

Municipal Stormwater Utility Fee Credit Policy

Authority and Purpose

The City of Frisco (City) adopted a Municipal Stormwater Utility System in January 2009 to provide stable and equitable funding for its stormwater management program. (See Section 94-280 of the Code of Ordinances.) Developed properties are charged monthly based on the amount of impervious area on each lot or tract. The ordinance establishing the utility also gives the City the authority to grant credits to rate-payers who voluntarily use stormwater management techniques, or Best Management Practices (BMPs), to offset the impacts of their properties on stormwater runoff. (See Section 94-285(c) of the Code of Ordinances.) These credits are applied as percentage discounts to regular monthly stormwater utility fees.

The purpose of this Credit Manual is to set out the specific conditions that must be achieved to qualify for these credits and to establish the administrative procedures for applying the credits to individual lots or tracts.

Types of Credit

The types of credits and technical requirements are listed under [Types of Credits](#).

Eligibility

Only non-single family residential properties are eligible for a credit.

Administration of Credit Program

The stormwater credits program will be administered as follows:

- The Stormwater Administrator will be responsible for the overall administration of the program. This includes:
 - accepting and reviewing applications,
 - approving applications,
 - certifying the total amount of credit,
 - amending the stormwater account records to reflect changes in credits,
 - receiving and reviewing annual self-inspection reports,
 - and requesting independent inspections as appropriate to ensure proper maintenance.
- All appeals must be presented to the Public Works Director for evaluation and determination in a manner consistent with Section 94-286 of the Code of Ordinances, as it exists or may be amended. Any landowner who disagrees with the decision of the Public Works Director may appeal such decision to the City Council. The decision of the City Council shall be final.

Application for Credits

All required attachments indicated in the forms or specified above must be included for the application to be considered complete. The form may be requested by sending an email to [this address](#).

Application Review

The initial review of Stormwater Utility Credit Applications will be completed within 60 days of the receipt of the application form and all required documentation. The application forms will be checked for completeness and accuracy. If deficiencies are found during the review, a deficiency letter will be sent to the applicant's contact person. Upon receipt of required additional information, the review will resume and be completed within 60 days of receipt of such additional information.

For certain credits, an inspection may be required. Where this is required, a City inspector will contact the applicant to schedule an initial facility inspection to establish current compliance status.

Upon initial qualification, a letter will be sent to the applicant notifying them of approval of the credit. The fee reduction will be applied to the next regular billing cycle. The credits are valid for one year.

Engineering Documentation

Several of the individual credits apply to the treatment of runoff from specific impervious areas and may or may not apply to the lot or tract as a whole. Technical information may be required from a licensed Professional Engineer to establish the impervious area served by a particular BMP as well as documenting compliance with the City's design standards. These requirements are cited on the following pages.

Renewal Application and Annual Reporting

Annual self-reports will be required with the renewal application before expiration of the credits to document program compliance for the preceding year. If the complete renewal application is not received the City by the expiration date, the credits will expire.

Maintenance

The applicant shall submit maintenance records for each credit being requested with the annual renewal application. An inspection may also be required depending on the type of credit. If, after its review or inspection, the City finds the application to be inaccurate or the facility to be out of compliance, the applicant will be notified in writing and given up to 45 days to correct the deficiency. The applicant must provide written documentation to the City within 45 days of the original notice by the City that the facility is now meeting all program requirements along with evidence that the deficiency has been corrected. If the deficiency is not satisfactorily corrected, the fee credit will be terminated on the following bill cycle. The credit suspension will remain in effect for a minimum of 6 months, after which time the facility may reapply for the fee credit. The reapplication must include evidence that the deficiency has been corrected and the facility has been in compliance with program requirements for at least three months prior to reapplication.

Inspections

Upon application for a credit, the applicant shall grant the City a right-of-entry to inspect the site at reasonable times in order to verify the information submitted and to confirm compliance with applicable program requirements. If, after its review or inspection, the City finds the application to be inaccurate or the facility to be out of compliance, the applicant will be notified in writing and given up to 45 days to correct the deficiency. The applicant must provide written documentation to the City within 45 days of the original notice by the City that the facility is now meeting all program requirements along with evidence that the deficiency has been corrected. If the deficiency is not satisfactorily corrected, the fee credit will be terminated on the following bill cycle. The credit suspension will remain in effect for a minimum of six (6) months, after which time the facility may reapply for the fee credit. The reapplication must include evidence that the deficiency has been corrected and the facility has been in compliance with program requirements for at least three months prior to reapplication.

Types of Credits

Individual lots or tracts can be eligible for municipal credits up to a maximum total credit per lot or tract of 40%. Individual credits are available for the following BMPs, and the requirements for each BMP are listed below:

Credit Option	Maximum Percent Credit Allowable	Engineering Documentation	Maintenance	Inspection	Annual Self-Report
1. Adopt-a-Street Program	5				X
2. Vegetated Detention Facilities	5				
3. Aeration Fountain	5		X	X	X
4. Parking Lot Sweeping	5				X
5. Detention or Retention Pond Amenity	10		X		X
6. Permanent Structural Controls	40	X	X	X	X
7. Velocity Control Credit	20	X	X	X	X
8. Multi-Stage Detention	15	X	X	X	X
9. Riparian Preservation	10				
10. Zero Discharge Credit	40	X	X	X	X

Each credit listed above is given to encourage voluntary practices which will benefit the stormwater management program.

