

# City of Cold Spring

## Storm Water Program



### Credits Manual

#### Credits Policy and Credits Application



Prepared by:



## **Note to the reader of this document**

**The City of Cold Spring has a stormwater finance program in which they are billing property parcels within the Cold Spring City Boundary for the management of stormwater. In order to provide an opportunity for non-residential properties to reduce their stormwater payments and assist the City of Cold Spring reduce the impacts of stormwater the City has crafted a Stormwater Credits Program. This document is the Credits Manual for that Credits Program. This manual is divided into two parts:**

**Part 1 - City of Cold Spring Credits Policy**

**Part 2 - Stormwater Credit Application**

**There is also an Appendix that has Policy Paper Number 8 – City of Cold Spring Stormwater Credit Review Fees**

**Part 1 - City of Cold Spring Credits Policy  
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# **STORMWATER CREDIT POLICY**

## **I. Introduction**

Cold Spring has established a credit policy for non-residential properties. This policy provides an incentive to non-residential property owners who conduct good stewardship practices that benefit the operation and maintenance of the City of Cold Spring's stormwater collection system and improve water quality. It is the intent of Cold Spring to encourage nonresidential property owners to reduce their storm water bills by developing stormwater management practices that reduce the negative impacts of urban development.

The property owner/customer can reduce the amount of water quality charges being assessed to their respective property by performing activities that reduce Stormwater volume and improve downstream stormwater quality. Credits are offered for performing the following activities:

- Reducing the impact of stormwater (either quantity or quality) for a particular property to an acceptable standard; and/or
- Reducing the stormwater cost of service to the City of Cold Spring by performing activities on accepted properties that otherwise would have to be performed by and be the responsibility of City staff.

Sanitation District #1 manages a regional stormwater program that has developed the following documents:

- *Northern Kentucky Regional Storm Water Management Program Credit Policy*
- *Northern Kentucky Regional Storm Water Management Program Credit Application*
- *Northern Kentucky Regional Storm Water Management Program Rules and Regulations*
- *Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*

Once a credit is established and approved by the City of Cold Spring Stormwater Technical Advisory Committee (TAC), an annual maintenance update will need to be submitted by the property owner/customer as an on-going verification that the Best Management Practices or BMPs are being maintained and are in good working order.

Because local engineers, contractors, developers, and non-residential property owners have been using the documents listed above for a number of years and because the City of Cold Spring needs a technical basis for their credits program It is the intent of the City of Cold Spring to use the *Northern Kentucky Regional Storm Water Management Program Rules and Regulations*, and *Storm Water Best Management Practices Manual*

- *Sanitation District No. 1 of Northern Kentucky* as support documents for the Cold Spring Credits Program.

The City of Cold Spring is retaining some of the SD1 Credit Criteria. The Water Quantity Credit Criteria will remain the same to protect down stream areas from hydromodification. Water Quality Credit criteria has been slightly modified by suggesting a number of core management practices from the *Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*. Additional Education Credits are also available for educational institutions. New Credit options that are available include gravel areas, and Water Quality LEED Credits.

## II. Application of Credits

Non-residential property owners who install an approved Best Management Practice (BMP) or Green Management Practice (GMP), an on-site post-construction storm water control facility, Low Impact Development (LID) program or implement an approved education program, (here-in-after referred to as Stormwater Management Practice) may apply for a reduction of their stormwater utility fee. Non-residential properties include multi-family dwellings of three families or greater, commercial, industrial, churches, schools and institutional facilities. The City of Cold Spring will evaluate each case individually in determining the appropriate level of credit.

The following statements define how the credits will be applied and managed by the City of Cold Spring:

- a. Credits may be granted for newly constructed and post-construction stormwater management practices.
- b. The City of Cold Spring using the criteria outlined in this policy will determine the amount of credit granted.
- c. This credit policy is effective upon city council approval for projects submitting land disturbance applications.
- d. Property owners receiving storm water credits associated with the Sanitation District Number 1 (SD1) Credit Program will continue to receive the same amount of credit, as previously approved by SD1 until December 31, 2014.
- e. Credit applications for existing sites or land disturbance applications submitted prior December 31, 2014 will be reviewed within 60 days upon receipt of the application for the consideration of being granted under the Cold Spring Credit Policy.
- f. For new developments or redevelopments, credit will be granted for storm water control management practices that are constructed and maintained, by the property owner. The new developments or redevelopments will be reviewed within 90 days upon receipt of the application for the consideration of being granted under the Cold Spring Credit Policy.
- g. All controls or upgrades of new or existing systems through retrofitting must be constructed and maintained in accordance with *Northern Kentucky Regional Storm Water Management Program Rules, Regulations; Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky and Stormwater Management Handbook – Implementing Green Infrastructure in Northern Kentucky Communities*.

