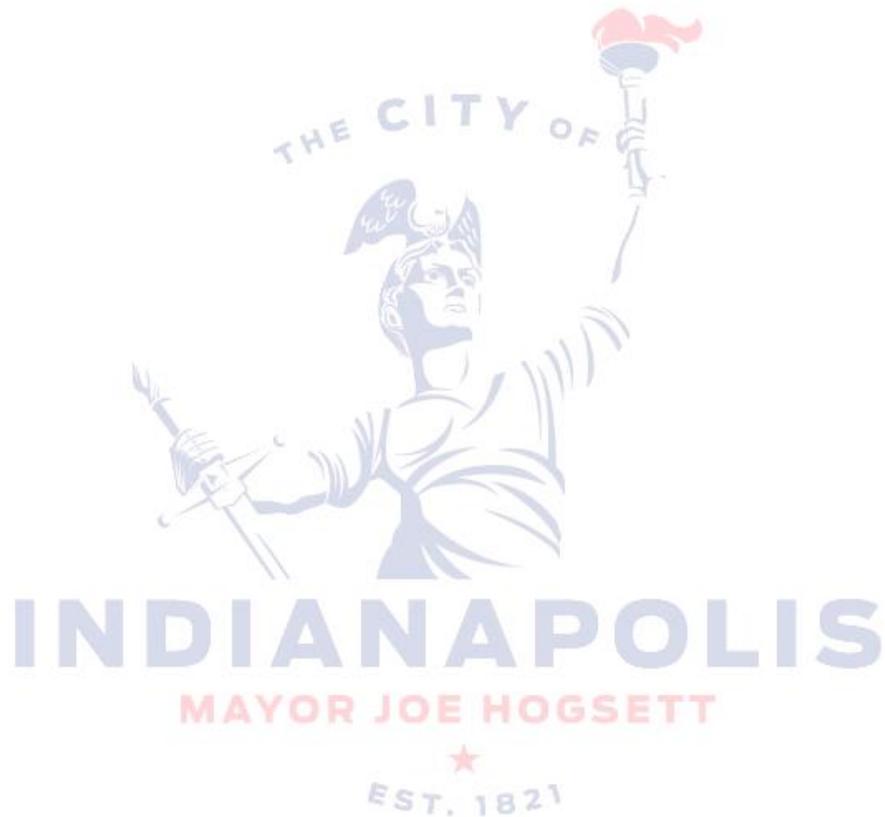


Storm Water
Credit Manual
City of Indianapolis
Department of Public Works



June 2016

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PREFACE

Send Application Forms to:	Department of Public Works Finance Division - Storm Water Credit Application Suite 2460 200 E. Washington Street Indianapolis, IN 46204
Make Checks Payable to:	City of Indianapolis
Submit Questions in Writing to:	Storm Water Credit Application (address above) Email: stormwater@indy.gov Phone: (317) 327-2015

Application Procedure:

Initial review of Storm Water User Fee Credit Applications will be completed within sixty (60) days of receipt of application form and fee payment. Application fees are one-time and non-refundable. Reviewers will check application forms for completeness and accuracy. If the application is found to be complete and accurate, a letter will be sent to the applicant notifying them of approval or denial of the credit. If an application is denied, the applicant can appeal based on the appeals process outlined in *Section 676-304 of City-County General Ordinance No. 43, 2014*. If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of additional information from applicant, the review will resume and be completed within sixty (60) days of receipt of the additional information. Application for any credit is an acknowledgement of the City of Indianapolis' (City) right-of-entry to inspect and verify the information submitted on said application.

Billing adjustments required to implement credits shall be applied semi-annually. For credit applications approved between January 1 and/or on June 30 the effective date shall be July 1 of the same year. Billing adjustments for applications approved between July 1 and/or December 31 shall be effective January 1 of the following year. Credits approved by the department prior to the effective date of this manual (December 2014) shall expire on December 31, 2016.

If an application is denied, a letter explaining the reasons for the denial will be provided to the applicant. The applicant has the right to appeal this decision, in accordance with the procedures outlined in *Section 676-304 of City-County General Ordinance No. 43, 2014*.

CHAPTER 1 : INTRODUCTION

The City County Council of the City of Indianapolis - Marion County, Indiana passed General Ordinance No. 43, which created a county-wide Marion County Storm Water Management District and a storm water management system within the Department of Public Works. Storm Water user fees have been established on the basis of the amount of impervious surface area, as the amount of storm water runoff a property generates is directly related to the amount of hard surface (rooftops, parking lots, driveways) on that piece of property.

Until June 30, 2015 properties shall be billed on a per Equivalent Residential Unit (ERU) basis. The ERU was determined by a statistical sampling of residential properties within the County. This analysis determined that, on average, a developed single-family residential property has 2,800 square feet of impervious area. The billing rate applied to each ERU is \$2.25 per month. Each non-residential property is then measured and its impervious surface translated into a whole number of ERUs. That number multiplied by the unit billing rate yields the monthly storm water user fee for that particular property. The number of ERUs assigned to a non-residential property will remain constant unless any changes are made on the property that alters the amount of its impervious surface area.

Beginning on July 1, 2015 properties shall be billed on a per Base Billing Unity (BBU) basis. The BBU is determined by measuring the Impervious Area (IA) for each parcel, and then will be assigned on (1) BBU or a multiple of BBUs following the convention that 1-1,000 square feet of measured IA is equivalent to one (1) BBU; 1,001-2,000 square feet of measured IA is equivalent to two (2) BBUs; 2,001-3,000 square feet of measured IA is equivalent to three (3) BBUs; and progressing in a manner such that each additional 1,000 square feet of IA is assigned an additional BBU. The billing rate applied to each BBU is \$1.10 per month, which shall be adjusted from time to time.

The Department of Public Works has developed a system of credits for residential and non-residential property owners who have approved storm water management facilities in place to manage and reduce the impact on the drainage system. The maximum credit or combination of credits given to any one property shall be 50% for non-residential property owners and 25% for residential property owners. The credits will be applied to the portion of property which is directly affected by the Storm Water facilities which manage runoff and reduce impacts on the drainage system. This manual details the policies and procedures applicable to the storm water fee credit program.

1.1 Credit Manual Changes

This iteration of the credit manual has substantial changes from the previous version, including the number of credits available. The following list is a summary of the changes made between Credit Manual versions. Please make note of these changes.

- A. Discontinued Credits: The credits previously offered will no longer be made available following the acceptance of the BBU changes, and the implementation of this credit manual. The Quantity Reduction Credit (QRC) and Quality Improvement Credit (QIC) have been combined into a single credit, which is discussed *Section 1.3*.

- B. Reduction in Maximum Credits: Individual sites will no longer be able to receive a maximum of 85% reduction in their storm water user fee. The new maximum is set at 50% for non-residential property owners and a maximum of 25% for residential property owners.
- C. Residential Credits: Residential customers may now benefit from the credit manual program, and receive credits as outlined in *Chapter 2*.
- D. Education Credits: Educational facilities may now receive a credit for providing Department approved, grade level appropriate curriculum to their students. Please refer to *Chapter 5* for more information.
- E. Application Forms: To reflect the changes made to the credit manual, the forms have been updated to reflect the available credits. Applicants should familiarize themselves with the new forms before submitting.

1.2 Definitions

Definitions for key terms relevant to the Marion County Storm Water Management District are located in *Section 676-102 of the City-County Code*. The following definitions are relevant to this Credit Manual and are not contained in *Section 676-102 of the City-County Code*.

BEST MANAGEMENT PRACTICE – structural or non-structural measures (wetlands, ponds, sand filters, buffer strips, etc.) that are designed for the benefit of water quality and, as appropriate, water quantity control. To be considered for a credit under this manual, a BMP must be designed in accordance with *Chapter 700* of the *Indianapolis Storm Water Design and Construction Specification Manual* (latest edition) and/or the *Indianapolis Storm Water Quality Unit (SQU) Selection Guide* (most current version). It is the policy of the City of Indianapolis that the water quality management program be performance-based. To that end, all BMPs approved for use in the City of Indianapolis will be capable of meeting or exceeding the 80% removal target for total suspended solids whether the control be a single structure or a series of controls. BMPs defined in *Chapter 700* as being capable of meeting the specified performance criteria for TSS removal will be acceptable if designed to the standard specifications in *Chapter 700*.

Examples of BMPs include:

Storm Water Ponds

- Wet pond
- Wet extended detention pond
- Micropool extended detention pond
- Multiple pond systems

Storm Water Wetlands

- Shallow wetlands

- Extended detention wetland
- Pond/wetland systems
- Pocket Wetland

Bioretention Areas

- Shallow storm water basins or landscaped areas that utilize engineered soils and vegetation to capture and treat storm water runoff

Sand Filters

- Surface sand filter
- Perimeter sand filters

Water Quality Swales

- Dry swales (vegetated open channels that are designed and constructed to capture and treat storm water runoff within dry cells)

Biofilters

- Filter strip
- Riparian buffer

Manufactured BMP

- Various designs

LAND ALTERNATION – As defined in *Chapter 561 – Drainage and Sediment Control (Sec. 561-109)* of the Revised Code of the Consolidated City and County, land alternation shall mean any action taken relative to land which either:

- (1) Changes of the contour; or
- (2) Increase the runoff rate; or
- (3) Changes the elevation; or
- (4) Decreases the rate at which water is absorbed; or
- (5) Changes the drainage pattern; or
- (6) Creates or changes a drainage facility; or
- (7) Involves construction, enlargement or location of any building on a permanent foundation; or

(8) Creates an impoundment.

Land alteration includes (by way of example and not of limitation) terracing, grading, excavating, constructing earthwork, draining, installing drainage tile, filling and paving.

PRE-DEVELOPMENT CONDITIONS – the condition of a site prior to the land altering activities that required construction of the original storm water control facility.

POST-DEVELOPMENT CONDITIONS – the current condition of the site.

STORM WATER CONTROL FACILITY – a facility, such as a detention or retention pond, designed and constructed to reduce the peak post-development runoff rates to specified pre-development peak runoff rates.

Acronyms

BBU	Base Billing Unit
BMP	Best Management Practice
DDC	Direct Discharge Credit
ERU	Equivalent Residential Unit
TSS	Total Suspended Solids
SCM	Storm Water Credit Manual

1.3 What Credits Are Available and Who Qualifies?

Table 1 outlines the types of credits available to residential and non-residential property owners. The ability of a property owner to receive any of the credits is dependent on the property owner owning and maintaining a Department-approved BMP and providing the document required. Credits are available to all qualifying BMPs, whether constructed before or after the revisions of the City's Program.

