



# ADAMS COUNTY

## Stormwater Utility Credit Application Form

CONTACT INFORMATION:  
 Stormwater Utility  
 Transportation Department  
 4430 S. Adams County Pkwy  
 1st Floor, Suite W2000B  
 Brighton, CO 80601  
 Phone: 720.523.6400  
 Fax: 720.523.6996  
 Email: SWQ@adcogov.org

**Property Owner Information:**

Name:	Mailing Address:	
Phone:	Email:	City, State & Zip Code:

**Property Information:**

Parcel Number (from property tax statement):	Property Address(if different than above):
Customer Number (from Stormwater statement):	Property City, State & Zip Code

**Credit Information:**

- Eligible Property:  Commercial  Industrial  Regional Drainage on private property  
 Institutional  Owner's Associations  Private pond in private property (no HAO)

Credit Type:

- Private Detention Basin  Private Detention Basin w/structure BMP  Maintenance of regional drainage on private property  
 Private Retention Basin  Private Retention Basin  Repair/replacement of regional drainage on private property  
 Regional Drainage in private property  Regional Drainage in private property  
 NPDES Industrial Stormwater Permit  
 Stormwater Pollution Prevention Plan (SWPPP)/Activity (5% max.)

**Credit Documentation:**

Note Section: Describe the conditions as indicated above.

Required applicable documentation:

(Applications missing required information will be returned)

- Sketch/Plat/Survey and Photos of property showing pond location  
 Copy of NPDES Industrial Stormwater Discharge permit and related documentation  
 Adams County Development review reference number for design; or As-built construction Plans; or Calculations, pond volume & impervious area draining into pond.  
 List of maintenance activities, including frequency, agreements, contracts, cost/receipts  
 Copy of SWMP or SWPPP  
 Others:

*I certify the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. By signing below, I agree to allow Adams County stormwater utility staff on site to review and verify the above information, if needed.*

Applicant Signature:

Date:

Certify:

**Credit Application Determination**

(for County use only)

Received date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Stormwater Utility	Before Review	After Review
Fee (\$)		
Approved Credit (%)		

Incomplete  Accepted

Denied  Other \_\_\_\_\_

Site Visit Required Site Visit Date: \_\_\_\_\_

## **Stormwater Utility Fee Adjustment:**

Any credit application received and approved as of 1/1/2016 will be applied to the annual statement on the year on which the application was received. The discount will be applied to the actual fee. The adjustment will appear as a credit on the customer's account, and any positive balance will be handled in accordance with Stormwater Utility Policy Manual.

## **Helpful Definitions:**

Detention Basin: Engineered constructed pond that temporarily stores stormwater, the pond has an outlet.

Retention Basin: Engineered constructed pond that stores stormwater indefinitely, there is no pond outlet.

Regional Pond: Engineered pond designed to drain an area upstream of 130 or more acres, included in Master Drainage Plan.

NPDES Stormwater Discharge Permit: National Pollution Discharge Elimination System permit issued by EPA or CDPHE for stormwater discharges associated with industrial activities.

SWMP/SWPPP: Stormwater Management Plan or Stormwater Pollution Prevention Plan.

## **Credit Appeal Process:**

Should an applicant be denied credit, the applicant has the opportunity to appeal the decision through the process described below.

1. Credit Appeal: Customer may appeal the credit determination by submit a letter to Stormwater Division within 30 days of the decision. The letter should describe the circumstances of the appeal and should further explain ways in which the customer disagrees with the Division's decision not to grant credit for a property. Any additional information in support of the appeal may be included in the letter or as an attachment.

2. Final Decision: Once all documentation has been received by the Division, the Director will review the materials. If a site visit is necessary, the property owner will be contacted to schedule a visit. The Director may send a County engineer or other qualified individual to conduct a further review of the site. Based on all available information, the Director will make the final decision within 60 days of receiving the credit appeal. The property owner will receive, in writing, the decision and supporting rationale.

3. Third Party Referee: Customer may appeal the Department's final decision to a third party referee. At the request of the property owner, which must occur within thirty (30) days of the date of the final decision, the Division will supply this third party with all original and appeal documentation. All third party referee fees are subject to reimbursement by property owner, at the discretion of the Director.

\*Credit approval remains at the discretion of the County and may be revoked if the County deems fit to do so.\*