- h. Credits will be determined on a case-by-case basis, as determined by the City of Cold Spring TAC, considering the impact of the controls on the storm water drainage system.
- i. Credit for the Stormwater Management Practice, will remain in effect as long as:
- The post-construction storm water management practice is contained within a recorded storm water easement, drainage easement, or equivalent restrictions to future changes in use.
  - The owner has obtained applicable permits and the storm water management practice has been constructed in compliance with approved plans.
  - The property owner and/or applicant remain responsible for all cost of operation and maintenance of the storm water management practice.
  - The storm water management practice is properly operated and maintained; the applicant must submit for renewal every year.
  - The City of Cold Spring is permitted access to the Stormwater Management Practice to inspect the facility's compliance with design, maintenance and operating standards.
  - There are no significant changes in land use or impervious surface within the drainage area that is serviced by the Stormwater Management Practice. If significant land use changes occur, the owner and/or applicant may be required to re-evaluate the performance of the Stormwater Management Practice in order to continue receiving a reduction in their stormwater fee.
- j. The City of Cold Spring Stormwater TAC will adhere to the following protocol for property owners that are approved for and accepted into the Stormwater Credits Program:
- The credit policy applies to both new and existing facilities.
  - Credits will be applied in no less than 5% increments at the discretion of the Stormwater Program TAC.
  - Each property will be limited to a maximum of 50% total credit per property.
  - The TAC will perform inspections on at least 20% of parcels receiving credit per year. This will allow the TAC to inspect 100% of the properties receiving credit every 5 years.
  - The inspection applies to those properties that have submitted and received a credit from the City of Cold Spring TAC. The City of Cold Spring assumes no responsibility of any stormwater facility located on private property without an approved credit awarded by the City of Cold Spring TAC. Those properties that have an approved credit are responsible for the maintenance and inspection of their facility and/or management practice.
  - The City of Cold Spring is not responsible for the design, construction, and maintenance of the management practices. This City of Cold Spring will perform random inspections to confirm that the management practice continues to be eligible for the stormwater credit.

- k. City of Cold Spring TAC will evaluate credit for the education program on an annual basis; the applicant must submit for renewal on an annual basis.
- l. Applications, certifications, and agreements for credits shall be submitted on forms developed and provided by the City of Cold Spring and included in the appendix of this document.
- m. The City of Cold Spring reserves the right to modify or terminate the Credit Policy at any time.
- n. Credits provided under the Credit Policy shall remain in effect until such time as the City of Cold Spring modifies or terminates the Credit Policy.
- o. Non-residential properties requesting an Educational Credit must be a public or private school and have an Education Program Credit approved by the City of Cold Spring TAC.
- p. A processing fee will be required for each credit application. The City has developed a schedule of fees that is available upon request from the City of Cold Spring City Clerk or the City of Cold Spring Stormwater Web Site. There is also a Policy Paper Number 8 in the appendix of this manual that has the schedule of fees.

### **III. Application Criteria**

The following criteria shall apply:

- 1. The credit will be applied by reducing the number of billable equivalent residential units (ERUs).
- 2. Non-residential parcels may qualify for a water quality, water quantity credit, credit for gravel, and/or a LEED credit.
- 3. Educational Institutions may qualify for water quality, water quantity, credit for gravel, LEED credit and/or educational credits if they meet the requirements developed in the Cold Spring Credits Policy. However, the maximum credit allowed is 50%
- 4. A maximum credit of 50% may be granted for water quality, water quantity credit, for gravel, and/or a LEED credit or a combination of water quality, water quantity, credit for gravel, and/or a LEED credit. Properties that have a combination of management practices and/or credit types can obtain up to a maximum of 50% credit. No property can obtain more than the 50% credit.
- 5. Credits will be applied in no less than 5% increments at the discretion of the City of Cold Spring TAC.
- 6. Calculation for impervious area should always be done in sq ft and rounded to the nearest whole ERU. Credits will be rounded to the nearest whole ERU.

### **IV. Off-Site Facilities and Management Practices**

Stormwater Management Practice credits to mitigate the impacts of storm water runoff from the property in question are available for facilities located upstream and/or downstream of the designated property. Both the applicant and the facility must agree on the contents of the Credit Application and ensure that the Stormwater Management Practice is properly maintained. Requests for credits for Stormwater Management Practices located on adjacent upstream and/or downstream properties must include a maintenance agreement between the applicant and the facility owner.

## **V. Renewal of Credits**

Applicants and/or property owners must submit a credit annual maintenance agreement every year, to ensure proper maintenance and functionality of the Stormwater Management Practice. If the City of Cold Spring stormwater department does not receive the annual maintenance agreement, the credit will be revoked. The City of Cold Spring will perform random inspections of credited parcels and management practices on a regular basis to ensure that the Stormwater credit policy is being followed.

