

# Warner Robins Stormwater Utility



## Stormwater Utility Credit Technical Manual

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# City of Warner Robins

Stormwater Compliance Department  
&  
Engineering Department

## Section 1. Overview

This manual outlines the methodology for the Warner Robins (City) Stormwater Utility customers to secure and maintain a potential stormwater utility rate credit(s) for their property. A Stormwater Utility rate credit, or stormwater credit, represents a reduction in the customer's Stormwater Utility fee. The credit is only applicable for instances where stormwater management best management practices (BMPs) are operated and maintained to reduce the impact of runoff from the subject property on the City's stormwater management systems or in recognition of activities undertaken by the customer to reduce the cost of operating the stormwater management program (see Water Resources Education Program credits). A maximum of a 50% credit, if applicable, is available for customers. The only exception to this maximum credit is for select educational institutions which may be able to secure additional credits beyond the 50% associated with operation of onsite stormwater controls. This additional credit may be obtained by an owner of property which is used as a site for a public or private school and which agrees to teach an environmental science curriculum that includes an eligible water resources education program at the primary or secondary level, such additional credit potentially being earned as a result of the benefits of such educational program to the community as a whole.

The various credits described in this manual are applicable as indicated and are subject to the requirements of the latest version of the *Warner Robins Stormwater Local Design Manual (LDM)*. **Table 1** summarizes the potential credits available to Utility Customers within the City. Each credit is explained in further detail later in this manual.

*Table 1: Summary of Warner Robins Potential Stormwater Utility Credits*

Credit	Term	Potential Stormwater Utility Credit	
		Single Family Residential (SFR)	Non Single Family Residential (NSFR)
Low-Impact Parcel	3 years	25%	
NPDES Industrial Stormwater Permit	1 year		10%
Water Quality	3 years		10%
Channel Protection	3 years		10%
Flood Protection	3 years		20%
Water Resources Education Program (only applicable to public and private institutions)	1 year		50%

## Definitions

*Credit*: A reduction in the amount of a customer's Stormwater Utility fee in recognition of a customer's efforts to mitigate the runoff impact that the property improvements (i.e. impervious areas) have on the City stormwater management system.

*Best Management Practice (BMP)*: Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, flood controls, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

*Detention Facility*: A system which provides temporary storage of stormwater runoff with a designed release of the stored runoff over time to manage the discharge volume, rate, pollutant loading and/or velocity and mitigate the property's impact on the City stormwater management system.

*Warner Robins Stormwater Local Design Manual (LDM)*: A document governing stormwater management activities in Warner Robins, Georgia. This document serves as a comprehensive technical handbook for stormwater management design, construction and long-term maintenance.

*Impervious Area*: Areas that do not allow, or only allow to a small extent, the infiltration of rainfall or stormwater runoff into the soil.

*Single Family Residential (SFR)*: A developed property that contains one residential dwelling unit designated for that use. A SFR property shall be classified as residential and shall not be multi-family residential (MFR), commercial, industrial, institutional, educational, religious, municipal, and recreational.

*Non-Single Family Residential (NSFR)*: A developed property that contains structures utilized for purposes other than a residential dwelling unit. Examples of NSFR properties include those classified as MFR, commercial, industrial, institutional, educational, religious, municipal, and recreational.

*Retention Facility*: A system that provides storage of stormwater runoff, preventing release of a certain volume to a surface water body.

*Runoff*: Portion of stormwater, snow/ice melt, irrigation, and drainage that is collected in a stormwater management system that does not percolate into the ground.

## General Policies

The following general policies apply when considering stormwater credits:

- Credits are only applied to eligible property owners. Since the stormwater fee is being assessed on an individual customer basis, a group of customers cannot apply for a credit unless otherwise noted. An eligible customer shall be the legal owner of a property or operator which has the primary / legal responsibility for operation and maintenance of a qualifying stormwater BMP located on the same property or development.

If a group of customers are served by a BMP(s) then the credit will be applied to the eligible property owner / customer on whose property which the BMP resides. This applicant will be referred to as the primary applicant. If the primary applicant provides a memorandum of agreement (MOA) between the primary applicant and another customer for which the BMP(s) provides adequate treatment for the applicable credit, the City will apply the credit to all customers named in the MOA. The credit shall be applied to all applicants until such time as the primary applicant notifies the City that the MOA is no longer in effect or the term of the credit expires, whichever is sooner. If the MOA is revoked by the primary applicant, the credit shall only apply to the primary applicant.

