



STORMWATER CREDIT MANUAL

Village of Lake Bluff, Illinois

July 2023

1. Introduction

The purpose of this manual is to provide an overview of the Stormwater Utility Fee Credit Program implemented by the Village and the process for its administration. In addition to explaining the activities that can qualify for a credit, the manual details the administrative and technical criteria used to determine the amount of the credit and the conditions that must be met to maintain eligibility for a stormwater fee credit.

2. Eligibility

To be eligible for a stormwater utility fee credit, an applicant must receive a bill for Stormwater Service from the Village. Owners of properties that discharge all stormwater runoff directly into an adjacent public waterway, or a drainage system owned by someone other than the Village, provided that such stormwater does not subsequently enter the Village's stormwater system either directly or indirectly, are eligible for a direct discharge credit of 75 percent of the stormwater utility fee that would otherwise be charged. Accounts with overdue balances are not eligible to apply for stormwater fee credits.

3. Right-of-Entry

To be eligible for a stormwater fee credit, the applicant must consent to granting the Village unrestricted access to inspect the property associated with the credit. The purpose of these inspections is to ensure that the actual conditions on the property align with the information provided in the credit application.

4. Stormwater Credit Application

To receive the stormwater utility fee credit, the applicant must submit a stormwater credit application which demonstrates compliance with the criteria detailed in Section 6 of this manual. A stormwater credit application is available on the Village's website.

5. Application of Credits

For those stormwater credit applications received (and subsequently approved), the credits will be applied to the applicant's account within the billing period in which the application is submitted.

6. Application Requirements

The following process should be followed to apply for a stormwater utility fee credit:

- a. Download the current credit application form from the Village website or obtain the form from Village Hall.

- b. Prepare the credit application form (Note that The Village Engineer, in the Village Engineer's sole discretion, may waive any of the submittal requirements below upon request).
 - i. Submit an ALTA survey of the relevant property prepared no more than one year prior to the filing of the application for the credit.
 - ii. Submit a topographical survey - prepared no more than one year prior to the filing of the application for credit - of the property that shows runoff patterns and directions of stormwater leaving the property.
 - iii. Submit a report from a qualified and licensed engineer with detailed data demonstrating:
 - 1) The amount of stormwater that is discharged from the relevant property and the locations to which the stormwater flows, including, without limitation: (i) the locations of any soils that may absorb runoff from the property; (ii) any bodies of water, creeks, streams, and tributaries into which the stormwater flows; and (iii) where those bodies of water, creeks, streams, and tributaries flow.
 - 2) Whether any of the stormwater that may flow outside of the boundaries of the Village may contribute to the saturation of the ground or flooding that may have direct or indirect impacts on the amount of stormwater that flows into the Village's stormwater system
 - iv. Submit relevant photographic evidence in support of the application.
- c. Obtain appropriate signatures where applicable.
- d. Submit the form and required attachments to the address on the Application Form.

The Village Engineer shall review a credit application within 60 days after the date on which the application is received. If the Village Engineer denies the credit request, the property owner can appeal to the Village Administrator within 15 days of receiving the denial. The Village Administrator must respond in writing within 30 days. If the appeal is not fully granted, the property owner can further appeal to the Village Board of Trustees within 15 days of receiving the Village Administrator's decision.

7. Continuation of Credits

The Village reserves the right to inspect parcels receiving credit at any time. If the Village determines, that, due to a result of work on or changes to the property, the property no longer satisfies the requirements to receive the credit, the Village may rescind the credit following notice to the property owner.