The City of Cold Spring on an annual basis, to ensure that the programs are meeting their targeted audience and subject objectives, will evaluate credit for educational programs. The schools must submit a credit renewal application every year.

## **VI. Availability and Credit Percentage Allowed**

### **A. Water Quantity Credit**

This Credit has been retained from the SD1 Credits Program. Water quantity credits are available for properties that address hydromodification of receiving watercourses by controlling the rate at which post-development storm water flow is discharged from the site. Credits are available for discharging post-construction storm water flow at a rate equal to or less than the critical flow ( $Q_{critical}$ ) of the receiving watercourse. Unless specific data is available for the receiving watercourse,  $Q_{critical}$  shall be 0.4 cubic feet per second (cfs) per acre for up to a 2-year, 24-hour storm event using SCS Type II rainfall distribution. The maximum allowable credit available for reducing post-construction storm water flow rates to  $Q_{critical}$  is 40%.

### **B. Water Quality Credit**

Water quality credits are available for properties that implement post-construction facilities, Best Management Practices (BMP), Green Management Practices (GMP) or Low Impact Development (LID). The City of Cold Spring is suggesting 10 management practices from the *Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky* that may be desirable for the City of Cold Spring. The 10 practices are listed below and the Best Management Practices Manual has the selection, design, construction, and maintenance criteria and standards to implement these practices. There are other practices contained in the BMP Manual that may be used however, the



practices listed below should be considered first. The core management practices and the percentage credit available are as follows:

- Biofiltration Swale 10%
- Bioretention / Rain Garden 20%
- Extended Detention Basin (Dry Pond) 30%
- Gravity Separator 30%
- Permeable Pavement 20%
- Planter box 20%
- Retention Basin / wet pond 40%
- Street Trees 10%
- Subsurface Vaults 30%
- Vegetated Filter Strip 10%

The City of Cold Spring will consider other management practices (BMP's, GMP's, LID) however; they must be approved By the City of Cold Spring's stormwater department.

### C. Education Credit

Education credits are available for educational institutions such as public schools, private schools, colleges and universities. Organizations must develop and annually implement a City of Cold Spring water quality educational program that addresses specific environmental issues at the expense of the applicant. The maximum credit percentage for Education is 50%

### D. Gravel Credit

The City of Cold Spring Storm Water District considers all compacted gravel areas (drives, storage areas, etc.) as impervious areas, and includes these surfaces in calculating the storm water fee. The City acknowledges that gravel surfaces do allow for the infiltration of stormwater flow in a slightly different manner than imperious surfaces. Therefore an allowance for gravel surfaces on a case-by-case basis for these surfaces will be offered. It is up to the non-residential property owner of these properties to submit a credit application in order to receive credit for gravel surfaces. The credit shall only apply to the gravel area of the property and not all-impervious area of the site. The gravel credit is subject to an onsite review to be performed by the City to make the final determination prior to any credit approval. The maximum credit percentage for Gravel is 10%.

### E. Water Quality LEED Credits

Developments and Parcel Owners within the City of Cold Spring that have been awarded the LEED® certification (Based on the U.S Green Building Council, Inc. LEED® Certified Development Rules and Regulations) that have earned credits from the LEED certification process may also qualify for a credit reduction regarding your storm water charge if the following criteria are met (Submission of the LEED Certification Notice to validate the application and measure the amount

of stormwater control is required to be submitted in conjunction with this storm water credit application). Please refer to the LEED website for more information at <http://www.usgbc.org/>

- The “Sustainable Sites” category of Stormwater Design Quantity Control contained in the LEED certification process may be eligible for a 25% reduction in the storm water charge; and/or
- Stormwater Design Quality Control Rate and Quantity Reduction contained in the LEED certification process may be eligible for up to a 50% reduction in the storm water charge (with the assumption that a 50% maximum credit is allowed per property as described above).

## **VII. Maintenance and Inspections**

The owner / applicant of the management practice is responsible for the inspection and maintenance of the stormwater management practice as well as the submittal of the annual maintenance update.

Prior to the submittal of a Credit Application the storm water management practices shall be constructed in compliance with:

- Approved plans
- The practice must function as designed
- The practice must be properly maintained

Maintenance deficiencies should be corrected within a short period of time. A longer period of time for corrections may be granted if any structural and/or construction-related deficiencies are found during inspection. All management practice deficiencies shall be corrected or addressed prior to the approval of any credit.

