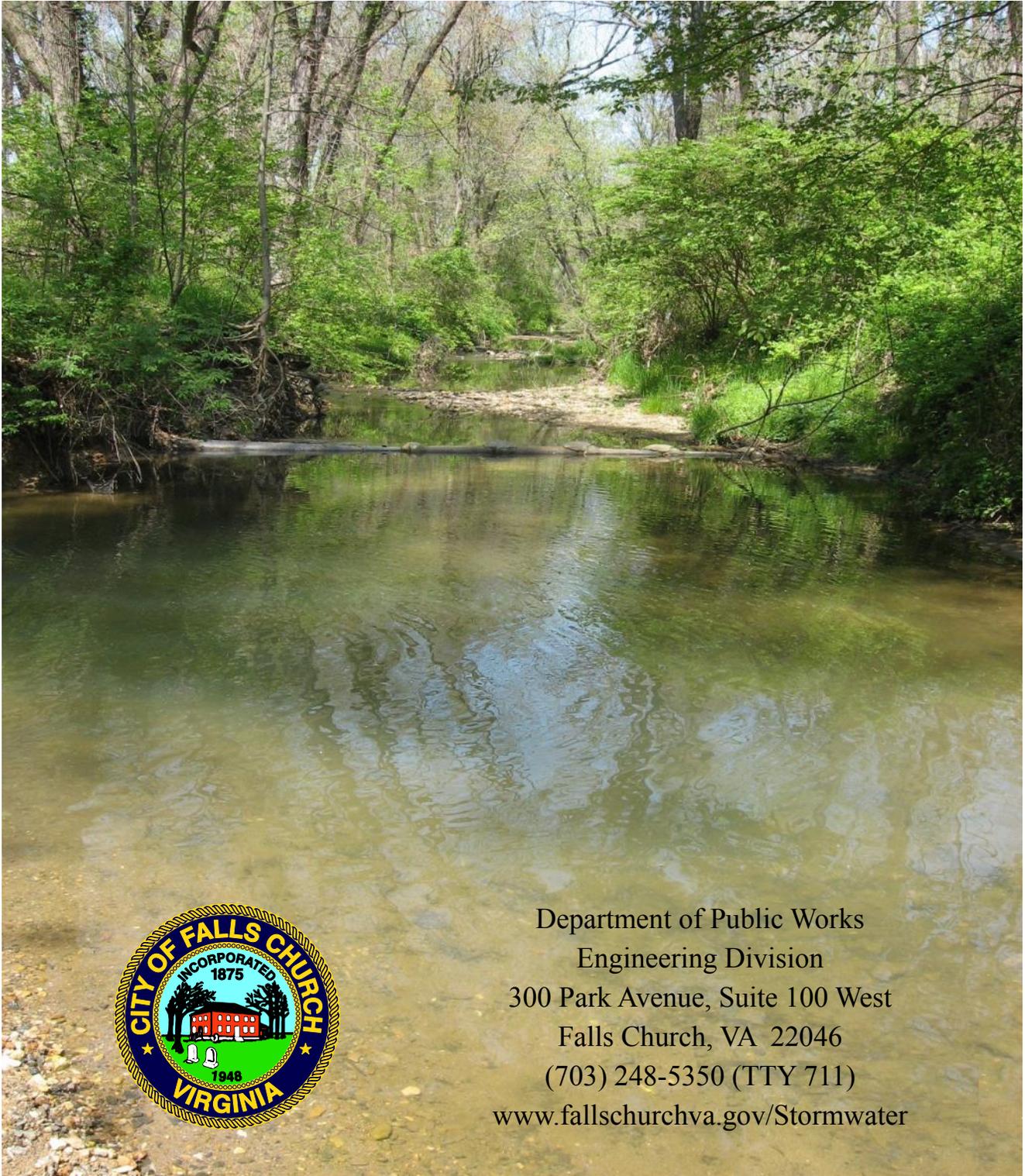


# City of Falls Church

## Stormwater Utility Fee Credits Manual

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Department of Public Works  
Engineering Division  
300 Park Avenue, Suite 100 West  
Falls Church, VA 22046  
(703) 248-5350 (TTY 711)  
[www.fallschurchva.gov/Stormwater](http://www.fallschurchva.gov/Stormwater)

Version 1.1 — March 19, 2014

*The City of Falls Church is committed to the letter and spirit of the Americans with Disability Act. To request a reasonable accommodation for any type of disability call 703-248-5030. (TTY 711)*

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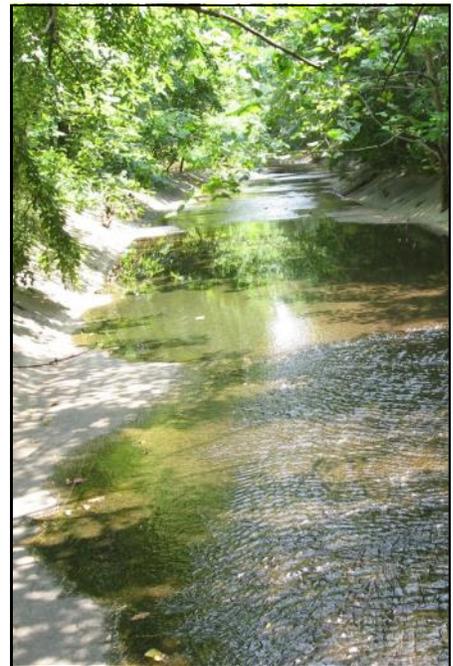
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*Falls Church's Tripp's Run*

# Stormwater Overview

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Stormwater is rainwater that does not soak into the ground but instead, runs off buildings, streets, parking lots, and other surfaces. Stormwater is collected in gutters, storm drain inlets, and pipes and into the City's storm drain system. This water is untreated before flowing into either Tripp's Run or Four Mile Run—tributaries of the Potomac River. The City's stormwater runoff eventually reaches the Chesapeake Bay.

