



**Stormwater Utility  
Credits, Appeals, and Grants Manual**

January, 2018

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## 1.0 General Information

### 1.1 Overview

The City of Newark's (the City) stormwater management program aims to manage both the quantity and quality of stormwater runoff within the City and its local surface waters recognizing them as important resources. The major goals of this program are:

- Reduce the amount of pollutants discharged into the surface waters including rivers and creeks;
- Manage the rate of stormwater discharge to the City's system as well as local surface water bodies; and
- Comply with the regulatory requirements of the City's National Pollutant Discharge Elimination System (NPDES) Phase II permit.

To mitigate the impact of pollutant loads on rivers, the City is engaged in several stormwater activities, including pre- and post-construction stormwater management, watershed planning and protection, and surface water quality enhancement efforts. These efforts protect City streets and properties from flooding, erosion, water pollution, property damage, and also enable the City to comply with federal and state regulatory requirements.

### 1.2 Stormwater Charge

With formal adoption of a Stormwater Utility, the City also implemented a stormwater charge, effective January 1, 2018, pursuant to City Code Section 25A, to provide a designated source of revenue to fund the City's stormwater management Operations & Maintenance (O&M) costs and capital stormwater system infrastructure costs.

A key objective of the stormwater charge is to facilitate equitable recovery of the City's stormwater management costs from all the parcels within the City's limits.

Typically, it is not feasible to directly measure the actual stormwater runoff and its associated pollutant loads that a parcel contributes to the system. Hence, a stormwater charge is established based on a surrogate measure such as a parcel's estimated effective impervious area. Impervious area typically refers to any hard and compacted surface area including paved areas, hard undeveloped surfaces, buildings, rooftops, driveways, walkways, decks and patios, compacted grassed areas and parking lots. The approach that is used to estimate the effective impervious area for the Residential, Non-residential, and Condominium classes of properties is described in the following sections.

#### a) Residential Parcels

For all the residential parcels, which include the single family (SWR) and the multi-family

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residential (SWM) parcels, the impervious area is determined based on the actual main floor, attached area, and detached structure square footage data recorded in New Castle County's (County) tax assessment system. Permitted pools are included in this calculation. Based on the impervious area that is determined, SWR and SWM parcels are assigned to one of the four tiers of impervious area listed in Table 1, in Appendix A.

## b) Non-Residential Parcels

The impervious area is estimated for all non-residential parcels including multi-family apartments, by multiplying a parcel's gross area by a runoff factor assigned to each non-residential parcel. The parcel's gross area is obtained from the County's Tax assessment systems. The City first assigns a non-residential parcel to one of eleven non-residential stormwater classes based on the parcel's land use code. The land use code for a parcel is assigned by the County, based on the occupancy permit that is issued to the parcel. Table 2 and Table 3 in Appendix provide a list of the non-residential stormwater classes and the corresponding runoff factor.

## c) Condominium Parcels

For condominiums, the impervious area associated with features such as parking and common areas can represent a significant portion of the overall impervious area. For these properties, the impervious area is estimated as follows:

- The parcel's gross area is obtained from the County's Tax assessment systems.
- The main floor area is determined based on the actual ground floor area (GFA) recorded in the County's tax assessment system.
- The City then measures the remaining impervious area based upon aerial imagery to estimate the percentage of remaining paved area.
- The total impervious is then calculated as follows:
  - Estimated Paved Area = (Gross Parcel Area – GFA) x % Paved Area
  - Impervious Area = GFA + Estimated Paved Area

## 1.3 Purpose

In conjunction with the implementation of the stormwater charge, the City has established a stormwater credits and charge adjustments appeals program.

### a) Credits

The purpose of the stormwater credits program is to enable non-residential parcel owners to seek reduction in stormwater charges, if specific onsite stormwater management measures have been implemented. The onsite stormwater management measures need to significantly reduce the volume of runoff into the City's stormwater system and/or enhance the water quality in the surface water bodies into which a parcel's runoff discharges. **Stormwater Credits**

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are associated with the construction, operation, and maintenance of privately owned stormwater management facilities and/or non-structural best management practices that complement the City's stormwater management efforts and support the City's stormwater management and surface water quality protection activities.

## b) Charge Adjustment Appeals

The purpose of the **charge adjustments appeals** process is to enable customers to appeal any potential exceptions relating to parcel ownership, stormwater classification, gross and impervious parcel areas, and distribution of a parcel's stormwater charge across multiple water and/or sewer accounts that are associated with a parcel.

## 1.4 Definitions

This section provides definitions for key terms relating to stormwater credits and the charge adjustments appeals process described in this technical manual. See also the definitions section of the City Code § 25A-1.

**All other stormwater classes:** Refers to the various stormwater classes, except the Single Family Residential Stormwater Class and the Condominium Stormwater Class.

**Appellant:** Refers to the parcel owner or the owner's authorized nominee who files an application for a charge adjustment appeal.

**Applicant:** Refers to the parcel owner or the owner's authorized nominee who files an application for a stormwater credit.

**Best Management Practices (BMPs):** Best Management Practices are structural and/or non-structural stormwater management practices that are deployed in a property to control stormwater runoff and/or to improve the quality of stormwater runoff.

**Condominium:** Refers to the condominium parcels that are designated as such in the Assessor's Records of the New Castle County Department of Land Use, and includes both residential and non-residential condominiums.

**Condominium Unit:** Refers to an individual dwelling unit within a residential condominium or one component within a non-residential condominium.

**Conservation Advisory Commission (CAC):** The City of Newark's Conservation Advisory Commission. The CAC advises City Council in the development, management and protection of natural resources with appropriate consideration of Newark's human and economic resources.

**Dwelling:** Refers to one or more rooms, designed, and occupied or intended for occupancy as separate living quarters, with a kitchen, sleeping area and bathroom provided for the exclusive use of a single household.

**Equivalent Stormwater Unit (ESU):** A unit of measure that is set to equal the median amount of impervious area associated with single family residential properties in Newark. Based on a

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statistical analysis, the ESU was calculated to be 1,620 square feet.

**Equivalent Stormwater Unit Distribution (ESU Distribution):** Refers to the distribution of a parcel's ESUs across multiple water and/or sewer utility accounts associated with the parcel. ESU Distribution is only applicable to parcels belonging to the Residential Stormwater Class and the All Other Stormwater Classes. The ESU Distribution is not applicable to the Condominium class of parcels that have multiple water and/or sewer utility accounts.

**Equivalent Stormwater Unit Factor (ESU Factor):** Refers to the number of ESUs calculated for each parcel in the Condominium Stormwater Class and the All Other Stormwater Classes by dividing a parcel's impervious area by the ESU.

**Equivalent Stormwater Unit Monthly Rate (ESU Rate):** The monthly stormwater rate charged per ESU. The current rate is \$2.95/ESU.

**Equivalent Stormwater Unit Ratio (ESU Ratio):** Refers to the number of ESUs that are assigned to each impervious area tier for the Single-Family and Multi-Family Residential Class.

**Exempt Parcel:** Per Ordinance 17-43, effective January 1, 2018, no parcel in the City is exempt from stormwater charge.

**Impervious Area:** The total square feet of hard surface areas including buildings, driveways, any attached or detached structures, and paved or hard-scaped areas, or other surface areas that behave like an impervious area under wet weather conditions, that either prevent or restrict the volume of stormwater that can enter into the soil, and/or thereby cause water to run off the surface in greater quantities or at an increased rate of flow than what would have occurred under natural undisturbed conditions.

**Non-residential classes:** The various stormwater classes, except the single-family residential stormwater class and the condominium stormwater class. (Also referred to as "All other stormwater classes" as defined in the stormwater utility ordinance.)

**Parcel:** Any real property, either developed or undisturbed, which is assigned a tax parcel number.

**Paved Parcel:** A parcel upon which there is no structure except for paving, and which is assigned a "Paved" occupancy code in the Assessor's records of the New Castle County Department of Land Use.

**Runoff Factors:** Multipliers used to estimate the effective impervious area for each of the "All Other Stormwater Class" parcels based on the square footage of the parcels as found in the New Castle County Department of Land Use records.

**Single-family Residential Stormwater Class:** Parcels with a single family, detached, semi-detached or attached dwelling.

**Stormwater Charge:** The monthly charge for stormwater management assessed to a parcel

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within the city based on the use of the parcel on the last day of the month of the billing period.

**Stormwater Class:** The classes of uses defined such that the customers within a class have similar land use characteristics. A list of the stormwater classes defined for the city is found in subsection 25A-2(c).