The City of Cold Spring may perform periodic evaluations of the management practices and education programs. City Staff will perform inspections on at least 20% of parcels receiving credit per year. This will allow staff to inspect 100% of the parcels receiving credit every 5 years. These evaluations will ensure that the management practices are being maintained and functioning as intended and that educational program are meeting there targeted audience and subject objectives. If a management practice or education program fails an evaluation, a notice will be sent to the property owner stating that improvements and/or corrections need to be made. If adequate improvements and/or corrections to the management practice or education program in question are not completed or addressed within the time frame specified in the notice, the credit shall be rescinded. The City of Cold Spring may grant an extension for completion of improvements or corrections upon request. In order to reinstate the credit, the owner must reapply using the procedures required by the City of Cold Spring.

## Part 2 - Stormwater Credit Application Table of Contents

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- VIII. The City of Cold Spring Core Management Practices design, construction and maintenance criteria as well as Credit Examples are available in the ***Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*** that can be obtained on the Cold Spring Stormwater web site.

## **STORMWATER CREDIT APPLICATION**

### **I. Credit Application Procedures**

The City of Cold Spring Stormwater TAC encourages you to use the three primary documents as baseline guidelines for preparing your credits application, including:

- *The City of Cold Spring Official Subdivision Regulations*
- *Northern Kentucky Regional Storm Water Management Program Rules and Regulations*
- *Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*

These documents will be used as the primary guidelines and documentation to approve your application.

The City of Cold Spring will accept management practices that are not listed in the *Storm Water Best Management Practices Manual*.

- The applicant will need to provide documentation, design standards, construction guidelines and maintenance standards from other sources that offer management practices not listed in this application.
- The City of Cold Spring Stormwater TAC will consider other management practices that are proven to work as long as the documentation is included as part of your credits application documentation.
- It will be the responsibility of the parcel owner to provide the documentation necessary to evaluate the other management practices.

The applicant should notify the Cold Spring Stormwater TAC at the earliest possible date of the applicant's intent to use other management practices.

Submit this Application and Annual Reports via email or regular mail to the following:

City of Cold Spring  
Stormwater Technical Advisory Committee (TAC)  
5694 East Alexandria Pike  
Cold Spring, Kentucky 41076  
Phone: 859.441.9604 ext. XXX

## **II. Instructions for Completing the Application**

### **Section A - Applicant**

- Refer to and complete the application contained in the appendix at the end of this document
- Provide the name, address, e-mail and phone number of the person or persons responsible for stormwater charge.
- Parcel Number located on the top right hand side of the Real Estate Tax Bill statement.

### **Section B - Site Information**

- Location where credit is to be applied (if the BMP does not pertain to 100% of the parcel)
- Impervious area and ERU's for entire property are based on applicant's estimate **(See Part C-Credit Estimation Calculation above).**

### **Section C – Private Engineer/Surveyor of Record (If required by credit)**

- Name, address, e-mail and phone number of the Certifying Engineer
- Certification includes engineers stamp.

## **III. Schedule**

1. Credits may be granted for newly constructed and post-construction stormwater management practices.
2. The City of Cold Spring using the criteria outlined in this policy will determine the amount of credit granted.
3. This credit policy is effective upon city council approval for projects submitting land disturbance applications.
4. Property owners receiving storm water credits associated with the Sanitation District Number 1 (SD1) Credit Program will continue to receive the same amount of credit, as previously approved by SD1 until December 31, 2014.
5. Credit applications for existing sites or land disturbance applications submitted prior December 31, 2014 will be reviewed within 60 days upon receipt of the application for the consideration of being granted under the Cold Spring Credit Policy.
6. For new developments or redevelopments, credit will be granted for storm water control management practices that are constructed and maintained, by the property owner will be reviewed within 90 days upon receipt of the application for the consideration of being granted under the Cold Spring Credit Policy.

7. The school systems need to submit the educational credit annual report by no later than May 1st for the following year in order to include in the next years schools class curriculum.
8. A processing fee will be required for each credit application. The City has developed a schedule of fees that is available upon request from the City of Cold Spring City Clerk or the City of Cold Spring Stormwater Web Site. There is also a Policy Paper Number 8 in the appendix of this manual that has the schedule of fees.

#### **IV. Application Data Requirements:**

Supporting data is needed to support each credit applied for. The type of supporting data varies depending on the type of credit requested as shown in the table below.

The following is a list of potential supporting data that will be required with your credit application submittal. Please provide as all pertinent information with your application. This will expedite the City's review process of your credit application. You are encouraged to provide additional information that will be appropriate for your property and assist in evaluating your property's credits.

