



APPLICATION FOR FEE CREDIT: PROGRAMS & SERVICES [NON-STRUCTURAL] (4%)

Form 8 - Page 1 of 6

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

(1) APPLICANT NAME: _____

TITLE: _____

COMPANY: _____

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

APPLICANT ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

APPLICATION PREPARED BY: _____

(if other than applicant)

COMPANY: _____

(2) REAL ESTATE NUMBERS (xxxxxx-xxxx) (attach additional sheets if necessary)

(3) PROPERTY ADDRESS

(no P.O. Boxes)

Number

Street Name/Type/Direction

ZIP Code

(4) TYPES OF BMPs IMPLEMENTED (CHECK ALL THAT APPLY)

Note: Must implement at least 6 of 9 to receive credit See pages 5-6 and/or Appendix A of the Adjustments & Credits Manual

a. Educational Program

d. Paved-Area Sweeping Program

g. Landscaping for Runoff Rate Control & Water Quality

b. On-Site Garbage Control Program

e. Used Motor Oil Recycling Program

h. Storm Drain Stenciling Program

c. On-Site Stormwater System Maintenance & Cleaning Program

f. Sanitary Sewer / Storm Sewer Cross-Connection Inventory

i. Designated Vehicle Washing Area

--PLEASE PROCEED TO PAGE 2--

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CHECK TO ENSURE ALL PAGES OF THE APPLICATION ARE INCLUDED

Date Received

COMMENTS:

JACKSONVILLE STORMWATER UTILITY
APPLICATION FOR FEE CREDIT: *PROGRAMS & SERVICES [NON-STRUCTURAL] (4%)*
Form 8 – Page 2 of 6

(a) Educational Program

Describe the audience(s) that will receive the stormwater/water quality information, how the information will be selected, and how it will be disseminated.

Describe where stormwater and water quality-specific educational information will be posted.

Check if “Yes” - materials used in presentations are maintained on file and are available for review by the city.

(b) On-Site Garbage Control Program

Check if “Yes” – I/we have developed and maintained a garbage control plan on-site.

Briefly describe your on-site recycling program (number of collection site, types and volumes of materials recycled annually, collection frequency, recycling destination, etc.)

Describe where solid waste disposal and recycling information is (or will be) posted.

Describe how outdoor solid waste and recycling containers are protected from exposure to wind, rain, and connection to storm sewers.

(c) On-site Stormwater System Maintenance & Cleaning Program

Check if “Yes” – I/we maintain on file a site plan that identifies the locations of stormwater management structures located on the property (not in the public right of way).

Define the maintenance and cleaning schedule for each of the on-site stormwater structures:

- Rain Gutters _____
- Catch Basins _____
- Curbs & Gutters _____
- Outfalls _____
- OTHER (describe) _____
- _____
- _____

JACKSONVILLE STORMWATER UTILITY
APPLICATION FOR FEE CREDIT: PROGRAMS & SERVICES [NON-STRUCTURAL] (4%)
Form 8 - Page 3 of 6

(d) Paved Area Sweeping Program (fill in information below if applicable)

Check if "Yes" – I/we have developed and continue to maintain a plan that identifies the paved area being swept, the frequency (days and times) of paved area sweeping, and the type of equipment used to complete the sweeping.

Check if "Yes" – Documentation of the paved area sweeping program such as copies of paid invoices or employee timesheets or a certification of work accomplished prepared and signed by an officer of the company is maintained on file.

If using a contracted firm to conduct sweeping, please indicate the contract information:

Company Name _____

Address _____

Contact Person _____

Phone _____

Contract Number _____

Length (Term) _____

Expiration Date _____

(e) Used Motor Oil Recycling Program

Is used motor oil reprocessed on-site? Yes No

If not reprocessed on-site, identify the company that collects and/or recycles your used oil:

Company Name _____

Address _____

Contact Person _____

Phone _____

Contract Number _____

Length (Term) _____

Expiration Date _____

Amount of used motor oil collected on-site each month _____

Describe where the current city list of used motor oil recycling sites will be displayed:

--PLEASE PROCEED TO PAGE 4--

JACKSONVILLE STORMWATER UTILITY
APPLICATION FOR FEE CREDIT: PROGRAMS & SERVICES [NON-STRUCTURAL] (4%)
Form 8 - Page 4 of 6

(f) Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program

- Check if "Yes" – I/we have developed and continue to maintain a site plan that identifies the locations of all sanitary and storm sewer connection points, as well as sanitary and storm sewer line locations on the property.

If instances are found where sanitary sewer plumbing is connected to the storm sewer system, describe what steps were taken to eliminate the connection and the date(s) the work was completed:

(g) Landscaping for Runoff Rate Control and Water Quality

- Check if "Yes" – I/we have developed and continue to maintain a landscape maintenance plan, which identifies what lawn and garden practices are utilized to reduce stormwater runoff rates and protect water quality.

Describe the employee landscape management training plan or provide contract and contact information for firms contracted to complete landscape maintenance using the provisions in the landscape maintenance plan.

(h) Storm Drain Stenciling Program (check all those that are kept on-site)

- Check if "Yes" - A copy of the decal or stencil that will be used to mark storm drains
- Check if "Yes" - A plan showing location and number of storm drains to be labeled
- Check if "Yes" - A copy of the storm drain stencil maintenance plan that identifies annual inspections and maintenance for decals/stencils

(i) Designated Vehicle Washing Area

- Check if "Yes" – I/we maintain on-site a plan showing the location of the proposed vehicle washing area. The plan indicates site topography and shows any existing storm drains and water courses.