- A residential homeowner's association (HOA) which has its own properly designed, constructed, and maintained stormwater BMP(s) should contact the City Stormwater Manager to determine if a credit can be provided.

For the purposes of the credit, the BMP(s) must be located on a parcel that is owned by the HOA or a resident in the HOA. BMPs located within City owned greenbelts or rights-of-way are not eligible. Additionally, BMPs that the City maintains through a dedicated maintenance easement or other legal agreement though lying within private property are also ineligible.

For the purposes of awarding the credit, the credit being applied for must be met for the entire development and must meet the credit conditions. For example, if a credit for channel protection is applied for, the channel protection requirements must be met for the entire development.

Any resulting credit awarded will be applied to all customers within the subdivision to which the HOA applies.

- Applications for a stormwater credit for existing facilities may be submitted to Warner Robins at any time. Approved credits will be applied to the customer's next billing cycle. For those applications submitted and

approved within 90 days of the first stormwater utility billing cycle (i.e. the first stormwater bill issued by the City), the credit shall be applied retroactively and reflected on the customer's next Stormwater Utility bill. Stormwater Utility accounts must be current and paid in full for a credit application to be considered.

- Applications for a stormwater credit for new construction may be submitted once the BMP is in place or when the Stormwater Utility rate is applied, whichever is later.
- The City will, at its discretion, undertake periodic visual inspections of the BMPs being utilized to obtain a credit. Consequently, a Right-of-Entry or an access easement must be granted to the City for credits to be approved.
- The term of the credit varies based upon the type credit. See **Table 1** for credit terms. During the credit term, the City will conduct random inspections such that each credit could potentially be revoked. If the BMP facility is found to be functional and being properly maintained, the credit will remain in effect. Likewise, if the BMP facility is not functional or is not being maintained, the credit will be voided on the next billing cycle. Before a credit is re-instated, the property owner will have to reapply for the credit as outlined in this manual.

## **Basic Procedures**

Most of the credits in this manual require an application, and some of the credit applications require engineering calculations to verify eligibility to receive a credit. The credits associated with engineering calculations are identified in the manual and the credit application forms. The City requires that these calculations be performed, signed, and sealed in accordance with the professional certification provisions outlined herein. The procedure for filing a credit application includes the following tasks:

- Obtain an application packet from the City.
- If required by the credit, retain a professional engineer to perform the required analysis.
- Submit the completed application with all sections appropriately filled out, and all required information contained within or attached to the application.

- The City will review and rule on the eligibility of the credit application within 30 days of receipt of the completed Stormwater Utility credit application. Incomplete packages will not be considered by the City and will be returned to the customer for correction/revision. The decision of the City regarding credit eligibility is final.
- If the credit application is approved, the City will put the stormwater credit into affect with the next billing cycle.
- During the credit term, the City has the right to inspect the BMP facility to ensure it is functioning per the design documents and is being properly maintained.
- At the end of the credit term, the credit will automatically expire. It is the property owner's responsibility to ensure that an application is made prior to the credit expiring. Reapplication must be made to receive a credit. A new credit application is required at the end of the credit term.

## **Design and Implementation**

Any stormwater management system within the City must follow the recommendations and guidelines presented in the City's Water Resources Protection Ordinance, as well as the LDM. The City's Water Resources Protection Ordinance. Technical guidance for implementation of the goals outlined therein was incorporated into the ordinance via the LDM by reference.

## Section 2. Credit Policies and Procedures

This section explains the procedures involved in applying for a stormwater credit. The procedures include step-by-step instructions and eligibility requirements for obtaining the Stormwater Utility credit.

### Single Family Residential (SFR)

Listed below are the stormwater credits SFR property owners are eligible to apply for. Each credit is explained in more detail in the pages that follow. The SFR property owner shall follow the credit application procedures outlined herein for each credit.