Table 1 - Available Credits for Residential and Non-Residential Parcels

Credit Category	Residential Parcels	Non-Residential Parcels		
	Individual Residential Parcel	Homeowners or Condominium Association	Commercial, Industrial, Mix-Use Development, Other Non- Residential	Public/Private School, Primary to 12
Individual Residential Property Credit	25%			
Tier 1 Storm Water Quality and Quantity Credit		Up to 10%*	Up to 10%	Up to 10%
Tier 2 Storm Water Quality and Quantity Credit		Up to 30%*	Up to 30%	Up to 30%
Infiltrative Credit		20%*	20%	20%
Education Credit				5%
Direct Discharge Credit		Up to 50%	Up to 50%	Up to 50%
Total	Up to 25%	Up to 50%	Up to 50%	Up to 50%

*A Homeowners or Condominium Association can apply on behalf of its members

1.4 Residential Credits

1. Individual Residential: Flat Credit of 25%

An Individual Residential Parcel Credit of 25% is available to applicants who own and reside at a parcel that contains a single-family home or a multifamily housing complex of three (3) units or less. The applicant must show that a Department-approved BMP has been effectively implemented on the parcel. Department-approved BMPs for residential use are:

- Rain Gardens;
- On-Site Storm Water Storage; and
- Vegetated Filter Strips.

See *Chapter 2* for specific qualifications and details for this credit.

1.5 Non-Residential Credits

1. Storm Water Quality and Quantity Credit: Tier Credit 1 up to 10% or Tier 2 Credit up to 30%

A Storm Water Quality and Quantity Credit is available to applicants who have Department-approved BMPs that provide water quality treatment and control the amount of runoff leaving the site. The credit is only available for the impervious surfaces that drain to each BMP.

See *Chapter 3* for specific qualifications and details for this credit.

2. Infiltrative Credit: Flat Credit of 20%

An Infiltrative Credit is available to applicants who have Department-approved BMPs that utilize green practices (infiltration and plantings) to treat storm water runoff, reduce the rate and/or volume of storm water runoff. Only the impervious surfaces of a particular site that drain through the BMP are eligible for a credit.

See *Chapter 4* for specific qualifications and details for this credit.

3. Education Credit: Flat Credit of 5%

An Education Credit is available to all public and private elementary, middle, and high school property owners that are recognized in the State of Indiana and provide a Department-approved storm water pollution prevention curriculum. The curriculum must be presented at a minimum to a grade of students which approximates 25% of the students across the school. The credit will only apply to the particular building in which the curriculum is taught.

See *Chapter 5* for specific qualifications and details for this credit.

4. Direct Discharge Credit: Maximum Credit of 50%

The Direct Discharge Credit is available to properties which are contiguous to (or contain) a major waterway and discharge storm water runoff directly into that major waterway. Runoff that passes through a public storm water facility prior to outfalling to a major waterway is not considered direct discharge. Proportionate DDC will be granted only for that portion of the property's impervious surface area that discharges directly into the major waterway.

See *Chapter 4* for specific qualifications and details for this credit.

1.6 Residential and Non-Residential Credits

Credits are applied on a per parcel basis directly related to the number of effected ERUs and/or BBU's. For large parcels with multiple watershed outlet points, the credits may be applied to only the portion of the parcel that contains water quality and/or quantity methods and not the entire parcel area. For properties where multiple watershed outlets occur, a pre-submittal meeting should be scheduled with the City to evaluate the site watershed area and how credits would be applied to the parcel. For example, if a site contains two (2) watersheds and only one (1) watershed has water quantity and/or quality credits, then the credits would apply to the portion of the site with the applicable quantity and/or quality methods.

CHAPTER 2 : INDIVIDUAL RESIDENTIAL CREDIT

Individual residential property owners who implement approved storm water best management practices (BMPs) may be eligible for a reduction of 25% of their storm water user fee for the construction and maintenance of one of more of the following permitted BMPs.

2.1 BMPs

- A. Rain Garden: Rain Gardens, sometimes referred to as bioretention basins, are built into shallow, landscaped depressions. These depressions are designed to hold and remove many of the pollutants in a manner similar to natural ecosystems. To obtain the Individual Residential Credit, the rain garden must meet the following criteria:
- i. At least 50% of a property's roof area, or an equivalent amount of impervious area, on the parcel must drain to the rain garden.
 - ii. The rain garden must be sized and constructed in accordance with the *Green Infrastructure Supplemental Storm Water Document*.
 - iii. The rain garden must be registered with the City of Indianapolis Office of Sustainability.
 - iv. Storm water overflows, or those flows that are not contained in the rain garden, must be directed to appropriate outlets to the storm drainage system and away from neighboring properties, sidewalks, steep slopes, or retaining walls.
- B. On-Site storm water storage: Storm water storage may include rain barrels, cisterns, bladders, or other BMPs approved by the Department. To obtain the Individual Residential Credit, the storm water storage must meet the following criteria:
- i. 50% of the parcel's roof area is properly connected to a single BMP or a series of smaller BMPs. When utilizing several smaller BMPs, they must have a minimum capacity of 40 gallons of storage per downspout (i.e. 3 down spouts will require 3 rain barrels at 40 gallons each). When utilizing a large, single BMP they must be sized to hold the runoff from 50% of the parcel's roof area during a 1-inch rainfall event (See *Appendix B* for calculation details).
 - ii. On-Site storm water storage BMPs must be completely drained in no less than 24 hours, and no longer than 72 hours, after each rainfall event. Longer drainage periods may be acceptable if the storage device is larger than the minimum required storage.
 - iii. The BMPs must contain a lid or other covers that prevents mosquitoes from entering the storage container.

- iv. Storm water overflows, or those flows that are not contained in the storage, must be directed to appropriate outlets to the storm drainage system and away from neighboring properties, sidewalks, steep slopes, or retaining walls.
- C. Vegetated Filter Strips: Vegetated Filter Strips are uniform strips of densely vegetated areas that naturally treat storm water runoff. These function by slowing runoff, which traps sediment and pollutants, and in some cases infiltrating a portion of the storm water runoff. To obtain Individual Residential Credit, the vegetated filter strip must meet the following criteria:
- i. At least 50% of a property's roof area, or an equivalent amount of impervious area, on the parcel must drain to the vegetated filter strip.
 - ii. The vegetated filter strip is designed and vegetated in accordance with the *Green Infrastructure Supplemental Storm Water Document*.
 - iii. The filter strip is fully vegetated, and the vegetation is healthy.

2.2 Maintenance Requirements

- A. BMPs installed on a parcel must be maintained to ensure continued function. Maintenance recommendations for the BMPs can be found in the *Green Infrastructure Supplemental Storm Water Document*, and on the Department Fact Sheets.
- B. The applicant, or one of the co-applicants, has legal responsibility to maintain the BMP. The annual reporting and renewal process will require documentation that the BMP is continuing to function as originally intended.

2.3 Credit Restrictions

- A. Transfer of Credit
 - i. The Individual Residential Credit applies only to the original applicant. Credits will not transfer if ownership changes. A new application must be submitted for new property owners to continue receiving the Individual Residential Credit.
- B. Individual Residential Credit Limit
 - i. Individual residential BMPs cannot be combined on a parcel for a credit larger than 25%.
- C. Local Community Requirements
 - i. A storm water user fee credit is only applicable for BMPs that are allowed by the member community in which the parcel is located. BMPs must meet all applicable building, subdivision and planning, and zoning code requirements of member communities including downspout disconnection, landscaping, and

property setbacks requirements. Approval by the Department does not provide the homeowner approval from their other member communities

2.4 Application Process and Documentation Requirements

In order to receive the Individual Residential Credit, the applicant must submit the document listed below:

- A. General Credit Application (*Appendix A*)
- B. Individual Residential Credit Application (*Appendix B*)
- C. Right-of-Entry Form (*Appendix E*)
- D. Applicants must provide appropriate documentation that the BMP has been installed to the required City of Indianapolis standards and requirements detailed above, and must provide a photograph of each BMP.

2.5 Credit Termination and Renewal Requirements

- A. The Individual Residential Credit is valid for three (3) years. The applicant must submit the Department's renewal application to continue to receive credits towards their Storm Water user fee.
- B. The property owner must also submit an annual report for each BMP. The Annual Report Form and required documentation must be submitted annually on the approval date of the credit.
- C. Failure to submit renewal information and annual reports by the required deadlines will result in termination of the credit. The applicant will then be required to resubmit another application, application fee, and document for the credit to be reinstated.

CHAPTER 3 : STORM WATER QUALITY AND QUANTITY CREDIT

The Storm Water Quantity and Quality Credit is available for non-residential property owners who implement BMPs designed to control storm water peak flows, volume and water quality. This will reduce the burden on the storm water infrastructure, including streams, storm sewers, combined sewers and other receiving waters. These BMPs can also reduce both the frequency and magnitude of flooding. To ensure maximum storm water quality and quantity credits for BMPs on new development and redevelopment projects, the Department strongly recommends that interested applicants contact the Department early in the design phase of a project to discuss the planned BMPs.

3.1 Credit BMPs and Design Standards

The Department will provide a credit up to 10% for a Tier 1 Credit or up to 30% for a Tier 2 Credit for BMPs that controls the peak discharge rates, volumetric discharge, and water quality using the established design standards listed below.

Table 2 – Available Storm Water Quality and Quantity Credits

	Credit Available	Design Standard
Tier 1	10%	BMPs that meet the requirements as detailed in the <i>City of Indianapolis Storm Water Design & Construction Specifications Manual</i> and the Municipal Code
Tier 2	30%	BMPs that exceed the requirements as detailed in the <i>City of Indianapolis Storm Water Design & Construction Specifications Manual</i> and the Municipal Code by a minimum of 10%

- A. A Storm Water Quality and Quantity Credit of 10% may be provided to an applicant for a BMP, or a series of BMPs, that meet the requirements in both the *City of Indianapolis Storm Water Design & Construction Specifications Manual* (latest edition). This credit may be referred to as Tier 1 Credit on application forms.
- B. A Storm Water Quality and Quantity Credit of 30% may be provided to an applicant for a BMP, or a series of BMPs, that exceeds the requirements in both the *City of Indianapolis Storm Water Design & Construction Specifications Manual* (latest edition) by a minimum of 10%. This credit may be referred to as Tier 2 Credit on application forms.

3.2 Maintenance Requirements

- A. BMPs receiving the Storm Water Quality and Quantity Credit must be maintained by the applicant, or one of the co-applicants, to ensure continued function of the BMP.
- B. The applicant, or one of the co-applicants, must have legal responsibility to maintain the BMP. The annual reporting and renewal process will require documentation that the BMP is continuing to function as originally intended.

3.3 Credit Restrictions

A. Eligible BBUs/ERUs

- i. Only those impervious surfaces of a particular parcel that drain through a Department-approved BMP are eligible for the credit

B. Transfer of Credit

- i. Storm water user fee credits do not transfer if property ownership changes. The new owner must reapply for the credits.
- ii. In the case where multiple properties are covered under one credit application, for example a Homeowners or Condominium Association, which drain to a single BMP, a reapplication only needs to be submitted in the property that has maintenance responsibility for the BMP changes ownership.

