

Silver Spring Township

**Silver Spring Township
Cumberland County, Pennsylvania**

Stormwater Management Program Credit Policy Manual

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Introduction

This Manual provides Silver Spring Township (Township) Stormwater Management Program customers with details on the Credits available to reduce their quarterly Stormwater Management Program (SMP) Fee. Credits are provided as a means for customers to reduce the amount of their fee by implementing a creditable Best Management Practice (BMP) to reduce the contribution of stormwater and pollutants to the Township's Stormwater Management system and/or to aid the Township in meeting its MS4 Permit obligations.

Stormwater management is important to our community. It is necessary to manage stormwater runoff generated by impervious surfaces because it carries pollutants that can degrade the quality of natural waterways. In addition, impervious surfaces generate more runoff than pervious surfaces, which can increase the potential of flooding and associated property damage. The Township is in the process of developing and implementing a comprehensive Program to provide enhanced stormwater management to property owners in the Township.

The foundation of an effective SMP is the development of a fair and equitable SMP Fee to provide for a dedicated and reliable revenue stream. Revenues generated by the SMP Fees will support the SMP and its goals to: ensure MS4 Permit regulatory compliance including Chesapeake Bay Pollutant Reduction BMP implementation, improve water quality, mitigate flooding where practicable, support strategic planning for capital improvements, support effective infrastructure operation and maintenance, and promote the education of the community on practices to improve the quality of water resources.

The *Stormwater Management Fee Ordinance* defines how properties within the storm sewer service area will be assessed fees based upon Impervious Area (IA) coverage on the property. All property owners may reduce their fee if they apply and qualify for credits made available by the credit system. This Manual will provide the user with the procedures to follow in order to apply for credits from the Township.

Disclaimer

By submitting a Fee Credit Application pursuant to the Credit Policy Manual, the Property Owner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all Best Management Practices ("BMPs") constructed, installed, or employed by the property Owner. The Township shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

Definitions

The following definitions apply to the Credit Policy Manual. Terms can be defined by the *Township's Stormwater Management Fee Ordinance* currently in effect and *the Township's Rules and Regulations*, to the extent not contradictory.

Credits and Credit Policies

General Policies

1. It is the Owner's responsibility to apply for credits and supply all of the necessary materials.
2. Specified Credits are available to all property Owners.
3. The maximum amount of credit received **shall not exceed 30%** per property, unless a property is granted a large Credit under the Stormwater Partnership Credit. With the exception of Peak Rate Control / Volume Control Structural BMP credits, no credits will reduce the SMP Fee to less than 1 ERU.
4. **Accounts must be current in order to receive Credit(s) conferred by these policies.** Credits will be revoked if an account is overdue more than 90 days. Upon becoming current, property owner may reapply to reinstate the revoked credits.
5. Credits will be revoked where qualified BMPs are not maintained.
6. Complete applications will be reviewed with determination made within 60 days of submission (incomplete applications will be returned for correction). Credits will become effective at the beginning of the next billing cycle.
7. There is \$25 credit application fee, however the fee is waived until twelve months after the first stormwater fee bill is distributed. Property owners may be required to establish an escrow account of \$2,000 for specific credits such as new or retrofitted BMPs to cover professional services for review of the application. Application fees are subject to adjustment January 1 of each year. Refer to the Applying for Credit section of this document for additional detail. A credit application may include multiple related parcels.
8. Credits expire June 30, 2023 unless otherwise determined by the Township. At that time the Credit Policy will be reevaluated at the discretion of the Township. Adjustments to the value of credits may be made at that time and/or reapplication required.
9. The Township has full discretion over the credit process.
10. Bills will not be issued for parcels whose charge is less than the rate for one ERU less 30%.

Eligibility

To be eligible for a Credit, the property must have been assigned a minimum of 1 ERU and there must not be any outstanding and unpaid SMP Fees against the property. Owners must submit the appropriate Credit Application along with any documentation required by the Township.