**Tier:** The tier value that is assigned to each parcel in the Single-Family Residential Stormwater Class, based on the parcel's actual impervious area.

**Vacant Parcel:** In the context of the City's stormwater charge, vacant parcel means a parcel upon which there is no structure except for some marginal structure such as fencing, and which is assigned a "Vacant" occupancy code in the Assessor's records of the New Castle County Department of Land Use.

**Water Quality:** Those characteristics of stormwater runoff from a land disturbing activity that relate to the chemical, physical, biological or radiological integrity of water.

**Water Quantity:** Refers to those characteristics of stormwater that relate to the rate and volume of the stormwater runoff resulting from land disturbing activities.

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## 2.0 STORMWATER CREDITS

### 2.1 Objective

The policies and procedures outlined for stormwater credits processes is designed based on the following key objectives:

- Aid the City in meeting stormwater quality and quantity management, as well as flood mitigation needs.
- Support the City's Phase II NPDES permit compliance requirements.
- Afford charge reduction opportunity for customers who reduce their burden on the stormwater system and services provide by the City through the operation and maintenance of stormwater best management practices.
- Support equitable cost recovery of stormwater management costs.

### 2.2 Credit Policies

The system of credits defined in this Stormwater Credits and Appeals Manual (manual) is governed by the following policies:

#### a) Credit Application

Only non-residential and condominium classes of parcels are eligible to apply for stormwater credits. Consequently, parcels assigned to the Single Family Residential and Multi-Family Residential stormwater classes with charge codes of SWR1, SWR2, SWR3, SWR4, SWM1, SWM2, SWM3, or SWM4 are not eligible to apply for credits.

The Stormwater Credits Application (see **Form C-1** in the Appendix) and all supporting documentation must be filed by the applicant in writing, with the Director of the Department of Public Works and Water Resources. The credit request may be filed any time but adjustments, if any, will be effective as stated in Section 2.2(i). of this manual.

#### b) Types of Credits

**Quality Credits:** Quality Credits are available to properties that implement BMPs to effectively control pollutants in the runoff and to enhance water quality.

**Quantity Credits:** Quantity Credits are available to those properties that control rate of stormwater runoff contributed to the City's stormwater system or surface water system (rivers, streams, etc).

Credits will not be provided for stormwater management practices that are under construction and/or are not fully functional and/or are not properly maintained.

#### c) Quality Credits

Quality Credits are available to parcels, if the City determines that the parcel has implemented

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onsite BMPs that significantly minimize pollutant levels in the stormwater runoff.

Quality Credit up to 15% may be provided if the parcel deploys stormwater management practices that infiltrate between 1 and 2.5 inches of runoff in accordance with the following increments:

| Total Depth of Runoff Managed (Inches) | Quality Credit (%) |
|--|--------------------|
| 1.5                                    | 5.0                |
| 2.0                                    | 10.0               |
| 2.5                                    | 15.0               |

Consideration for credits may be given to additional water quality best management practices at the discretion of the Director of Public Works and Water Resources. Applicants must document and demonstrate that the BMPs exceed applicable Newark and Delaware Sediment and Stormwater requirements. If water quality credits are provided, the City may at any time revoke the credits for non-compliance with BMP maintenance standards.

## d) Quantity Credits

Quantity Credit is available to parcels that utilize onsite structural stormwater management measures such as retention or detention ponds, or other non-structural practices to manage stormwater runoff. The applicant must submit certified engineering documentation that affirms the existence of fully functioning, privately owned and privately maintained stormwater management facilities.

Quantity Credit up to 10% may be provided to parcels where the post-development peak stormwater discharge rates are managed to pre-development peak discharge rates as follows:

- Manage the 10-year post development peak discharge to the 2-year pre-development peak discharge;
- Manage the 25-year post development peak discharge to the 10-year pre-development peak discharge;
- Manage the 50-year post development peak discharge to the 25-year pre-development peak discharge;
- Manage the 100-year post development peak discharge to the 50-year pre-development peak discharge; and
- The associated stormwater management practices are designed accordingly.

Design standards and criteria of the stormwater management structures must conform to the guidelines and design standards defined in Section 10.0 of the Delaware Sediment and Stormwater Regulations of Title 7 Natural Resources & Environmental Control Administrative

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Code as most recently issued by the DNREC Division of Soil and Water Conservation. If quantity credits are provided, the City may at any time revoke the credits if the stormwater management systems are found to be poorly maintained and/or non-functional.

## e) Maximum Credits

The maximum allowable stormwater credits for Quantity Reduction (Quantity Credits) is 10% of the ESU Factor estimated for the parcel seeking the credit. The maximum allowable stormwater credits for Quality Control (Quality Credits) is 15% of the ESU Factor. The maximum aggregate stormwater credit for any individual parcel cannot exceed 25% of the ESU Factor estimated for the parcel.

However, when special circumstances arise, such as a property infiltrating 100% of its stormwater, then the City may, at its discretion, provide up to a maximum of 50% credit.

## f) Application Fee

A credit application will not be considered complete and will not be processed unless accompanied by a non-refundable fee of \$150.00 per parcel, along with all other required supporting documentation as outlined in this Stormwater Utility Credits, Appeals, and Grants Manual. If the application fee check submitted is uncollectible, the Department of Public Works and Water Resources will terminate the technical review, until a valid application fee is credited.

## g) Renewal of Credits

Any stormwater quantity or quality credit that is provided to a parcel is contingent on continued maintenance and operation of the private stormwater facilities or devices, as stipulated by the Director of Public Works and Water Resources. The City may revoke the stormwater credits at any time for non-compliance.

The approved credits are valid for a four-year term, with the credits expiring on December 31<sup>st</sup> of the fourth year of the credits. Renewal of the Credit is contingent on the Applicant submitting a Stormwater Credits Renewal Application (**See Form C-2 in the Appendix**) accompanied by a non-refundable re-filing fee of \$100, by October 1st of the calendar year in which the credits are due to expire.

## h) Credit Adjustments

**For all stormwater credit applications received on or before June 30, 2018**, any approved stormwater credits will be effective retroactively from January 1, 2018. The total amount of the retroactive credit will be applied to the customers future bill.

**For all stormwater credit applications received beginning July 1, 2018**, any approved stormwater credits will become effective only from the billing period in which the appeal application is received and considered administratively complete. There will be no retroactive adjustments for prior billing periods.

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## i) Stormwater Charge Payment

A pending credit request application shall not constitute a valid reason for non-payment of the currently assessed stormwater charge. All stormwater charges that are outstanding at the time of filing of the application must be paid in full prior to the City commencing the technical review, unless that requirement is waived in writing by the Director of Public Works and Water Resources.

## j) Documentation Costs

The City will not reimburse any costs that the applicant incurs in the preparation of the required documentation and/or the credit request application package.

## k) Burden of Proof

The burden of proof shall be on the applicant to demonstrate the validity of the credit application by providing clear and convincing evidence as required by the application.

## l) Right-of-Entry and Documentation Review

Following submission of a stormwater credits application, the City shall have an automatic Right-of-Entry into the parcel, following notice to the parcel owner, for the sole purpose of inspecting the facility/structure or system in the parcel for which the charge adjustment appeal is requested.

## m) Decision

The Department of Public Works and Water Resources will review and send a written notice of disposition to the applicant, with a copy to the Director of Finance, within 60 days of the receipt of the fully completed credits request package, unless any extraordinary circumstances necessitate additional review time. The decision of the Director of the Department of Public Works and Water Resources is final.

## 2.3 Stormwater Credits Application Requirements

The Applicant applying for stormwater credits for one or more parcels must adhere to the following credit request application stipulations.

### a) Application

Stormwater credit request for each parcel must be initiated by the applicant.

The applicant must submit a fully completed Stormwater Credits Application (See **Form C-1** in the Appendix) if applying for first time credits, or a fully completed Stormwater Credits Renewal Application (See **Form C-2** in the Appendix) if applying for renewal of credits. The application must be accompanied by the appropriate application fee and supporting documentation.

Only one application is allowed per parcel and the applicant may seek more than one type of

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credit defined in Section 2.2(b), in a single application. The applicant must submit a separate application package and application fee for each parcel being appealed.

## b) Supporting Documentation

The applicant shall provide the following technical documentation:

- i. Conceptual site plan and structural control location diagram showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area.
- ii. Maps with locations, dimensions, and characteristics of existing and proposed storm drainage patterns and facilities.
- iii. Topographic map outlining the size of the drainage area upstream of the developed parcel.
- iv. Maps indicating existing and proposed grading and locations of all structures including buildings, parking, driveways, paving, and other impervious areas.
- v. Detailed engineering calculations that show the comparative results of pre-development runoff to post-development runoff that is routed through the stormwater control structures.
- vi. As-built plan drawing may be utilized.