C. Homeowners or Condominium Associations

- i. A Homeowners or Condominium Association (Association) can apply on behalf of its members for the Storm Water Quality and Quantity Credit for common area BMPs.
- ii. The Association must document its legally binding agreement with the individual property owners responsible for maintenance of the approved BMP. The Association will be responsible for annual reporting to maintain the credit.
- iii. If a credit application is approved, the credit may be applied to all common areas draining to the approved BMP. All property ownership information and other necessary documentation must be provided by the Association during the application process.

D. Storm Water Quality and Quantity Credit Limits

- i. Storm Water Quality and Quantity Credits may be taken in combination with other Storm Water Credits; however, the total credit amount may not exceed 10% for the Tier 1 Credit or 30% for the Tier 2 Credit. A property owner may not apply for both Tier 1 and Tier 2 Credits.

3.4 Application Process and Documentation Requirements

- A. A complete application must be submitted for the Department to begin the review process. Separate applications must be submitted for noncontiguous properties. For example, educational institutions must submit separate applications for each campus. To receive the Storm Water Quantity and Quality Credit the applicant must submit the documentation listed below:
 - i. General Application (*Appendix A*)
 - ii. Storm Water Quality and Quantity Credit Application (*Appendix C*)
 - iii. Right of Entry Form (*Appendix E*)

- iv. Site Map and Plan that include the following:
 - 1. Property boundaries
 - 2. The location and size of each proposed BMP and detailed drawings, if available.
 - 3. Associated impervious surfaces draining to each BMP.
 - 4. Floodplain and floodway information, if it exists.
- v. Design Calculations: The calculations shall document the design criteria for the facilities and indicate the compliance with the required credit standard to be met. Design calculations shall be signed and stamped by a Professional Engineer licensed in the State of Indiana.
- vi. Operations and Maintenance (O&M) Plan/Manual: Includes the BMPs for which the applicant is seeking a storm water user fee credit. At a minimum the O&M plan/manual should include the following items:
 - 1. Identification of the landowner(s)/organization responsible for long-term maintenance, including repairs of the BMP.
 - 2. A schedule for regular maintenance for each BMP and a description of routine and non-routine maintenance tasks to ensure continued performance of the BMP.
 - 3. The method of funding long-term maintenance and inspections of the BMP.
- vii. Legal Agreement (Only applies to applications with multiple property owners): A copy of the legally binding agreement between property owners that, at a minimum, outlines the ownership, maintenance responsibilities and funding source necessary to maintain the BMP. This information must be clear and readily apparent and submitted with the application to the Department. Application submittals that do not specify and include these provisions will be deemed incomplete.

3.5 Credit Termination and Renewal Requirements

- A. The Storm Water Quality and Quantity Tier 1 and Tier 2 Credits are valid for three (3) years. The applicant must also submit the Department's renewal application to continue to receive credits towards their storm water user fee. Within the three (3) year period, facilities that qualified for credits are required to pass routine annual inspections from the City or their representative detailed in *Chapter 7*.
- B. The property owner must also submit a completed Operation and Maintenance Inspection Checklist for each BMP annually. The O&M Inspection checklist must be approved by the Department of Code Enforcement and will serve as an annual report. This annual report and

required documentation must be submitted annually from the approval date of the credit during the active three (3) year credit period.

- C. Failure to submit renewal information and annual reports by the required deadlines will result in termination of the credit. The applicant will then be required to resubmit another application, application fee, and documents for the credit to be reinstated.

CHAPTER 4 : INFILTRATIVE CREDIT

The Infiltrative Credit is available for non-residential property owners who implement BMPs that utilize the natural process of infiltration to control water quantity and/or quality. It is the intention of this credit to provide more sustainable water resources throughout the City of Indianapolis and Marion County. This credit will only be made available to applicants who meet the requirements of a Tier 1 or Tier 2 Storm Water Quality or Quantity Credit. This credit will only be considered for applicants who utilize and construct an approved Green Infiltrative Infrastructure BMP. These BMPs can also reduce both the frequency and magnitude of flooding. To ensure maximum Storm Water Quality and Quantity credits for BMPs on new development and redevelopment projects, it is strongly recommended that interested applicants contact the Department early in application process or the design phase of a project to discuss the planned BMPs and intended storm water management plan. Property owners who meet the requirements of the Infiltrative Credit will be eligible for a credit of up to 20 %.

A list of acceptable BMPs for use on this credit includes the following:

- Bioretention Basins
- Infiltration Basins
- Construction Wetland (above permanent pool)
- Subsurface Gravel Wetland
- Pocket Wetland
- Tree Box Filter
- Infiltration Trench
- Wet Extended Detention
- Vegetative Swale
- Dry Extended Detention Basin

4.1 Design Requirements

The selected BMPs must be designed using Department approved methods from the following sources:

- A. City of Indianapolis Storm Water Design and Specification Manual, and/or Green Infrastructure Supplemental Storm Water Document, Storm Water Quality Unit (SQU) Selection Guide, which may be found at: <http://www.indy.gov/stormwater>

Innovative BMPs which are not approved within the above documents must be professionally certified and approved through the Indianapolis Department of Public Works. ASTM standards methods and / or City of Indianapolis approved testing methods must be followed when verifying

performance of new measures. Additional information including the application process for approval of innovative BMPs can be found within the City of Indianapolis Storm Water Design and Specification Manual Section 701.04 and at the website: <http://www.indy.gov/stormwater>

4.2 Maintenance Requirements

- A. BMPs receiving the Infiltrative Credit must be maintained by the owner to ensure continued function of the BMP.
- B. The applicant, or one of the co-applicants, must have legal responsibility to maintain the BMP. The recertification process will require documentation that the BMP is continuing to function per original design.

4.3 Credit Restrictions

- A. Eligible BBUs/ERUs
 - i. Only those impervious surfaces of a particular parcel that drain through a Department-approved BMP are eligible for the credit.
- B. Transfer of Credit
 - i. Storm water user fee credits do not transfer if property ownership changes. The new owner must reapply for the credits.
 - ii. For a Homeowners or Condominium Association which have an approved credit for a common property BMP, a reapplication only needs to be submitted for the parcel that has maintenance responsibility if the BMP changes ownership.
- C. Infiltrative Credits may be taken in combination with other non-residential Storm Water Credits; however, the total credit amount may **NOT** exceed 50%.
- D. Homeowners or Condominium Associations
 - i. A Homeowners or Condominium Association (Association) can apply on behalf of its members for the Infiltrative Credit for common property.
 - ii. The Association must document its legally binding agreement with the individual property owners responsible for maintenance of the approved BMP. The Association will be responsible for annual reporting to maintain the credit.
 - iii. If a credit application is approved, the credit may be applied to all common areas draining to the approved BMP. All property ownership information and other necessary documentation must be provided by the Association during the application process.

4.4 Application Process and Documentation Requirements

- A. A complete application must be submitted for the Department to begin the review process. Separate applications must be submitted for noncontiguous properties. For example, educational institutions must submit separate applications for each campus. To receive the Storm Water Quantity and Quality Credit the applicant must submit the documentation listed below:

General Application (*Appendix A*)

- i. Storm Water Infiltrative Credit Application (*Appendix C*)
- ii. Right of Entry Form (*Appendix E*)
- iii. Site Map and Plan that include the following:
 - i. Property boundaries
 - ii. The location and size of each proposed BMP and detailed drawings, if available.
 - iii. Association impervious surfaces draining to each BMP.
 - iv. Floodplain and floodway information, if it exists.
- iv. Design Calculations: The calculations shall document the design criteria for the facilities and indicate the compliance with the required credit standard to be met. Design calculations shall be signed and stamped by a Professional Engineer licensed in the State of Indiana.
- v. Operations and Maintenance (O&M) Plan/Manual: Includes the BMPs for which the applicant is seeking a storm water user fee credit. At a minimum the O&M plan/manual should include the following items:
 - i. Identification of the landowner(s)/organization responsible for long-term maintenance, including repairs of the BMP.
 - ii. A schedule for regular maintenance for each BMP and a description of routine and non-routine maintenance tasks to ensure continued performance of the BMP. An O&M Inspection Checklist for BMP Owners must also be submitted.
 - iii. The method of funding long-term maintenance and inspections of the BMP.
- vi. Legal Agreement (Only applies to applications with multiple property owners): A copy of the legally binding agreement between property owners that, at a minimum, outlines the ownership, maintenance responsibilities and funding source necessary to maintain the BMP. This information must be clear and readily apparent and submitted with the application to the Department. Application submittals that do not specify and include these provisions will be deemed incomplete.

4.5 Credit Termination and Renewal Requirements

- A. The Infiltrative Credit is valid for three (3) years. The applicant must submit the Department's recertification application to continue to receive credits towards their storm water user fee. Within the three (3) year period, facilities that qualified for credits are required to pass routine annual inspections from the City or their designated representative detailed in *Chapter 7*.
- B. The property owner must also submit a completed Operation and Maintenance Inspection Checklist for each BMP annually. The O&M Inspection checklist must be approved by the Department of Code Enforcement and will serve as an annual report. This annual report and required documentation must be submitted annually from the approval date of the credit.
- C. Failure to submit renewal information and annual reports by the required deadlines may result in termination of the credit. The applicant will then be required to resubmit another application, application fee, and document for the credit to be reinstated.

CHAPTER 5 : EDUCATION CREDIT

An Education Credit is available to public and private elementary, middle school, and high school property owners recognized by the State of Indiana that provide to their students a regular and continuing program of education concentrating on the stewardship of our water resources and minimization of demand on the regional Storm Water system. The goal of this credit is to provide curriculum which will assist in education regarding our regional storm water related water quality problems, and will also instill an appreciation and stewardship of our water resources consistent with the requirements of the City's National Pollution Discharge Elimination System Permit.

This education must be provided annually to a minimum of one grade level of students which approximates 25% of students within the school applying for a credit, and must be appropriate for the grade level receiving the curriculum. The Education Credit will credit up to 5% and may be combined with the Storm Water Quantity and Quality Credits and Green Infiltrative Practices Credit for a potential maximum 50% credit for a particular school property.

The Education Credit will apply for one full calendar year, and the credit period will begin one full billing cycle after the credit application has been received and approved. A final report must be submitted at the end of the school year in which the curriculum was taught. The final report must be received between May 1st and June 15th of each year during the credit term.

5.1 Restrictions

- A. The Education Credit is only applicable to the parcels on which the curriculum is taught. Separate facilities such as administrative, transportation or maintenance facilities where no educational curriculum is delivered are not eligible for the Education Credit, but may still qualify for the Storm Water Quality and Quantity Credits, as well as the Green Infiltrative Practices Credit.
- B. Education Credits may be taken in combination with other Storm Water Credits; however, the total credit amount may not exceed 50%.