Credit Details

Owners may apply for one or more Credits, and the Credits will be cumulative up to a maximum Credit of 30% of that property's SMP Fee. In no circumstance may a Credit or group of Credits reduce the applicable SMP Fee to an amount that is less than 70% of the SMP Fee for that property, unless the property meets the requirements of Stormwater Partnership Credit. **Credit reduction is proportional to the IA that drains to the BMP.**

The SMP Fee with approved Credits will be calculated as follows:

$$\text{SMP Fee} = \text{Original SMP Fee} \times [1 - \text{Approved Credit(s)}]$$

Example 1: A property owner has 10,000 sf of IA . The owner connects half of the IA (5000 sf) to a BMP receiving 30% credit.

Percentage of Impacted IA = (5000 sf IA/10,000 sf Total IA) = 50%
Approved Credits = 30% credit applied to 50% of the Total IA = 15%
SMP Fee = Original SMP Fee x [1 – 0.15]

Summary of Available Credits

Table 1. Summary of Available Credits

Credit	Max Credit
Peak Rate Control / Volume Control Structural BMP	30%
Education Credit	15%
Low Impact Credit	30%
NPDES Industrial Stormwater Permit Compliance	25%
Stormwater Partnership Credit	TBD

Credits

Peak Rate Control / Volume Control Structural BMP

Structural BMPs that control the rate, volume, and water quality of stormwater generated on the property are eligible for Credit. The maximum credit for peak rate and volume control is 30%.

Peak Rate Credits for the installation of an approved control system per Section 402 Design Criteria for Stormwater Management Facilities and Section 304 Design Criteria for Stormwater Management Plans of the Silver Spring Township Stormwater Management Ordinance (SWMO) will be eligible for up to 5% Credit for the 100-year event. This is in addition to any volume control credit as noted below.

Any system designed for volume control in accordance with Section 402.02 Water Volume Controls of the SWMO will be awarded a 25% Credit. This is in addition to any peak rate control noted above. The system must provide for the required Water Quality Volume (WQV), which is the storage capacity needed to treat stormwater runoff equivalent to a minimum of the first 2 inches of rainfall (from Appendix F, "Pennsylvania Handbook of BMPs for Developing Areas" p. F-2 for Region 4, value 1.95 rounded to 2) from the developed areas of the site. Land developers shall maintain annual groundwater recharge consistent with pre-development conditions, by infiltrating an amount of runoff equal to the "Recharge Volume" (based on the average annual infiltration rate based on the prevailing hydrologic soil groups present at a site). The recharge volume may be part of the water quality volume. Approved volume system control systems may be but are not limited to infiltration basins, infiltration trenches, and rain gardens. See the Pennsylvania Stormwater BMP Manual section 6.4 for more information on the listed systems as well as other options.

A detailed inspection schedule and maintenance schedule shall be developed. The maintenance schedule should include a detailed step by step procedure on how the control system shall be maintained in order to work in perpetuity. Include contact information of the person responsible for the O&M in accordance with Section 402.21 Ownership, Operation, and Maintenance of Stormwater Facilities of the SWMO. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum 20 foot SWM easement. Access to the SWM easement shall be provided from the nearest public right-of-way.

Existing BMPs can be retrofitted to provide new function and would be eligible for Credits for the existing and new functions. The Credits only apply to the IA controlled by the BMPs. Peak rate, volume control, and water quality calculations shall be in compliance with the Code of the Township. Previously installed control systems may also apply for this Credit assuming they are in proper working order and are approved by a Pennsylvania licensed professional engineer. Credits will be prorated to the amount of IA managed relative to total IA on site.

Education Credit

The Township encourages both public and private educational systems (K-12 and college) to educate and inform their students on the importance of surface water, ground water, and stormwater resources, and how they can play a role in preserving and restoring the physical, chemical, and biological integrity of our water resources.

