

**APPENDIX A**

*City of Duluth SW Utility Residential Customer Stormwater User Fee Credit Application Form*

**Instructions:**

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

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

City of Duluth  
Attn: SW Utility Manager  
3167 Main Street  
Duluth, GA 30096

I hereby request City of Duluth to review this application for a stormwater user fee credit(s). I further authorize the City to investigate the site characteristics of the above identified parcel for the purpose of evaluation for a stormwater user fee credit(s). I certify that I have authority to make such a request and grant such authority for the City staff (or their designee) to evaluate this property for the purposes of approval or denial of the user fee credit. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

_____	_____	_____
Type or print name	Property Owner	SW Utility Account No.
_____	_____	
Signature	Date	

This form must be signed by an individual person who is responsible for the site operations and/or payment of the monthly utility bill. If the responsible person is not an individual person then the form must be signed by an officer, director, partner, or registered agent with authority to execute instruments for the customer account.

**Approval:**

_____	_____	_____
SW Utility Manager	Date	SW Utility Account No.

## APPENDIX A

### Residential Customer Stormwater User Fee Credit Application/Renewal Form

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

	Credit Description	Applicability/Requirements
	Residential Environmental Technology	Residential
	Rain Barrels	Residential
	Low Impact Parcel	Residential
	Reduced DSFR Footprint	Residential
	No Direct Discharge Parcel	Residential
	Watershed Stewardship	Residential
	Septic Tank Maintenance	Residential
	Stormwater Runoff Infiltration	Residential
	Natural Area Preservation	Residential
	Reduced Imperviousness	Residential

#### General Customer Information:

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

#### Property Information:

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

**APPENDIX B**

*City of Duluth SW Utility Non-Residential Customer Stormwater User Fee Credit Application Form*

**Instructions:**

Fill out this form completely. One application must be submitted for each separate customer account. Multiple stormwater controls/credit requests may be included in the application for a single customer location/account. Please ensure all stormwater management facilities have properly designed and constructed, and continue to be properly maintained. Attach all the necessary documentation to support the user fee credit request. Documentation shall include, but not necessarily limited to, the following:

1. Facility site plan with stormwater facilities/controls with delineated drainage areas.
2. Description of stormwater control facilities.
3. Appropriate pages from Volume 2 of the GSMM (latest version) identifying design requirements for each on-site stormwater control.
4. Documentation that the stormwater control facilities meet one or more criteria for the stormwater user fee credit(s).
5. Appropriate professional certification(s), if required per this Manual.
6. Pertinent regulatory compliance documentation, if applicable.
7. Completed Right-of-Entry Agreement (if applicable) and/or a maintenance plan (if applicable) per the requirements of this Manual.
8. Other pertinent information to support the user fee credit request.

Mail completed the completed form as well as the necessary attachments and supporting documentation to:

City of Duluth  
Attn: SW Utility Manager  
3167 Main Street  
Duluth, GA 30096

I hereby request City of Duluth to review this application for a stormwater user fee credit(s). I further authorize the City to investigate the site characteristics of the above identified parcel for the purpose of evaluation for a stormwater user fee credit(s). I certify that I have authority to make such a request and grant such authority for the City staff (or their designee) to evaluate this property for the purposes of approval or denial of the user fee credit. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

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

\_\_\_\_\_  
Owner

\_\_\_\_\_  
SW Utility Account No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B**

*City of Duluth SW Utility Non-residential Stormwater User Fee Credit Application Form (continued)*

This form must be signed by an individual person who is responsible for the site operations and/or payment of the monthly utility bill. If the responsible person is not an individual person then the form must be signed by an officer, director, partner, or registered agent with authority to execute instruments for the customer account.

**Approval:**

\_\_\_\_\_  
SW Utility Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
SW Utility Account No.

**APPENDIX B**

**Non-residential Customer Stormwater User Fee Credit Application/Renewal Form**

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

	<b>Type Credit</b>	<b>Applicability/Requirements</b>
	Low Impact Parcel	Non-residential
	No Direct Discharge	Non-residential
	Watershed Stewardship	Non-residential
	Septic Tank Maintenance	Non-residential
	Water Resources Education Program	Non-residential
	NPDES Industrial Stormwater Permit	Non-residential
	Stormwater Runoff Infiltration	Non-residential
	Natural Area Preservation	Non-residential
	Reduced Imperviousness	Non-residential
	Hot Spot BMP Implementation	Non-residential
	Unified Stormwater Sizing Criteria	
	<i>Water Quality</i>	Non-residential
	<i>Channel Protection</i>	Non-residential
	<i>Overbank Flood Protection</i>	Non-residential
	<i>Extreme Flood Protection</i>	Non-residential

**General Customer Information:**

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

**Property Information:**

Parcel Address (number and street):	
Parcel Address (City, State and Zip):	
Parcel Identification Number:	
Parcel Location/Name of Development:	
Authorized Property Owner Contact (if different than Customer Name above):	

**APPENDIX C**

***Right of Entry Agreement – Stormwater User Fee Credit(s) Evaluation***

STATE OF GEORGIA, GWINNETT COUNTY

I/We \_\_\_\_\_, the owner and/or tenant (circle which one or both) of the property commonly identified as \_\_\_\_\_, City of Duluth, Gwinnett County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to City of Duluth, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary evaluations of onsite stormwater facilities, controls and site activities related to stormwater runoff management on the \_\_\_\_\_ (hereinafter “facility”) located on Land Lot \_\_\_\_\_ in City of Duluth, Georgia.

The undersigned agrees and warrants to waive and hold harmless City of Duluth, 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 City of Duluth, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to City of Duluth herein, the receipt and sufficiency of which is hereby acknowledged, City of Duluth agrees, to perform only visual evaluations, and review pertinent facility records and information, necessary to verify stormwater user fee credit eligibility. I/We, will not/have 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\_\_\_\_.

\_\_\_\_\_  
Operator or Owner (identify which one)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Address

\_\_\_\_\_  
My Commission Expires

**City Acknowledgement:**

\_\_\_\_\_  
City SW Utility Manager

\_\_\_\_\_  
Date