The required technical documentation and drawings listed above must be certified by a registered professional engineer or certified land surveyor. The Director may waive in writing the submission of a land survey or other technical documentation.

## c) Fees

Stormwater Credits are granted for a fixed term of four (4) years and a first time request requires a non-refundable application fee of \$150.00 with the original application (**Form C-1**) submittal.

Stormwater credits renewal process requires a non-refundable application fee of \$100.00 with the renewal application (**Form C-2**) submittal.

The application fee can be paid by cash at the counter, or by check payable to the City of Newark. Please do not mail cash.

## d) Schedule

The applicant can apply for first time stormwater credits at anytime. However, stormwater credits renewal application must be filed by October 1<sup>st</sup> of the calendar year in which the credits are due to expire.

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## 2.4 Credits Application Procedures

The following general procedures will be adhered to during the receipt, processing, and disposition of the stormwater credits application:

The applicant can either download **Form C-1** or **Form C-2** as appropriate from the City's website or request Customer Service to mail the application.

The completed application, supporting documentation, and the appropriate non-refundable application fee must be submitted to:

Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

The Department of Public Works and Water Resources will review and send a written disposition (**Form N-2**) to the applicant, with a copy to the Director of Finance, within 60 days of the receipt of the fully completed stormwater credits request package, unless any extraordinary circumstances necessitate additional review time.

Stormwater credits, if approved, will become effective as stated in Section 2.2(i).

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## 3.0 STORMWATER CHARGE ADJUSTMENT APPEALS

### 3.1 Objectives

The policies and procedures outlined for stormwater charge adjustments processes are designed based on the following key objectives:

- Provide a mechanism to address exceptions, if any, in parcel ownership, stormwater class assignment, and in the gross parcel area, occupancy code, and the square footage of the structures (Residential Only) that the County provides for the City's parcels.
- Provide a mechanism to appeal the stormwater class based runoff factors assigned to non-residential parcels and used in impervious area estimation.
- Provide a mechanism to adjust the distribution of the stormwater charge across multiple water and/or sewer accounts that are associated with a parcel (Residential and All Other Stormwater Class).

### 3.2 Charge Adjustments Appeal Policies

The system of charge adjustments appeals defined in this manual is governed by the following policies:

#### a) Reasons for Charge Adjustments Appeal Application

The appellant can file for a charge adjustment to appeal one or more of the following as applicable:

- Stormwater Classification or Parcel Ownership:** The appellant can file an adjustment request if the stormwater class or parcel ownership that is assigned to a parcel is believed to be inaccurate.
- Gross Parcel Area:** The appellant can file an adjustment request if the Gross Parcel Area, determined for a parcel is believed to be inaccurate.
- Impervious Area:** The appellant can file an adjustment request if the impervious area that the City has determined for a parcel is believed to be inaccurate.
- Custom Distribution of Billable ESUs:** For Residential and All Other Stormwater Class parcels that have multiple water and/or sewer accounts (that receive services from the City), the billable ESUs of the parcel are apportioned equally across all of the accounts. However, the appellant can file a request for a specific distribution of billable ESUs across one or more accounts associated with the parcel.

*Note: Custom Distribution of Billable ESUs does not apply to Condominium parcels.*

The City will not accept stormwater charge adjustment appeal application for any reason other than those stipulated above.

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## b) Charge Adjustment Appeals Application

The stormwater charge adjustment appeal and all supporting documentation must be submitted by the appellant, in writing, to the Director of the Department of Public Works and Water Resources. The appeal may be filed any time but adjustments, if any, will only be effective as stated in Section 3.2(d).

The following forms, as provided in the Appendix, must be used when filing charge adjustment appeals:

- i. **Form A-1:** Residential Fee Adjustment Request
- ii. **Form A-2:** Non-Residential Fee Adjustment Request
- iii. **Form A-3:** Condominium Fee Adjustment Request
- iv. **Form D-1:** Initial Custom Distribution of Billable ESUs
- v. **Form D-2:** Revised Custom Distribution of Billable ESUs

A Charge Adjustment Appeal Application filed using **Forms A-1, A-2 and A-3** for reasons (i), (ii) and (iii) listed in Section 3.2(a), will not be considered complete and will not be processed unless accompanied by required supporting documentation as outlined in this Manual.

## c) Application Fee

No application fee is required for filing adjustment appeals for reasons (i), (ii) and (iii) listed in Section 3.2(a).

No application fee is required for the Initial Custom Distribution of Billable ESUs request. However, a \$50 application fee is required for the Revised Custom Distribution of Billable ESUs request.

## d) Stormwater Charge Adjustments

**For all stormwater charge adjustment appeal applications received on or before June 30, 2018**, any approved stormwater charge adjustments will be applied retroactively to January 1, 2018. The total amount of the retroactive adjustment will be applied to the customer's future bill.

**For all stormwater charge adjustment appeal applications received beginning July 1, 2018**, any approved stormwater charge adjustments will become effective only from the billing period in which the appeal application is received and considered administratively complete. There will be no retroactive adjustments for prior billing periods.

In the case of impervious area estimation appeal filed, for non-residential (**Form A-2**) and condominium (**Form A-3**), the City will apply the runoff factors, as defined in Figure 1, for the various land cover types that may exist on a property:

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Figure 1 - Runoff Factors for Land Cover Based Impervious Area Estimation

| Type of Land Cover       | Land Cover Runoff Factor |
|--------------------------|--------------------------|
| Water / River / Stream   | 0.00                     |
| Woods / Marsh / Wetlands | 0.10                     |
| Grass                    | 0.30                     |
| Loose Gravel             | 0.50                     |
| Pasture Land             | 0.70                     |
| Compacted Gravel         | 0.75                     |
| Cobblestone              | 0.80                     |
| Cultivated Land          | 0.80                     |
| Concrete                 | 0.95                     |
| Asphalt                  | 0.95                     |
| Structures               | 1.00                     |

The corrections, if any, made to a parcel's gross and/or impervious area acreage and/or stormwater classification, may result in an increase or decrease of a parcel's monthly stormwater charge.

*Note: The runoff factors listed in Figure 1, for the various land covers, are intended to be used solely for estimating impervious areas associated with parcels, strictly in the context of stormwater bill appeals. These factors are not intended for use in the development of engineering calculations.*

An example of the revised runoff factor calculated based on site specific land cover delineation is provided in Section 5.2.

## e) Distribution of Billable ESUs

When more than one water and/or sewer account is associated with a parcel, the City will compute the billable Stormwater ESUs for the parcel and then apportion the parcel's total billable stormwater ESUs equally among all the accounts (default allocation). However, using Form D-1, an appellant may request a custom ESU allocation for a parcel. If the City approves the request for an alternative distribution of billable ESUs, then the City will apportion the billable Stormwater ESUs based on the distribution that the appellant specifies in Form D-1.

The City will process the initial distribution request at no charge to the appellant. Each subsequent request requires the completion of **Form D-2** as well as an application fee of \$50, as detailed in Section 3.2(c).

Note - If the parcel owner adds water and/or sewer accounts or terminates existing water and/or sewer accounts, it is the owner's responsibility to file **Form D-2** and request a revised allocation of billable ESUs.

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## f) Stormwater Charge Payment

A pending charge adjustment appeal application shall not constitute a valid reason for non-payment of the assessed stormwater charge. All stormwater charges that are outstanding at the time of the application must be paid in full prior to the City commencing the technical review. Any stormwater charge bill that is received during the adjustment appeal application review process need to be paid in full.

## g) Documentation Costs

The City will not reimburse any costs that the appellant incurs in the preparation of the required documentation and/or the charge adjustment appeals application package.

## h) Burden of Proof

The burden of proof shall be on the appellant to demonstrate the validity of the appeal by providing clear and convincing evidence.

## i) Right-of-Entry

Following submission of a charge adjustment appeals application, the City shall have an automatic Right-of-Entry into the parcel, following notice to the parcel owner, for the sole purpose of inspecting the facility/structure or system in the parcel for which the charge adjustments appeal is requested.

## 3.3 Charge Adjustment Appeal Application Requirements

The appellant applying for stormwater charge adjustments for one or more parcels must adhere to the following charge adjustment application stipulations.

### a) Application

The charge adjustments appeal for each parcel must be initiated by the appellant.

The appellant must submit a fully completed Stormwater Charge Adjustment Appeal Application (See **Form A-1**, **Form A-2** or **Form A-3** in the Appendix) or Distribution of Billable ESUs (See **Form D-1**, or **Form D-2** in the Appendix) accompanied by the appropriate supporting documentation, as outlined in Sections 3.2, 3.3 and 3.4.

Only one application is allowed per parcel, and the application may seek more than one type of charge adjustment defined in Section 3.2. The appellant must submit a separate application package and application fee, if any, for each parcel being appealed.

### b) Supporting Documentation

The appellant must provide the following technical documentation when filing for a stormwater charge adjustments appeal:

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- a) **Inaccurate Gross Parcel Area:** Appellant must submit valid documentation prepared by a registered land surveyor showing gross parcel area. In addition, the appellant may provide documentation such as parcel deed and parcel map to demonstrate the correct gross parcel area and any other information the Director may specify.
- b) **Inaccurate Impervious Area Estimation:** Appellant must submit valid documentation such as site plan, parcel map, “as-built” construction drawings, and impervious area calculations certified by a registered land surveyor or a professional engineer, to demonstrate the need for assigning a runoff factor lower than the stormwater class based runoff that the City has assigned.

Survey data provided in support of the above appeals must be prepared within or recertified within the last 12 months. The Director may waive in writing the submission of a land survey.

The appellant must provide the following documentation when filing for a request to adjust the distribution of stormwater ESUs:

- a) **Distribution of ESUs:** The appellant must complete **Form D-1** or **D-2** as appropriate and provide valid account numbers associated with the subject parcel along with the Billable ESU distribution percentage to be apportioned to each account.

## c) **Schedule**

The appellant can apply for a charge adjustment at anytime. However, all stormwater charge adjustments will be effective as outlined in Section 3.2(d).

## 3.4 Charge Adjustment Appeals Application Procedures

The following general procedures will be adhered to during the receipt, processing, and disposition of the stormwater charge adjustments appeals process:

The appellant can either download **Form A-1**, **Form A-2**, **Form A-3**, **Form D-1** or **Form D-2** from the City’s website or request Customer Service to mail the application.

The completed application, supporting documentation, and the appropriate non-refundable application fee, if any, must be submitted to:

Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

The Department of Public Works and Water Resources will review and send a written disposition (**Form N-1/Form N-3**) to the appellant, with a copy to the Director of Finance, within 60 days of the receipt of the fully completed stormwater charge adjustments appeals package.

Stormwater charge adjustments, if approved, will become effective as stated in 3.2(d).

# Stormwater Charge Credits, Appeals, and Grants Manual

## 4.0 STORMWATER GRANTS AND CUSTOMER PROGRAMS

With the implementation of the stormwater charge, the City has formally established a grant program for residential customers. Grants and customer programs are available as follows:

- Residential Rain Barrels
- Residential Design Service Support
- Residential Stormwater Project Cost Sharing

### 4.1 Residential Best Management Practices

The following is a list of best management practices for residential customers recognized by the City's Grant and Customer Programs. This is not an exhaustive list; rather it is intended to provide customers with a brief overview of potential BMPs they could utilize on their properties.

| BMP                        | Description  |
|----------------------------|--|
| Rain Barrels               | Rain barrels collect roof runoff, capturing it for later use on lawns, gardens or indoor plants. This helps to both reduce runoff from a property and reduce the use of potable water in landscaping.  |
| Rain Gardens               | Rain gardens are landscaped areas designed to collect runoff from roofs, driveways and other impervious surfaces allowing it to infiltrate (i.e. soak) into the ground. Rain gardens are typically planted with grasses, flowers and other water tolerant plants. Rain gardens help to reduce runoff and filter out pollutants.  |
| Pervious Pavement / Pavers | Pervious Pavers and Permeable Pavement are alternatives to traditional paved surfaces which allow runoff from rain and snow melt to infiltrate into the ground. These are engineered materials that when installed properly can reduce runoff and help to minimize pollutants.   |
| Native Landscaping         | Native Landscaping uses plants indigenous to the region, meaning plants that originated in the area and occur naturally. These plants have adapted to the geography, hydrology and climate of the region and can generally survive with little to no intervention. Native landscaping can grow with minimal maintenance, requiring less water and fertilization along with fewer pesticides applications to survive. |

The above BMPs are recognized by the respective Grant and Customer Program associated with the City's stormwater charge. Additional BMPs may be eligible for support.

# Stormwater Charge Credits, Appeals, and Grants Manual

## 4.2 Residential Rain Barrels

As funding allows, the City will make rain barrels available to residential customers free of charge.

- Rain Barrels will be made available annually on a first come first serve basis. The number of rain barrels available will be limited by the City's annual budget appropriation.
- Customers may receive a rain barrel once every five years.

Note - Customers are responsible for installation and maintenance. The City will not be liable for any misuse.

In order to be eligible to receive a rain barrel, customers must complete and submit a grant and customer program application form (**Form G-1**) to the Department of Public Works and Water Resources.

## 4.3 Residential Design Service Support

Stormwater issues (such as flooding or erosion) on private property are, by code, excluded from the City's jurisdiction. However, to aid with addressing these issues, the City's Department of Public Works and Water Resources offers design service support to residential customers. In addition, customers interested in installing BMPs may also be eligible for design service support.

City Staff with backgrounds in stormwater management and related issues such as erosion control will work with the customer to identify potential solutions or best management practice retrofits. Depending on the extent of the issue and the amount of readily available information, City Staff may perform a field review to evaluate stormwater issues. When appropriate, the City will provide standard design solutions to customers.

In order to be eligible to receive residential design support services, customers must complete and submit a grant program application form (**Form G-1**) to Department of Public Works and Water Resources.

## 4.4 Residential Stormwater Project Cost Sharing

As previously noted, stormwater and drainage issues on private property are excluded from the City's jurisdiction. The City recognizes that these stormwater issues and their associated solutions may result in significant and sometimes unexpected costs. To help reduce the burden on customers, the City will offer cost sharing up to 25% of the estimated project costs. Customers are encouraged to explore additional funding options, such as the New Castle Conservation District cost sharing program, which offers up to 50% matching funds.

Cost sharing will be limited to addressing stormwater related issues as deemed appropriate by the Department of Public Works and Water Resources. Funding may not be used to address other

# Stormwater Charge Credits, Appeals, and Grants Manual

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private property issues.

In order to be considered for cost sharing support, customers must complete and submit a grant request application form (**Form G-1**) to Department of Public Works and Water Resources.

## a) **Supporting Documentation**

The applicant must provide the following information:

- i. Project Description
- ii. Description of Anticipated Benefits
- iii. Estimated Project Costs
- iv. Requested Grant Amount

The following documentation would aid in application review, but is not required:

- Site plans or sketches showing the problem area and proposed solution
- Engineering drawings and/or calculations
- Engineer's cost estimate or Contractor's quote

## b) **Cost Sharing – Maximum Amount**

Eligible customers may receive up to a 25% matching funds based upon estimated construction costs up to a maximum \$5,000.

## c) **Funding Availability**

Total annual available funding for cost-sharing will be limited to the annual appropriation as approved by City Council. Applications will be considered on a first come first serve basis.

## 4.5 Grant Program Request Application Requirements

### a) **Eligibility Requirements**

Residential customers who are current on their stormwater bills may submit a grant request.

### b) **Application**

The applicant must submit a fully completed Stormwater Grant Request Application (See **Form G-1** in the Appendix), accompanied by the supporting documentation, as applicable.

### c) **Supporting Documentation**

No additional supporting documentation is required for a Rain Barrel Request.

# Stormwater Charge Credits, Appeals, and Grants Manual

Supporting documentation requirements for Design Support and Project Cost Sharing are outlined in Sections 4.3 and 4.4, respectively.

## 4.6 Grant Program Requests Application Review and Approval

The following general procedures will be adhered to during the receipt, processing, and disposition of the stormwater grants requests process:

The appellant can either download **Form G-1** from the City's website or request Customer Service to mail the application.

The completed application and supporting documentation must be submitted to:

Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

Following receipt of a completed grant request application (**Form G-1**), the following general procedures will be adhered to during the receipt, processing, and disposition of stormwater grant program requests:

### a) Schedule

The customer may submit a grant request application at any time. However, please note review and approval of grant requests varies based upon the type of request as outlined below.

Grant requests will be reviewed and approved as follows:

**For Residential Rain Barrel requests**, applications will be reviewed on a ongoing basis. The Department of Public Works and Water Resources will review and send a written notification to the Customer within 30 days. The notification will include information on how to obtain the rain barrel as well as installation instructions.

Note – Residential rain barrels are limited to annual City budget appropriations and are provided on a first come first serve basis. If rain barrel supplies are exhausted within the current fiscal year, approved customer applications will be retained until the additional supplies are available (pending program funding approval).

**For Residential Design Service Support requests**, applications will be reviewed on a ongoing basis. The Department of Public Works and Water Resources will review and initiate contact with the Customer within 30 days of receipt. Staff will send formal written notification regarding the acceptance of the design service support request, including additional contact information and field inspection scheduling details.

Note – Design support services are provided on a first come first serve basis. Support is

## Stormwater Charge Credits, Appeals, and Grants Manual

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limited to staff availability and will be scheduled on a monthly basis.

**For Residential Stormwater Project Cost Sharing**, the Department of Public Works and Water Resources will review cost sharing requests for completeness. Staff will send formal written notification regarding whether or not the request is complete and has been accepted for further consideration.

- Each quarter, the Department of Public Works and Water Resources will review and recommend projects to the Conservation Advisory Committee (CAC). The CAC will vote on which projects will be granted cost sharing support, with concurrence from the Director of Public Works and Water Resources.
- The Department of Public Works and Water Resources will inform the customer within 30 days of the CAC's decision. If a project is selected for cost sharing, the letter will include the approved matching funds and additional information regarding next steps.

Note – Funding for cost sharing is limited to the City's annual budget appropriation. Customers are eligible customers may receive up to a 25% matching funds based upon estimated construction costs up to a maximum \$5,000.

In the event all grant money is not awarded in any given year, special consideration will be given to community projects with several applicants.

# Stormwater Charge Credits, Appeals, and Grants Manual

## 5.0 STORMWATER CREDITS AND CHARGE ADJUSTMENTS EXAMPLES

### 5.1 Stormwater Credits

The following examples illustrate the calculation procedures that would be applied in the assessment of monthly stormwater charges, if stormwater credits are approved for a parcel. The examples are based on a non-residential parcel with an estimated 100 ESUs and a monthly ESU Rate of \$2.95/ESU.

#### a) Quality Credit

The following example shows the credit amount calculation and the billable monthly stormwater charge for a parcel that is granted a Quality Credit only.

Total original ESUs estimated for the parcel: 100 ESUs

Total original monthly stormwater charge: \$295.00

Approved Quality Credit: 15%

Applied Quality Credit Adjustment:  $15\% \times 100 \text{ ESUs} = 15 \text{ ESUs}$

Total **Billable ESUs** estimated for the parcel:

Original ESUs – Quality Credit =  $100 \text{ ESUs} - 15 \text{ ESUs} = 85 \text{ ESUs}$

Total Billable monthly stormwater charge:  $\$2.95 \times 85 \text{ ESUs} = \$250.75$

Quality Credit Amount Issued to the Parcel:  $(\$295.00 - \$250.75) = \$44.25$

#### b) Quantity Credit

The following example shows the credit amount calculation and the billable monthly stormwater charge for a parcel that is granted a Quantity Credit only.

Total original ESUs estimated for the parcel: 100 ESUs

Total original monthly stormwater charge: \$295.00

Approved Quantity Credit: 10%

Applied Quantity Credit Adjustment:  $10\% \times 100 \text{ ESUs} = 10 \text{ ESUs}$

Total **Billable ESUs** estimated for the parcel:

Original ESUs – Quantity Credit =  $100 \text{ ESUs} - 10 \text{ ESUs} = 90 \text{ ESUs}$

Total Billable monthly stormwater charge:  $\$2.95 \times 90 \text{ ESUs} = \$265.50$

Quantity Credit Amount Issued to the Parcel:  $(\$295.00 - \$265.50) = \$29.50$

# Stormwater Charge Credits, Appeals, and Grants Manual

## c) Quantity and Quality Credit

The following example shows the credit amount calculation and the billable monthly stormwater charge for a parcel that is granted both Quantity and Quality Credits.

Total original ESUs estimated for the parcel: 100 ESUs

Total original monthly stormwater charge: \$295.00

Approved **Quantity** Credit: 10%

Approved **Quality** Credit: 15%

Applied **Quantity** Credit Adjustment:  $10\% \times 100 \text{ ESUs} = 10 \text{ ESUs}$

Applied **Quality** Credit Adjustment:  $15\% \times 100 \text{ ESUs} = 15 \text{ ESUs}$

Total Applied Credit Adjustments:  $15 \text{ ESUs} + 10 \text{ ESUs} = 25 \text{ ESUs}$

Total **Billable ESUs** estimated for the parcel:

Original ESUs – Credit Adjustments =  $100 \text{ ESUs} - 25 \text{ ESUs} = 75 \text{ ESUs}$

Total Billable monthly stormwater charge:  $\$2.95 \times 75 \text{ ESUs} = \$221.25$

Total Credit Amount Issued to the Parcel:  $(\$295.00 - \$221.25) = \$73.75$

## 5.2 Storm Water Charge Adjustments Appeal

The following example illustrates the calculation procedures that would be applied in determining a revised runoff factor in the case of a non-residential parcel that files an adjustment appeal seeking impervious area variance, and in determining the revised monthly storm water charge.

### a) Inaccurate Impervious Area Estimation

The calculations for this example are based on the following assumptions:

- Non-residential parcel belonging to the Commercial (SW01) storm water class with a Gross Parcel Area of 190,000 sq. ft.
- Impervious Area for this parcel is estimated using the City's assigned Commercial Stormwater Class based runoff coefficient of 95%
- The Monthly ESU Rate is \$2.95/ESU.
- One ESU = 1,620 Sq. Ft.
- The property consists of a building that is 100,000 sq. ft.; sidewalks of 10,000 sq. ft.; gravel parking lot of 50,000 sq. ft.; and grass area of 30,000 sq. ft.

The runoff factors are assigned to the various land cover delineations as shown in Figure 2. Applying the runoff factors to the respective delineated land cover area, an impervious area is calculated for each delineated land cover area. The sum of all the delineated land cover

## Stormwater Charge Credits, Appeals, and Grants Manual

impervious area yields the total impervious area for the property. Using the revised impervious area and the total property gross area, a runoff factor specific to this property is calculated.

Figure 2 - Calculation of a Runoff Factor Based on Actual Land Cover Delineation

| Land Cover Delineation<br>(1)  | Area (Sq. Ft.)<br>(2) | Individual Land Cover Runoff Factor<br>(3) | Calculated Impervious Area<br>(Sq. Ft.)<br>(4) = (2)x(3) |
|--|-----------------------|--|--|
| Structures   | 100,000               | 1.00                                       | 100,000  |
| Asphalt  | 10,000                | 0.95                                       | 9,500  |
| Loose Gravel   | 50,000                | 0.50                                       | 25,000   |
| Grass  | 30,000                | 0.30                                       | 9,000  |
| Total Property Gross Area  | 190,000               |  | 143,500  |
| Revised Runoff Coefficient calculated and assigned to this property<br>(143,000 Sq. Ft. / 190,000 Sq. Ft.) (Rounded) |                       |  | 0.755  |

Original Monthly Stormwater Charge Calculation:

Total impervious area estimated for the parcel: 190,000 sq. ft. x 95% (runoff factor) = 180,500 sq. ft.

Total original ESUs: 180,500 sq. ft. / 1,620 = 111.42 ESUs (Rounded)

Total original monthly stormwater charge: 111.42 ESUs x \$2.95 = \$322.00

Revised Monthly Stormwater Charge Calculation:

Total Impervious Area Based on Land Cover Delineation (from Figure 1) = 143,500 sq. ft.

The revised runoff coefficient = 143,500 / 190,000 = **.755** (rounded)

Total revised ESUs: 143,500 sq. ft. / 1,620 sq. ft. = **88.58** ESUs

Total revised monthly stormwater charge: 88.58 ESUs x \$2.95 = \$256.00

**APPENDIX**

# Stormwater Charge Credits, Appeals, and Grants Manual

Table 1 - Single Family Residential Parcels

| Tier No. | Impervious Area Tiers | Impervious Area (Square Feet) | ESUs | Monthly Charge |
|----------|-----------------------|-------------------------------|------|----------------|
| 1        | SWR1/SWM1             | 0 to 1,289                    | 0.60 | \$1.77         |
| 2        | SWR2/SWM2             | 1,290 to 1,950                | 1.00 | \$2.95         |
| 3        | SWR3/SWM3             | 1,951 to 2,610                | 1.30 | \$3.84         |
| 4        | SWR3/SWM4             | 2,611 or more                 | 1.80 | \$5.31         |

Table 2 - Condominium Parcels

| Stormwater Class | Stormwater Charge Code | Stormwater Class Description | Runoff Factor           |
|------------------|------------------------|------------------------------|-------------------------|
| CNDL             | SW02                   | Condominium Lead             | Individually Determined |

Table 3 - All Other Stormwater Classes

| Stormwater Class | Stormwater Charge Code | Stormwater Class Description | Runoff Factor |
|------------------|------------------------|------------------------------|---------------|
| COM              | SW01                   | Commercial                   | 95%           |
| GOV              | SW03                   | Government                   | 95%           |
| IND              | SW04                   | Industrial                   | 90%           |
| INS              | SW05                   | Institutional                | 90%           |
| MFA              | SW06                   | Multi-Family Apartment       | 75%           |
| PAR              | SW08                   | Parks and Cemeteries         | 25%           |
| PAV              | SW09                   | Paved Surface                | 95%           |
| PKG              | SW10                   | Parking                      | 95%           |
| REC              | SW11                   | Playground / Arenas          | 35%           |
| UTI              | SW12                   | Utilities                    | 90%           |
| VAC              | SW13                   | Vacant                       | 30%           |



**Form A-1 - RESIDENTIAL**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE ADJUSTMENT REQUEST**

Request Number

Parcel ID: \_\_\_\_\_ Account#: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

**REASON FOR FEE ADJUSTMENT REQUEST:** (Check one or more of the following)

- Inaccurate Stormwater Class:** Indicate the current class and the class that is being requested.  
(See the reverse side of this form for a list of Stormwater Classes).

Current SW Class: \_\_\_\_\_ Requested SW Class: \_\_\_\_\_

- Inaccurate Impervious Area:** For the three items listed in the table below, please indicate the actual area in square footage (Sq. Ft.) that you have delineated. Provide a site plan that shows the measurements of the main floor, attached structure, and detached structure as applicable.

| Description             | Measurement (Sq. Ft.) |
|-------------------------|-----------------------|
| Main Floor Area         |                       |
| Attached Structure Area |                       |
| Detached Structure Area |                       |

**OWNER CERTIFICATION and RIGHT-OF-ENTRY:**

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the stormwater fee adjustment will be based on the information provided and the City may revoke the fee adjustment if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the property for which fee adjustments appeal is requested.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**



**Form A-1 - RESIDENTIAL**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE ADJUSTMENT REQUEST**

|                |
|----------------|
| Request Number |
|----------------|

**FOR CITY USE ONLY (To be completed by City):**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**Remarks:**

Table 1 provides a list of Single and Multi-Family Residential Parcel tiers and their stormwater fees. Table 2 lists the Condominium class. Table 3 provides a list of the All Other Stormwater Classes and the associated Runoff Coefficients used in estimating the impervious area.

**TABLE 1 – RESIDENTIAL STORMWATER CLASSES**

| Stormwater Charge Code | Impervious Area (Square Feet) | ESUs | Monthly Fee |
|------------------------|-------------------------------|------|-------------|
| SWR1/SWM1              | 0 to 1,289                    | 0.60 | \$1.77      |
| SWR2/SWM2              | 1,290 to 1,950                | 1.00 | \$2.95      |
| SWR3/SWM3              | 1,951 to 2,610                | 1.30 | \$3.84      |
| SWR3/SWM4              | 2,611 or more                 | 1.80 | \$5.31      |

**TABLE 3 –ALL OTHER STORMWATER CLASSES**

| Stormwater Class | Stormwater Charge Code | Class Description      | Runoff Factor |
|------------------|------------------------|------------------------|---------------|
| COM              | SW01                   | Commercial             | 95%           |
| GOV              | SW03                   | Government             | 95%           |
| IND              | SW04                   | Industrial             | 90%           |
| INS              | SW05                   | Institutional          | 90%           |
| MFA              | SW06                   | Multi-Family Apartment | 75%           |
| PAR              | SW08                   | Parks and Cemeteries   | 25%           |
| PAV              | SW09                   | Paved Surface          | 95%           |
| PKG              | SW10                   | Parking                | 95%           |
| REC              | SW11                   | Playground / Arenas    | 35%           |
| UTI              | SW12                   | Utilities              | 90%           |
| VAC              | SW13                   | Vacant                 | 30%           |

**TABLE 2 –CONDOMINIUM STORMWATER CLASSES**

| Stormwater Class | Stormwater Charge Code | Class Description | Runoff Factor           |
|------------------|------------------------|-------------------|-------------------------|
| CNDL             | SW02                   | Condominium Lead  | Individually Determined |

**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
 City of Newark  
 220 South Main Street  
 Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

**(NOTE: A separate application form and supporting documentation must be filed for each parcel)**



Form A-2 – NON-RESIDENTIAL  
CITY OF NEWARK, DELAWARE  
STORMWATER FEE ADJUSTMENT REQUEST

Request Number

Parcel ID: \_\_\_\_\_ Account #: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

**REASON FOR FEE ADJUSTMENT REQUEST:** (Check one or more of the following)

**Inaccurate Stormwater Class:** Indicate the current class and the class that is being requested. (See the reverse side of this form for a list of Stormwater Classes and their description).

Current SW Class: \_\_\_\_\_ Requested SW Class: \_\_\_\_\_

**Inaccurate Estimation of Impervious Area:** Indicate the current Impervious Area and the revised Impervious Area that is being requested. Submit supporting documentation duly certified by a registered professional engineer or land surveyor. Required documentation includes site plan, parcel map, building plans, as-built drawings, and impervious area calculations.

Current Impervious: \_\_\_\_\_ Sq. Ft. Requested Impervious: \_\_\_\_\_ Sq. Ft.

**Inaccurate Gross Parcel Area:** Indicate the current Gross Area and the adjusted Gross Area that is being requested. Provide a professional engineer certified site plan or parcel deed containing total gross parcel area information.

Current Gross Area: \_\_\_\_\_ Sq. Ft. Requested Gross Area: \_\_\_\_\_ Sq. Ft.

**OWNER CERTIFICATION and RIGHT-OF-ENTRY:**

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the stormwater fee adjustment will be based on the information provided and the City may revoke the fee adjustment if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the property for which fee adjustments appeal is requested.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**



**Form A-2 – NON-RESIDENTIAL**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE ADJUSTMENT REQUEST**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**FOR CITY USE ONLY (To be completed by City):**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**Remarks:**

Table 1 provides a list of Single and Multi-Family Residential Parcel tiers and their stormwater fees. Table 2 lists the Condominium class. Table 3 provides a list of the All Other Stormwater Classes and the associated Runoff Coefficients used in estimating the impervious area.

**TABLE 1 – RESIDENTIAL STORMWATER CLASSES**

| Stormwater Charge Code | Impervious Area (Square Feet) | ESUs | Monthly Fee |
|------------------------|-------------------------------|------|-------------|
| SWR1/SWM1              | 0 to 1,289                    | 0.60 | \$1.77      |
| SWR2/SWM2              | 1,290 to 1,950                | 1.00 | \$2.95      |
| SWR3/SWM3              | 1,951 to 2,610                | 1.30 | \$3.84      |
| SWR3/SWM4              | 2,611 or more                 | 1.80 | \$5.31      |

**TABLE 3 –ALL OTHER STORMWATER CLASSES**

| Stormwater Class | Stormwater Charge Code | Class Description      | Runoff Factor |
|------------------|------------------------|------------------------|---------------|
| COM              | SW01                   | Commercial             | 95%           |
| GOV              | SW03                   | Government             | 95%           |
| IND              | SW04                   | Industrial             | 90%           |
| INS              | SW05                   | Institutional          | 90%           |
| MFA              | SW06                   | Multi-Family Apartment | 75%           |
| PAR              | SW08                   | Parks and Cemeteries   | 25%           |
| PAV              | SW09                   | Paved Surface          | 95%           |
| PKG              | SW10                   | Parking                | 95%           |
| REC              | SW11                   | Playground / Arenas    | 35%           |
| UTI              | SW12                   | Utilities              | 90%           |
| VAC              | SW13                   | Vacant                 | 30%           |

**TABLE 2 –CONDOMINIUM STORMWATER CLASSES**

| Stormwater Class | Stormwater Charge Code | Class Description | Runoff Factor           |
|------------------|------------------------|-------------------|-------------------------|
| CNDL             | SW02                   | Condominium Lead  | Individually Determined |

**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
 City of Newark  
 220 South Main Street  
 Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

(NOTE: A separate application form and supporting documentation must be filed for each parcel)



Form A-3 – CONDOMINIUM  
CITY OF NEWARK, DELAWARE  
STORMWATER FEE ADJUSTMENT REQUEST

Request Number

Parcel ID: \_\_\_\_\_ Account#: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

**REASON FOR FEE ADJUSTMENT REQUEST:** (Check one or more of the following)

**Inaccurate Stormwater Class:** Indicate the current class and the class that is being requested. (See the reverse side of this form for a list of Stormwater Classes).