The educational program may include participation in a water resource-themed student poster session or science fair, take-home materials, classroom lessons, field trips, etc. The educational program/materials must be preapproved by the Township. The following list of educational resources and materials are provided as examples, but is not meant to exclude other educational material that may be approved by the Township:

- PSU Extension: *Rain to Drain – Slow the Flow*
- EPA NPDES Stormwater Outreach Materials and Reference Documents
- EPA Teacher Resources and Lesson Plans
- EPA Water Science and Technology for Students and Educators
- USGS Education Resources
- Soil Science Society of America: *Soils 4 Teachers*

A school with more than 50% of its students enrolled in levels below Kindergarten (i.e. pre-K, pre-school, daycare, etc.) is not eligible for an Education Credit. Eligible education institutions may be granted up to a 20% Credit based on the following criteria:

- **Level One Education Credit:** A 10% Education Credit is available to a qualifying education institution which educates 50% to 74% of the grade levels within the school or school system.
- **Level Two Education Credit:** A 20% Education Credit is available to a qualifying education institution which educates 75% to 100% of the grade levels within the school or school system.

Education Credits are valid for one (1) year but will be renewable each year the curriculum is taught.

Libraries, religious organizations, and other non-profits are also eligible for the education credit. Interested parties should contact the Township to discuss an education plan specific to their capabilities.

Low Impact Parcel

A parcel is considered a Low Impact Parcel if its Total IA is less than or equal to 15% of the total parcel area. If a parcel meets this condition, it is eligible for a Credit of 25%. Parcels meeting this criteria as of the IA mapping in 2019 will have the credit automatically applied. In addition, if an owner provides demonstration of nutrient management required under Act 38 of 2005, an additional 5% credit is available.

NPDES Industrial Stormwater Permit Compliance (NPDES)

By complying with NPDES Industrial Stormwater Permit requirements for industrial facilities, participating Owners are assisting the Township by addressing stormwater issues onsite. Any property covered under a NPDES Industrial Stormwater Permit, and in compliance with all applicable requirements during the preceding twelve (12) months, is eligible for a 25% Credit for those portions of the property covered under the NPDES Industrial Stormwater Permit. To be eligible for the Credit, the Township must be provided with a copy of the active NPDES Industrial Stormwater Permit and a copy of the Discharge Monitoring Report from the current year when the Credit Application is submitted.

Stormwater Partnership Credit

The ultimate goal of the stormwater program and credit policy is to improve local and regional water quality. Therefore, customers are encouraged to propose other means to improve their property and our community through the use of innovative stormwater technologies. If a stormwater customer

has an idea for a project that could be worth stormwater credits, the Township encourages the customer to submit the project idea under the Stormwater Partnership Credit. Credit will be based upon benefit analysis demonstrating actual cost reduction to be realized by the Township.

Applying for Credit

Pre-Application Meeting and Field Review

A number of proposed Credits will require a pre-application meeting and/or a field review with the Township. All Owners interested in installing a new BMP or retrofitting an existing BMP should submit the Pre-Application Meeting Request form provided in Attachment C to the Township. The Township will contact the Owner to schedule a mutually agreeable meeting date and time or provide notification if the specific installation does not necessitate a pre-application meeting.

Design Standards

All proposed BMPs shall comply with the applicable design standards set forth in the municipal ordinances for which the property is located and Pennsylvania Stormwater Best Management Practices Manual including, but not limited to, the use of appropriate professionals, such as Professional Engineers, Professional Geologists, Landscape Architects, Soil Scientists, etc. when required. When applicable, karst hazards, soil investigations, infiltration testing, or other pertinent site-assessment activities should be conducted.

Credit Application

In order to receive Credit, all Owners must follow the subsequent application process. Materials can be mailed to the Township at 8 Flowers Drive, Mechanicsburg, PA 17050, Attn: Stormwater Management Credit Administrator or delivered to the Township at the same address. Properly submitted applications will be reviewed by the Township within 60 days of submission, unless extended by good cause shown. The applicant will be notified in writing whether or not the credits applied for were approved. Unapproved applications will have 60 days to resubmit before their application is terminated. Approved applicants will receive a letter along with a credit agreement that must be signed and returned to the Township within 60 calendar days (failure to do so will terminate the Credits). Credits will then be applied to the next billing period. Credits will be valid until March 15, 2023, after which time they may be eligible for reapplication. Separate Credit applications must be submitted for each tract of land.