The Falls Church Department of Public Works (DPW) manages, maintains, and repairs the City's stormwater system, which includes 140,000 linear feet of storm drain, 1,400 appurtenances, and 8,100 feet of stream channel in the Four Mile Run and Tripp's Run watersheds.

Much of the City's stormwater system was installed as the City grew during the 1930s through the 1960s, which was prior to any flood and stormwater regulations. As the City increased in density, the stormwater infrastructure became overwhelmed with additional runoff from impervious surfaces. Today, many of these stormwater pipes are beyond their expected life span and in some locations have failed or are near failing. As we see with some regularity, flooding occurs in areas due to undersized or broken stormwater pipes. City staff estimates roughly \$20 million will be needed in the next 10 years to solve drainage problems and replace aging stormwater infrastructure.



*Example of damaged corrugated metal pipe*

Polluted runoff is the number one cause of water pollution in Northern Virginia. The same rain that washes streets, yards, and parking lots clean is sending chemicals, germs, and trash down the drain. All of the storm drains in the City of Falls Church lead directly to streams and rivers.

The Chesapeake Bay watershed remains on the EPA's impaired waters list, therefore, Falls Church, like every jurisdiction in Virginia, is now facing a state/federal mandate aimed at restoring the Chesapeake Bay called the Chesapeake Bay Total Maximum Daily Load (TMDL). A TMDL is also commonly referred to as a pollution diet. In this case, the Chesapeake Bay TMDL sets a limit on the amount of phosphorus, nitrogen, and sediment (measured in pounds) that enters our streams on an annual basis. In 2012, the City was given numerical targets it must achieve by 2028 with specific milestones along the way.



*Flooding on Sherrow Avenue at Tripp's Run*

# Stormwater Utility Fee

## What is the purpose of the fee?

The Stormwater Utility Fund was created in order to give the stormwater management program a stable and dedicated source of revenue. The revenue generated by the utility fee can only be used for the stormwater management program—both operating and capital budget. It will fund such things as construction materials and equipment, contracted services, state stormwater permit fees, and city staff who will clean, repair, design, and oversee capital improvement projects.

## How is the fee calculated?

The Stormwater Utility Fee is a fee for service, therefore all properties are charged regardless of their tax status. The fee is based on how much impervious surface (roof, driveway, walkway, patio, etc.) your site has. It is determined by 200 square feet increments to account for variability and minor inaccuracies in mapping. Each increment is called a “billing unit” and fractions are rounded up to the next whole unit. The number of billing units are then multiplied by the rate set by City Council, which is \$18.00 per 200 sq.ft. The infographic on the next page provides an example of the fee calculation.



*Collapsing streambank in Pearson Branch, which will be repaired as a part of the stream restoration project*

## Is there anything I can do to reduce my fee?

Yes, there are two ways. First, you can remove impervious surface from your property resulting in a direct reduction of your fee if it results in a reduction of billing units. Second, you can participate in the Stormwater Utility Credit Program by installing and maintaining a stormwater management facility on your property and/or performing activities outlined in the Stormwater Pollution Prevention Plan included in this document.



*Kent Street Drainage Project*



*Douglas Avenue Drainage Project*

# Calculating stormwater fees

An example house in Falls Church has a total impervious surface of 2,250 square feet (e.g. roof area, driveway, sidewalks and patio). To calculate the corresponding stormwater fee:

- Impervious area:**
- 1,100 sq. ft. for roof
  - 750 sq. ft. for driveway
  - 300 sq. ft. for patio
  - 100 sq. ft. for sidewalk
- 
- 2,250 sq. ft. total impervious area

**Divide** the impervious area by 200  
( $2,250 \div 200 = 11.25$ )

**Round the result** to the next highest whole number  
(round 11.25 up to 12)

**Multiply by \$18** to calculate the total annual fee  
( $12 \times \$18 = \$216$ )

*Planting a tree could help earn a 10% credit.*



**Roof:** 1,100 sq. ft.

**Cistern:** An underground tank that collects runoff from impervious areas could earn up to a 70% reduction in impervious area.

**Patio:** 300 sq. ft.  
**Reduction:** Using permeable pavers rather than concrete earns a 120 sq. ft. reduction (40%) in impervious area.

**Installing a rain barrel** could help earn a 10% credit.

**Sidewalk:** 100 sq. ft.

**Reduction:** Using permeable pavers rather than concrete earns a 40 sq. ft. reduction (40%) in impervious area.

**Driveway:** 750 sq. ft.  
**Rain garden reduction:** Collects runoff from the driveway, for a 300 sq. ft. reduction (40%) in impervious area.

**Off-site reduction:** Adding a rain garden or other stormwater facility that collects and treats off-site stormwater can earn up to a 70% reduction in impervious area.

## Stormwater credits

The City's stormwater credit policy provides up to 95% off the stormwater utility fee by adding property improvements, such as cisterns, rain gardens, and permeable surfaces. Credits are cumulative.

Voluntary water quality improvements can earn up to a 40% reduction in impervious area while improvements required as a condition of development can earn up to 20% reduction in impervious area.

An additional 10% to 30% percent can be earned by providing water quantity improvements that store stormwater runoff.

A 10% credit can be earned by performing stormwater quality improvement activities like planting trees and installing rain barrels.

Visit the City's website at

[www.fallschurchva.gov/Stormwater](http://www.fallschurchva.gov/Stormwater) for more details about the Stormwater Utility Fee Credits Manual.

