



APPLICATION FOR CREDIT: PROGRAMS & SERVICES [4%]

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Incomplete applications will be returned. Submit by July 31 to receive credit for the current year. Please refer to pages 5 and 6 and Appendix B for terms and conditions for the award of credit.

SECTION 1: APPLICANT INFORMATION

[Office Use Only] Application Number

APPLICANT NAME [PLEASE PRINT] _____

ORGANIZATION [IF APPLICABLE] _____

APPLICANT MAILING ADDRESS: _____ PHONE: _____

_____ FAX: _____

_____ E-MAIL: _____

SECTION 2: PREPARER INFORMATION (if different from applicant)

Preparer Name: _____ Org: _____

Phone: _____ Fax: _____ E-mail: _____

SECTION 3: PROPERTY DETAILS

Provide the real estate number(s) for which you are applying for credit. In the case of Homeowners/Property Owners Associations, provide all the RE#s for properties covered by the permit named in section (4). Use additional sheets if necessary. Visit www.coj.net/cityfees for instructions on how to obtain a digital property list.

REAL ESTATE NUMBER (xxxxxx-xxxx) _____ If applying for multiple parcels, please enter one RE here for reference purposes.

PROPERTY STREET ADDRESS (i.e., 1234 N. Main St.; no city or zip required) _____

SUBDIVISION / DEVELOPMENT NAME (if applicable) _____

TOTAL NUMBER OF PARCELS INCLUDED ON THIS APPLICATION: _____ Additional REs Use additional sheets if necessary _____

SECTION 4: TYPES OF BMPs IMPLEMENTED (CHECK ALL THAT APPLY)

Note: Must implement at least 6 of 9 to receive credit See pages 5-6 or Appendix B of the Adjustments & Credits Manual

- a. Educational Program
- b. On-Site Garbage Control Program
- c. On-Site Stormwater System Maintenance & Cleaning Program
- d. Paved-Area Sweeping Program
- e. Used Motor Oil Recycling Program
- f. Sanitary Sewer / Storm Sewer Cross-Connection Inventory
- g. Landscaping for Runoff Rate Control & Water Quality
- h. Storm Drain Stenciling Program
- i. Designated Vehicle Washing Area

SECTION 5: ATTEST AND SUBMIT

By signing below, I attest that the information I am providing is true and complete to the best of my knowledge and belief, and that I have fully read and understand the guidelines, terms and conditions listed on this application and within the *Adjustments & Credits Manual*.

IF SUBMITTING BY E-MAIL
CHECK THIS BOX

IF SUBMITTING BY POST MAIL
SIGN HERE _____

OFFICE USE ONLY	Date Received	RETURN APPLICATION NO LATER THAN JULY 31: Stormwater Utility Credits stormwater@coj.net 214 N. Hogan Street, 10 th Floor Jacksonville, FL 32202
APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS:	

-- APPLICANTS: PLEASE PROCEED TO PAGE 2 OF THIS APPLICATION --

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(a) Educational Program

Describe the audience(s) that will receive the stormwater/water quality information, how the information will be selected, and how it will be disseminated.

Describe where stormwater and water quality-specific educational information will be posted.

Check if "Yes" - materials used in presentations are maintained on file and are available for review by the city.

(b) On-Site Garbage Control Program

Check if "Yes" – I/we have developed and maintained a garbage control plan on-site.

Briefly describe your on-site recycling program (number of collection site, types and volumes of materials recycled annually, collection frequency, recycling destination, etc.)

Describe where solid waste disposal and recycling information is (or will be) posted.

Describe how outdoor solid waste and recycling containers are protected from exposure to wind, rain, and connection to storm sewers.

(c) On-site Stormwater System Maintenance & Cleaning Program

Check if "Yes" – I/we maintain on file a site plan that identifies the locations of stormwater management structures located on the property (not in the public right of way).

Define the maintenance and cleaning schedule for each of the on-site stormwater structures:

Rain Gutters _____

Catch Basins _____

Curbs & Gutters _____

Outfalls _____

OTHER (describe) _____

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(d) Paved Area Sweeping Program (fill in information below if applicable)

Check if "Yes" – I/we have developed and continue to maintain a plan that identifies the paved area being swept, the frequency (days and times) of paved area sweeping, and the type of equipment used to complete the sweeping.