The BMPs and their credit requirements are described as follows:

1. Adopt-a-Street Program Credit

Civic groups or businesses that participate in the City’s Adopt-a-Street program have the ability to identify a benefactor landowner to receive a **5%** credit. Annual self-reporting is required by the benefactor to ensure that the program is in good standing.

2. Vegetated Detention Credit

A **5%** credit will be given for impervious areas that drain to detention or retention facilities which are designed and constructed to be vegetated in accordance with City drainage criteria. Vegetation can help keep trash, debris, and pollutants from ending up in the receiving stormwater facility, reducing the overall impact of the impervious area on the property.

3. Aeration Fountain Credit

A **5%** credit will be given for impervious areas draining to a retention facility which is treated by an aeration fountain. City approval must be given for the final design of the fountain, and the fountain must be maintained in accordance with the manufacturer’s recommended maintenance standards. Record of the maintenance performed must comply with Chapter 34, Article X of the Code of Ordinances, as it exists or may be amended. Annual self-reporting, including maintenance and inspection documentation, is required. The purpose of this control is to help maintain nutrients in the water body at healthy levels, thereby making maintenance easier, water cleaner, and aquatic life healthier.

4. Parking Lot Sweeping Credit

A **5%** credit will be given when the entire parking lot is swept at least weekly. Annual self-reporting is required to document coverage and sweeping frequency.

5. Detention or Retention Pond Amenity

A **10%** credit will be given for developments that choose to design their detention or retention ponds in a manner that meets the Nonresidential Open Space Requirements identified in Section 4.13.03 of the Zoning Ordinance, as it exists or may be amended.

6. Permanent Structural Controls Credit

Up to **40%** credit will be given for impervious areas that are treated with BMPs in the categories listed in Table 1. Engineering documentation is required to show that these facilities are designed and constructed in accordance with City standards. Where no standards exist, the North Central Texas Council of Governments (NCTCOG) integrated Stormwater Management (iSWM) Technical Manual for Site Development Controls, as it exists or may be amended, shall govern. Annual self-reporting, including maintenance and inspection documentation, is required.

Table 1: Permanent Structural Controls Credit Tiers

Level	Maximum Credit	Permanent Structural Controls
Tier 1	40%	<ul style="list-style-type: none">- Bioretention Areas- Enhanced Dry Swale- Enhanced Wet Swale- Organic Filter- Planter Boxes- Sand Filters/ Underground Sand Filters- Infiltration Trench- Wet Ponds- Green Roof- Stormwater Wetlands
Tier 2	10%	<ul style="list-style-type: none">- Grass Channel- Filter Strip- Dry Detention- Inlet Trash Collectors- Gravity (Oil-Grit) Separator

Permanent structural controls not included in Table 1 shall be submitted to the Stormwater Administrator for review and approval.

7. Velocity Control Credit

A **20%** credit will be given for impervious areas draining to a detention or retention facility that are designed to discharge a one-year storm event over 24 hours. Engineering documentation is required. The purpose of this control is to reduce the impact of increased flows and velocities that are normally associated with urban development.

8. Multi-Stage Detention Credit

Up to **15%** credit will be given for impervious areas that drain to detention facilities which meet the City's drainage criteria. Engineering documentation and annual maintenance is required. The following is a breakdown of the maximum credits under the quantity criteria:

1. 5% for 1-stage detention (100-yr);
2. 10% for 2-stage detention (25-yr, 100-yr);
3. 15% for 3-stage or higher detention.

9. Riparian Preservation Credit

A **10%** credit will be given for lots or tracts adjacent to Cottonwood Branch, Panther Creek, Stewart Creek, or West Rowlett Creek that preserve the riparian buffer by dedicating property within the erosion hazard setback limit to the City as a drainage easement. The credit is applicable to both banks; therefore, a lot or tract that contains both banks of the creek can obtain a 20% credit when dedicating property on both sides of the creek.

10. Zero Discharge Credit

Up to **40%** credit will be given for impervious areas that drain to permanent structural controls which are designed to infiltrate, evapotranspire or re-use stormwater runoff so that it will not be discharged from the property. The credit amount will be prorated based on the percent of the lot or tract that does not drain into the City's storm sewer system and the frequency of the storm event that can be retained on-site. Engineering documentation is required. The following is the maximum allowable credit for the full retention of runoff based on the storm event frequency:

1. 20% for 1-yr, 24-hr storm event (2.64 in.)
2. 30% for 2-yr, 24-hr storm event (3.60 in.)
3. 40% for 5-yr, 24-hr storm event (5.04 in.)