5.2 Application Process and Documentation Requirements

Educational facilities that wish to apply for a credit should submit the following documentation:

- A. General Application (*Appendix A*)
- B. Education Credit Application (*Appendix D*)
- C. A copy of the approved educational take-home materials to all targeted students/members at least once annually.

5.3 Credit Termination and Renewal Requirements

- A. The Education Credit is valid for one (1) year. The school must renew in each subsequent year to continue to receive the credit.

- B. Failure to submit the required reporting document(s) within the allotted time may result in the termination of the Education Credit. The applicant may then be required to resubmit another application, application fee, and document for the credit to be reinstated.

CHAPTER 6 : DIRECT DISCHARGE CREDIT

The Direct Discharge Credit (DDC) is available to non-residential properties which are contiguous to (or contain) a major waterway and discharge Storm Water runoff directly into that major waterway. In order to be considered, a direct discharge must occur directly into the portion of the waterways below that, at a minimum, has a mapped floodway as shown on the most recent addition of the Flood Insurance Rate Maps, Marion County.

Major waterways include:

- White River
- Fall Creek
- Big Eagle Creek below Eagle Creek Reservoir

Credits for discharges to Little Eagle Creek and Pleasant Run may be considered in addition to the major waterways listed above.

6.1 Restrictions

- A. Runoff that passes through a public Storm Water facility prior to outfalling to a major waterway is not considered direct discharge. Proportionate DDC will be granted only for that portion of the property's impervious surface area that discharges directly into the approved major waterway. Approximately half of the impervious surface area that discharges into the major waterway may be eligible for a credit.
- B. BBU assignments and credits for a property are rounded to the nearest whole BBU on the property's bill. For this reason, no fee adjustment will be made for properties that qualify for less than one-half BBU of credit.
- C. Direct Discharge Credits may be taken in combination with other Storm Water Credits; however, the total credit amount may not exceed 50%.

6.2 Application Process and Documentation Requirements

- A. Non-Residential that wish to apply for a credit should submit the following documentation:
 - i. General Application (*Appendix A*)
 - ii. Direct Discharge Credit Application (*Appendix E*)

- iii. Plat or survey of the property indicating the following and certified by an Indiana Registered Land Surveyor, Professional Engineer, or Architect.
 - 1. The location of the major waterway.
 - 2. Watershed breaks across the property.
 - 3. Layout of and amount of impervious surface areas on the property. Any available floodplain and floodway information.
 - 4. Layout of the drainage system on the property, including location of natural and man-made features.
 - 5. Any other additional information necessary to verify general drainage patterns across the property.

6.3 Credit Termination and Renewal Requirements

- A. The Direct Discharge Credit is valid for three (3) years. The applicant must submit the renewal application to continue to receive credits towards their storm water user fee. Within the three (3) year period, facilities that qualified for credits are required to pass routine annual inspections from the City detailed in *Chapter 7*.
- B. The property owner must also submit an annual report that the property has not been altered in a way that would void the DDC. This annual report must be submitted annually from the approval date of the credit.
- C. Failure to submit renewal information and annual reports by the required deadlines will result in termination of the credit. The applicant will then be required to resubmit another application, application fee, and document for the credit to be reinstated.

CHAPTER 7 : CREDIT EXPIRATION, TERMINATION AND RENEWAL

Residential Credits, Storm Water Quality and Quantity Credits, Infiltration Practices Credits, as well as the Direct Discharge Credit shall expire three (3) years from the initial date on the letter of credit approval. Within the three (3) year period, facilities that qualified for credits are required to pass routine annual inspections from the City or their designated representative to determine if the approved BMPs are in working order as originally approved. If the results of an inspection indicate a BMP is not performing as approved or has not been effectively maintained by the owner the credit could be suspended. In the event the credit is suspended the property owner will have thirty (30) days to correct the deficiencies. If, after thirty (30) days, the problems have not been properly corrected, the credit may be terminated. Property owners whose credits have been terminated may reapply to re-establish the credits, but will have to resubmit a new General Credit application, supporting material and fee. In addition to failure of inspection, storm water user fee credits may be terminated as described below:

- A. Property or Land Alteration - If property alteration occurs such as expansion of impervious surface area (e.g. expansion of parking lots or buildings) the credits previously applied to the property may be terminated.
- B. Change of Ownership - A new property owner is required to submit a new General Credit application, supporting material, and fee to reestablish the credit. The new property owner may elect to submit the old O&M manual associated with the existing facilities; however, the old documentation should be checked against the newest version of Storm water Design and Construction Specifications Manual.
- C. Failure to maintain facilities - A property owner is responsible to maintain their facilities as outlined within the approved O&M manual. If it is determined that the facilities are not being maintained per the O&M manual, the property owner shall have thirty (30) days to rectify the deficiencies. If after (30) days the deficiencies have not been corrected, all credits applied to the site may be terminated. A new General Credit application, supporting material, and fee may be resubmitted to the Department to reestablish the credit.
- D. Failure to report - A property owner is responsible to report as required to maintain their credits. If it is determined that the facilities have not been properly reported, the property owner shall have thirty (30) days to rectify the deficiencies. If after (30) days the deficiencies have not been corrected, all credits applied to the site may be terminated. A new General Credit application, supporting material, and fee may be resubmitted to the Department to reestablish the credit.
- E. Written request by Owner – Any credit may be terminated early if the current Owner so wishes. The Owner should submit a Credit Termination Request Form (*Appendix E*), if they no longer wish to have credits applied to their parcel.

Credits will **NOT** be continued indefinitely, and will expire after the third year of the initial credit application. Property owners will be required to reapply for storm water credits, which will include all the applicable fees and review processes. The terms of the credits and qualifications for the credits may have

changed, and it is the responsibility of the property owners to review the latest versions of all applicable City standards and ordinances.

The Department reserves the right to review and/or inspect the provisions of any previously approved storm water BMP at any time. If, after the review and/or inspection, the Department finds the level of service is not being provided or continued, the property owner will be notified in writing and given thirty (30) days to correct the deficiency. The property owner must provide written documentation to the Department within the thirty (30) days of the original notice that the storm water BMP is providing service or continuing service as agreed. If, in the opinion of the Department, the deficiency is not satisfactorily corrected, the storm water user fee credit previously applied to the site will be terminated.

Reapplication for user fee credits will not be reviewed until the delinquent storm water control facility has been adequately reinstated for three (3) continuous months, and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the applicant to prove the storm water management goals are met prior to the credit being reissued. As a condition of receiving a storm water fee credit, a property owner agrees to allow the Department of Public Works unrestricted access to inspect the property associated with the storm water fee credit (See attachments for Right-of-Entry Form). The intent of the inspection is to verify that the storm water BMP is being maintained properly. Inspections will be performed at the discretion of the City to assure that the storm water BMP is operating as designed and approved.

In addition, storm water facilities are subject in general to applicable performance and maintenance provisions of City County Municipal Code.

APPENDIX A
GENERAL CREDIT APPLICATION

Check One: <input type="checkbox"/> Initial Application <input type="checkbox"/> Reapplication <input type="checkbox"/> Annual Report		
<i>Property Owner(s) Information</i>		<i>Owner's Representative (if applicable)</i>
Name(s):	Name:	
Company :	Company:	
Mailing Address:	Mailing Address:	
City, State, Zip:	City, State, Zip:	
Telephone Number:	Telephone Number:	
Email Address:	Email Address:	
<i>Property Information</i>		
Address		
City, State, Zip		
Tax Map Parcel No.(s):		
*Must match owners name in Assessor's parcel database/Parcel information can be located on the http://maps.indy.gov/MapIndy Website		
<i>Credit for Consideration (check all that apply):</i>		
RESIDENTIAL PROPERTIES (Maximum Credit of 25%)		
<input type="checkbox"/> Individual Residential Credit (25% Flat)		
NON-RESIDENTIAL PROPERTIES (Maximum Combined Credit of 50%)		
<input type="checkbox"/> Storm Water Quality and Quantity Credit (30% Max)		
<input type="checkbox"/> Infiltrative Credit (20% Flat)		
<input type="checkbox"/> Education Credit (5% Flat – Schools Only)		
<input type="checkbox"/> Direct Discharge Credit (50% Max)		
<i>Signature</i>		
I hereby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit determination will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit.		
Owner's/Owner Representative's Signature:	Print Name:	Date:

Instructions to Applicants:

1. Fill out the General Credit Application form completely. A separate application must be made for each separate property location. One application can be made for multiple storm Water facilities to be inspected/reviewed on the same property.
2. Individual credit application forms, required attachments, and submittal fees must also be enclosed for each credit for consideration.
3. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.indy.gov/stormwater>) to ensure that they have all the required information necessary to submit their applicable credits.
4. Mail the completed form, appropriate attachments, and a check for the appropriate amount to:

Department of Public Works
Finance Division - Storm Water Credit Application
Suite 2460
200 E. Washington Street
Indianapolis, IN 46204

APPENDIX B

INDIVIDUAL RESIDENTIAL CREDIT APPLICATION

RESIDENTIAL FACT SHEETS

Check One: <input type="checkbox"/> Initial Application <input type="checkbox"/> Reapplication <input type="checkbox"/> Annual Report	
1. Property Owner(s) Information	
Owner's Representative (if applicable)	
Name(s):	Name:
Company:	Company:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Telephone Number:	Telephone Number:
Property Information	
Address	
City, State, Zip	
Tax Map Parcel No.(s):	
<small>*Must match owners name in Assessor's parcel database/Parcel information can be located on the http://maps.indy.gov/MapIndy Website</small>	
2. BMP for Consideration (check all that apply):	
<input type="checkbox"/> Rain Garden	
Approximate area draining to Rain Garden: _____ square feet	
<input type="checkbox"/> Completed Rain Garden Registration Forms	
<input type="checkbox"/> On-Site Storm Water Storage	
On-site storage utilized (check all that apply):	
<input type="checkbox"/> Rain Barrels (Number:) <input type="checkbox"/> Cistern (Number:) <input type="checkbox"/> Rain Bladder (Number:) <input type="checkbox"/> Other (Number:)	
Total Volume of On-Site Storage: _____ gallons	
<input type="checkbox"/> Completed calculations for cisterns, rain bladders, and other storage from On-Site Storm Water Storage Worksheet	
<input type="checkbox"/> Vegetated Filter Strip	
Approximate area draining to Vegetated Filter Strip: _____ square feet	
Slope of yard % per the Vegetated Filter Strip Worksheet	
Length of vegetated filter strip: _____ feet	
<small>*Annual Inspection Reports are also required and may result in loss of credit if reports are not submitted to the City of Indianapolis.</small>	
3. Photographs	
<input type="checkbox"/> Attached photos of all completed BMPs	

4. Sketch of property with BMP(s) shown (see instructions for completing the sketch):



5. Application Fee

Check payable to the City of Indianapolis Department of Public Works in the amount of \$50.00

6. Signature

I hereby certify that I own and live at this property and I further declare, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I understand I am required to submit Annual Reports to the City of Indianapolis and if not submitted will result in a loss of credit. Further I, the applicant, have complied with all local codes applicable to the installation of BMPs.