Check if "Yes" – Documentation of the paved area sweeping program such as copies of paid invoices or employee timesheets or a certification of work accomplished prepared and signed by an officer of the company is maintained on file.

If using a contracted firm to conduct sweeping, please indicate the contract information:

Company Name _____

Address _____

Contact Person _____

Phone _____

Contract Number _____

Length (Term) _____

Expiration Date _____

(e) Used Motor Oil Recycling Program

Is used motor oil reprocessed on-site? Yes No

If not reprocessed on-site, identify the company that collects and/or recycles your used oil:

Company Name _____

Address _____

Contact Person _____

Phone _____

Contract Number _____

Length (Term) _____

Expiration Date _____

Amount of used motor oil collected on-site each month _____

Describe where the current city list of used motor oil recycling sites will be displayed:

--APPLICANTS: PLEASE PROCEED TO PAGE 4--

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(f) Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program

- Check if "Yes" – I/we have developed and continue to maintain a site plan that identifies the locations of all sanitary and storm sewer connection points, as well as sanitary and storm sewer line locations on the property.

If instances are found where sanitary sewer plumbing is connected to the storm sewer system, describe what steps were taken to eliminate the connection and the date(s) the work was completed:

(g) Landscaping for Runoff Rate Control and Water Quality

- Check if "Yes" – I/we have developed and continue to maintain a landscape maintenance plan, which identifies what lawn and garden practices are utilized to reduce stormwater runoff rates and protect water quality.

Describe the employee landscape management training plan or provide contract and contact information for firms contracted to complete landscape maintenance using the provisions in the landscape maintenance plan.

(h) Storm Drain Stenciling Program (check all those that are kept on-site)

- Check if "Yes" - A copy of the decal or stencil that will be used to mark storm drains
- Check if "Yes" - A plan showing location and number of storm drains to be labeled
- Check if "Yes" - A copy of the storm drain stencil maintenance plan that identifies annual inspections and maintenance for decals/stencils

(i) Designated Vehicle Washing Area

- Check if "Yes" – I/we maintain on-site a plan showing the location of the proposed vehicle washing area. The plan indicates site topography and shows any existing storm drains and water courses.

--APPLICANTS: PLEASE PROCEED TO PAGES 5 AND 6 FOR GUIDELINES, TERMS AND CONDITIONS--

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The Programs & Services Credit is available for property owners to receive 4% credit on the stormwater fee for activities related to improving stormwater quality, rather than the existence of a stormwater control structure such as a pond. To receive the credit, property owners must demonstrate completion or compliance at least six of the nine available BMPs (“Best Management Practices”). Completion of more than six will not result in additional credit.

Applications may be submitted to:

Jacksonville Stormwater Utility Credits
214 N. Hogan Street, 10th Fl.
Jacksonville, FL 32202

E-mail to stormwater@coj.net
(Be sure to include all supporting
documentation with your e-mail)

The Chief Engineer or his designee(s) will review all applications and render a decision prior to the submittal of the final non-ad valorem assessment roll. Denied applicants may appeal to the Director of the Jacksonville Stormwater Utility (currently the Director of Public Works). Visit www.coj.net/cityfees or call 630-CITY (2489) for details.

Terms and Conditions

- The applicant must be listed as an owner of the property(ies) for which a credit is sought, or otherwise be an appointed representative of the owner or owners (e.g. Homeowners Association president) legally authorized to act on behalf of the owner. The applicant must be the signatory of the application.
- Applications submitted with insufficient supporting documentation will be considered based on the best information available to the city. It is solely the applicant’s responsibility to ensure that appropriate and sufficient documentation is provided to support the request for credit.
- Application deadlines shall be established by the city to coincide with the development of the non-ad valorem assessment roll. Applications received after the announced deadline will be considered for the following billing year.
- In Section 4, applicants are to check the boxes for the BMPs that have been (or will be) implemented on your property, and provide the supplemental information requested. More specific criteria are outlined below and in Appendix B of the *Adjustments & Credits Manual*. Property owners must complete at least six of the nine to receive the 4% credit.

a. Educational Program –

- i. Describe the audience(s) that will receive or have received the stormwater/water quality information, as well as how the information will be/was selected and how it will be/was disseminated. Please be specific.
- ii. Describe where stormwater/water quality-specific educational material has been/will be posted.
- iii. Keep all materials and records on file for review by the city.