### To calculate fee reduction:

- **Add** the impervious area draining to a facility, or multiple facilities  
( $100 \text{ sq. ft.} + 750 \text{ sq. ft.} + 300 \text{ sq. ft.} = 1,150 \text{ sq. ft.}$ )
- **Multiply** the impervious area by reduction percentage (voluntary, 40%)  
( $1,150 \text{ sq. ft.} \times 0.40 = 460 \text{ sq. ft.}$ )
- **Subtract** the result from the original impervious surface  
( $2,250 \text{ sq. ft.} - 460 \text{ sq. ft.} = 1,790 \text{ sq. ft.}$ )
- **Divide** by 200 and round to the highest number  
( $1,790 \text{ sq. ft.} / 200 = 8.9$ , rounded up to 9)
- **Multiply** by \$18 to find the modified fee ( $\$18 \times 9 = \$162$ )
- **Annual stormwater fee with credits reduced to \$162**

# Credit Program

---

## What is a credit?

A credit is a reduction in impervious area due to implementation of a stormwater management facility or a Stormwater Pollution Prevention Plan. A credited area is subtracted from a property's total impervious area prior to calculating the fee for the stormwater utility. Stormwater management facilities are given credits because, when operated and maintained properly, they reduce the quantity and improve the quality of stormwater runoff. This in turn reduces the need for capital investment in new infrastructure. In order to participate in the program an application must be submitted to the City and renewed on a yearly basis using the Credit Renewal Form. Credits are calculated by summing impervious areas draining to the facility and then multiplying by an assigned percentage. That total is then deducted from the original square feet of impervious surface. If billing units are decreased then it will result in a reduced fee. See page 16 for an example calculation.

## What are the eligibility requirements?

For a new or existing facility to be eligible for credit, the following requirements must be met:

- For facilities built before July 1, 2014, they need to have been designed, installed, and accepted by the City in accordance with the technical standards required by the City at the time of construction. For facilities built July 1, 2014, and after, the technical standards are those contained in the Virginia Stormwater BMP Clearinghouse (<http://vwrrc.vt.edu/swc/>) or other state-approved design guidance documents.
- Facility owners must agree to the statements on the Credit Application Form regarding maintenance responsibility and agree to maintain the facility per City and manufacturer guidance.
- Facilities installed as a condition of development must have a signed Maintenance Agreement recorded in the land records.
- The facility needs to currently function as designed. Functionality will be verified through periodic City inspections and through any reporting requirements contained in the maintenance agreement.
- If a facility fails a City inspection or the owner fails to submit maintenance documents as required in the maintenance agreement, the City will withdraw the credit if corrective actions are not taken within the time specified by the City.

To be eligible for an Individual Residential or General SWPPP credit, the following requirements must be met:

- The credit can only be applied to on-site areas.
- Choose from a “toolbox” of options and follow the requirements for each practice.

## How much credit can I get?

There are multiple practices available to receive a credit toward the utility fee. The maximum a site can achieve is 95%. The amount of credit given depends on several factors—the type of facility, area treated and/or captured, and if a facility was built voluntarily or requirement as part of a development. The impervious area treated by the facility is the only area that is eligible for the discount, not the entire impervious surface of the property.

## Stormwater Utility Fee Credit Opportunities

### ***Stormwater Management Facility Credit***

For a facility that was a condition of development the maximum credit that can be received is 20%. For a facility that was voluntarily installed the maximum credit that can be received is 40%. The policy of the City Council is to maintain the percent credit for a voluntary stormwater management facility for a minimum of 15 years. For a facility that provides detention for off-site stormwater and/or on-site stormwater in excess of City of Falls Church code requirements the maximum credit is 30%.

### ***Credit for Off-site Impervious Surfaces***

Credit may be applied to off-site impervious areas that are not currently served by a structural stormwater management facility that are within the public right-of-way (e.g., City streets) provided that the facility has been approved by the Director of Public Works. The Director of Public Works will only approve a facility for off-site treatment credit if at his discretion it is determined that the stormwater management benefits achieved are in the best interest of the City. If you are interested in this opportunity please contact Public Works in advance.

### ***Stormwater Detention Credit***

The City will provide up to 30% credit against the stormwater utility fee for stormwater detention above that required in Chapter 35 “Stormwater” of the City Code. The credit applies only to the impervious areas draining to the stormwater detention facility. Once the Director of Public Works has determined that any statutory requirements have been met, the following credits will be available:

- 10% credit for detention of stormwater resulting from a once inch rainfall or greater and less than two inches.
- 20% credit for detention of stormwater resulting from two inches of rainfall or greater and less than three inches.
- 30% credit for detention of stormwater resulting from rainfall of three inches or greater.

The policy of City Council is to maintain the percent credit for a detention facility installed in accordance with this section for a minimum of 15 years.

### **Stormwater Pollution Prevention Practices**

The City will provide a 10% credit against the stormwater utility fee for a property owner who implements a Stormwater Pollution Prevention Plan (SWPPP) that meets the requirements of this section. SWPPP credits may not be applied to off-site areas. Two categories of SWPPP credits are available:

- Individual Residential SWPPP Credit - This credit is available to any individual residential property owner, including single family detached homes, townhomes, duplexes, and condominium owners if they are separately billed the utility fee.
- General SWPPP Credit - This credit is available to all property owners, regardless of land use.

To receive the SWPPP credit, the property owner may choose from the “tool-box” of potential practices described below (see page with each practice worth a designated number of points). A property owner achieving 10 points or more will receive the SWPPP credit of 10% off the annual stormwater fee.

## Can credits be combined?

The Stormwater Management Facility Credit and the Stormwater Detention Credit are cumulative if a facility or combination of facilities provides treatment to stormwater from the same area of impervious cover. The 10% credit for an approved SWPPP is applied to the whole stormwater utility fee prior to the application of the credit for structural stormwater management facilities. The maximum amount of credit that can be achieved for stormwater generated on-site is 70% (e.g. 30% for water quality, 30% for water quantity, and 10% for SWPPP).

In addition, a property owner may, in accordance with the requirements of the credit policy, apply credits for structural stormwater management facilities that control stormwater from impervious areas within the public right-of-way (e.g. City streets) to achieve effective credit of greater than 70%.

However, in all cases the maximum credit that can be achieved for any one property shall be 95%.

# Definitions

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***BMP*** - Best Management Practice; refers to structural and non-structural practices that are employed to reduce the adverse impact of development on stormwater run-off quality

***detention facility*** - a system which provides temporary storage of stormwater runoff with a designed release of the stored runoff over time to manage the discharge volume, rate, pollutant loading and/or velocity.

***drainage map*** - a to-scale map showing property lines, impervious areas, stormwater management facility drainage area boundaries, and the total impervious cover draining to the facility

***maintenance agreement*** - a document that allows the City access to the site and establishes enforceable maintenance and reporting requirements

***nutrient management plan*** - a set of conservation practices designed to use fertilizer and/or manure to effectively provide needed nutrients while protecting water quality

***stormwater management facility*** - a structural or non-structural practice intended to manage the volume, rate, and quality of stormwater runoff; e.g. rain garden, detention facility, pervious pavers, etc.

***Stormwater Pollution Prevention Plan (SWPPP)*** - a plan that utilizes Best Management Practices (BMPs) to minimize stormwater pollution

# How do I apply?

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An application form must be submitted by the owner of the stormwater management facility or his/her legal agent and approved by the City to receive a credit. The form must be received prior to January 1 of any given year to be considered for credit in the upcoming stormwater utility billing cycle. Credits will not be pro-rated. Special exceptions may be made by the Director of Public Works for the first year of credit implementation. The following documentation will be required:

On-Site Stormwater Management Facility: Form SW1 and Documents Listed Below

Off-site Stormwater Management Facility: Form SW1 and Documents Listed Below

Stormwater Detention Facility: Form SW1 and Documents Listed Below

Individual Residential SWPPP - Form SW2 and Toolbox

General SWPPP - Form SW3 and Toolbox

## Stormwater Structural Facility Requirements:

Application Form	This form is provided at the end of this packet and on the City's website.
Drainage Area Map	This is a to-scale map showing property lines, impervious areas, stormwater management facility drainage area boundaries, and the total impervious cover draining to the facility. The property owner should check with the Department of Public Works to determine whether this information is already on file with the City.
Stormwater Management Facility Description	This should reference type, date of installation, and any other details to be considered with respect to pollutant removal.
Narrative of Maintenance and Repairs	This is a history of facility maintenance and repair activities. Include an annual routine maintenance schedule. Include any modifications or repairs that have occurred from installation to the time of application.
Photos	Provide at least two date-stamped images showing the facility within one month of the application date.
Stormwater Facility Management Agreement	Facilities installed as a condition of development must have a signed Maintenance Agreement recorded in the land records.

Mail application and all applicable documents to:

City of Falls Church  
 Department of Public Works  
 Attn: Stormwater Utility  
 300 Park Avenue, Suite 100W  
 Falls Church, VA 22046

# Credit Calculation Form

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

---

## Billable Area & Initial Fee

A \_\_\_\_\_ Enter (on-site) Total Billable Impervious Area

B \_\_\_\_\_  $B = A \div 200$  Round to next highest whole number. Enter Billing Units

C \_\_\_\_\_  $C = B \times \$18$  Enter Initial Annual Stormwater Utility Fee

## Reduction for Condition of Development SWM Facility

D \_\_\_\_\_ Enter Impervious Area Draining to Condition of Development SWM Facility

E \_\_\_\_\_  $E = D \times 0.20$  Enter Impervious Area Reduction for Condition of Development SWM Facility

## Reduction for Voluntary SWM Facility

F \_\_\_\_\_ Enter (on-site & off-site) Impervious Area Draining to Voluntary SWM Facility

G \_\_\_\_\_  $G = F \times 0.40$  Enter Impervious Area Reduction for Voluntary SWM Facility

## Reduction for Detention Facility

H \_\_\_\_\_ Enter (on-site & off-site) Impervious Area Draining to Detention Facility

I \_\_\_\_\_  $I = H \times 0.10$  for stormwater detention volume of 1.00-1.99 inches  
 $H \times 0.20$  for stormwater detention volume of 2.00-2.99 inches  
 $H \times 0.30$  for stormwater detention volume of 3.0 inches or greater  
Enter Impervious Area Reduction for Detention Facility

## SWPPP Adjustment

J \_\_\_\_\_  $J = C \times 0.10$

## Calculating your Final Adjusted Annual Stormwater Utility Fee

K \_\_\_\_\_  $K = E+G+I$  Enter the Total Impervious Area Reduction

L \_\_\_\_\_  $L = A-K$  Enter the Adjusted Billable Impervious Area

M \_\_\_\_\_  $M = L \div 200$  Round to next highest whole number. Enter the Adjusted Billing Units

N \_\_\_\_\_  $N = (M \times \$18) - J$  Enter the Adjusted Annual Stormwater Fee

O \_\_\_\_\_  $(C) \times 0.05 =$  Minimum Stormwater Fee

P \_\_\_\_\_ Final Adjusted Annual Stormwater Utility Fee = **(N) or (O), whichever is greater**

# Example Calculation Form

---

## Billable Area & Initial Fee

A 2250 Enter (on-site) Total Billable Impervious Area

B 12  **$B = A \div 200$**  Enter Billing Units

C 216  **$C = B \times \$18$**  Enter Initial Annual Stormwater Utility Fee

## Reduction for Condition of Development SWM Facility

D \_\_\_\_\_ Enter Impervious Area Draining to Condition of Development SWM Facility

E \_\_\_\_\_  **$E = D \times 0.20$**  Enter Impervious Area Reduction for Condition of Development SWM Facility

## Reduction for Voluntary SWM Facility

F 1150 Enter (on-site & off-site) Impervious Area Draining to Voluntary SWM Facility

G 460  **$G = F \times 0.40$**  Enter Impervious Area Reduction for Voluntary SWM Facility

## Reduction for Detention Facility

H \_\_\_\_\_ Enter (on-site & off-site) Impervious Area Draining to Detention Facility

I \_\_\_\_\_  **$I = H \times 0.10$**  for stormwater detention volume of 1.00-1.99 inches  
 **$H \times 0.20$**  for stormwater detention volume of 2.00-2.99 inches  
 **$H \times 0.30$**  for stormwater detention volume of 3.0 inches or greater  
Enter Impervious Area Reduction for Detention Facility

## SWPPP Adjustment

J \_\_\_\_\_  **$J = C \times 0.10$**

## Calculating your Final Adjusted Annual Stormwater Utility Fee

K 460  **$K = E+G+I$**  Enter the Total Impervious Area Reduction

L 1790  **$L = A-K$**  Enter the Adjusted Billable Impervious Area

M 9  **$M = L \div 200$**  Round to next highest whole number. Enter the Adjusted Billing Units

N 162  **$N = (M \times \$18) - J$**  Enter the Adjusted Annual Stormwater Fee

O 11  **$(C) \times 0.05$**  = Minimum Stormwater Fee

P 162 Final Adjusted Annual Stormwater Utility Fee = **(N) or (O), whichever is greater**

# Important Resources

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- Chesapeake Stormwater Network  
<http://chesapeakestormwater.net/be-bay-friendly/>
- City of Falls Church Department of Public Works  
[www.fallschurchva.gov/Stormwater](http://www.fallschurchva.gov/Stormwater)
- City of Falls Church Neighborhood Tree Program  
[www.fallschurchva.gov/content/government/departments/publicworks/urbanforestry/programs/neighborhoodtree.aspx](http://www.fallschurchva.gov/content/government/departments/publicworks/urbanforestry/programs/neighborhoodtree.aspx)
- EnviroScape Program, NVSWCD  
[www.fairfaxcounty.gov/nvswcd/enviroscape.htm](http://www.fairfaxcounty.gov/nvswcd/enviroscape.htm)
- Northern Virginia Soil & Water Conservation District (NVSWCD)  
<http://www.fairfaxcounty.gov/nvswcd/>
- Permeable Pavement state standards  
<http://vwrrc.vt.edu/swc/NonProprietaryBMPs.html>
- Rain Gardens Technical Guide, Virginia Department of Forestry  
[www.dof.virginia.gov/mgt/riparian/rain-gardens.htm](http://www.dof.virginia.gov/mgt/riparian/rain-gardens.htm)
- Virginia Department of Environmental Quality  
[www.deq.virginia.gov/](http://www.deq.virginia.gov/)
- Virginia Stormwater BMP Clearinghouse  
<http://vwrrc.vt.edu/swc>

City of Falls Church CREDIT APPLICATION FORM

(Form SW1)

Applicant Name:

Date:

Email:

Phone #:

Property Information:

Owner:

Street:

City, State, ZIP Code:

Mailing Address (If different from property address):

Street:

City, State, ZIP Code:

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Stormwater Management Facility Description:

Include type of facility, date(s) of installation and pollutant removal efficiency from the Virginia BMP Clearinghouse, Recommendations of the Expert Panel to Define Nutrient Removal Rates for Urban Stormwater Retrofits Projects, or other state-approved design guidance (provide documentation to support the determined pollutant removal efficiency). Attach additional information if necessary.

- Voluntary Stormwater Management Facility
- Condition of Development Stormwater Management Facility
- Off-site Stormwater Management Facility
- Stormwater Detention (circle one):    1-1.99 inches    2-2.99 inches    3 inches or greater

Final Adjusted Annual Stormwater Utility Fee: \_\_\_\_\_

(Attach Credit Calculation Form)

*Credit Application Form cont.*

*Please Initial*

\_\_\_\_\_ I certify that the above information, to the best of my knowledge and belief, is true, accurate and complete.

\_\_\_\_\_ I certify that practices installed on my property for which I am taking credit are functioning as intended and are being maintained in accordance with guidance provided by the City.

\_\_\_\_\_ I certify that I have received proper authorization from my homeowners or condominium association for the practices installed, if applicable.

\_\_\_\_\_ I agree that City staff may have access to my site for the sole purpose of verifying these practices. Should City staff find a deficiency, I also understand that I must correct the deficiency in the time frame provided by the City and that if corrective action is not taken in a timely manner, that I will no longer be able to take credit for the practice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Official Use Only:

Reviewer: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Comments:

City of Falls Church RESIDENTIAL SWPPP APPLICATION FORM (Form SW2)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Property Information:

Owner: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City, State, ZIP Code: \_\_\_\_\_

Mailing Address (If different from property address):

Street: \_\_\_\_\_  
 City, State, ZIP Code: \_\_\_\_\_

<i>Watershed Stewardship</i>	<u>Activity</u>	<u>Date</u>	<u>Hours</u>
------------------------------	-----------------	-------------	--------------

(1 hour = 1 point)

Total Points: \_\_\_\_\_

Total Hours: \_\_\_\_\_

<i>Rain Barrels</i> - include a picture of new barrels installed this year	<u>Year Installed</u>	<u>Capacity</u>	<u># Installed</u>
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(1 rain barrel = 2 points)

(1 rain barrel = 2 points)

Total Points: \_\_\_\_\_

Total Barrels: \_\_\_\_\_

<i>Rain Garden</i>	<u>Area</u>	<u>City Approval Date</u>
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(5 points for  $\geq 50$  SF,

10 points for  $\geq 100$  SF)

Total Points: \_\_\_\_\_

Total Area: \_\_\_\_\_

<i>Tree Planting</i>	<u># of Trees</u>	<u>City Approval Date</u>
----------------------	-------------------	---------------------------

(1 tree = 2 points)

Total Points: \_\_\_\_\_

Total Trees: \_\_\_\_\_

<i>Conservation Landscaping</i>	<u>Area</u>	<u>City Approval Date</u>
---------------------------------	-------------	---------------------------

(Each 100 SF = 3 points)

Total Points: \_\_\_\_\_

Total Area: \_\_\_\_\_

*Residential SWPPP Application Form cont.*

*Downspout Disconnection* Year Disconnected City Approval Date  
(1 disconnection = 1 points;  
No credit for disconnection  
> 5 years)  
Total Points:

---

*Permeable Pavers* Area City Approval Date  
(5 points for  $\geq 250$  SF,  
10 points for  $\geq 500$  SF)  
Total Points:  
Total Area:

---

*No Fertilizer Pledge*  I pledge that I will not apply commercial fertilizer on my property  
(Yes = 1 point) during the credit year.  
Total Points:

---

*Green Streetscape* City Approval Date  
Total Points (Provided by City):

---

**Total Residential SWPPP Points: \_\_\_\_\_ (minimum of 10 points needed)**

*Please Initial*

\_\_\_\_\_ I certify that the above information, to the best of my knowledge and belief, is true, accurate and complete.