Owner's /Owner Representative's Signature:	Print Name:	Date:

NOTE-Applicants are required to also fill out the General Credit Application

Rain Garden Annual Report Form

Owner Name(s): _____

Property Address: _____

Tax Map Parcel No.: _____

Phone Number: _____

<i>Maintenance Item</i>	<i>Satisfactory/ Unsatisfactory</i>	<i>Comments</i>
Debris Cleanout		
Rain Garden area and contributing areas clean of debris		
Litter (branches, etc.) have been removed		
Vegetation		
Plant composition according to plan		
Vegetation is healthy		
Grass height not more than 6 inches		
No evidence of erosion		
Photographs		
<input type="checkbox"/> Recent Photographs Attached		

<i>Additional Comments and Actions To Be Taken</i>	<i>Time Frame</i>

I herby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit renewal will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit.

Owner Signature: _____

Date: _____

On-Site Storm Water Storage Annual Report Form

Owner Name(s): _____

Property Address: _____

Tax Map Parcel No.: _____

Phone Number: _____

Email: _____

<i>Maintenance Item</i>	<i>Satisfactory/ Unsatisfactory</i>	<i>Comments</i>
System Components		
No signs of clogging (e.g., screens, gutters, downspouts)		
No debris and/or sediment accumulation		
Valves and fittings watertight		
Dewatering		
Dewatering in between rain events		
Barrel disconnect, drained, and cleaned at the start of the Winter Season		
Appearance of Water/Other		
The physical appearance of water is acceptable with no odor present		
There is no mosquito larvae present		
Photographs		
<input type="checkbox"/> Recent Photographs Attached		

<i>Additional Comments and Actions To Be Taken</i>	<i>Time Frame</i>

I herby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit renewal will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit.

Owner Signature: _____ **Date:** _____

Vegetated Filter Strip Annual Report Form

Owner Name(s): _____

Property Address: _____

Tax Map Parcel No.: _____

Phone Number: _____

Email: _____

<i>Maintenance Item</i>	<i>Satisfactory/ Unsatisfactory</i>	<i>Comments</i>
Debris Cleanout		
Filter Strip area and contributing areas clean of debris		
Litter (branches, etc.) have been removed		
Vegetation		
Plant composition according to plan		
Vegetation is healthy		
Grass height not more than 6 inches		
No evidence of erosion or channelization or rilling of runoff in the vegetative areas.		
Photographs		
<input type="checkbox"/> Recent Photographs Attached		

<i>Additional Comments and Actions To Be Taken</i>	<i>Time Frame</i>

I hereby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit renewal will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit.

Owner Signature: _____ **Date:** _____

Instructions to Applicants:

1. *Applicant Information:* Fill out all information completely
2. *BMP for Consideration:* Check all the BMPs that are being considered for storm water credit approval. Appropriate implementation of one (1) Department approved BMPs is sufficient to receive the credit. Implementation of additional BMPs cannot increase the Individual Residential Credit beyond the 25% cap.
3. *Photographs:* For this application to be complete, pictures of the complete and installed BMP must be part of the applicant's submission. The photographs should be date stamped, with applicants name and address written on the back.
4. *Sketch of property with BMP(s) shown:* The sketch can be hand drawn, and should represent an aerial view of the property and should include, at a minimum, the house, driveway, BMPs and one street or road.
 - a. If applying for the On-Site Storm Water Storage credit, applicant must show the location of the downspouts and area that drain to the BMP.
 - i. In order to receive a credit while utilizing rain barrels, **at least 50% of the TOTAL ROOF SURFACE (INCLUDING GARAGE)** on a property must be connected to the rain barrels.

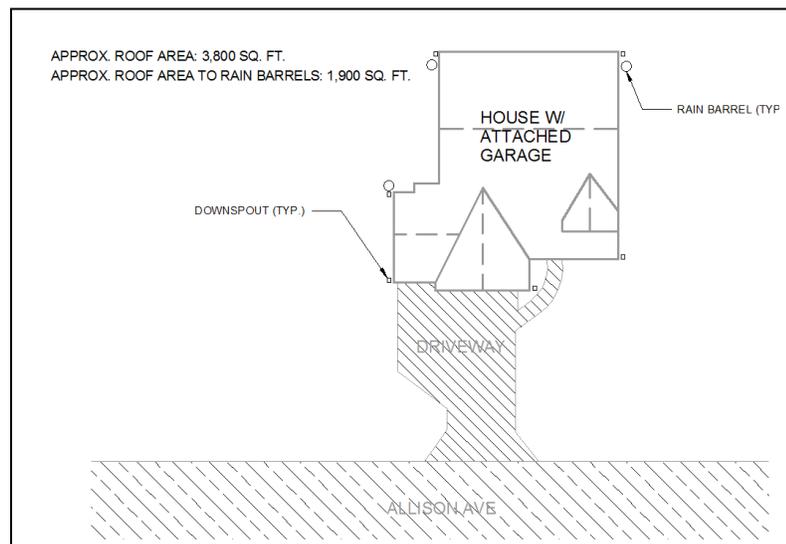


Figure 1 - Example Sketch with Rain Barrels

5. *Application Fee:* The Application is a flat-fee of \$50.00 and can be submitted through a check payable to the City of Indianapolis Department of Public Works.
6. *Signature:* This is an agreement that the owner has followed all applicable codes to the best of their ability and that they own the property they are applying for credits on.
7. *Annual Inspection Reports:* Annual Inspection reports are required to be submitted yearly to the City of Indianapolis. The termination of the residential credit may result if an annual report is not submitted.

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VEGETATED FILTER STRIP

Vegetated filter strips are uniform strips of densely vegetated areas that naturally treat stormwater runoff. They function by slowing runoff, which traps sediment and pollutants. Taller grass provides flow rate reduction, which allows the surface runoff to infiltrate.



Example of Vegetated Filter Strip.
Photo Credit: Wayne County Department of Public Services.

Installation Procedures

To obtain the Individual Residential Credit for vegetated filter strips, the following requirements must be met:

- 50% of the property's roof area must drain to the vegetated filter strip.
- To prevent erosion and the displacement of soil, splash blocks or other methods of dispersion must be used.
- Filter strips should also not be sloped greater than 5%, and no less than 1%. Slopes up to 8% will be allowed.
- The minimum length of any filter strip should be 4 feet.



Typical downspout splash block.
Photo Credit: guttersupply.com.

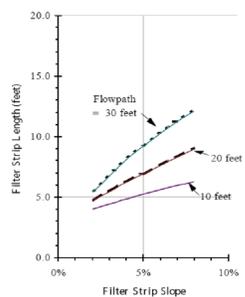
Suggested Maintenance

Maintain healthy vegetation along the entire length of the filter strip. If the applicant decides to vegetate with grass, the grass shall be kept at a minimum of 4 inches. This might not be possible for some residents due to the lawn care requirements of local ordinances and homeowner associations.

Repair all evidence of erosion as it occurs, and stabilize with additional vegetation or semi-biodegradable erosion mats.

Perform inspections on splash blocks or the selected flow dispersion device to ensure they are still intact and working properly. Replace any broken materials.

Sizing Guidelines

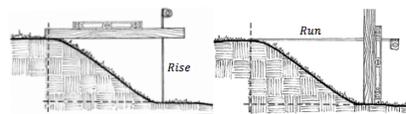


Filter Strip Sizing Graph

To obtain the Individual Residential Credit for vegetated filter strips, the following requirements must be met:

Flowpath is the length between the downspout's point of discharge and the filter strip. Generally, this will not be greater than 30 feet, and residents are encouraged to keep the flowpath under 30 feet.

Residents may use whatever tools they have available to measure proposed filter strip slope, but a 4-foot level and measuring tape is recommended.



Measuring Slope. Image Credit: University of Minnesota

$$\text{Slope} = \frac{\text{Rise}}{\text{Run}} \times 100\%$$

Calculation Example

A residential yard is sloped at 5% with a flowpath of approximately 10 feet. The resident will need to install 6 feet of vegetated filter strip to satisfy the requirements.

Step 1: Determine Slope

The applicant has measured a rise, or change in elevation, of 5 inches and a run, or change in horizontal position, of 100 inches.

$$\text{Slope} = \frac{5 \text{ inches}}{100 \text{ inches}} \times 100\% = 5\%$$

The units used in both the nominator and the denominator must be the same.

Step 2: Determine Filter Strip Length

The applicant has selected a location for the filter strip, which is approximately 10 feet away from their downspout. Utilizing the slope determined in Step 1, it was found that the applicant needed a filter strip with a length of 5.2 feet. Because the next whole number must be used, the filter strip the applicant will install is required to be 6 feet in length.

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ON-SITE STORMWATER STORAGE

Qualify for an Individual Residential Credit by installing one of the multiple on-site stormwater storage devices including rain barrels, rain bladders, and cisterns.

Rain Barrel

A rain barrel is a drum or barrel with a minimum capacity of 50 gallons that collects and stores rain water from a roof. This is typically accomplished through the use of a diverter or connection from the downspout.



These barrels are ideal for gardeners and concerned citizens who want to manage stormwater without a large initial investment. A rain barrel should be equipped with an overflow structure, which will allow the rain barrel to drain into the storm sewer or landscaped areas when full.

A rain barrel not only helps save water, but it protects the environment. With enough involvement, a significant decrease in demand for water could result in lower treatment requirements and chemical discharge into Marion County's natural waterways.

Rain Bladder



Example of a rain bladder installed under subfloor

A rain bladder is a flexible tank that can be utilized when homeowners have restrictions on exterior improvements, or simply do not wish to install rain barrels or other

devices. Rain bladders can be installed under the subfloor of a home or other structures that provide sufficient space to install the bladder and plumbing. Rain bladders will typically require more effort in installation than rain barrels.

Cistern

A cistern functions essentially the same way as a rain barrel, but it has more versatility in installation. Cisterns may be installed above or below ground and may be elevated depending on the requirements of the property. The cistern should be constructed of materials that will have a smooth interior surface, be water tight, and have integral lids.



Example of above ground cistern

Installation Procedures

To obtain the Individual Residential Credit for on-site stormwater storage, the following requirements must be met:

- 50% of the property's roof area must be connected to one of the Department-approved storage devices, which provide, at a minimum, 50 gallons of storage capacity per device.

or

A single storage device that is sized to provide storage for 50% of the property's roof area during a 1-inch rainfall via the following formula:

$$v = \frac{1}{2} \times SA_r \times 0.6234 \frac{\text{gallons}}{\text{ft}^2}$$

- V** represents the required storage volume of the device in gallons. This volume should be rounded up to the nearest gallon.
- SA_r** represents the surface area of the roof in square feet.
- 0.6234** is the conversion factor for cubic feet to gallons with a 1-inch rainfall.