***The Education Credit does not also count as fulfillment of this option. If your organization receives the Education Credit, you must fulfill another Program & Service option to meet the six required.*

***Educational materials may be obtained from agencies such as the U.S. Environmental Protection Agency, Florida Department of Environmental Protection, or the St. Johns River Water Management District*

b. On-site Garbage Control Program – Meet the minimum criteria:

- i. Identify or develop the organization’s on-site garbage control plan, which should include information regarding the number of collection sites, types and volumes of materials collected and recycled each year, frequency, recycling destination, etc.
- ii. Initiate and maintain a recycling program that meets the city’s minimum requirements. Contact the Solid Waste Division for more information.
- iii. Keep garbage containers covered to eliminate exposure to the elements, and place them in locations that do not drain to the stormwater system.

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- c. On-site Stormwater System Maintenance & Cleaning Program – At a minimum, the management plan must address the following structures, where applicable:
 - i. Building rain gutters/downspouts – must be directed to vegetated areas wherever possible and cleaned at least annually.
 - ii. Catch basins – must be cleaned of litter, debris, and sediment at least annually.
 - iii. Stormwater outfalls to private ditches, ravines, or creeks on private land must be cleaned at least annually.
 - iv. On-site drainage ditches or channels must be cleaned of any litter and debris and obstructive vegetation should be trimmed at least annually.

- d. Paved Area Sweeping Program – Meet the minimum criteria:
 - i. Maintain a detailed paved area sweeping plan that includes definition of areas to be swept, frequency of sweeping (a minimum of twice per month), debris disposal method, and type of sweeper used.
 - ii. Maintain documentation of plan implementation, such as copies of paid invoices or employee timesheets, or a certification of work accomplished prepared and signed by an officer of the company.

- e. Used Motor Oil Recycling Program – Meet the minimum criteria:
 - i. Maintain documentation to confirm disposal of used motor oil at used oil recycling sites (i.e., waste oil generated on-site by the property owner).
 - ii. Display the city's current list of used oil recycling sites in clearly visible and publicly frequented locations (available from the Solid Waste Division).

- f. Sanitary Sewer/Storm Sewer Cross-Connection Inventory Program – Meet the minimum criteria:
 - i. Conduct a visual building and grounds survey to identify and inventory the locations of all sanitary and storm sewer connection points.
 - ii. Maintain building and site plans that document the locations of all sanitary sewer and storm sewer connection points and sanitary and storm sewer line locations on a parcel of property and make available for City review.
 - iii. If instances are found where sanitary sewage plumbing is connected to a storm sewer, the cross connection must be eliminated within thirty (30) days.
 - iv. If any discharges are in question, the owner should contact the City to determine if elimination for the discharge is required.

- g. Landscaping for Runoff Rate Control & Water Quality – Meet the minimum criteria:
 - i. Develop a landscape management plan using practices including, but not limited to:
 - 1. Phosphorus-free fertilizer
 - 2. Use chemicals sparingly and not before a rainstorm
 - 3. Direct sprinklers to vegetated areas and away from impervious surfaces
 - 4. Use mulch in beds and leave mower clippings on the lawn
 - 5. Use vegetative materials suitable to this climate and reduce the amount of maintained turf
 - 6. Plant rain gardens in depressed areas or to receive roof runoff
 - ii. Maintain a copy of the landscape management plan along with documentation of employee training or landscape maintenance contracts that include these provisions.

- h. Storm Drain Stenciling Program – Meet the minimum criteria:
 - i. The city (or its affiliate, such as the Watershed Action Volunteers (WAV)) will provide the stencils with instructions to any owner/group interested in providing the labor.
 - ii. Post decals or stencil all storm drain inlets with information identifying that it drains to a local water resource. For example, "drains to river" or "drains to creek."
 - iii. Identify the number and location of storm drains on subject parcel.
 - iv. Keep a plan for maintaining stencils/decals for review by the city.

- i. Designated Vehicle Washing Area
 - i. Provide area for vehicles to be washed away from storm sewer drains and water resources.
 - ii. Use environmentally sensitive cleaning materials.
 - iii. Post location of vehicle washing area.
 - iv. Maintain a plan for location of vehicle washing area for review by the city.