##### Site Plans and Surveys

- Adjoining lakes, streams, or other major drainage ways
- Existing and proposed contours
- Impervious delineation and labels (buildings, driveways, etc.)
- Topographic drainage area map, including off-site areas draining through the site
- Size and location of all stormwater structures
- Construction Drawings if not previously approved
- Plat Maps
- Private Engineer or Surveyor Stamp
- City Auditor Maps
- Other permits

##### Calculations

- Hydrologic calculations for undeveloped and developed land uses
- Hydraulic calculations stage-discharge relationships of controls
- Floodplain encroachment calculations
- Peak discharge and drainage volume calculations

##### Maintenance Management Plan and Schedule

- Maintenance Management Plan
- Maintenance schedule of all operations that affect the efficiency of the structural control including mowing, sediment removal, cleaning, planting, monitoring, watering, and channel restoration
- Maintenance Agreement

##### Easement and Deed Restriction for inspection access and long term maintenance of BMP

- Easement
- Deed Restriction
- Other \_\_\_\_\_ (Please describe)

Other Data

\_\_\_\_\_ Other (Please describe)

## Section D - Credit Summary

The City of Cold Spring Stormwater Program staff will review and assign a Stormwater credit in 5% increments with a maximum of 50% credit to any one property.

### **1. Water Quantity Credit** **Maximum Credit: 40%**

This Credit has been retained from the SD1 Credits Program. Water quantity credits are available for properties that address hydromodification of receiving watercourses by controlling the rate at which post-development storm water flow is discharged from the site. Credits are available for discharging post-construction storm water flow at a rate equal to or less than the critical flow ( $Q_{critical}$ ) of the receiving watercourse. Unless specific data is available for the receiving watercourse,  $Q_{critical}$  shall be 0.4 cubic feet per second (cfs) per acre for up to a 2-year, 24-hour storm event using SCS Type II rainfall distribution.

### **2. Water Quality Credits** **Maximum Credit: See List below**

The water quality credits are offered to properties that perform an activity or activities that reduce the burden on the water quality system. This will include “natural” as well as manmade water quality system structures that are properly maintained and are operating for the purposes of water quality and water quantity benefits, and to reduce the burden on the City maintained storm system. The basis for this credit is:

- *The City of Cold Spring, Official Subdivision Regulations*
- *Northern Kentucky Regional Storm Water Management Program Rules and Regulations*
- *Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*
- *Stormwater Management Handbook – Implementing Green Infrastructure in Northern Kentucky Communities*

Water quality credits are available for properties that implement post-construction facilities, Best Management Practices (BMP), Green Management Practices (GMP) or Low Impact Development (LID). The City of Cold Spring is suggesting 10 management practices from the *Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky* that may be desirable for the City of Cold Spring. The 10 practices are listed below and the Best Management Practices Manual has the selection, design, construction, and maintenance criteria and standards to implement these practices. There are other practices contained in the BMP Manual that may be used however, the practices listed below should be considered first.

Available  
Credit

A. Biofiltration Swale	up to 10%
B. Bioretention / Rain Garden	up to 20%
C. Extended Detention Basin (Dry Pond)	up to 30%
D. Gravity Separator	up to 30%
E. Permeable Pavement	up to 20%
F. Planter box	up to 20%
G. Retention Basin / wet pond	up to 40%
H. Street Trees	up to 10%
I. Subsurface Vaults	up to 30%
J. Vegetated Filter Strip	up to 10%

The City of Cold Spring will consider other management practices (BMP's, GMP's, LID) however; they must be approved By the City of Cold Spring's stormwater department.

The City of Cold Spring Core Management Practices design, construction and maintenance criteria as well as Credit Examples are available in the ***Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*** that can be obtained on the Cold Spring Stormwater web site.

### **3. Gravel Credit**

Maximum Credit: 10%

The City of Cold Spring Storm Water District considers all compacted gravel areas (drives, storage areas, etc.) as impervious areas, and includes these surfaces in calculating the storm water fee. The City acknowledges that gravel surfaces do allow for the infiltration of stormwater flow in a slightly different manner than imperious surfaces. Therefore an allowance for gravel surfaces on a case-by-case basis for these surfaces will be offered. It is up to the non-residential property owner of these properties to submit a credit application in order to receive credit for gravel surfaces. The credit shall only apply to the gravel area of the property and not all-impervious area of the site. The gravel credit is subject to an onsite review to be performed by the City to make the final determination prior to any credit approval.

### **4. Education Credits**

Maximum Credit: 50%

Education credits are available for educational institutions such as public schools, private schools, colleges and universities. Organizations must develop and annually implement a City of Cold Spring water quality educational program that addresses specific environmental issues at the expense of the applicant.

The maximum credit percentage for Education is 50%

Education credits are provided to public and private schools (K through 12) for the purpose of providing storm water (flooding, water quality, and watershed management) type education programs to students. To obtain this credit public and private schools are required to teach a water quality curriculum supplied by the Kentucky Department of Transportation (KDOT).