ON-SITE STORMWATER STORAGE

Installation Procedures (continued)

2. On-site stormwater storage must be sealed and protected against providing a breeding ground for mosquitoes. This shall be accomplished through integral lids or a screen that prevents mosquitoes from entering the storage device.

3. The device selected for on-site stormwater storage must come equipped with an overflow device, which will divert water to either a landscaped area or the existing storm sewers. The overflow from the device should not cause erosion or property damage to neighboring property, and discharge may only be allowed through specific written consent.

4. On-site stormwater storage devices must not drain in less than 24 hours and should not remain at capacity for more than 48 hours.

5. All on-site stormwater storage devices must conform to building and zoning codes and requirements of Marion County and the City of Indianapolis.

6. Additional information can be found on Department of Public Work's website for sustainable infrastructure: <http://www.indy.gov/eGov/City/DPW/SustainIndy/WaterLand/Pages/SustainableInfrastructure.aspx>.

Calculation Example

An applicant has a home with a roof area of approximately 2,400 square feet. The applicant would need a storage device that provides 748 gallons of storage for a 1-inch rainfall.

$$v = \frac{1}{2} \times 2,400 \text{ ft}^2 \times 0.6234 \frac{\text{gallons}}{\text{ft}^2}$$

$$v = 748 \text{ gallons}$$

Suggested Maintenance

- Perform regular cleanings on gutters to prevent debris from entering the storage device.
- Perform regular inspections of screens. Repair and clean as needed.
- Perform regular inspections of any attached hoses to clear them of debris and ensure their secure connection to the storage device.

Winterizing

- Disconnect the downspout and return it to the original position.
- Remove and store hoses and screens.
- Drain the container to prevent freezing and cracking.
- Turn storage device upside down to prevent additional water or other materials from entering. (This does not apply to cisterns.)
- For cisterns, position the outflow spigot fully open.

Where to Obtain a Storage Device

Home improvement stores and online retailers (Menards, Home Depot, etc.) carry rain barrels. Residents are also encouraged to attempt to create their own rain barrels. These may be created from large burn barrels, large supply canisters, or other containers that meet the required storage volumes. Further recommendations may be made by visiting Marion County Soil and Water District at www.marionswcd.org or the Department of Public Works <http://www.indy.gov/eGov/City/DPW>.

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Cistern/Rain Barrel Maintenance Inspection Checklist

Address of property

Inspector:
Date:
Time:
Weather: Rainfall over previous 2-3 days?
Site conditions:
Owner change since last inspection?: Y N

Mark items in the table below using the following key:

- X** Needs immediate attention
- Not Applicable
- ✓ Okay
- ? Clarification Required

Cistern Components:

Items Inspected	Checked		Maintenance Needed		Inspection Frequency
	Y	N	Y	N	
SYSTEM COMPONENTS					A, AMS
1. Signs of clogging (e.g. screens, gutters, downspouts)?					
2. Debris accumulation?					
3. Sediment accumulation?					
4. Standing water present around base?					
5. Are valves and fittings watertight?					
ADJACENT AREAS/OVERFLOW SPILLWAY					A, AMS
6. Is overflow outlet clean of debris?					
7. Erosion from overflow path?					
8. Signs of water ponding?					
9. Is outlet for storm sewer system free from debris and in good working order?					
DEWATERING					A
10. When was Cistern/Rain Barrel Last Drained?					
OTHER					A
11. Physical appearance of water, any odor?					
12. Are mosquito larvae present?					
13. Have there been complaints from residents?					
14. Public hazards noted?					
15. Other (describe)?					

Inspection Frequency Key A= Annual, M= Monthly, AMS= After Major Storm

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RAIN GARDENS

Rain gardens, sometimes referred to as bioretention basins, are landscaping features that serve dual purposes. The first is to provide natural ground cover, and the second is to provide water quality treatment.

Installation Procedures

To obtain the Individual Residential Credit for rain gardens, the following requirements must be met:

- 50% of the property's roof area must drain to the rain garden.
- Rain garden plants should either be native to Indiana or an ornamental plant that provides some form of filtration and treatment of the stormwater runoff. Typical plantings may be found at www.sustainindy.org.
- Depending on the amount of flow entering the rain garden, some form of flow dissipaters might be required. This may be determined by the reviewer or based upon the resident's experience.
- Overflow from the rain garden should be directed away from sidewalks, adjacent properties, and retaining walls.



Example of residential rain garden. Darker mulch is contained within the allowable ponding zone of the rain garden.

Suggested Maintenance

Maintain healthy vegetation within the entire rain garden. This requires that vegetation be watered at the end of each day for the first two weeks, and then regular vegetation maintenance. All dead vegetation must be replaced in a timely manner, which should not be longer than 30 days during the normal growing period. Refer to the Office of Sustainability's requirements and sizing at www.sustainindy.org.

Repair all evidence of erosion as it occurs and stabilize with additional vegetation or wood mulch. The Department of Public Works recommends organic mulch that is aged, double-shredded hardwood bark or composted leaf.

Remove debris and trash from the rain garden and dispose of in a lawful manner.



Example of rain garden with overflow structure.

RAIN GARDENS

Sizing and Design Guidelines

To obtain the Individual Residential Credit for rain gardens, the following sizing guidelines must be met, which can also be found at www.sustainindy.org:

- The rain garden should be constructed at least 10 feet from any structures (i.e. sheds, home, patios, etc.).
- The rain garden should never be installed over a septic site.
- Rain gardens should be able to drain one inch of water within an hour, which is often referred to as the rate of infiltration. To properly measure your area's rate of infiltration, perform the following steps:
 1. Dig a hole the size of a coffee can.
 2. Partially fill the hole with water and measure the depth from the top of the hole down to the bottom of the hole.
 3. Allow the water to stand in the hole for 4 hours, and then measure the water surface again.
 4. The difference should be equal to, or more than, one inch. Should this measurement be less than one inch, consult a professional.
- The rain garden should be sized by measuring the impervious area that drains to the rain garden, and then multiply that area by 25%. The calculated area will be the required size of the rain garden. Depth of the rain garden is typically 4 to 8 inches.

Calculation Example

Step 1. An applicant has a home with a roof area of approximately 2,400 square feet. Their rain garden would need to be designed to handle 1,200 square feet of impervious area, which would require the rain garden to have an overall surface area of 300 square feet.

$$\text{Rain Garden Area} = 1,200\text{ft}^2 \times 0.25 = 300\text{ft}^2$$

Step 2. The applicant has determined that they do not have sufficient space to construct a single rain garden with the surface area determined in Step 1. The applicant has determined that they can evenly distribute the required 1,200 square feet of surface area into two 600 square feet areas. This scenario requires that each rain garden have a surface area of 150 square feet.

$$\text{Rain Garden Area} = 600\text{ft}^2 \times 0.25 = 150\text{ft}^2$$

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RAIN GARDEN AND NATIVE PLANTING AREA REGISTRATION FORM

The City of Indianapolis is encouraging the use of rain gardens and native planting areas. Many rain gardens and native planting areas have vegetation over 12" tall. It is important to fill out and submit this form for a rain garden and/or native planting area to avoid a weed citation.

The registration is FREE. Please see below for the process to follow:

If you are planning on building/constructing a new rain garden or have an existing rain garden or native planting area, please use the following steps:

- Go to www.indy.gov/SustainIndy and use the following [resources](#).
 - Frequently Asked Questions
 - Permitting Guidance
 - How to Build/Construct a Rain Garden & Native Planting Area
 - Customized Planting Plans
 - Lists of Material Suppliers
 - Operation & Maintenance Guidance (If you have an existing rain garden and/or native planting area, start process here).
 - Registration Form
- Fill out and submit registration form to: raingardens@indy.gov or mail a copy to 200 E. Washington Street, Rm 2460 Indianapolis, IN 46204.
- Receive acceptance letter and sign. Place sign in rain garden and /or native planting area.
- Properly maintain site in accordance with Operation & Maintenance Guidance
- Re-register 5 years from date of receiving acceptance letter



Mayor Ballard launched SustainIndy and created the Office of Sustainability in October 2008. SustainIndy is a bold and innovative enterprise aimed at delivering long-term cost savings to the City, building the local economy, improving our quality of life and enhancing our environmental and public health. Its efforts are designed to aggressively move Indianapolis forward in making it one of the most sustainable cities in the Midwest.



Indianapolis

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Department of Public Works

REGISTRATION FORM

Please complete this form and send it to raingardens@indy.gov or mail a copy to 200 E. Washington Street Rm 2460 Indianapolis, IN 46204 Attn: Office of Sustainability Rain Garden and Native Planting Area Program.

1. Name of Property Owner: _____

2. Street address of property where rain garden and/or native planting area will be located:

Street Address: _____ City: _____ State: ____ Zip: _____

3. Property Owner Address (if different from address of proposed rain garden and/or native planting area program location)

Street Address: _____ City: _____ State: ____ Zip: _____

Parcel Number: _____

4. Email Address: _____

5. Check the appropriate registration:

New Rain Garden

Existing Rain Garden

New Native Planting Area

Existing Native Planting Area

Re-Registering a Rain Garden (every 5 years)

Re-Registering a Native Planting Area (every 5 years)

6. Area of rain garden or native planting area (approximate square feet): _____

7. If this is a rain garden, is it at least ten (10) feet from the house: Yes No

8. If this is a rain garden, number of downspouts directed to it: _____

9. Have you identified a location for a City of Indianapolis Rain Garden and Native Planting Area

Program sign on your sketch in 10a: Yes No

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www.Indy.gov/SustainIndy



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10a. Sketch your existing rain garden or native planting area plan below (or attach a separate sheet) giving approximate dimensions, showing its relationship to your home and street, and noting the plant types you used in each area.

(NOTE: the number of plants of each species can be estimated.)

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10b. Provide a photograph of the existing rain garden or native planting area.

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Department of Public Works

I agree that I have/will:

1. Read and understand all the information provided in the registration.
2. Followed the guidelines on the SustainIndy website to build my Native Planting Area or Rain Garden.
3. Avoided planting within utility and drainage easements and road right-of-way areas.
4. Planted at least 70% of the rain garden or native planting area in native species (please be sure to reference Latin names for species, not common names).
5. Place a 'CITY OF INDIANAPOLIS RAIN GARDEN or NATIVE PLANTING AREA' sign (unless a variance was granted) and have this registration and agreement form filed at the property.
6. Allow the site to be published on the City of Indianapolis's location map.
7. Maintain the rain garden or native planting area in accordance with the Rain Garden and Native Planting Area Maintenance Guidance and Tips (available at www.indy.gov/SustainIndy).
8. Control invasive and undesirable non-native species as listed on the [Exotic and/or Invasive Plant Species that Must Be Managed on Registered Sites](#) document.
9. Re-register my rain garden or native planting area every five (5) years from the date this agreement is signed.
10. Communicate to any subsequent property owner or realtor what the rain garden or native planting area is designed to do and how to maintain it.

