

# Stormwater Utility Fee Reduction Application

Please check or fill in all boxes. Write N/A if not applicable.

## Step 1. