

Bath Borough Stormwater Authority

Stormwater Management Program Credit and Appeals Manual

Bath Borough
Northampton County, Pennsylvania

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Abbreviations

BMP	Best Management Practice
IA	Impervious Area
MS4	Municipal Separate Storm Sewer System
SMP	Stormwater Management Program

1.0 Introduction

This Manual provides Bath Borough Stormwater Management Program (SMP) customers with details on the credits available to reduce their quarterly 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 Stormwater Management system and/or to aid in meeting Municipal Separate Storm Sewer System (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. Bath Borough is in the process of developing and implementing a comprehensive Program to provide enhanced stormwater management to property owners in Bath Borough.

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 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 *BATH BOROUGH STORMWATER AUTHORITY* (the "Authority") *Stormwater Management Rates, Rules, and Regulations* defines how properties within the Borough 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 policy. This Manual will provide the user with the procedures to follow in order to apply for credits from the Authority.

2.0 Disclaimer

By submitting a Fee Credit Application pursuant to the Credit Policy (Section 6.0), the Property Owner acknowledges and agrees that he/her and his/her heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all BMPs constructed, installed, or employed by the property Owner. The Authority shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

3.0 Definitions

Terms can be defined by the *AUTHORITY'S CREDIT REGULATIONS* currently in effect. For the purposes of this manual, Bath Borough Stormwater Authority refers to the Authority, its agents, assigns, etc.

4.0 Credits and Credit Policies

Detailed Information about applying for credit can be found in Section 6.0 Applying for Credit.

4.1 General Policies

1. It is the Property Owner's responsibility to apply for credits and supply all the required information (Attachments).
2. Specified credits are available to all property Owners.
3. A property owner must be approved for multiple credits to achieve the maximum number of credits. Maximum credits **shall not exceed 50%** per property, unless a property is granted a larger credit under the Stormwater Partnership Credit.
4. **Accounts must be current to receive credit(s).** 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 (Section 6.0).
5. Credits will be revoked where qualified BMPs are not maintained, in accordance with the Maintenance Agreement (Attachment B).
6. There is a non-refundable \$35 credit application fee, however the fee is waived through December 31, 2025. Property owners may be required to establish an escrow account of \$3,000 for specific credits such as new or retrofitted BMPs to cover professional services for review of the application. Any new or retrofitted BMPs will be required to follow all applicable Borough Ordinances, including all applicable fees. Application fees are subject to adjustment January 1 of each year. Refer to the Applying for Credit section of this document for additional detail.
7. Approved credits and appeals will be made effective on the following billing cycle if the determination is made 30 days prior to the next billing date. However, any credits for BMPs fully installed as of January 1, 2025 shall have the credit applied retroactively to that date if credit application for the BMP is submitted, in full, to the Authority no later than September 30, 2025. Similarly, any appeals submitted prior to September 30, 2025 will be retroactively applied to January 1, 2025.
8. The Credit Policy will be reevaluated at the discretion of the Authority as new regulations pertaining to stormwater management are made available. Adjustments to the value of credits may be made at that time and/or reapplication required.
9. The Authority has full discretion over the credit process.

4.2 Eligibility

To be eligible for a credit, the property must have been assigned a SMP Fee and there must not be any outstanding and unpaid SMP Fees against the property. Owners must submit the appropriate Credit Application (Section 6.0) along with any documentation required by the Authority.

4.3 Credit Details

Property owners may apply for one or more credits, and the credits will be cumulative up to a maximum credit of 50% of that property's SMP Fee. **Credit amount is proportional to the IA that drains to the BMP.**

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

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

Example 1: A property owner has 10,000 sf of IA. The owner connects half of the IA (5000 sf) to a BMP receiving 20% credit.

$$\text{Percentage of Impacted IA} = (5,000 \text{ sf Impervious Area} / 10,000 \text{ sf Total IA}) = 50\%$$

$$\text{Approved Credits} = 20\% \text{ credit applied to } 50\% \text{ of the Total IA} = 10\%$$

$$\text{New SMP Fee} = \text{Original SMP Fee} \times [1 - 0.10]$$

5.0 Summary of Available Credits

The following section describes the available credits that have been adopted by the Authority.

