



## Village of Lake Bluff Stormwater Utility Stormwater Utility Fee Individual Credit/Exclusion Application

Village of Lake Bluff Stormwater Utility accounts may be eligible for Credit or Exclusion if they discharge stormwater completely outside the Village stormwater system or prove that they do not use or benefit from the Village's stormwater system. This application form shall be submitted to the Village to initiate the Credit/Exclusion review.

### SECTION I – GENERAL APPLICATION INFORMATION

Owner/Applicant Name: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Service Location Information

Account Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Parcel Identification Number (PIN) requesting credit: \_\_\_\_\_

### Application Type

- Credit:** 100% of stormwater runoff from property drains outside the Village's Stormwater System (Credit is 75% off stormwater utility fee.)
- Exclusion:** Any property owner whose property does not use or benefit from the Village's stormwater system

**Mail or deliver forms and support documentation to:**

Village of Lake Bluff  
Attn: Stormwater Credit/Exclusion Application  
40 E. Center Avenue  
Lake Bluff, IL 60044

Forms and documentation can be scanned and emailed to: [vlb@lakebluff.org](mailto:vlb@lakebluff.org) with the subject line “Stormwater Credit/Exclusion Application”.

Credits/Exclusions will be reviewed by Village staff and a response will be mailed to the address indicated in the first section of this form. Please allow 30 days from the delivery date for a reply to any application.

**SECTION II – APPLICATION REQUIREMENTS FOR CREDIT**

Applicants shall complete this section in its entirety. The Applicant shall include with this application the following materials (Note that The Village Engineer, in the Village Engineer’s sole discretion, may waive any of the submittal requirements below upon request):

- An ALTA survey of the relevant property prepared no more than one year prior to the filing of this application.
- A topographical survey - prepared no more than one year prior to the filing of this application - of the property that shows runoff patterns and directions of stormwater leaving the property.
- A report from a qualified and licensed engineer with detailed data demonstrating:
  - 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.
  - 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
- Relevant photographic evidence supporting the application.

**Certifications**

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the Village of Lake Bluff to conduct any investigation or site visit of my property as needed.

\_\_\_\_\_  
Owner/Applicant’s Signature

\_\_\_\_\_  
Date

**Credit Determination**

*(for Village use only)*

Has the applicant provided all the required documentation?  Yes  No

Does all the impervious area drain outside the Village stormwater system?  Yes  No

If the answer to the above question is ‘Yes’, then the discharge credit is set at 75%.

If the answer to the above question is ‘No’, then the credit is denied and a letter of determination that identifies the deficiencies will be sent to the applicant.

**SECTION III – APPLICATION REQUIREMENTS FOR EXCLUSION**

Applicants shall complete this section in its entirety. The Applicant shall include with this application the following materials:

- Detailed specifications of any on-site cleaning of stormwater performed prior to discharge into the Village stormwater utility system, along with sufficient evidence that any on-site cleaning system is in good working order and is maintained on a regular basis.
- An ALTA survey of the relevant property prepared no more than one year prior to the filing of this application.
- A topographical survey - prepared no more than one year prior to the filing of this application - of the property that shows runoff patterns and directions of stormwater leaving the property.
- A report from a qualified and licensed engineer with detailed data demonstrating:
  - The amount of stormwater that is retained on the relevant property.
  - 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.
  - 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
- Relevant photographic evidence supporting the application.

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\_\_\_\_\_  
Owner/Applicant’s Signature

\_\_\_\_\_  
Date

**Exclusion Determination**

*(for Village use only)*

Has the applicant provided all the required documentation?  Yes  No

Does the property benefit from the Village stormwater system?  Yes  No

If the answer to the above question is ‘No’, then the property will receive an exclusion from the stormwater utility fee.

If the answer to the above question is ‘Yes’, then the exclusion is denied and a letter of determination that identifies the deficiencies will be sent to the applicant.