The following documentation must be submitted for an application to be reviewed:

1. Completed credit application form signed by the property owner.
 - a. Application forms are available in Attachment A, online at the Township website, and at the Township office (located at the address listed above).
2. Photographs of the site showing layout, inlets, outlets, etc.
3. Owner's Operation and Maintenance Plan.
4. Record of maintenance undertaken. (Existing facilities only)
5. Application fee if one is established.
6. For some applications, a \$2,000 Escrow must be established to cover professional services related to review and processing of the application. If at any time funds are drawn below \$500 the escrow account must be replenished for the application review to proceed. Larger escrow amounts may be required for larger applications with multiple BMPs for review.

7. The Township has the right to require submission of design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer. Notification of this requirement will be provided in response to the Pre-Application Meeting Request.
8. The Township has the right to require documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only).
9. Additional documentation may be required at the request of the Township.

Maintenance Policies:

All who receive Credits will be required to sign a Maintenance Agreement, substantially in the form attached to this document, which references an Operations and Maintenance Plan outlining any and all maintenance that will be required to continually qualify. The basic minimum maintenance requirements that should be listed in an Operation and Maintenance Plan are, but not limited to:

- Sediment shall be removed when approximately 30% of storage volume of the facility is filled.
- Any sinkholes shall be repaired.
- Trash shall be removed.
- No woody vegetation shall be allowed to grow on embankments unless called for in the facility's design.
- Debris shall be removed from the inlet, outlet, and any other structures that have the potential to clog. All systems should be checked at minimum 4 times per year and within 48 hours after any major rain events of >1".
- Documentation of inspections must be submitted by July 1st of each year.
- Provide previous year's maintenance log must be submitted by July 1st of each year.
- Control structures shall remain unaltered, intact, and functioning as originally designed.
- See Pennsylvania Stormwater BMP Manual for system specific inspection details.

The Township has the right to inspect all systems to ensure they are working properly. If a system is found to be operating inadequately, the Owner will be notified in writing of the deficiencies. If the Owner does not make the necessary corrections within 45 days any and all Credits may be revoked. If Owner fails to submit annual reporting documentation by deadline listed above Credits may be revoked.

Appeals

Appeal Impervious Area Assessment

If a property owner feels that their Impervious Area estimate is incorrect they may appeal it. Similarly any property owner who believes stormwater fees have been assessed for a parcel they do not own shall notify the Township. Note that review of the Impervious Area may cause the assigned estimate to increase as a result of the appeal.

Appeal forms are available in Appendix D, online at the Township website, and at the Township office. There is no processing fee for appeal applications. Materials can be mailed or personally delivered to the Township office. Within 60 calendar days of being received, the Township will contact the owner with information about the status of the application as well as instructions about how to proceed. Questions about a given IA assessment can be made by contacting staff at the Township office during regular business hours.

Attachment A – Credit Application

Credit Application Instructions

1. This form is provided to Stormwater Management customers who believe they qualify for an approved Stormwater Management Credit. Customers should review the Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the first page of the form, except for the last section marked "For Township Use Only". Please fill out all applicable sections on pages 1 and 2 related to the Credits you are applying for.
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Silver Spring Township
 8 Flowers Drive, Mechanicsburg, PA 17050
 Attn: Stormwater Management Credit Administrator

4. A Township representative will review the Stormwater Management Credit Application Form within 60 days of receipt of the completed form.
-