Current SW Class: \_\_\_\_\_ Requested SW Class: \_\_\_\_\_

**Inaccurate Impervious Parcel Area:** For the two items listed in the table below, please indicate the revised area (Sq. Ft.) that is being requested. Provide a site plan that shows the delineations of the ground floor area, and any additional paved area.

| Description           | Requested (Sq. Ft.) |
|-----------------------|---------------------|
| Ground Floor Area     |                     |
| Additional Paved Area |                     |

**Inaccurate Gross Parcel Area:** Indicate the current Gross Area and the revised Gross Area that is being requested. Provide a professional engineer certified site plan or parcel deed containing total gross parcel area information.

Current Gross Area: \_\_\_\_\_ Sq. Ft. Requested Gross Area: \_\_\_\_\_ Sq. Ft.

**OWNER CERTIFICATION and RIGHT-OF-ENTRY:**

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the stormwater fee adjustment will be based on the information provided and the City may revoke the fee adjustment if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the property for which fee adjustments appeal is requested.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



**Form A-3 – CONDOMINIUM**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE ADJUSTMENT REQUEST**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**FOR CITY USE ONLY (To be completed by City):**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**Remarks:**

Table 1 provides a list of Single and Multi-Family Residential Parcel tiers and their stormwater fees. Table 2 lists the Condominium class. Table 3 provides a list of the All Other Stormwater Classes and the associated Runoff Coefficients used in estimating the impervious area.

**TABLE 1 – RESIDENTIAL STORMWATER CLASSES**

| Stormwater Charge Code | Impervious Area (Square Feet) | ESUs | Monthly Fee |
|------------------------|-------------------------------|------|-------------|
| SWR1/SWM1              | 0 to 1,289                    | 0.60 | \$1.77      |
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| GOV              | SW03                   | Government             | 95%           |
| IND              | SW04                   | Industrial             | 90%           |
| INS              | SW05                   | Institutional          | 90%           |
| MFA              | SW06                   | Multi-Family Apartment | 75%           |
| PAR              | SW08                   | Parks and Cemeteries   | 25%           |
| PAV              | SW09                   | Paved Surface          | 95%           |
| PKG              | SW10                   | Parking                | 95%           |
| REC              | SW11                   | Playground / Arenas    | 35%           |
| UTI              | SW12                   | Utilities              | 90%           |
| VAC              | SW13                   | Vacant                 | 30%           |

**TABLE 2 –CONDOMINIUM STORMWATER CLASSES**

| Stormwater Class | Stormwater Charge Code | Class Description | Runoff Factor           |
|------------------|------------------------|-------------------|-------------------------|
| CNDL             | SW02                   | Condominium Lead  | Individually Determined |

**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
 City of Newark  
 220 South Main Street  
 Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

**(NOTE: A separate application form and supporting documentation must be filed for each parcel)**



**Form C-1**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE CREDIT APPLICATION**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**I. General Information**

|                            |  |              |
|----------------------------|--|--------------|
| <b>Parcel ID:</b>          | <b>Account # (from Utility Bill):</b>  | <b>Date:</b> |
| <b>Parcel Owner:</b>       | <b>Service Address:</b>  |              |
| <b>Owner Phone:</b>        | <b>City / State / Zip:</b>   |              |
| <b>Owner Email:</b>        | <b>Mailing Address:</b>  |              |
| <b>Authorized Nominee:</b> | <b>City / State / Zip:</b>   |              |
| <b>Nominee Phone:</b>      | <b>Stormwater Class (from Utility Bill):</b>   |              |
| <b>Nominee Email:</b>      | <b>Credit Request:</b><br>Quantity <input type="checkbox"/> Quality <input type="checkbox"/> Special Circumstance <input type="checkbox"/> |              |

**II. Required Documentation Checklist**

|  |   |
|--|---|
| <b>Check if any of the following attachments are included:</b> |   |
| <input type="checkbox"/> As-Built Drawings                     | <input type="checkbox"/> Site Map / Plan  |
| <input type="checkbox"/> Drainage Area                         |   |
| <input type="checkbox"/>                                       | Pre-development and Post-development Calculations for the 2, 10, 25, 50 and 100 year Design Storms    |
| <input type="checkbox"/>                                       | Routing Calculations through the Facility or Control for the 2, 10, 25, 50 and 100 year Design Storms |
| <input type="checkbox"/>                                       | Total Storage Volume of Facility or Control   |
| <input type="checkbox"/>                                       | Emergency Spillway Size, Type, Configuration and Rating   |
| <input type="checkbox"/>                                       | Maintenance Plan and Schedule   |
| <input type="checkbox"/>                                       | Application Fee of \$150.00 (Non-Refundable) Payable to the City of Newark                            |

**III. Engineer Certification**

I certify that the "As-Built Drawings" and other maps are an accurate representation of the subject stormwater facility or control, and that the required calculations have been performed as per acceptable engineering standards.

Registered Professional Engineer: \_\_\_\_\_ Registration Number: \_\_\_\_\_

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

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

\_\_\_\_\_  
**Signature of Engineer**

\_\_\_\_\_  
**Date**



**Form C-1**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE CREDIT APPLICATION**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**IV. Owner Certification and Right-of-Entry**

I certify that the information contained in the application and in the attached documents is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the stormwater credit will be based on the information provided and the City may revoke the credit if a later determination indicates that the information provided was inaccurate. I hereby grant permission for a City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the parcel for which stormwater credit is requested.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

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**V. FOR CITY USE ONLY (To be completed by the City)**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:**    **Approved:** \_\_\_\_\_                      **Denied:** \_\_\_\_\_

**Credit Approved (%):**    **Quantity:** \_\_\_\_\_                      **Quality:** \_\_\_\_\_

**Remarks:**

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**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

**(NOTE: A separate application form and supporting documentation must be filed for each parcel)**



**Form C-2**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE CREDIT RENEWAL APPLICATION**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**I. General Information**

|                            |                                       |   |
|----------------------------|---------------------------------------|---|
| <b>Parcel ID:</b>          | <b>Account # (from Utility Bill):</b> | <b>Date:</b>  |
| <b>Parcel Owner:</b>       |                                       | <b>Service Address:</b>   |
| <b>Owner Phone:</b>        |                                       | <b>City / State / Zip:</b>  |
| <b>Owner Email:</b>        |                                       | <b>Mailing Address:</b>   |
| <b>Authorized Contact:</b> |                                       | <b>City / State / Zip:</b>  |
| <b>Contact Phone:</b>      |                                       | <b>Stormwater Class (from Utility Bill):</b>  |
| <b>Contact Email:</b>      |                                       | <b>Credit Renewal Request:</b><br><b>Quantity</b> <input type="checkbox"/> <b>Quality</b> <input type="checkbox"/> <b>Special Circumstance</b> <input type="checkbox"/> |

**II. Supporting Documentation Checklist**

| <b>Check if any of the following attachments are included:</b> |   |
|--|---|
| <input type="checkbox"/>                                       | As-Built Drawings (if changed)  |
| <input type="checkbox"/>                                       | Site Map / Plan (if changed)  |
| <input type="checkbox"/>                                       | Drainage Area Maps (if changed)   |
| <input type="checkbox"/>                                       | Written Description of Inspection and Maintenance Activities Performed During the Past Year |
| <input type="checkbox"/>                                       | Maintenance Plan and Schedule   |
| <input type="checkbox"/>                                       | Annual Renewal Fee of \$100.00 (Non-Refundable) Payable to the City of Newark               |

**III. Owner Certification**

I certify that the information contained in the application and in the attached documents is, to the best of my knowledge, correct and represents a complete and accurate statement. I further understand that the stormwater credit will be based on the information provided and the City may revoke the credit if a later determination indicates that the information provided was inaccurate. I hereby grant permission for City representative to enter the parcel for the purpose of inspecting the facility/structure or system in the parcel for which stormwater credit is requested.

|                           |             |
|---------------------------|-------------|
| <b>Signature of Owner</b> | <b>Date</b> |
|---------------------------|-------------|



**Form C-2**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER FEE CREDIT RENEWAL APPLICATION**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**IV. FOR CITY USE ONLY (To be completed by the City)**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:**    **Approved:** \_\_\_\_\_                      **Denied:** \_\_\_\_\_