Storm Water education credits of 50% of the Storm Water bill can be granted for approved programs providing public awareness and education on Storm Water issues as follows:



- This credit is available to all schools as defined in the zoning code, public or private that offer a compulsory education curriculum for grades K through 12 or part thereof.
- Where a site is jointly used by a school and another use (e.g. church) the Storm Water fee will be prorated based on usage and the credit will be issued to the school portion of the fee only;
- Water Quality Educational Curriculum for public/private schools shall utilize a water curriculum in grade levels to be jointly agreed upon by the schools and the City of Cold Spring.
- Schools will conduct at least one school-wide awareness activity to be chosen from: water festival day, poster contest, or litter collection day. Additional opportunities include a stenciling project, brochure development, public service announcements, videos, or other projects as approved by City staff.
- In order to receive educational credits, the school shall submit an application and provide supporting documentation. The application will be due by July 1st of the preceding year the credit is to be given. The plan shall be reviewed and approved by the City prior to implementation of the curriculum. Once approved, the credit shall be applied to the appropriate Storm Water bill.
- Upon completion of the educational curriculum and no later than the end of the school year, the school shall submit an annual report indicating compliance with the approved plan. The annual report shall be broken down by the activity type and indicate the number of participants. If the school did not substantially comply with the plan, the report will include an explanation of the failure and any needed corrective action. Additional reporting requirements may be required as part of the plan approval and shall be included in the annual report.
- The City will review the annual report. If upon review, the school did not substantially comply with the approved plan, the City may:
  - Require additional activities as a corrective action;
  - Reduce the education credit to a level comparable to compliance;
  - Refuse approval of any new education plan.

## **6. Water Quality LEED Credits**

**Maximum Credit: 50%**

Developments and Parcel Owners within the City of Cold Spring that have been awarded the LEED® Certified (Based on the U.S Green Building Council, Inc. LEED® Certified Development Rules and Regulations) that have earned credits from the LEED certification process may also qualify for a credit reduction regarding your storm water charge if the following criteria are met (Submission of the LEED Certification Notice to validate the application and measure the amount of stormwater control is required to be submitted in conjunction with this storm water credit application). Please refer to the LEED website for more information at <http://www.usgbc.org/>

- A. The “Sustainable Sites” category of Stormwater Design Quantity Control contained in the LEED certification process may be eligible for a 25% reduction in the storm water charge; and/or
- B. Stormwater Design Quality Control Rate and Quantity Reduction contained in the LEED certification process may be eligible for up to a 50% reduction in the storm

water charge (with the assumption that a 50% maximum credit is allowed per property as described above).

#### A. LEED Sustainable Sites

Choosing a building's site and managing that site during construction are important considerations for a project's sustainability. The Sustainable Sites category discourages development on previously undeveloped land; minimizes a building's impact on ecosystems and waterways; encourages regionally appropriate landscaping; rewards smart transportation choices; controls stormwater runoff; and reduces erosion, light pollution, heat island effect and construction-related pollution

- A 25% reduction in the storm water fee may be achieved if the site controls storm water runoff and erosion is reduced based on the LEED certification program.

#### B. LEED Stormwater Management: Rate and Quantity Reduction

Have a stormwater management plan in place over the performance period that is designed to mitigate runoff from the site. Mitigated stormwater is the volume of precipitation falling on the site that does not become runoff by leaving the site via means of uncontrolled surface streams, rivers, drains, or sewers. This mitigation can be accomplished through a variety of measures including perviousness of site, stormwater management practices (structural and non structural), capture of rainwater for reuse or other measures.

1. Have measures in place on the site that mitigates at least 25% of the annual stormwater falling on the site.
2. Have measures in place on the site that mitigates at least 50% of the annual stormwater falling on the site.
3. A 25% reduction in the storm water fee may be achieved only if item 1 meets the LEED certification process and then an additional 25% for a total of 50% reduction can be achieved if item 2 also meets the LEED Rate and Quantity Reduction certification process.

If you have questions regarding the U.S Green Building Council, Inc. LEED® Certification process, please visit the LEED website at: <http://www.usgbc.org/>

#### V. **Credit Examples**

The City of Cold Spring Core Management Practices design, construction and maintenance criteria as well as Credit Examples are available in the ***Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*** that can be obtained on the Cold Spring Stormwater web site.