Attached Documents

The following documentation must be submitted for an application to be reviewed

1. Completed and signed credit application form.
 2. Photographs of the site showing layout, inlets, outlets, etc.
 3. Owner's operation and maintenance plan.
 4. Previous year's maintenance log. (Existing facilities only)
 5. Application fee if one is established.
 6. Escrow deposit of \$2,000 if applicable.
 7. The Township may require for the following additional documentation to be submitted:
 - a. Design documentation, as-built or construction drawings, and an engineering analysis from a Pennsylvania licensed professional engineer.
 - b. Documentation from a licensed engineer that the facility is in proper working order. (Existing facilities only)
 - c. Other documentation as may be required at the request of the Township.
-

Please review the Township's Stormwater Management Program Credit Manual before applying

Select the credit(s) being applied for (check applicable boxes):

<input type="checkbox"/> Peak Rate Control / Volume Control Structural BMP	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Low Impact Parcel Credit	<input type="checkbox"/> Stormwater Partnership Credit
<input type="checkbox"/> NPDES Industrial Stormwater Permit Compliance	

Customer Information

Owner's _____ Name: _____

_____ Phone _____ Number: _____

_____ Alt. _____ Phone _____ Number: _____

E-mail: _____

Property Address: _____

Parcel Number: _____

Mailing Address: _____

Account Number: _____

Additional Information

If you are applying for any of the following credits, the Township will contact you to discuss the details of the credit after you submit page 1 of the application.

- Credits related to BMPs
 - Education Credit
 - Stormwater Partnership Credit
-

Confirmation of Credit Conditions and Township Access Rights

I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the *Silver Spring Township Stormwater Management Program Credit Manual*. Additionally, I agree that Silver Spring Township may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

Date Received: _____	Credit(s): <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	% Credit to be Applied: _____
Date of Credit Expiration: _____	Reviewer: _____

Attachment B – Maintenance Agreement



SILVER SPRING TOWNSHIP

SUBURBAN SERENITY WITH URBAN PROXIMITY

OPERATION AND MAINTENANCE AGREEMENT STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM BMPs)

THIS AGREEMENT, made and entered into this day _____ of _____, 20____, by and between _____ (hereinafter the "Landowner"), and Silver Spring Township, Cumberland County, Pennsylvania, (hereinafter "Township");

WITNESSETH

WHEREAS, the Landowner is the owner of certain real property as recorded by deed in the land records of Cumberland County, Pennsylvania, at Instrument Number _____ (hereinafter "Property") and identified by Parcel Identification (ID) Number(s) _____; and

WHEREAS, the SWM BMP Operation and Maintenance Plan approved by the Township (hereinafter referred to as the "Plan") for the property identified herein, which is attached hereto as Appendix A and made part hereof, as approved by the Township, provides for management of stormwater within the confines of the Property through the use of BMPs; and

WHEREAS, the Township, and the Landowner, his successors and assigns, agree that the health, safety, and welfare of the residents of the Township and the protection and maintenance of water quality require that on-site SWM BMPs be constructed and maintained on the Property; and

WHEREAS, the Township requires, through the implementation of the Plan, that SWM BMPs as designed in the Plan be adequately operated and maintained by the Landowner, successors and assigns in order for the Landowner to obtain and maintain a credit against the Landowner's Stormwater Management Program utility fee.

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner shall operate and maintain the BMPs in accordance with the plans and specifications identified in the Plan.
2. The Landowner shall operate and maintain the BMPs as shown on the Plan in good working order in accordance with the specific maintenance requirements noted on the approved Plan. The Landowner, its successors and assigns, agrees to all specifications made by the Township's Stormwater Management Credit Policy Manual, the Stormwater Management Ordinance of the Township, applicable PADEP requirements, and any documents referenced by the previously mentioned. The Landowner, its successors and assigns, shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of

the stormwater management facility or BMPs except in accordance with written approval of the Township. The Landowner, its successors and assigns, shall undertake necessary repairs and replacement of the stormwater management facility or BMPs at the direction of the Township or in accordance with the recommendations of a Pennsylvania Licensed Professional Engineer.