**Credit Approved (%):**    **Quantity:** \_\_\_\_\_                      **Quality:** \_\_\_\_\_

**Remarks:**

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**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

(NOTE: A separate application form and supporting documentation must be filed for each parcel)



**Form D-1**  
**CITY OF NEWARK, DELAWARE**  
**INITIAL DISTRIBUTION OF BILLABLE ESUs**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**I. General Information**

|                            |                                       |                            |
|----------------------------|---------------------------------------|----------------------------|
| <b>Parcel ID:</b>          | <b>Account # (from Utility Bill):</b> | <b>Date:</b>               |
| <b>Parcel Owner:</b>       |                                       | <b>Service Address:</b>    |
| <b>Owner Phone:</b>        |                                       | <b>City / State / Zip:</b> |
| <b>Owner Email:</b>        |                                       | <b>Mailing Address:</b>    |
| <b>Authorized Contact:</b> |                                       | <b>City / State / Zip:</b> |
| <b>Contact Phone:</b>      |                                       | <b>Contact Email:</b>      |

|   |  |
|---|--|
| <b>Total Billable ESUs Associated with the Parcel</b> |  |
|---|--|

**NOTE:** This form may only be used for the initial request to redistribute ESUs for a specific parcel. If a request has been previously made and granted for this parcel, please complete and submit Form D-2.

**II. Request for Revised Distribution of ESUs**

Indicate the account number and the Billable ESU distribution percentage you wish to apportion to each account. Please round each percentage to the nearest tenth. The total distribution must equal 100% percent. If there are more than 20 accounts serving your parcel, please attach additional sheets to indicate the full distribution of ESUs.

| Account Number  | Billable ESU % |
|-----------------|----------------|
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
| <b>Subtotal</b> |                |

| Account Number  | Billable ESU % |
|-----------------|----------------|
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
| <b>Subtotal</b> |                |

|              |  |
|--------------|--|
| <b>Total</b> |  |
|--------------|--|



**Form D-1**  
**CITY OF NEWARK, DELAWARE**  
**INITIAL DISTRIBUTION OF BILLABLE ESUs**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**OWNER CERTIFICATION:**

I certify that I have requested the above referenced Billable ESU distribution to the accounts. I further understand that the distribution of the stormwater fee will be based on the above distribution that I have requested. Further I acknowledge that, as the owner of the property, I am ultimately responsible for any non-payments of the subject parcel's stormwater fee.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

**IV. FOR CITY USE ONLY (To be completed by the City)**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:**    **Approved:** \_\_\_\_\_                      **Denied:** \_\_\_\_\_

**Remarks:**

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**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

**(NOTE: A separate application form must be filed for each parcel)**



**Form D-2**  
**CITY OF NEWARK, DELAWARE**  
**REVISED DISTRIBUTION OF BILLABLE ESUs**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**I. General Information**

|                            |                                       |                            |
|----------------------------|---------------------------------------|----------------------------|
| <b>Parcel ID:</b>          | <b>Account # (from Utility Bill):</b> | <b>Date:</b>               |
| <b>Parcel Owner:</b>       |                                       | <b>Service Address:</b>    |
| <b>Owner Phone:</b>        |                                       | <b>City / State / Zip:</b> |
| <b>Owner Email:</b>        |                                       | <b>Mailing Address:</b>    |
| <b>Authorized Contact:</b> |                                       | <b>City / State / Zip:</b> |
| <b>Contact Phone:</b>      |                                       | <b>Contact Email:</b>      |

|   |  |
|---|--|
| <b>Total Billable ESUs Associated with the Parcel</b> |  |
|---|--|

**II. Required Processing Fee**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Processing Fee of \$50.00 (Non-Refundable) Payable to the City of Newark |
|--------------------------|--|

**II. Request for Revised Distribution of ESUs**

Indicate the account number and the Billable ESU distribution percentage you wish to apportion to each account. Please round each percentage to the nearest tenth. The total distribution must equal 100% percent. If there are more than 20 accounts serving your parcel, please attach additional sheets to indicate the full distribution of ESUs.

| Account Number  | Billable ESU % |
|-----------------|----------------|
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
| <b>Subtotal</b> |                |

| Account Number  | Billable ESU % |
|-----------------|----------------|
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
|                 |                |
| <b>Subtotal</b> |                |

|              |  |
|--------------|--|
| <b>Total</b> |  |
|--------------|--|



**Form D-2**  
**CITY OF NEWARK, DELAWARE**  
**REVISED DISTRIBUTION OF BILLABLE ESUs**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**OWNER CERTIFICATION:**

I certify that I have requested the above referenced Billable ESU distribution to the accounts. I further understand that the distribution of the stormwater fee will be based on the above distribution that I have requested. Further I acknowledge that, as the owner of the property, I am ultimately responsible for any non-payments of the subject parcel's stormwater fee.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

**IV. FOR CITY USE ONLY (To be completed by the City)**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status:**    **Approved:** \_\_\_\_\_                      **Denied:** \_\_\_\_\_

**Remarks:**

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**Send the Completed Application and Supporting Documentation To:**

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City of Newark  
220 South Main Street  
Newark, DE 19711

**For inquiries, please call: (302) 366-7000**

**(NOTE: A separate application form must be filed for each parcel)**



**Form G-1 - Residential**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER GRANT REQUEST APPLICATION**

Request Number

**Parcel ID:** \_\_\_\_\_ **Account#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parcel Owner:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_  
\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**REQUESTED SUPPORT:** (Check one of the following)

**Rain Barrell Request**

**Design Service Support:** Please describe the subject property's stormwater issue and/or desired stormwater best management practice (BMP). Attach additional sheets if necessary.

| Check if any of the following attachments are included: |                    |                          |              |
|---|--------------------|--------------------------|--------------|
| <input type="checkbox"/>                                | Site Map / Plan    | <input type="checkbox"/> | Photos       |
| <input type="checkbox"/>                                | Drainage Area Maps | <input type="checkbox"/> | Other: _____ |

**Stormwater Project Cost Sharing:** Please describe the subject project for which matching funds are being requested. Attach additional sheets if necessary.

**Benefits:** Please describe the anticipated benefits of the proposed project.



**Form G-1 - Residential**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER GRANT REQUEST APPLICATION**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

| <b>Check if any of the following attachments are included (recommended):</b> |                          |                          |   |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/>   | Site Map / Plan          | <input type="checkbox"/> | Stormwater Facility Details                 |
| <input type="checkbox"/>   | Drainage Area Maps       | <input type="checkbox"/> | Engineer's Cost Estimate / Contractor Quote |
| <input type="checkbox"/>   | Engineering Drawings     | <input type="checkbox"/> | Photos                                      |
| <input type="checkbox"/>   | Engineering Calculations | <input type="checkbox"/> | Other: _____                                |

**Cost Information :** Please provide the following cost information. Note – matching funds are provided based upon 25% of the estimated construction costs up to a maximum \$5,000.

**Estimated Construction Costs:**                    \$ \_\_\_\_\_

**Requested Grant Amount:**                         \$ \_\_\_\_\_

**Other Anticipated Grants (if any):**                \$ \_\_\_\_\_

**FOR CITY USE ONLY (To be completed by City):**

**Application Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Application Reviewed By:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Application Status (as applicable):**

**Rain Barrell Request**                                Approved: \_\_\_\_\_                                Denied: \_\_\_\_\_

**Design Service Support:**                                Approved: \_\_\_\_\_                                Denied: \_\_\_\_\_

**Stormwater Project Cost Sharing:**

|                               | Yes                      | No                       | Date |
|-------------------------------|--------------------------|--------------------------|------|
| <b>Public Works Approval:</b> | <input type="checkbox"/> | <input type="checkbox"/> |      |
| <b>Recommend to CAC:</b>      | <input type="checkbox"/> | <input type="checkbox"/> |      |
| <b>CAC Approval:</b>          | <input type="checkbox"/> | <input type="checkbox"/> |      |

**Final Decision:**                                Approved: \_\_\_\_\_                                Denied: \_\_\_\_\_

Match: \$ \_\_\_\_\_



**Form G-1 - Residential**  
**CITY OF NEWARK, DELAWARE**  
**STORMWATER GRANT REQUEST APPLICATION**

|                       |
|-----------------------|
| <b>Request Number</b> |
|-----------------------|

**Remarks:**

---

**Send the Completed Application and Supporting Documentation To:**

The Director of Public Works and Water Resources  
City of Newark  
220 South Main Street  
Newark, DE 19711

**For inquiries, please call: (302) 366-7000**