Other documents that are important to the development of credit and management practices and can be obtained from the City of Cold Spring web site are as follows:

- *The City of Cold Spring, Official Subdivision Regulations*
- *Northern Kentucky Regional Storm Water Management Program Rules and Regulations*
- *Stormwater Management Handbook – Implementing Green Infrastructure in Northern Kentucky Communities*

## **VI. Annual Reporting Requirements**

Annual reporting is required by all credit recipients to maintain the service fee reduction. The annual maintenance report (included in the appendix of this document) describing the status, operation and maintenance of each management practice is to be submitted to the City of Cold Spring Stormwater TAC no later than December 31<sup>st</sup> in order to maintain the credit reduction for the following year. The school systems need to submit the educational credit annual report by no later than May 1<sup>st</sup> for the following year in order to include in the next years schools class curriculum. Failure to submit the annual report will result in cancellation of the credit. In addition, the City reserves the right to periodically inspect the credited management practice to assure City requirements are being followed. The annual report will generally require the following information:

- Refer to and complete the application contained in the appendix at the end of this document
- Parcel Number located on the Real Estate Property Tax Bill statement
- Applicant statement certifying that the conditions under which the credit was originally issued have substantially remained the same;
- Applicant statement certifying that if structural management practices are receiving credit, they are being inspected and maintained within appropriate standards for the management practice;
- Summary of regular inspection results; and
- Summary of maintenance activities.

Submit Annual Maintenance Reports to:

City of Cold Spring  
 Stormwater Technical Advisory Committee (TAC)  
 5694 East Alexandria Pike  
 Cold Spring, Kentucky 41076  
 Phone: 859.441.9604  
[www.coldspringky.com/stormwater\\_credits.html](http://www.coldspringky.com/stormwater_credits.html)

Questions Regarding the Credits Application Call: Phone 859.441.9604

## **VII. CREDIT APPLICATION FORMS**

# **APPENDIX I**

## **Policy Paper Number 8**

### **Cold Spring Stormwater Credit Review Fees**



**CITY OF COLD SPRING  
STORMWATER CREDIT APPLICATION FORM  
One Time Application (Page 1 of 2)**

**SECTION A - APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION B - SITE INFORMATION**

Name: \_\_\_\_\_

Real Estate Tax Bill Parcel Number: \_\_\_\_\_

Location: \_\_\_\_\_

Type of management practice: \_\_\_\_\_

Impervious Area: \_\_\_\_\_

**SECTION C - ENGINEER OF RECORD**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**CITY OF COLD SPRING  
STORMWATER CREDIT APPLICATION FORM  
One Time Application (Page 2 of 2)**

**CERTIFICATION:**

I hereby request consideration for a Stormwater Credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated Management Practice to the prescribed criteria according to the City of Cold Spring Stormwater Program. I hereby release the City of Cold Spring Stormwater Program from any maintenance responsibility whatsoever on the above identified management practice located on my property. I agree to provide corrected information should there be any change in the information provided herein.

A. ENGINEER SEAL

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**CITY OF COLD SPRING STORMWATER PROGRAM  
BEST MANAGEMENT PRACTICE (BMP)  
ANNUAL MAINTENANCE AGREEMENT  
DUE BY DECEMBER 31<sup>ST</sup> FOR THE FOLLOWING YEAR**

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT INFORMATION:**

Name of project: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of BMP: \_\_\_\_\_

% Credit Received \_\_\_\_\_%

**CERTIFICATION:**

I certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated BMP to the prescribed criteria according to the City of Cold Spring Regulations. I hereby release the City from any maintenance responsibility whatsoever on the above identified BMP located on my property. I agree to provide corrected information should there be any change in the information provided herein. I agree to allow the City to inspect the BMP to assure proper working order.

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**CITY OF COLD SPRING STORMWATER PROGRAM  
ANNUAL STORMWATER EDUCATION CREDIT APPLICATION  
DUE MAY 1<sup>st</sup>**

School: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

# of Staff: \_\_\_\_\_ # of Students: \_\_\_\_\_

**A) Twenty percent of students will participate in water quality in-service program.**

Please list:

Name	Grade/ Subject	Contact Number	Email

Attach additional information as needed.

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
City of Cold Spring

\_\_\_\_\_  
Date

**Please return completed form to:**

**Deadline for submission is May 1<sup>st</sup>**

[www.coldspringky.com/stormwater\\_credits.html](http://www.coldspringky.com/stormwater_credits.html)

City of Cold Spring  
Stormwater Program TAC  
City of Cold Spring  
5694 East Alexandria Pike  
Cold Spring, KY 41076  
Phone: (859) 441-9604



**City of Cold Spring**  
**Stormwater Program**  
**Credit Program Review Fees**



**Prepared by:**

**March 31, 2014**

**Introduction**

The City of Cold Spring has developed a stormwater finance program for the management of stormwater. As a part of this a credits program was developed to provide an incentive to non-residential customers to develop management practices that will assist the City of Cold Spring reduce flooding and increase water quality. The Credit Program is described in the City of Cold Spring Credits Program Manual that can found on the Cities web site. It is important that the applications receive a complete review so that the Management Practices provide a value to the community. This Policy Paper presents the fees for the review of the credit applications and management practices.