Table 1. Summary of Available Credits

CREDIT TITLE	DESCRIPTION	MAXIMUM CREDIT AMOUNT
Peak Rate/Volume Control Credit	A structural Best Management Practice (BMP) that reduces the rate/volume of stormwater leaving the Property; must adhere to the Bath Borough Stormwater Management Ordinance design criteria.	40%
Education Credit	All private and public-school account holders recognized by the state of Pennsylvania who provide their students through a regular and continuing program of education concentrating on stewardship of water resources.	5%
Low Impact Parcel Credit	A parcel is considered a Low Impact Parcel if its Total IA is less than or equal to 10% of the total parcel area. If a parcel meets these conditions, it is eligible for a credit.	30%
Agricultural Credit	Agricultural Properties that are in compliance with current regulations may submit their approved plans.	TBD
Rain Barrel Rebate	The Authority will grant a one-time rebate of \$30 for up to two downspouts on the parcel which are properly connected to a rain barrel, cistern, or other approved containment device that provides a minimum of 30 gallons of storage per downspout and meets	\$30

	all criteria listed in the Credit and Appeals Manual. Rain barrels that exist at the time of implementation of the credit policy are eligible for a one-time fee rebate, provided that photographic documentation of the barrel, cistern, or other approved containment device accompanies the Credit Application.	
Rain Garden Rebate	The Authority will grant a one-time rebate of \$30 for the installation of a rain garden that meets all criteria listed in the Credit and Appeals Manual. The applicant must submit an application, a design plan acceptable to the Authority or the Authority's engineer and in compliance with the standards of the Pennsylvania Stormwater Best Management Practices Manual, and photographic documentation that the rain garden installation has occurred.	\$30
NPDES Credit	Properties with an active, fully-compliant NPDES Permit from the Pennsylvania Department of Environmental Protection.	50%
Partnership Credit	Opportunity for Property owners to seek Credit for stormwater practices that are not covered by other Credits - practices must provide a benefit to the program to be awarded.	TBD
NOTE - Maximum total Credit per Property is 50 percent (50%), excluding Partnership Credits.		

5.1 Peak Rate Control / Volume Control Structural Best Management Practice

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 40%.

Peak Rate Credits for the installation of an approved control system per the Bath Borough Stormwater Management Ordinance will be eligible for up to 10% 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 the Bath Borough Stormwater Management Ordinance will be awarded up to a 5% credit. This is in addition to any peak rate control noted above.

The system must provide for the required Water Quality Volume, which is the storage capacity needed to treat stormwater runoff equivalent to a minimum of the National Oceanic and Atmospheric Administration precipitation frequency estimate for the 2-year, 24-hour storm at the time of application. 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 Best Management Practice Manual section 6.4 for more information on the listed systems as well as other options. BMP sediment reduction effectiveness will be considered in evaluating the actual credit percentage.

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 BMP. Peak rate, volume control, and water quality calculations shall be in compliance with the applicable Ordinance of the Borough. 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.

A detailed inspection schedule and maintenance schedule shall be developed and included with the Maintenance Agreement described within Attachment B. 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 Operation and Maintenance in accordance with the Bath Borough Stormwater Management Ordinance; any changes in such contact information shall be provided to the Authority within 30 days of said changes. Inspection and maintenance logs should be maintained. All control systems shall be contained within a minimum twenty-foot (20') wide Stormwater Management easement. Access to the Stormwater Management easement shall be provided from the nearest public right-of-way.

5.1.1 Maintenance Policies:

All who receive credits will be required to sign an Operation and Maintenance Agreement. 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 Best Management Practice Manual for system specific inspection details.

The Authority 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.

5.2 Education credit

Available to all private and public-school account holders recognized by the State of Pennsylvania who provide their students through a regular and continuing program of education concentrating on stewardship of water resources. Educational programs may include participation in 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 Authority.

An individual school may apply for the credit, or a school district may apply on behalf of all its schools. Eligible education institutions may be granted up to a 5% Credit.

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

5.3 Low Impact Parcel Credit

A parcel is considered a Low Impact Parcel if: (1) its Total IA is less than or equal to 10% of the total parcel area; (2) the IAs are not directly connected to a storm sewer, curb line, stream, channel, street, or other surface water conveyance; and (3) IAs are a minimum of 50 feet (measured horizontally) from the edge of a stream, channel, wetland, or other surface water conveyance. If a parcel meets all of these conditions, it may be eligible for a Credit of up to 30%.

5.4 Stormwater Partnership Credit

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 Authority 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 Authority.