\_\_\_\_\_ I certify that practices installed on my property for which I am taking credit are functioning as intended and are being maintained in accordance with guidance provided by the City.

\_\_\_\_\_ I certify that I have received proper authorization from my homeowners or condominium association for the practices installed, if applicable.

\_\_\_\_\_ I agree that City staff may have access to my site for the sole purpose of verifying these practices. Should City staff find a deficiency, I also understand that I must correct the deficiency in the time frame provided by the City and that if corrective action is not taken in a timely manner, that I will no longer be able to take credit for the practice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Official Use Only:**

Comments:

Reviewer: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**Individual Residential SWPPP Credit Toolbox**

A property owner achieving 10 points or more will receive the SWPPP credit of 10% off the annual storm-water fee. The following table presents practices and requirements for obtaining points toward the individual residential SWPPP credit. Refer to *Important Resources* for cited technical manuals and specifications. All credits, except where noted, are ongoing provided that the property owner maintains the practice and submits an annual Residential SWPPP Application Form.

<b>Practice</b>	<b>Description</b>	<b>Points</b>	<b>Requirements</b>
Watershed Stewardship	Participate in a City-sanctioned volunteer event, including but not limited to stream clean-ups, storm drain stenciling projects, adopt-a-highway, and tree planting. Refer to the City’s webpage for a list of sanctioned events.	1 point per hour volunteered. Multiple members of a household may participate and accumulate points.	Indicate hours worked on Residential SWPPP Application Form.
Rain Barrels	Install a rain barrel with a capacity of at least 50 gallons to capture stormwater from a downspout. Construction and installation guidance provided on the Northern Virginia Soil and Water Conservation District web page.	2 points for each rain barrel that captures stormwater from a separate downspout.	Verify size and number of barrels on the Residential SWPPP Application Form. Include picture(s) with the initial application. Verify continued maintenance using the Residential SWPPP Application Form.
Rain Garden	Install a rain garden that meets the requirements of the Virginia Department of Forestry Rain Gardens Technical Guide or the Northern Virginia Soil and Water Conservation District Rain Garden Design and Construction Guide.	5 points for a rain garden covering 50 square feet or more. 10 points for a rain garden covering 100 square feet or more.	Verify continued maintenance using the Residential SWPPP Application Form.
Tree Planting	Plant a tree through the City’s Neighborhood Tree Program or privately plant a tree with approval from the City Arborist.	2 points per tree	The City Arborist must review and approve the type of tree and placement prior to planting. Verify continued maintenance using the Residential SWPPP Application Form.

***Individual Residential SWPPP Credit cont.***

Conservation Landscaping	Convert turf grass to conservation landscaping in accordance with requirements of the Homeowner Guide for a More Bay-Friendly Property published by the Chesapeake Stormwater Network.	3 points for every 100 square feet of conservation landscaping that replaces turf.	City staff must be contacted to approve the design and inspect the final result. Verify continued maintenance using the Residential SWPPP Application Form.
Downspout Disconnection	Disconnect downspouts that currently drain to a public street or other impervious area. The downspout must be redirected to a pervious area that will not cause erosion or flooding problems.	1 point per disconnected downspout. Credit available for 5 years after disconnection.	City staff must be contacted to approve the disconnection and ensure that it will not cause erosion or flooding. Verify continued disconnection using the Residential SWPPP Application Form.
Permeable Pavers and Porous Pavement	Replace traditional driveway, patio, or other impervious areas with permeable pavers or porous pavement in accordance with <a href="#">state standards</a> .	5 points for 250 square feet or greater; 10 points for 500 square feet or greater.	City staff must be contacted to approve the design and inspect the final result. Verify continued maintenance using the Residential SWPPP Application Form.
No Fertilizer Pledge	Sign a pledge to not apply fertilizer to your lawn or landscaped areas.	1 point	Sign statement using the Residential SWPPP Application Form.
Green Streetscape	Allow the City to install stormwater management techniques as part of the streetscape in front of your home.	Number of points at the discretion of the DPW Director.	Requirements at the discretion of the DPW Director.

City of Falls Church GENERAL SWPPP APPLICATION FORM

(Form SW3)

Applicant Name:

Date:

Email:

Phone #:

Property Information:

Owner:

Street:

City, State, ZIP Code:

Mailing Address (If different from property address):

Street:

City, State, ZIP Code:

---

<i>Watershed Stewardship</i>	<u>Activity</u>	<u>Date</u>	<u>Hours</u>
(1 hour per employee = 0.5 point)			
<u>Total Points:</u>			<u>Total Hours:</u>

---

<i>Rain Barrels</i> - include a picture of new barrels installed this year (Divide 5 by total number of downspouts. The resulting fraction is the number of points per rain barrel)	<u>Year Installed</u>	<u>Capacity</u>	<u># Installed</u>
<u>Total Points:</u>			<u>Total Barrels:</u>

---

<i>Tree Planting</i> (1 tree = 2 points)	<u># of Trees</u>	<u>City Approval Date</u>
<u>Total Points:</u>	<u>Total Trees:</u>	

---

<i>Conservation Landscaping</i> (Each 100 SF = 3 points)	<u>Area</u>	<u>City Approval Date</u>
<u>Total Points:</u>	<u>Total Area:</u>	

---

<i>Street Sweeping</i> (≥ 26x a year = 10 points)	<u>Total Times Swept</u>	<u>Total Materials Swept (tons)</u>
<u>Total Points:</u>		

*General SWPPP Application Form cont.*

---

*Pet Waste Stations* # Installed City Approval Date  
(5-10 points; determined by  
DPW Director)  
Total Points (provided by City staff):

---

*Certified Nutrient Management Plan* Year Created  
(10 points)  
Total Points:

---

*SWPPP for High Risk Facilities* Year Implemented  
(10 points)  
Total Points:

---

*Watershed Education Credit* Year Implemented # of Participating Students  
(All students participate at least  
once a year = 8 points)  
Total Points:

---

**Total General SWPPP Points: \_\_\_\_\_ (minimum of 10 points needed)**

*Please Initial*

\_\_\_\_\_ I certify that the above information, to the best of my knowledge and belief, is true, accurate and complete.