Except if arising from or out of the City of Indianapolis fault or negligence, I agree to indemnify and defend the City of Indianapolis, and will hold harmless the City of Indianapolis, and assign from any claims, expenses, or damages including attorney's fees, arising from my participation in this agreement.

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate and I agree with the terms listed above.

Applicant's Signature: _____

Applicant's Name (Please print): _____

Date: _____ Date Received by the City of Indianapolis – Office of Sustainability: _____

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www.Indy.gov/SustainIndy

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Bioretention (Rain Garden) Maintenance Inspection Checklist

Address of property

Inspector:
Date:
Time:
Weather: Rainfall over previous 2-3 days?
Rain Garden Location: Rain Garden 1 (At entrance from Fletcher Avenue)

Mark items in the table below using the following key:

- X** Needs immediate attention
- Not Applicable
- ✓ Okay
- ? Clarification Required

Rain Garden Components:

Items Inspected	Checked		Maintenance Needed		Inspection Frequency
	Y	N	Y	N	
DEBRIS CLEANOUT					M
1. Rain gardens and contributing areas clean of debris.					
2. No dumping of yard wastes into rain garden.					
3. Litter (trash, debris, etc.) have been removed.					
VEGETATION					M
4. No evidence of erosion.					
5. Is plant composition still according to approved plans.					
6. No placement of inappropriate plants.					
DEWATERING AND SEDIMENTATION					
7. Rain garden dewaterers between storms.					
8. No evidence of standing water.					
9. No evidence of surface clogging.					
10. Sediments should not be greater than 20% of swale design depth.					
OUTLETS/OVERFLOW SPILLWAY					A, AMS
11. Good condition, no need for repair.					
12. No evidence of erosion.					
13. No evidence of any blockages.					
INTEGRITY OF BIOFILTER					A
14. Rain garden has not been blocked or filled inappropriately.					
15. Mulch layer is still in place (depth of at least 2").					
16. Noxious plants or weeds removed.					

Inspection Frequency Key A= Annual, M= Monthly, AMS= After Major Storm

APPENDIX C

STORM WATER QUALITY AND QUANTITY

CREDIT APPLICATION

Check One: <input type="checkbox"/> Initial Application <input type="checkbox"/> Reapplication <input type="checkbox"/> Annual Report		
<i>Property Owner(s) Information</i>		<i>Owner's Representative (if applicable)</i>
Name(s):		Name:
Company:		Company:
Mailing Address:		Mailing Address:
City, State, Zip:		City, State, Zip:
Telephone Number:		Telephone Number:
Email Address:		Email Address:
<i>Property Information</i>		
Address		
City, State, Zip		
Tax Map Parcel No.(s):		
<i>Credit for Consideration (check all that apply):</i>		
<input type="checkbox"/> Storm Water Quality and Quantity Credit Tier 1(10%) <input type="checkbox"/> Storm Water Quality and Quantity Credit Tier 2 (30%) <input type="checkbox"/> Infiltrative Practices Credit (20%)		
<i>Required Documentation</i>		
<input type="checkbox"/> Site Map and Plan with surveyed property boundaries and the location, size, and associated drainage areas for each BMP installed. <input type="checkbox"/> Operations and Maintenance Manual for each BMP installed. <input type="checkbox"/> Legal Agreement (For applications that include multiple account holders). <input type="checkbox"/> Supporting Drawings and Calculations (Signed and Stamped by a Professional Engineer). <input type="checkbox"/> Marion County Approved Storm Water Pollution Prevention Plan. <input type="checkbox"/> Executed Right of Entry Form. <input type="checkbox"/> Application Fee (\$450.00).		
<i>Signature</i>		
<i>I hereby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit determination will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit.</i>		
Owner's/Owner Representative's Signature:	Print Name:	Date:

NOTE-Applicants are required to also fill out the General Credit Application

Instructions to Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple storm water facilities to be inspected/reviewed on the same property.
2. If the applicant is applying for any level of the Storm Water Quality and Quantity Credit, complete and attach a Right-of-Entry Form. One form may be completed for multiple storm water facilities on the same property.
3. Design calculations for all credits shall include the following:
 - a. Pre- and Post-Developed calculations for the 2-, 10-, and 100-Year Design Storms
 - b. Storage Volumes for the Storm Water Control Facility
 - c. Outlet Release Rates
4. If the applicant is applying for the Infiltrative Practices Credit, the design calculations must show a geotechnical analysis of the soils on the site, which, at a minimum, shall include the following:
 - a. Percolation Rates (Saturated and In-situ)
 - b. Depth of the Water Table
 - c. Soil Classification per the Unified Soil Classification System (USCS)
 - d. Geotechnical Engineer's Written Recommendation
5. The Storm Water Quality and Quantity Credits may not exceed 10% for the Tier 1 Credit or 30% for the Tier 2 Credit. A property owner may not apply for both Tier 1 and Tier 2 Credits for the same parcel.
6. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.indy.gov/dpw>) to ensure that they have all the required information necessary to submit their applicable credits.
7. An application fee of \$450.00 is required for submittal of this application and includes 3 hours of review by the department. If an application requires more than 3 hours of review by the Department, the applicant shall reimburse the department for the additional review time at a rate not to exceed \$150/hr. The applicant will be notified via mail once the review time has reached 3 hours.
8. Attach this completed form, application fee, and all other required documentation to the General Application form and mail to the Department of Public Works.
9. If submitting an annual report only, check appropriate box, sign and date the form.

APPENDIX D
EDUCATION CREDIT APPLICATION
EDUCATOR FACT SHEETS

Check One:		
<input type="checkbox"/> Initial Application <input type="checkbox"/> Reapplication <input type="checkbox"/> Annual Report		
<i>Property Owner(s) Information</i>		<i>Owner's Representative (if applicable)</i>
Name(s):	Name:	
Institution :	Company:	
Mailing Address:	Mailing Address:	
City, State, Zip:	City, State, Zip:	
Telephone Number:	Telephone Number:	
Email Address:	Email Address:	
<i>Institution Information</i>		
Name		
Address		
City, State, Zip		
Tax Map Parcel No.(s):		
<i>Required Documentation</i>		
<input type="checkbox"/> Copy of the approved storm water education take-home materials to all targeted students/members <input type="checkbox"/> Completed summary table of the storm water educational documents (for both the initial application and the annual reporting) <input type="checkbox"/> Application Fee (\$300.00)		
<i>Signature</i>		
<i>I hereby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit determination will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit. In addition, I further understand I am required to submit Annual Reports to the City of Indianapolis and if not submitted will result in a loss of credit.</i>		
Owner's/Owner Representative's Signature:	Print Name:	Date:

NOTE-Applicants are required to also fill out the General Credit Application

General Instructions: Applicant must provide adequate documentation to demonstrate to the Department that sufficient focus and instruction upon stormwater management issues and water quality protection are covered in the time frame suggested. Please summarize all appropriate documentation in the table below, and attach all necessary documentation. This form shall be used for both the initial application and the annual report. The application may attach additional tables as necessary to properly complete this application.

Institution: _____

Parcel Number: _____

Owner: _____

Property Address: _____

Contact Person: _____

Phone Number: _____

Email: _____

Method and Tools for Storm Water Education	Grade Level(s)	Number of Students Annually	Percent of Total Students	Contact Hours

Instructions to Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location. Additional sheets can be added if the applicant deems the provided space insufficient for its application. The additional sheets shall be formatted similarly to this application. For the initial application estimation for the column "Number of Students Annually" may be made.
2. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.indy.gov/stormwater>) to ensure that they have all the required information necessary to submit their applicable credits.
3. Education Credits may be taken in combination with other Storm Water Credits; however, the total credit amount may not exceed 50%.
4. An initial application fee of \$300.00 is required for submittal of this application.
5. Attach this completed form, application fee, and all other required documentation to the General Application form and mail to the Department of Public Works.
6. The Education Credit is valid for only one (1) year. Failure to submit the required documentation within the allotted time will result in the termination of the credit.

Instructions to Renewal Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location. Additional sheets can be added if the applicant deems the provided space insufficient for its application. The additional sheets shall be formatted similarly to this application.
2. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.indy.gov/stormwater>), to ensure that they have all the required information necessary to submit their applicable credits.
3. Attach this form and completed summary table to the General Credit Application, which can be found on the Department's website.
4. Re-application fee with the annual report is \$50.00

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EDUCATION

This fact sheet is intended to assist Educators in developing educational materials to qualify for the Education Credit.



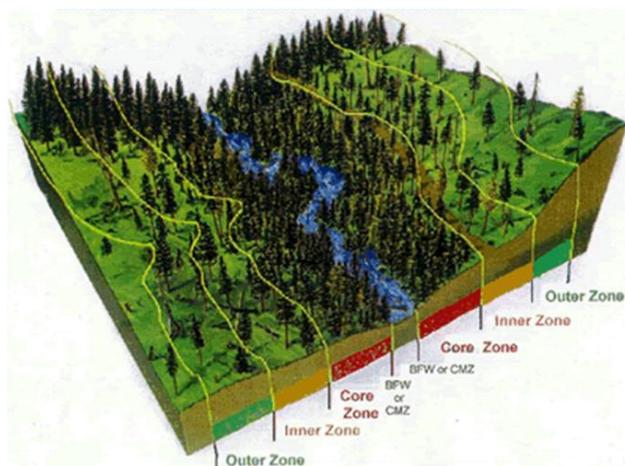
Additional information can be found at <http://water.epa.gov/type/watersheds/index.cfm> including educational activities and guidelines.

These requirements all help to educate the public through various methods. The Department of Public Works has taken many efforts to continue this education program throughout the lifetime of the permit period.

Indianapolis Education Requirements

As part of the NPDES permit, the City is required to perform the following educational duties:

- Develop and implement a public education program that promotes, publicizes, and facilitates stormwater education.
- Educate the public on proper disposal of oil and toxic materials and availability and locations of these facilities.
- Educate residential, business, and commercial users on the proper use and disposal of pesticides, herbicides, and fertilizers.
- Educate construction site operators, engineers, and contractors, on proper stormwater management techniques and structural BMPs that reduce stormwater runoff pollution.
- Educate corporate owners on stormwater regulation targeting retail gasoline outlets and restaurants.
- Educate riparian property owners on stormwater regulations for this specific land feature.



Riparian is the zone between the natural waterways and land.

Example Educational Activities

The activities and materials provided is not an inclusive list but a platform for educators to develop their own curriculum. More examples can be found at <http://water.epa.gov/learn/resources/index.cfm>.

Marion County Health Department (MCHD) gives classroom lessons to interested school groups. Topics include surface water quality and groundwater protection.

Earth Day Indiana is a statewide, year-round, member-based grassroots organization dedicated to public environmental education and information. The annual festival provides fun, free, family-friendly opportunities to learn about our environment and our community.