5.5 Agricultural Credit

Agricultural Credits are available for parcels devoted to an agricultural use, that operate under agricultural erosion and sediment control plans and/or manure/nutrient management plans required by the Commonwealth Pennsylvania and overseen by the Northampton County Conservation District. BBSA may grant a Credit for agricultural BMPs that are planned and implemented according to an applicable planning schedule, especially for properties that employ particular high-performance water quality BMPs:

- (1) A 20% Credit will be granted to parcels that provide documentation of a Soil Conservation / Agricultural Erosion Plan, if required. If neither plan is required for the Property, a Credit Application must still be completed and submitted for review; and
- (2) A 20% Credit will be granted for parcels that provide documentation of a Nutrient Management Plan or Manure Management Plan, if required. If neither plan is required for the Property, a Credit Application must still be completed and submitted for review.

5.6 Rain Barrel Rebate

BBSA will grant a one-time rebate of \$30 for up to two downspouts on the parcel which are properly connected to a rain barrel, cistern, or other approved containment device that provides a minimum of 40

gallons of storage per downspout and meet all criteria listed below. Rain barrels that exist at the time of implementation of the credit policy are eligible for a one-time fee rebate, provided that photographic documentation of the barrel, cistern, or other approved containment device accompanies the Credit Application.

Rain Barrel Criteria

- 1) Location: Depending on the site and space constraints of the Property, Rain Barrels may be installed underground or at ground level.
- 2) Volume: Rain Barrels shall be a minimum of 40 gallons.
- 3) Mosquitos: Rain Barrels shall be mosquito proof and shall be constructed as a closed design or a screen top with holes no larger than a window screen.
- 4) Overflow: Rain Barrels shall have an overflow to direct water away from the building foundation or have an automatic diversion system on the downspout.
- 5) Spigot or Valve: Rain Barrels shall have a spigot or valve to access water, installed at a location no higher than three (3) inches from the bottom of the barrel.
- 6) Barrel Material: Rain Barrels shall be made of a durable, watertight material approved by the Authority's engineer and installed on a solid, level base.
- 7) Connection to Downspout: Rain Barrels shall either be hard connected to the downspout or positioned directly below the downspout in a manner that water discharging from the downspout will enter the rain barrel.
- 8) Installation: Rain Barrels shall be installed per the manufacturer's recommended specifications.

5.7 Rain Garden Rebate

BBSA Authority will grant a one-time rebate of \$30 for the installation of a rain garden that meets all criteria listed below. The applicant must submit an application, a design plan acceptable to the Authority or the Authority's engineer and in compliance with the standards of the Pennsylvania Stormwater Best Management Practices Manual, and photographic documentation that the rain garden installation has occurred.

Rain Garden Criteria

- 1) Size: Rain Gardens shall be a minimum of ten (10) square feet.
- 2) Depth: Rain Gardens shall have a minimum ponding depth of four (4) inches.
- 3) Connection to Impervious Area: Rain Gardens shall be designed to capture and filter storm water runoff from a roof or other Impervious Area.
- 4) Overflow: Rain Gardens shall have an overflow directed to appropriate outlets or areas away from nearby building foundations.

5.8 NPDES Credit

This credit is applicable to parcels that maintain an active and fully-compliant NPDES Permit from the Pennsylvania Department of Environmental Protection. The operator must have been in compliance with the permit requirements during the preceding 12 months. Eligible parties may receive a 50% Credit that will be applied to the portions of the parcel served by NPDES MS4 Permit. The portions of the parcel served by the NPDES Permit will not be eligible for further Credits above the 50% Credit. Portions of the parcel with Impervious Surface area runoff that is not captured by the NPDES Permit are not eligible for this 50% Credit but may be eligible for other Credits. The Credit for parcels with an NPDES Permit will be calculated using the formula: Approved Credit = 50% * % of Impervious Surface area served by the NPDES Permit.

6.0 Applying for Credit

The following section describes how to apply for credits that have been adopted by the Authority.

6.1 Pre-Application Meeting and Field Review

A number of proposed credits will require a pre-application meeting and/or a field review with the Authority. 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 Bath Borough Stormwater Authority. The Authority 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.

6.2 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.

6.3 Credit Application

In order to receive credit, all Property Owners must follow the subsequent application process. Materials can be mailed to the Bath Borough at 121 South Walnut Street, Bath, PA 18014 Attn: Stormwater Management Credit Administrator or delivered to the Bath Borough Stormwater Authority at the same address. Properly submitted applications will be reviewed by the Authority within 90 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 any applicable credit agreements that must be signed and returned to the Bath Borough Stormwater Authority within 60 calendar days (failure to do so will terminate the credits).