- Low-Impact Parcel
- Watershed Stewardship

#### Low-Impact Parcel

There are several areas in the City where parcels are relatively large and the amount of impervious area, in comparison to the total lot size, is relatively small. These parcels have a resulting impact; whereby, there is a reduction of runoff impacts since most of the parcel is in an undeveloped or low impact condition.

#### *Credit Description*

A credit shall apply to those SFR property owners who can prove that their lots comply with the “low-impact” development provisions presented herein. This shall be achieved through the use of large lot SFR parcels and natural area conservation. Typical characteristics that shall apply are included in

#### **Table 2:**

*Table 2: Stormwater Utility Credit Requirements for Low-Impact Parcels*

Parameter	Requirement
Impervious Cover (%)	Must be less than 15%
Total Site Area (Acres)	Must be greater than 2 acres

Each SFR property owner that wishes to apply for this credit shall be responsible for calculating the total site area, impervious surface area, and natural conservation area. Utilize the following procedures:

- Determine the total area of the SFR parcel. This must be a minimum of two acres.
- Determine the impervious area for the SFR parcel. The impervious area shall include the structure, driveway, sidewalk (do not include the sidewalk in front of the house next to the street), pool, pool deck, patio, shed, or any other accessory impervious area. The impervious surface must be less than 15% of the total (pervious area plus impervious surface) area of the parcel.
- If the SRF parcel meets all the requirements above, the customer would be eligible for a Stormwater Utility rate credit of 25%.

#### *Stormwater Credit Application Procedures*

The SFR property owner shall follow the procedures below when applying for a stormwater credit for Low-Impact Parcel:

- STEP 1: Obtain a credit application packet from the City.
- STEP 2: The property owner shall provide a copy of the information where the property owner obtained total parcel area and total impervious area. Total impervious area shall be detailed to include which portion pertains to the structure, driveway, sidewalk, and other accessory areas. This information should be documented in the form of a sketch that will allow City personnel to verify the measurements, calculations and other pertinent information.
- STEP 3: The property owner shall submit the credit application, complete with the relevant documentation and calculations, and a Right of Entry Agreement to the City.

Upon receipt of the credit application, the City shall review the documentation and calculations. Upon verification, the stormwater credit will be applied, starting with the next billing cycle. If the City inspector does not approve of the customer's application for a Stormwater Utility credit under the low-impact criteria, the City will send a letter to the property owner explaining why the credit application was not approved.

Renewal of the Stormwater Utility credit shall be in accordance with the Basic Procedures section of this manual and the requirements listed above. A 25% credit is available for the Low-Impact Parcel credit.

## **Non-Single Family Residential (NSFR)**

NSFR property owners can apply for the credits listed below provided they meet specified eligibility requirements. Each credit is explained in more detail in the pages that follow:

- Water Resources Education Programs
- NPDES Industrial Stormwater General Permit Compliance
- Management of the Stormwater Runoff Water Quality Volume
- Management of the Stormwater Runoff Channel Protection Volume
- Management of the Stormwater Runoff Flood Protection Volume

The last three credits listed above are part of the Warner Robins Water Resources Post Construction Stormwater Management Criteria. These three credits will be discussed as a group under the Water Resources Ordinance heading.

### **Water Resources Education Programs**

It is the goal of Warner Robins to strongly and financially encourage both public and private educational systems (grades 1-12 inclusive), to educate and inform their students on the importance of surface water, ground water and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of the City's water resources. Consequently, the owner of property which is used as a site for a public or private school and which agrees to teach an environmental science curriculum that includes an eligible water resources education program at the primary or secondary level may receive a credit against the stormwater user fee charge.

#### *Eligibility*

The education credit shall be available to all public or private educational systems in grades 1-12 inclusive, which teach as part of their official curriculum, the *WaterWise<sup>TM</sup>* program, Enviroscape Program, GLOBE (Global Learning and Observation to Benefit the Environment) Program, Project WET, or another such program approved by the City Stormwater Manager:

- The credit shall not be available to non-education individual SFR and NSFR customers.

- The credit shall not be available to educational institutions which have less than one thousand (1,000) full-time students enrolled in the system.
- The credit will be applied system wide and within the jurisdiction/service area of the Warner Robins Stormwater Utility.
- No other curriculum shall be eligible for such credit unless granted by the City Stormwater Manager.
- The credit shall not be applied retroactively in the first year of the Stormwater Utility unless it meets the deadlines specified herein. The credit will be applied at the next billing cycle following credit approval.

