



STORMWATER UTILITY FEE CREDIT APPLICATION

SUBMISSION REQUIREMENTS

The parcel owner must submit a credit application form provided by the Town in accordance with the [Ordinance 2020-03 – An Ordinance creating Chapter 18 “Stormwater Management Utility”](#), of the Code of the Town of Warrenton.

Items below are required for the Stormwater Utility Fee Credit Application:

- A description of the type of facility (or facilities), the stormwater control standard met by the facility, and the year the facility was built;
- A drainage area map, drawn to scale, for the facility showing the drainage boundaries and the impervious area treated by the facility in square feet;
- As-built or other acceptable engineering plans for the facility;
- A narrative of the known maintenance history of the facility, including routine maintenance and significant structural maintenance and repair;
- A copy of the Town's standard maintenance agreement that has been executed by the Town and properly recorded in the land records of the Office of the Clerk of the Circuit Court, Fauquier County, and Warrenton, Virginia. If there is no existing facility maintenance agreement, then one (1) must be completed and properly recorded. Find attached the Town's standard maintenance agreement form;
- Information on any public funds used to construct, repair, upgrade, or retrofit the facility, including the amount and the date(s);
- Calculations to determine the monetary amount of the claimed credit; and
- A completed inspection checklist certifying that the facility is functioning as originally designed. "Functioning as originally designed" means that the facility is operating in accordance with the original design specifications, regardless of the standard in effect at the time of the installation. The checklist must be signed and sealed by a professional engineer. The inspection checklist shall be no more than one year old at the time of application;

STORMWATER UTILITY FEE CREDIT APPLICATION

1. SITE INFORMATION (1):

Property Name:			
Property Address:			
Map/Parcel #:		Account #:	

2. APPLICANT INFORMATION (2):

Property Owner of Record:			
Address:			
Email Address:		Phone #:	

Applicant Name (3):			
Address:			
Email Address:		Phone #:	

3. LICENSED PROFESSIONAL (PROFESSIONAL ENGINEER OR LAND SURVEYOR):

Firm Name:			
Address:			
Contact Name:		Professional License #:	
Email Address:		Phone #:	

4. SELECT PRIMARY CONTACT PERSON FOR STAFF:

Owner Applicant Licensed Professional

5. STORMWATER FACILITY INFORMATION (1):

Type of Facility:			
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Type of Credit Requested: Water Quantity Water Quality VPDES Permittee

6. PUBLIC FINANCING DISCLOSURE:

Was public financing used to construct, repair, upgrade, or retrofit the facility (mark one below)?

Yes No

If yes, please state:

Source of Financing:			
Data Funds Received			
Amount of Funds Received:			

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7. SIGNATURES:

If applicant is not property owner of record, the Affidavit of Representation is required (find attached).

_____	_____
Print Name	Daytime phone number contact
_____	_____
Signature of Owner, Contract Purchaser, Agent	Date

- (¹) The site and facility information are provided as reference data for staff; please be advised that the information in the staff checklist above (page 1) will also be required for a complete application.
- (²) There is no fee to submit this application. A separate application must be submitted for each facility on a parcel, and the sum of the credit amounts shall not exceed forty (40) percent of the fee for the parcel.
- (³) If applicant is not property owner of record, the Affidavit of Representation is required (find attached).

Submit application via e-mail to stormwater@warrentonva.gov or in person:

TOWN OF WARRENTON
 Att. Stormwater Utility Fee (Credit Application)
 21 Main Street/PO Box 341
 Warrenton, VA 20186-0341

OFFICE USE ONLY					
Checked by: _____	Date: _____				
Town of Warrenton Application #: _____					
Total Property (SqFt): _____	Property with Treatment (SqFt): _____				
<input type="checkbox"/> Drainage Map Included?	<input type="checkbox"/> As-Built Plans				
<input type="checkbox"/> Stormwater Maintenance Agreement Included?	<input type="checkbox"/> Other Engineering Plans				
<input type="checkbox"/> Inspection Checklist Included?	<input type="checkbox"/> Maintenance History Included?				
<input type="checkbox"/> Is Inspection Checklist Signed and Sealed by Professional Engineer	<input type="checkbox"/> Calculations to Determine Monetary Value of Credit Included??				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center; border: none;"> _____ Signature: Assistant Director of Public Works & Utilities </td> <td style="width: 40%; text-align: center; border: none;"> _____ Date </td> </tr> <tr> <td style="width: 60%; text-align: center; border: none;"> _____ Signature: Stormwater Administrator </td> <td style="width: 40%; text-align: center; border: none;"> _____ Date </td> </tr> </table>		_____ Signature: Assistant Director of Public Works & Utilities	_____ Date	_____ Signature: Stormwater Administrator	_____ Date
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