Hoosier Riverwatch is a statewide volunteer water monitoring and watershed education program administered by Indiana Department of Natural Resources (IDNR) Division of Fish and Wildlife. This program provides education and training on watersheds and the relationship between land use and water quality.

Indianapolis Parks and Recreation (Indy Parks)

is involved in several water quality education projects and programs throughout the year. At the four Indy Parks nature centers, Environmental Education naturalists help teach families, school groups, and other organizations about the natural world around us. Indy Parks does so using pond studies; erosion and weathering in the environments; habitats; and adaptation/natural selection.



APPENDIX E
DIRECT DISCHARGE CREDIT APPLICATION

Check One:		
<input type="checkbox"/> Initial Application <input type="checkbox"/> Reapplication <input type="checkbox"/> Annual Report		
<i>Property Owner(s) Information</i>		Owner's Representative (if applicable)
Name(s):	Name:	
Company :	Company :	
Mailing Address:	Mailing Address:	
City, State, Zip:	City, State, Zip:	
Telephone Number:	Telephone Number:	
Email Address:	Email Address:	
<i>Property Information</i>		
Address		
City, State, Zip		
Tax Map Parcel No.(s):		
<i>Required Documentation</i>		
<input type="checkbox"/> Plat or Survey of the Property (Signed and Stamped by an Indiana Registered Land Surveyor, Professional Engineer, or Architect) including: <ol style="list-style-type: none"> 1. The location of the major waterway. 2. Watershed breaks across the property. 3. Layout and amount of impervious surface areas on the property. 4. Any available floodplain and floodway information. 5. Layout of the drainage system on the property, including location of natural and man-made features. 6. Any other additional information necessary to verify general drainage patterns across the property. 		
<input type="checkbox"/> Application Fee (\$450.00).		
<i>Signature</i>		
<i>I hereby certify that I own and live at this property and I further declare, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. I further understand that the credit determination will be based on the information provided and a later determination that the information provided was inaccurate may result in a loss of the credit.</i>		
Owner's/Owner Representative's Signature:	Print Name:	Date:

NOTE-Applicants are required to also fill out the General Credit Application

Instructions to Applicants:

1. Fill out this form completely. A separate application must be made for each separate property location.
2. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.indy.gov/stormwater>) to ensure that they have all the required information necessary to submit their applicable credits.
3. An application fee of \$450.00 is required for submittal of this application and includes 3 hours of review by the department. If an application requires more than 3 hours of review by the department, the applicant shall reimburse the department for the additional review time at a rate not to exceed \$150/hr. The applicant will be notified via mail once the review time has reached 3 hours.
4. Attach this completed form, the application fee, and all other required documentation to the General Credit Application and mail to the Department of Public Works.
5. For annual reporting the owner or owner's representative provides a signature to certify that no changes have occurred on the parcel that would alter the determination of the Direct Discharge Credit.
6. Failure to report annually may result in the termination of the credit.

APPENDIX F
RENEWAL FORM

City of Indianapolis
Renewal Application

<i>Property Owner(s) Information</i>		<i>Owner's Representative (if applicable)</i>
Name(s):	Name:	
Company :	Company:	
Mailing Address:	Mailing Address:	
City, State, Zip:	City, State, Zip:	
Telephone Number:	Telephone Number:	
Email Address:	Email Address:	
<i>Property Information</i>		
Address		
City, State, Zip		
Tax Map Parcel No.(s):		
*Must match owners name in Assessor's parcel database/Parcel information can be located on the http://maps.indy.gov/MapIndy Website		
<i>Credit for Consideration (check all that apply):</i>		
RESIDENTIAL PROPERTIES		
<input type="checkbox"/> Individual Residential Credit (Renewal Required Every 3 Years)		
NON-RESIDENTIAL PROPERTIES		
<input type="checkbox"/> Storm Water Quality and Quantity Credit (Renewal Required Every 3 Years)		
<input type="checkbox"/> Infiltrative Credit (Renewal Required Every 3 Years)		
<input type="checkbox"/> Education Credit (Annual Renewal Required)		
<input type="checkbox"/> Direct Discharge Credit (Renewal Required Every 3 Years)		
<i>Signature</i>		
<i>I hereby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief.</i>		
Owner's/Owner Representative's Signature:	Print Name:	Date:

Instructions to Applicants:

1. Fill out the Renewal Application completely for renewal of credit(s). A separate application must be made for each separate property location. One application can be made for multiple storm water facilities to be inspected/reviewed on the same property.
2. Mail the completed form for credit renewal to:

Department of Public Works
Finance Department - Storm Water Credit Application - Renewal
Suite 2460
200 E. Washington Street
Indianapolis, IN 46204

APPENDIX G

INDEMNIFICATION AGREEMENT

RIGHT OF ENTRY FORM

CREDIT TERMINATION REQUEST FORM

INDEMNIFICATION AGREEMENT

In consideration for permission to construct or install a stormwater improvement / best management practice (BMP) to their property, _____ ("Owners") hereby agree to and acknowledge the following:

1. Owners shall construct or install a stormwater improvement / BMP in substantial compliance with Chapter 561 of the Code of Indianapolis and Marion County, Indiana, and the Indianapolis Stormwater Design and Construction Specifications Manual on the following described real estate and premises situated in Marion County, Indiana, to wit:

See legal description(s) attached as Exhibit A.

2. After completion of the construction or installation by Owners and approval by the City, the construction or installation of a stormwater improvement / BMP in shall remain a privately owned and maintained stormwater improvement / BMP, shall not be accepted by the City, and shall not become a part of the maintenance program of the Indianapolis Stormwater Utility or the Department of Public Works (DPW). All maintenance responsibility and liability shall be and remain with Owners, their personal representatives, heirs, grantees, successors, and assigns.

3. Owners, their personal representatives, heirs, grantees, successors, and assigns shall indemnify and hold harmless the City of Indianapolis, its officers, agents, and employees from any and all claims, actions, causes of action, judgments, damages, losses, costs, and expenses (including attorney's fees) arising out of or resulting from the construction, installation, maintenance, or operation of the stormwater improvement / BMP.

4. This Agreement shall run with the real estate described above and shall be binding upon Owners, their personal representatives, heirs, grantees, successors, and assigns so long as the drainage facility and/or improvement or any part of it shall be used by them. At such time as the stormwater improvement / BMP shall cease to be so used, this Agreement shall immediately terminate, and this instrument shall be of no further force and effect.

5. Owners warrant that they are the owners in fee simple of the above-described real estate, are lawfully seized thereof, and have the legal authority to execute this Agreement, and affirm that no unauthorized alterations of this document have taken place.

IN WITNESS WHEREOF, Owners and the City have executed this Agreement on the _____ day of _____, 20____.

Signature of Owner

Signature of Owner

Printed Name

Printed Name

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RIGHT OF ENTRY AGREEMENT

This Right of Entry Agreement (“Agreement”) is made and entered into by and [between / among] _____ (“Landowner”) and the Consolidated City of Indianapolis, by and through its Department of Public Works (“City”).

RECITALS

- A. Landowner is the owner of the real estate which is more particularly described in Exhibit “A” attached hereto and by this reference incorporated herein for all purposes (“Real Estate”).
- B. City desires to enter upon the Real Estate to perform the activities which are described in Exhibit “B” attached hereto and by this reference incorporated herein for all purposes (“Work”).
- C. Landowner has no objection to the City or its authorized agent performing the Work on the Real Estate.
- D. Landowner and the City agree that it is mutually beneficial for the City or its authorized agent to perform the Work at this time, and the Work may begin any time after this Agreement is fully executed by the Landowner and the City.
- E. Each undersigned signatory to this Right of Entry Agreement represents that he/she has all requisite legal authority to enter into this Right of Entry Agreement on behalf of the Landowner.

AGREEMENT

NOW, THEREFORE, in consideration of the above representations, mutual benefits and promises, the receipt of which is hereby acknowledged, the Landowner and City agree as follows:

- 1. The Recitals set forth above are hereby incorporated into this Agreement as though set forth within the numbered paragraphs following.
- 2. The Landowner hereby grants to the City and its authorized agents an irrevocable right to enter upon the real estate described in Exhibit “A” at any time within a period of _____ (__) months from the date of this Agreement in order to perform the work described in Exhibit “B”.
- 3. This Right of Entry includes the right of ingress and egress on other real estate of the Landowner not described below, provided such ingress and egress is necessary and not otherwise conveniently available to the City or its authorized agent.

4. All tools, equipment, buildings, improvements, and other property taken upon or placed upon the land by the City or its authorized agents shall remain the property of the City or its authorized agents and may be removed by the City or its authorized agents at any time within a reasonable period after the expiration of this permit or Right of Entry.
5. The City or its authorized agents shall have the right to patrol and police the real estate described in Exhibit "A" during the period of this Right of Entry.
6. This Agreement shall be effective when fully executed by the Landowner and the City.
7. This Agreement shall constitute said Right of Entry.
8. The City or its authorized agent will perform the Work on the Real Estate in a workmanlike manner.
9. This Agreement is binding on the City and the Landowner, their heirs, successors, representatives, and devisees, and shall inure to the benefit of their respective parties.

LANDOWNER:

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

STATE OF INDIANA)

) SS:

COUNTY OF MARION)

Before me, a Notary Public in and for the State of Indiana, personally appeared _____ who executed the foregoing Right of Entry Agreement.

Witness my hand and Seal this _____ day of _____, 20__.

Notary Public

My Commission Expires

Printed

County of Residence

EXHIBIT A

_____, Indianapolis, Indiana
RIGHT-OF-ENTRY AGREEMENT REAL ESTATE DEPICTION

EXHIBIT B

The work to be completed under this Right of Entry Agreement includes:

- BMP Inspection activities,
- Work area restoration,
- Miscellaneous associated field activities.

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Property Owner Information

Owner or Owner's Representative:

Property Parcel Number:

Property Address:

Contact Phone Number:

Contact E-mail:

Mailing Address (if different than property address):

Termination of Credit(Check all that apply)

- Individual Residential Credit
- Storm Water Quality and Quantity Credit
- Additional Water Quality and/or Quantity Credit
- Education Credit

Owner's Responsibility Statement

By signing this termination form I certify under penalty of law that this document and all attachments were prepared under my direction or supervision, and that a qualified person or persons gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I also understand that submitting this form, my property will no longer qualify for the previously applied credits. I further understand that by submitting this form I am not released from the requirements of the City's storm water requirements, and may be penalized for any violations.

Owner's Signature:

Print Name:

Date:

Instructions to Applicants:

1. Fill out this form completely. A separate termination form must be made for each separate property location. One termination form can be made for multiple storm water facilities that will have their credits terminated.
2. Mail the completed form, and appropriate attachments to:

Department of Public Works
Finance Department - Storm Water Credit Application - Termination
Suite 2460
200 E. Washington Street
Indianapolis, IN 46204