### *Amount of Credit*

The education credit will not exceed 50% of the total user fee charge for the school system properties/facilities. Education credits may be taken in conjunction with, and in addition to, other credits available under this section that the customer is eligible to secure. School systems do not need to offer the curriculum during the summer to obtain a 12-month credit.

### *Education Credit Application Procedures*

Prior to July 1 of each year, the superintendent of the Houston County School System or in the case of private schools the Chief Executive Officer of the school, shall certify to the City Stormwater Manager, the water resources based curriculum is being taught in each school for which an education credit is being claimed and the extent to which such curriculum is being taught. For purposes of this education credit, a public school shall be any school operated by the Houston County School System and a private school shall be a school operated by a private entity teaching some, or all, of the grades K-12 at which are taught subject(s) commonly taught in the public schools operated by the Houston County School System.

The following additional information should be provided to help assess the credit allowance:

- Address of site (property) and point of contact.
- Approximate number of total students per grade and total school enrollment at the site(s).
- Approximate number per grade that will take the curriculum.

## NPDES Industrial Stormwater General Permit Compliance

By complying with NPDES Industrial Stormwater General Permit requirements for industrial facilities, NSFR property owners are helping the City address potential water quality issues onsite before they are discharged into the public drainage system and/or Waters of the State. Therefore, these properties are eligible for a Stormwater Utility credit. If the NSFR property owner has properly secured coverage under the NPDES Industrial Stormwater General Permit, and is in compliance with all applicable requirements (i.e. development and implementation of a Stormwater Pollution Prevention Plan (SWPPP)), a credit application may be filed with the City.

### *Stormwater Credit Application Procedures*

The following requirements will apply for NSFR property owners who qualify for an NPDES Industrial Stormwater General Permit Stormwater Utility credit:

- NSFR properties that operate under compliance with their NPDES Industrial Stormwater General Permit are eligible for a credit in their Stormwater Utility fee. The credit shall only be applied to that portion of the property covered by the permit.
- It is the property owner's responsibility to obtain a credit application from the City. The property owner shall complete the application, attaching any required documents verifying compliance with the NPDES Industrial Stormwater General Permit. At a minimum, the documentation attached to the credit application shall include the following:
  - Address of site and point of contact
  - Copy of the current NPDES Industrial Stormwater Permit NOI
  - Copy of a summary annual report of compliance
  - Copy of the SWPPP
  - Certification by the responsible party/permit holder that the SWPPP is being implemented
- Once complete, the application shall be submitted to the City.
- Upon approval, the credit will be applied at the next billing cycle following approval. The maximum credit amount available for NPDES Industrial Stormwater General Permit compliance is 10%.
- The NSFR property owner shall continue to send a copy of an annual summary report of compliance to the City Stormwater Manager and continue to comply with their NPDES Industrial Stormwater General Permit requirements. The property owner will be responsible for sending the annual report to the City. Failure to do so will nullify the Stormwater Utility fee credit.

- Prepare and submit a Right of Entry Agreement.

### Water Resources Ordinance Criteria

The three treatment levels of the unified stormwater sizing criteria include water quality, channel protection, and flood protection. **Table 3** presents each treatment level with a description of each, as provided in the GSMM.

*Table 3: Unified Stormwater Sizing Criteria*

Treatment Level	Maximum Available Credit	Description <sup>1</sup>
Water Quality	10%	Treat the runoff from 85% of the storms that occur in an average year. Per the GSMM, this equates to providing water quality treatment for the runoff resulting from a rainfall depth of 1.2 inches. Reduce average annual post-development TSS loadings by 80%.
Channel Protection	10%	Provide extended detention of the 1-year storm event released over a period of 24 hours to reduce bankfull flows and protect downstream channels from erosive velocities and unstable conditions.
Flood Protection	20%	Provide peak discharge control of the 100-year storm event such that the post-development peak rate does not exceed the predevelopment rate to reduce flooding.

The various options available for providing the desired level of treatment can be found in the LDM.