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

6.3.1 Peak Rate/Structural Best Management Practice Credit:

1. Completed credit application form signed by the property owner.

- a. Application forms are available in Attachment A, online at the Bath Borough Stormwater Authority website, and at the Bath Borough 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 where pertinent.
6. For some applications, a \$3,000 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 Authority 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 Authority 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 Authority.

6.3.2 Education and Stormwater Partnership Credit:

1. Pre application meeting(s) must be conducted before credit application submission.
2. Completed credit application form signed by the property owner.
 - a. Application forms are available in Attachment A, online at the Bath Borough Stormwater Authority website, and at the Bath Borough office (located at the address listed above).
3. Application fee where pertinent.
4. Supporting documents discussed during pre-application meeting(s). Information regarding educational programs, handouts, flyers, etc.
5. Schedule of events/programs at which materials will be provided.
6. Additional documentation may be required at the request of the Authority.

7.0 Appeals

The following section describes the appeal options that have been adopted by the Bath Borough Stormwater Authority.

7.1 Appeal Impervious Area Assessment

If a property owner feels that their IA 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 Authority. Note that review of the IA may cause the assigned estimate to increase as a result of the appeal.

Appeal forms are available in Appendix C, online at the Bath Borough Stormwater Authority website, and at the Bath Borough office. There is no processing fee for appeal applications. Materials can be mailed or personally delivered to the Bath Borough office. Within 90 calendar days of being received, the Authority 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 Bath Borough office during regular business hours.

7.2 Other Appeals

No other assessment appeal has been adopted at this time by the Bath Borough Stormwater Authority.

Attachment A – Credit Application

Stormwater Management 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 Bath Borough Stormwater Authority (BBSA) 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:

Bath Borough Stormwater Authority
121 South Walnut Street
Bath, PA 18014
Attn: Stormwater Management Credit Administrator

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

Attached Documents

Please refer to the "Credit Application" section of the Credit and Appeals Manual for specific information regarding required submission documents.

Please review the BBSA'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 Best Management Practice	<input type="checkbox"/> Education Credit
<input type="checkbox"/> Stormwater Partnership Credit	<input type="checkbox"/> Low Impact Parcel Credit
<input type="checkbox"/> Agricultural Credit	<input type="checkbox"/> Rain Barrel Rebate
<input type="checkbox"/> Rain Garden Rebate	<input type="checkbox"/> NPDES Credit

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 BATH BOROUGH STORMWATER AUTHORITY (BBSA) will contact you to discuss the details of the credit after you submit page 1 of the application.

- Credits related to Best Management Practices
 - Education Credit
 - Agricultural Credit
 - NPDES Credit
 - Stormwater Partnership Credit
-

Confirmation of Credit Conditions and BBSA Access Rights

I, (please print name) _____ agree to all conditions of the Credits I have applied for as outlined in the *BBSA Stormwater Management Program Credit and Appeals Manual*. Additionally, I agree that BBSA, or its designee, may at reasonable times enter my property to inspect the property or condition or operation of Best Management Practices.

Signature: _____ Date: _____

FOR BBSA 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 – 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 Best Management Practice, retrofit an existing Best Management Practice to become eligible for Stormwater Management Credit, or are interested in the Stormwater Partnership Credit. Customers should review the Bath Borough Stormwater Authority's (BBSA) Credit and Appeals Manual for eligibility requirements for credits.
2. Please fill out all sections on the form, except for the last section marked "For BBSA Use Only".
3. Please mail completed form to:

Bath Borough Stormwater Authority
121 South Walnut Street
Bath, PA 18014
Attn: Stormwater Management Credit Administrator

Please Mark All That Apply

- I want to install a new Best Management Practice
- I want to retrofit an existing Best Management Practice

- 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 BBSA USE ONLY

Date Received: _____	
Date Reviewed: _____	Reviewer: _____

Attachment C – 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 Bath Borough Stormwater Authority (BBSA) for their property.
2. Please fill out all sections on the form, except for the last section marked "For BBSA 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:

Bath Borough Stormwater Authority
121 South Walnut Street
Bath, PA 18014
Attn: Stormwater Management Credit Administrator

4. A BBSA representative will review the Appeal Form within 60 days of receipt of the completed form.

Appeal Information

Impervious Area Estimate (optional): _____

Customer Information

Owner's 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 BBSA USE ONLY

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