APPLICANT SIGNATURE _____

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APPROVED? YES NO MORE INFO NEEDED

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JACKSONVILLE STORMWATER UTILITY
APPLICATION FOR FEE CREDIT: *PROGRAMS & SERVICES [NON-STRUCTURAL] (4%)*
Form 8 – Page 5 of 6

The Programs & Services Credit is available for property owners to receive 4% credit on the stormwater fee for activities related to improving stormwater quality, rather than the existence of a stormwater control structure such as a pond. To receive the credit, property owners must demonstrate completion or compliance at least six of the nine available BMPs (“Best Management Practices”). Completion of more than six will not result in additional credit.

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
(Be sure to include all supporting
documentation with your e-mail)

If you submit your application before July 1, the bill(s) 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 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 a legal representative of the owner or owners (e.g. Homeowners Association president). The applicant listed here 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 or call (904) 630-CITY (2489) for assistance.
- (3) Provide the address of the property referenced in the RE#. In cases with multiple RE#s, provide the address of the applicant OR the name of the company, complex or subdivision.
- (4) Check the boxes for the BMPs you have implemented or plan to implement on your property and provide supplemental information requested on pages 2-4, and outlined below and in Appendix A of the *Adjustments & Credits Manual*. Property owners must complete at least six of the nine to receive the 4% credit.
 - a. Educational Program – Meet the minimum criteria:
 - i. Describe the audience(s) that will receive or have received the stormwater/water quality information, as well as how the information will be/was selected and how it will be/was disseminated. Please be specific.
 - ii. Describe where stormwater/water quality-specific educational material has been/will be posted.
 - iii. Keep all materials and records on file for review by the city.
***The Education Credit does not also count as fulfillment of this option. If your organization receives the Education Credit, you must fulfill another Program & Service option to meet the six required.*
***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*
 - b. On-site Garbage Control Program – Meet the minimum criteria:
 - i. Identify or develop the organization’s on-site garbage control plan, which should include information regarding the number of collection sites, types and volumes of materials collected and recycled each year, frequency, recycling destination, etc.
 - ii. Initiate and maintain a recycling program that meets the city’s minimum requirements. Contact the Solid Waste Division for more information.
 - iii. Keep garbage containers covered to eliminate exposure to the elements, and place them in locations that do not drain to the stormwater system.

JACKSONVILLE STORMWATER UTILITY
 APPLICATION FOR FEE CREDIT: *PROGRAMS & SERVICES [NON-STRUCTURAL] (4%)*
Form 8 - Page 6 of 6

- c. On-site Stormwater System Maintenance & Cleaning Program – At a minimum, the management plan must address the following structures, where applicable:
 - i. Building rain gutters/downspouts – must be directed to vegetated areas wherever possible and cleaned at least annually.
 - ii. Catch basins – must be cleaned of litter, debris, and sediment at least annually.
 - iii. Stormwater outfalls to private ditches, ravines, or creeks on private land must be cleaned at least annually.
 - iv. On-site drainage ditches or channels must be cleaned of any litter and debris and obstructive vegetation should be trimmed at least annually.

- d. Paved Area Sweeping Program – Meet the minimum criteria:
 - i. Maintain a detailed paved area sweeping plan that includes definition of areas to be swept, frequency of sweeping (a minimum of twice per month), debris disposal method, and type of sweeper used.
 - ii. Maintain documentation of plan implementation, such as copies of paid invoices or employee timesheets, or a certification of work accomplished prepared and signed by an officer of the company.

- e. Used Motor Oil Recycling Program – Meet the minimum criteria:
 - i. Maintain documentation to confirm disposal of used motor oil at used oil recycling sites (i.e., waste oil generated on-site by the property owner).
 - ii. Display the city's current list of used oil recycling sites in clearly visible and publicly frequented locations (available from the Solid Waste Division).

- f. Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program – Meet the minimum criteria:
 - i. Conduct a visual building and grounds survey to identify and inventory the locations of all sanitary and storm sewer connection points.
 - ii. Maintain building and site plans that document the locations of all sanitary sewer and storm sewer connection points and sanitary and storm sewer line locations on a parcel of property and make available for City review.
 - iii. If instances are found where sanitary sewage plumbing is connected to a storm sewer, the cross connection must be eliminated within thirty (30) days.
 - iv. If any discharges are in question, the owner should contact the City to determine if elimination for the discharge is required.

- g. Landscaping for Runoff Rate Control & Water Quality – Meet the minimum criteria:
 - i. Develop a landscape management plan using practices including, but not limited to:
 - 1. Phosphorus-free fertilizer
 - 2. Use chemicals sparingly and not before a rainstorm
 - 3. Direct sprinklers to vegetated areas and away from impervious surfaces
 - 4. Use mulch in beds and leave mower clippings on the lawn
 - 5. Use vegetative materials suitable to this climate and reduce the amount of maintained turf
 - 6. Plant rain gardens in depressed areas or to receive roof runoff
 - ii. Maintain a copy of the landscape management plan along with documentation of employee training or landscape maintenance contracts that include these provisions.

- h. Storm Drain Stenciling Program – Meet the minimum criteria:
 - i. The city (or its affiliate, such as the Watershed Action Volunteers (WAV)) will provide the stencils with instructions to any owner/group interested in providing the labor.
 - ii. Post decals or stencil all storm drain inlets with information identifying that it drains to a local water resource. For example, "drains to river" or "drains to creek."
 - iii. Identify the number and location of storm drains on subject parcel.
 - iv. Keep a plan for maintaining stencils/decals for review by the city.

- i. Designated Vehicle Washing Area
 - i. Provide area for vehicles to be washed away from storm sewer drains and water resources.
 - ii. Use environmentally sensitive cleaning materials.
 - iii. Post location of vehicle washing area.
 - iv. Maintain a plan for location of vehicle washing area for review by the city.