\_\_\_\_\_ I certify that practices installed on my property for which I am taking credit are functioning as intended and are being maintained in accordance with guidance provided by the City.

\_\_\_\_\_ I certify that I have received proper authorization from my homeowners or condominium association for the practices installed, if applicable.

\_\_\_\_\_ I agree that City staff may have access to my site for the sole purpose of verifying these practices. Should City staff find a deficiency, I also understand that I must correct the deficiency in the time frame provided by the City and that if corrective action is not taken in a timely manner, that I will no longer be able to take credit for the practice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Official Use Only:

Comments:

Reviewer: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**General SWPPP Credit Toolbox**

A property owner achieving 10 points or more will receive the SWPPP credit of 10% off the annual storm-water fee. The following table presents practices and requirements for obtaining points toward the general SWPPP credit. Refer to *Important Resources* for cited technical manuals and specifications. All credits, except where noted, are ongoing provided that the property owner maintains the practice and submits an annual General SWPPP Application Form.

<b>Practice</b>	<b>Description</b>	<b>Points</b>	<b>Requirements</b>
Watershed Stewardship	Participate in a City-sanctioned volunteer event, including but not limited to stream clean-ups, storm drain stenciling projects, adopt-a-highway, and tree planting. Refer to the City’s webpage for a list of sanctioned events.	0.5 point per employee hour volunteered.	Indicate hours worked on General SWPPP Application Form.
Rain Barrels	Install a rain barrel with a capacity of at least 50 gallons to capture stormwater from a downspout. Construction and installation guidance provided on the Northern Virginia Soil and Water Conservation District web page.	Divide 5 by total of number downspouts. The resulting fraction is the number of points per rain barrel that captures stormwater from a separate downspout.	City staff must approve the placement and maintenance plan for the rain barrels. Verify size and number of barrels on the General SWPPP Application Form. Include picture(s) with the initial application. Verify continued maintenance using the General SWPPP Application Form.
Tree Planting	Plant a tree through the City’s Neighborhood Tree Program or privately plant a tree with approval from the City Arborist.	2 points per tree.	The City Arborist must review and approve the type of tree and placement prior to planting. Verify continued maintenance using the General SWPPP Application Form.
Conservation Landscaping	Convert turf grass to conservation landscaping in accordance with requirements of the Homeowner Guide for a More Bay-Friendly Property published by the Chesapeake Stormwater Network.	3 points for every 100 square feet of conservation landscaping that replaces turf.	City staff must be contacted to approve the design and inspect the final result. Verify continued maintenance using the General SWPPP Application Form.

**General SWPPP Credit cont.**

Street Sweeping	Sweep all surface parking areas using a vacuum sweeper at least 26 times per year.	10 points.	Verify frequency of sweeping and total materials swept using the General SWPPP Application Form.
Pet Waste Stations	Install pet waste stations, including bags, a receptacle, and the waste collection schedule.	5 to 10 points	Credit at the discretion of the Director of DPW based on an evaluation of the area to be considered and the severity of pet waste as a localized water quality problem. Number and placement of stations to be determined collaboratively with final approval by City staff. Verify continued maintenance using the General SWPPP Application Form.
Certified Nutrient Management Plan	Nutrient management plan developed by a state-certified nutrient management planner.	10 points.	Provide the City with a copy of the certified nutrient management plan. Verify continued application of the plan using the General SWPPP Application Form.
Stormwater Pollution Prevention Plan for High Risk Facilities	Adopt and implement a SWPPP in accordance with the requirements established in <a href="#">9VAC25-151-80</a> (industrial stormwater permits). The facility must meet the definition of a “high risk facility” in the City’s Municipal Separate Storm Sewer System (MS4) permit.	10 points.	Provide the City with a copy of the adopted SWPPP. Verify continued implementation using the General SWPPP Application Form.
Watershed Education Credit  (available to non-governmental pre-school or elementary schools)	Incorporate watershed education into pre-school or elementary school curriculum. Eligible programs include the Northern Virginia Soil and Water Conservation District EnviroScape model and other City-approved programs.	8 points if the program is designed to ensure that each student participates in the watershed education program at least once during a typical tenure at the school.	City staff must be contacted to approve the curriculum. Verify continued implementation using the General SWPPP Application Form.



Department of Public Works  
 300 Park Avenue, Suite 100W Falls Church, VA 22046  
 Phone: 703-248-5350 (TTY 711) Fax: 703-248-5336  
[dpw@fallschurchva.gov](mailto:dpw@fallschurchva.gov) [www.fallschurchva.gov](http://www.fallschurchva.gov)

RPC # \_\_\_\_\_ Property Address: \_\_\_\_\_

**STORM WATER DETENTION AND BMP MAINTENANCE AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the “Landowner(s),” or “GRANTOR(S),” and the CITY OF FALLS CHURCH, Virginia, hereinafter called the “City,” or “GRANTEE”;

**WITNESSETH**, that

WHEREAS, the Landowner(s) is/are the owner of certain real property, more particularly described as \_\_\_\_\_ as recorded by deed in the land records of \_\_\_\_\_, Virginia, in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, hereinafter called the “Property”; and

WHEREAS, the Landowner(s) is/are proceeding to build on and develop the Property; and