**Stormwater Credit Program Review Fees**

The table below is a chart of fees for the review of Credits for the Cold Spring Stormwater Program. The City of Cold Credits Manual provides the Credit Policies, Credit Mechanisms and Credit Procedures. Additionally, it is important for the designer to use the following documents:

*Northern Kentucky Regional Storm Water Management Program Rules and Regulations*

*Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky*

In the Credits Review Fee Table below there are three columns; the Credit Item, the Credit Sub-Item, and the Review Fee. The Credit Items are the five Credit Areas:

- Water Quantity Credit,
- Water Quality Credit,
- Educational Credit,
- Gravel Credit
- Water Quality LEEDS Credit.

The Sub-Items are in the Water Quality Credit and are the Core Water Quality Practices of:

- Biofiltration Swale*
- Bioretention / Raingarden*
- Extended Detention Basin(Dry Pond)*
- Gravity Separator*
- Permeable Pavement*
- Planter Box*
- Retention Basin / Wet Pond*
- Street Trees*
- Subsurface Vaults*
- Vegetated Filter Strip*

There are two other items in the Sub-Item column: *NON-Core Water Quality Management Practices* and Water Quality Management Practices not listed in the *Best Management Practice Manual*. There are other management practices that are listed in the *Storm Water Best Management Practices Manual* but are not listed as a part of the *Core Water Quality Management Practices*. These practices, while not the primary desire of the City of Cold Spring, are still viable and acceptable management practices. The City is also allowing for management practices that are not in the *Best Management Practice Manual*. These practices must be in accordance with good engineering practice and thoroughly reviewed by the Stormwater Technical Advisory Committee.

There are no fees shown for the Educational Credit because the City of Cold Spring has adopted the Kentucky Transportation Cabinet Water Quality Educational Program. This credit is for public and private educational institutions.

Each of the fees has a similar structure. There is a lump sum first submittal fee to be paid when the application is delivered to the City Clerk. If after the review of the submittal there are no questions or comments and the application is approved and there are no other fees. If however, the application is not acceptable and additional submittals are required then an hourly fee will be used to review those submittals.

**Exhibit 1 – City of Cold Spring Stormwater Credit Review Fees**

ITEM	SUB- ITEM	REVIEW FEE
Water Quantity Credit		First Submittal Fee \$300 - \$150 per hour (minimum of 1 hour) for additional submittal (reviews) meetings etc.
Water Quality Credit	Core Water Quality Management Practices	The Core Water Quality Management Practices are described in the City of Cold Spring Credits Manual and the all designs should follow the "Storm Water Best Management Practices Manual - Sanitation District No. 1 of Northern Kentucky" and the "Northern Kentucky Regional Storm Water Management Program Rules and Regulations".
	Biofiltration Swale	First Submittal Fee \$150 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.
	Bioretention / Rain Garden	First Submittal Fee \$300 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.
	Extended Detention Basin (Dry Pond)	First Submittal Fee \$450 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.
	Gravity Separator	First Submittal Fee \$300 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.

	<b>Planter Box</b>	<b>First Submittal Fee \$150 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
	<b>Retention Basin / Wet Pond</b>	<b>First Submittal Fee \$450 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
	<b>Street Trees</b>	<b>First Submittal Fee \$150 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
	<b>Subsurface Vaults</b>	<b>First Submittal Fee \$150 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
	<b>Vegetated Filter Strip</b>	<b>First Submittal Fee \$150 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
	<b>NON-Core Water Quality Management Practices</b>	<b>First Submittal Fee \$300 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
	<b>Water Quality Management Practices not listed in the Best Management Practice Manual</b>	<b>First Submittal Fee \$450 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.</b>
<b>Education Credit</b>		<b>There is no application or plan review fee for the education credit. Education institutions are encouraged to use the KYDOT K-12 Program that is the approved program for the City of Cold Spring. If an education institution elects to use a different program they will be required to submit a plan and program to the City and obtain approval. A review</b>

		and approval fee will be required.
<b>Gravel Credit</b>		First Submittal Fee \$150 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.
<b>Water Quality LEEDS Credits</b>		First Submittal Fee \$300 // \$150 per hour (minimum of 1 hour) for additional submittal a (reviews after the first submittal) meetings etc.

**Recommendation:**

The ERC Team Recommends the adoption of the fees shown once they have been reviewed by the Technical Advisory Committee.

**Action:**

*This space is reserved for the final action that is taken by the Cold Spring Stormwater Technical Advisory Committee (TAC) and or the City Council*