*NOTE: All work associated with pursuit of a Water Resources Ordinance fee credit shall be done in strict accordance with the City's current ordinances related to the management of stormwater runoff.*

## **Credit Applications**

Credit applications are required for all credits included in this manual. **Appendix A** provides the credit application forms for the applicable credits described in this manual. **Appendix B** contains miscellaneous forms required as part of the Stormwater Utility credit application process, including a Right-of-Entry Agreement and a City inspection form.

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## **APPENDIX A**

- A-1: NPDES Industrial Stormwater General Permit Credit Application Form**
- A-2: Stormwater Utility Credit Application Forms**

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**Appendix A-1**

**NPDES Industrial Stormwater General Permit Credit Application Form**

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*NPDES Industrial Stormwater General Permit Compliance Credit Application/Renewal Form*

**Instructions:**

Fill out this form completely. A separate application must be made for each separate property location. One application must be submitted for each separate NPDES Industrial Stormwater General Permit. Please ensure all NPDES permitted facilities are in a proper state of repair and maintained.

Fill out and attach the following:

- NPDES permit
- Previous year's annual report
- Copy of the Stormwater Pollution Prevention Plan (SWPPP)
- Right of Entry Agreement

Mail the completed forms, annual report, the NPDES Industrial Stormwater Permit NOI, and SWPPP to:

City of Warner Robins  
Stormwater Compliance Department  
308 N Davis Drive  
SUITE C  
Warner Robins, GA 31093

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<b>Customer Account Number:</b>	
<b>Customer Name:</b>	
<b>Property Address:</b>	
<b>Property City/Zip Code:</b>	
<b>Customer E-mail Address:</b>	
<b>Customer Phone/Fax Number:</b>	
<b>Mailing Address:</b>	

I hereby request Warner Robins to review this application for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (This form must be signed by the financially responsible person if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **Appendix A-2**

### **Stormwater Utility Credit Application Forms**

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*SFR Stormwater Utility Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each separate property location. Follow the steps outlined in the applicable section of this Credit Manual. Attach all appropriate documentation to support this request, as outlined herein.

Fill out and attach appropriate documentation. Mail completed form (with attachments) to:

Warner Robins  
Attn: City Stormwater Manager  
210 Bay Street  
Warner Robins, GA 31099

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**Place a check next to the credit being applied for with this application:**

	<b>Type Credit</b>	<b>Applicability/Requirements</b>
	Low Impact Parcel	SRF property

**General Information:**

Customer Name:	
Customer Mailing Address:	
Customer Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

**Customer Information:**

Customer Account Number:	
Parcel Address (number and street):	
Parcel Address (city and state and zip)	
Parcel Location/Development:	
Authorized Contact, if different than owner:	

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*SFR Stormwater Utility Credit Application Form (continued)*

I hereby request Warner Robins to review this application for a stormwater service fee credit. I further authorize Warner Robins to investigate the impervious area characteristics of the above identified parcel for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
Stormwater Compliance Director

\_\_\_\_\_  
Date

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**WARNER ROBINS**

*NSFR Stormwater Utility Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each separate property location. Multiple stormwater controls may be included in the application for a single property location. Please ensure all stormwater management facilities are in a proper state of repair and maintained. Attach all appropriate documentation to support this request. Documentation shall include:

1. Site plan with stormwater facilities and contributory drainage area.
2. Description of stormwater control facilities.
3. Appropriate pages from Volume 2 of the Georgia Stormwater Management Manual (August 2001, or as amended) identifying design requirements for each on-site stormwater control.
4. Documentation that the stormwater control facilities meet one or more criteria for the user fee credit (technical report).
5. Seal by professional engineer licensed in Georgia (does not apply to educational credit).