WHEREAS, Grading Plan/Site Plan # \_\_\_\_\_, by \_\_\_\_\_, dated \_\_\_\_\_, hereinafter called the “Plan,” which is expressly made a part hereof, as approved or to be approved by the City, provides for detention of storm water and/or mitigation of polluted storm water run-off (BMP<sup>1</sup>) within the confines of the property; and

WHEREAS, the City and the Landowner(s) agree that the health, safety, and welfare of the residents of the City of Falls Church, Virginia, require that on-site storm water detention and/or BMP facilities, including but not limited to infiltration trenches, rain gardens, porous pavers, sand filters vortexes, and check dams, be constructed and maintained on the property; and

WHEREAS, the City requires that on-site storm water detention and/or BMP facilities, as shown on the Plan, be constructed and adequately maintained by the Landowner(s);

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site storm water detention and/or BMP facilities shall be constructed by the Landowner(s) in accordance with the plans and specification identified in the Plan or issued by the manufacturer, as applicable.
2. The Landowner(s) shall maintain the storm water detention and/or BMP facilities as shown on the Plan in good working order per manufacturer’s specification and acceptable to the City.

<sup>1</sup>BMP—Best Management Practice; refers to structural and non-structural practices that are employed to reduce the adverse impact of development on storm water run-off quality.

*Maintenance Agreement cont.*

3. The Landowner(s) hereby grants permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the storm water detention and/or BMP facilities whenever it deems necessary. Whenever possible, the City shall notify the Landowner(s) prior to entering the Property.
4. In the event the Landowner(s) fails to maintain the storm water detention and/or BMP facilities, as shown on the Plan, in good working order per manufacturer's specification and acceptable to the City, the City may enter upon the Property and take whatever steps it deems necessary to maintain said storm water detention and BMP facilities. This provision shall not be construed to allow the City to erect any structure of a permanent nature on the land of the Landowner(s). It is expressly understood and agreed that the City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.
5. In the event the City, pursuant to this Agreement, performs work of any nature, or expends any fund in performance of said work for labor, use of equipment, supplies, material, and the like, the Landowner(s) shall reimburse the City upon demand, within ten (10) days of receipt thereof for all costs incurred by the City hereunder.
6. It is the intent of this Agreement to insure the proper maintenance of on-site storm water detention and/or BMP facilities by the Landowner(s); provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by storm water drainage.
7. The Landowner(s), its executors, administrators, assigns, and any other successors, in interest, shall indemnify and hold harmless the City and its agents and employees for any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against the City from the construction, presence, existence or maintenance of the storm water detention and/or BMP facilities by the Landowner(s) or the City.
8. In the event a claim is asserted against the City, its agents or employees, the City shall promptly notify the Landowner(s), and the Landowner(s) shall defend, at his/her own expense, any suit based on such claim. If any judgment or claims against the City, its agents or employees, shall be allowed, the Landowner(s) shall pay all costs and expenses in connection herewith.
9. This agreement shall be recorded among the land records of Arlington County, Virginia, and shall constitute a covenant running with the land, and shall be binding on the Landowner(s), its administrators, executors, assigns, heirs and any other successors in interest.

*Maintenance Agreement cont.*

**WITNESS, the following signatures and seals:**

**GRANTOR #1:** \_\_\_\_\_ (Seal) \_\_\_\_\_  
*(Signature)* *(Name of Corporation, if applicable)*

\_\_\_\_\_  
*(Print name)* *(State or place of Incorporation, if applicable)*

\_\_\_\_\_  
*(Title, if applicable)*

COMMONWEALTH OF VIRGINIA  
CITY OF FALLS CHURCH

**NOTARY PUBLIC:**

The foregoing instrument was acknowledged before me Notary # \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires:

[NOTARY SEAL]

\_\_\_\_\_  
*(Signature of Notary)* *(Date)*

**GRANTOR #2:** \_\_\_\_\_ (Seal) \_\_\_\_\_  
*(Signature)* *(Name of Corporation, if applicable)*

\_\_\_\_\_  
*(Print name)* *(State or place of Incorporation, if applicable)*

\_\_\_\_\_  
*(Title, if applicable)*

COMMONWEALTH OF VIRGINIA  
CITY OF FALLS CHURCH

**NOTARY PUBLIC:**

The foregoing instrument was acknowledged before me Notary # \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires:

[NOTARY SEAL]

\_\_\_\_\_  
*(Signature of Notary)* *(Date)*

City of Falls Church FACILITY INSPECTION FORM

(Form SW4)

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

Date: \_\_\_\_\_

Property Information:

Owner: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Stormwater Management Facility Type: \_\_\_\_\_

Impervious Area Draining to the Facility: \_\_\_\_\_

Year Built: \_\_\_\_\_

General Condition	Yes	No	N/A
Is the primary outfall pipe/ditch clear and functioning?			
Are the inflow pipes/ditches clear and functioning?			
Is the water quality pool at the correct height (if present)?			
Are water quality pool control weirs, pipes, etc. working properly (if present)?			
Are emergency overflow devices clear and functioning (if present)?			
Is the structure clear of sediment?			
Is the structure clear of trash?			
Is vegetation being managed in a manner appropriate to the facility?			

Certification

*This certification must be made by a licensed professional engineer, landscape architect, or other professional accepted by the City. (Please Initial)*

Based on a visual survey of the above facility conducted on \_\_\_\_\_, I certify that the facility is \_\_\_\_\_ currently functioning as designed.

I certify that the total impervious cover served by the facility and the accompanying Drainage Area \_\_\_\_\_ Map are true and accurate.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Qualification

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

City of Falls Church CREDIT RENEWAL FORM

(Form SW5)

Applicant Name:

Date:

Email:

Phone #:

Property Information:

Owner:

Street:

City, State, ZIP Code:

Mailing Address (If different from property address):

Street:

City, State, ZIP Code:

I certify that my \_\_\_\_\_  
(type of facility)

is in good working order and has been maintained.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Official Use Only:**

Reviewer: \_\_\_\_\_

Approval Date: \_\_\_\_\_

**Comments:**