3. The Landowner hereby grants permission to the Township, its authorized agents and employees, to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the BMPs whenever necessary. Whenever possible, the Township shall notify the Landowner prior to entering the property.
4. In the event the Landowner fails to operate and maintain the BMPs per paragraph 2, the Township or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain said BMP(s). It is expressly understood and agreed that the Township is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Township. In the event the Landowner, his successors and assigns, fails to operate and maintain the stormwater management facility or BMPs as specified in the Plan, the Township reserves the right to revoke any credits awarded by the stormwater credit system.
5. In the event the Township, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Township for all expenses (direct and indirect) incurred within 10 days of receipt of invoice from the Township.
6. The intent and purpose of this Agreement is to ensure the proper maintenance of the onsite BMPs by the Landowner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by Stormwater runoff.
7. The Landowner, its executors, administrators, assigns, and other successors in interests, shall release the Township from all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMP(s) by the Landowner or Township.
8. The Landowner shall inspect the BMPs at a minimum of once annually and submit annually an inspection report to the Township no later than July 1 of each year. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, plantings, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report..

This Agreement shall be recorded at the Office of the Recorder of Deeds of Cumberland County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs and any other successors in interests, in perpetuity. Landowner shall bear the burden of the recording of this agreement and the cost thereof. The Landowner shall provide the Township with proof of the recording of this agreement.

ATTEST:

WITNESS the following signatures and seals:

(SEAL)

For the Township:

Please Print Name & Title

For the Landowner:

Please Print Name & Title

ATTEST:

County of Cumberland
Commonwealth of Pennsylvania

I, _____ a Notary Public in and for the County and Commonwealth aforesaid, whose commission expires on the ____ day of _____, 20____, do hereby certify that _____ signed to the foregoing Agreement bearing date of the ____ day of _____, 20____, has acknowledged the same before me in my said County and Commonwealth.

GIVEN UNDER MY HAND THIS ____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

Attachment C – Pre-Application Meeting Request Form

Pre-Application Meeting Request Instructions

1. This form is provided to Stormwater Management customers who want to install a new BMP or retrofit an existing BMP to become eligible for Stormwater Management Credit. Customers should review the Township's Credit Manual for eligibility requirements for Credits.
2. Please fill out all sections on the form, except for the last section marked "For Township Use Only".
3. Please mail completed form to:

Silver Spring Township
8 Flowers Drive, Mechanicsburg, PA 17050
Attn: Stormwater Management Credit Administrator
4. A Township representative will review the Stormwater Management Credit Application Form within 60 days of receipt of the completed form.

Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP

- I have an idea for a project that might qualify for the Stormwater Partnership Credit
- Other: _____

Customer Information

Owner's _____ Name: _____
_____ Phone _____ Number: _____
_____ Alt. _____ Phone _____ Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Parcel ID (if known): _____

FOR TOWNSHIP USE ONLY

Date Received: _____	_____
Date Reviewed: _____	Reviewer: _____

Attachment D – Appeal Form

Appeals Instructions

1. This form is provided to customers who have reduced their Impervious Area coverage or who disagree with the Impervious Area determination by the Township for their property.
2. Please fill out all sections on the form, except for the last section marked "For Township Use Only".
3. You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

Silver Spring Township
8 Flowers Drive, Mechanicsburg, PA 17050
Attn: Stormwater Management Credit Administrator

4. A Township representative will review the Appeal Form within 60 days of receipt of the completed form.
 5. Approved adjustments will be applied to the current stormwater bill and all future billings.
-

Appeal Information

Impervious Area Estimate (optional): _____

Customer Information

Owner's _____ Phone _____ Name: _____
_____ Phone _____ Number: _____
_____ Alt. Phone _____ Number: _____

E-mail: _____

Property Address: _____

Mailing Address: _____

Account Number: _____

Parcel ID (if known): _____

Please provide a brief description as to why this change is necessary:

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

Date Received: _____	Appeal: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed: _____	Change to be Made: _____
Date of Application: _____	Reviewer: _____