Fill out and attach a Right-of-Entry Agreement. Mail completed form (with attachments), and Right-of-

Entry to: City of Warner Robins  
Stormwater Compliance Department  
308 N Davis Drive  
SUITE C  
Warner Robins, GA 31093

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**Place a check next to the credit being applied for with this application:**

	<b>Type Credit</b>	<b>Applicability/Requirements</b>
<input type="checkbox"/>	Educational Institution	Public & Private schools grades 1-12
<input type="checkbox"/>	Water Quality	NSFR property - requires PE certification
<input type="checkbox"/>	Channel Protection	NSFR property - requires PE certification
<input type="checkbox"/>	Flood Protection	NSFR property - requires PE certification

**General Information:**

Customer Name:	
Customer Mailing Address:	
Customer Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

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*NSFR Stormwater Utility Credit Application Form (continued)*

**Property Information:**

Customer Account Number:	
Parcel Address (number and street):	
Parcel Address (city and state and zip)	
Parcel Location/Development:	
Authorized Contact, if different than owner:	

I hereby request Warner Robins to review this application for a stormwater service fee credit. I further authorize Warner Robins to inspect the above identified stormwater facility(ies) for the purpose of assessment for a stormwater service fee credit. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (The financially responsible person must sign this form if an individual, or if not an individual by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person). I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
Stormwater Compliance Director

\_\_\_\_\_  
Date

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## **APPENDIX B**

**B-1: Right-of-Entry Agreement**

**B-2: Inspector Checklist for Stormwater Control Facility  
Inspection**

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## **Appendix B-1**

### **Right-of-Entry Agreement**

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*Right of Entry Agreement – Stormwater Utility Credit Inspection*

STATE OF GEORGIA  
HOUSTON COUNTY

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_, Warner Robins, Houston County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to the City of Warner Robins, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary inspections of onsite stormwater controls and site activities related to stormwater runoff management on the \_\_\_\_\_(hereinafter “facility”) located on Lot \_\_\_\_\_subdivision in Warner Robins, Georgia.

The undersigned agrees and warrants to waive and hold harmless the City of Warner Robins, its agents, employees, contractors, and subcontractors, for damage of any type, or any claim or action, either legal or equitable that might arise out of any activities on the above described property that are conducted by the City of Warner Robins, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to the City of Warner Robins herein, the receipt and sufficiency of which is hereby acknowledged, the City of Warner Robins agrees, to perform only visual inspections, and review pertinent facility records, necessary to verify stormwater utility credit eligibility.

I/We, will not receive(d) any compensation for this Right of Entry agreement.

For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_day of \_\_\_\_\_20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address



**Appendix B-2**

**Inspector Checklist for Stormwater Facility Inspection**

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## WARNER ROBINS

### Inspector's Checklist for Stormwater Control Facility Inspection

#### Instructions to Inspector:

- Make contact with the authorized contact from Credit Application Form and notify of and coordinate site inspection. Authorized contact or owner need not be present for site inspection though inspector should make every effort to accommodate authorized contact's availability to accompany inspector.
- Fill out the form completely only if the facility is in proper state of maintenance and repair. If not in proper repair and maintenance fill out only the "General Information" and "Maintenance and Repair" sections and return to the City Stormwater Manager.
- If site plans were supplied by engineering and all dimensions and necessary site improvement details can be checked against the plans, then only deviations from the plans should be noted and annotated in red pen on the plans. If plans are used, check the blocks in the "Facility" and "Drainage Area" sections.
- If site plans are not available or not used fill out all sections fully.
- Attach Credit Application Form and return to the City Stormwater Manager.

#### General Information

Inspector's Name: \_\_\_\_\_

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

#### Maintenance and Repair:

Description	YES	NO <sup>1</sup>
Is facility compliant with <i>Water Resources Ordinance</i> ?		
Is facility clear of sediment deposits or debris that significantly reduces operating ability or capacity?		
Is facility in good repair to allow proper function?		
Is the facility emergency overflow (if applicable) in proper repair and not eroded?		
<b>Comments on "NO" check marks and Other Pertinent Comments:</b>		

(1) Note: A "NO" check will void the credit application. When the condition is remedied, a new application may be submitted.

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*Inspector's Checklist for Stormwater Control Facility Inspection (continued)*

**Site Plan Available?**      Yes       No

*[Check block to refer reviewer to City supplied site plan. If all necessary information is not supplied on the site plan give additional information here.]*

**Facility Dimensions and Layout (provide sketch with dimensions):**

Note: Outlet information, if applicable, must be sufficient to develop a rating curve for the facility.

**Facility Ancillary Device Layout (provide sketch with approximate dimensions):**

Note: Dimensions and sketch must be sufficient to calculate volume of storage area (if applicable) from lowest outlet elevation to top of overflow point.