. A business/organization must have at least 100 employees.

**To avoid late payment penalties, all applications for fee credits must be received (not postmarked) before July 1. Applications for credits may be submitted to:**

Jacksonville Stormwater Utility  
Attention: Fee Credits  
214 N. Hogan Street, Room 2100  
Jacksonville, FL 32202

E-mail to [stormwater@coj.net](mailto:stormwater@coj.net)  
(Be sure to include all supporting  
documentation with your e-mail)

**If you submit your application before July 1, the bill associated with the property(ies) identified on that application will not be due until you receive notice whether the application is approved or denied. Credits awarded based on applications received on or after July 1 will be applied toward the next bill.**

The City Engineer or his designee will review all applications and respond in writing to all requests within 8-12 weeks of receipt. The response shall include a letter explaining the application approval or denial, and will include a new bill with a new 30-day due date. The new bill must be paid by the due date to avoid late payment penalties.

Bills for approved applicants will reflect the adjusted rate. Property owners whose applications are denied will receive a bill that reflects the original rate. Denied applicants may seek an opinion on the judgment from the Director of the Jacksonville Stormwater Utility (currently the Director of Public Works). Or, the property owner may appeal directly to the City Council Transportation, Energy and Utilities Committee (or its current equivalent). Visit [www.coj.net/cityfees](http://www.coj.net/cityfees) or call 630-CITY for details.

- (1) The applicant must be listed as an owner of the property(ies) for which a credit is sought, or otherwise be an appointed representative of the owner or owners (e.g. Homeowners Association president) legally authorized to act on behalf of the owner. The applicant must be the signatory of the application.
- (2) The Real Estate Number (also known as RE # or parcel ID) is a 10-digit number with six digits in one group and four digits in another, typically separated by a space or hyphen. Fill in the RE #s for the parcel(s) that should receive the fee credit - include all of the parcels that are participating in the fulfillment of the BMPs, either financially (through dues/fees) or other means. RE #s may be found on your stormwater utility bill or tax bill. They may also be found online through the Duval County Property Appraiser's "property search" function, available on [www.coj.net](http://www.coj.net) or call (904) 630-CITY (2489) for assistance.
- (3) Provide documentation to support fulfillment of the following minimum standards:
  - For schools: devote two hours per half (four hours annually) to educating students about water quality awareness and protection. Schools will be required to maintain programs or agendas for sessions, as well as information concerning number of attendees, time(s), place(s), and topic(s) covered during each session. Pre- and post-session surveys are required. Topics must rotate on at least an annual basis, or, in the case of schools, become part of the curriculum for the same grade level each year.
  - For businesses: devote fifteen minutes per quarter (or an hour annually) to educating employees about water quality awareness and protection. Pre- and post-session surveys are required. Additionally, provide basic stormwater/water quality information to new employees. Topics must rotate on at least an annual basis.
  - Post stormwater and water quality-specific educational information obtained from the city, state/federal environmental agencies, or from any other reputable educational resource center student and employee frequented areas. Information posted must be clearly visible. Topics must rotate on at least an annual basis. Must also maintain copies of posted materials for review by the city.
  - Distribute stormwater and water quality-specific literature obtained from the city, state/federal environmental agencies, or any other reputable educational resource center to target students and all employees on an annual basis and maintain copies for review by the city. Topics must rotate on at least an annual basis.
- (4) Provide the total number of employees (if a business) or total number of employees plus students (if a school/educational institution). Total for either must be at least 100 to qualify.

Educational materials may be obtained from agencies such as the U.S. Environmental Protection Agency, Florida Department of Environmental Protection, or the St. Johns River Water Management District.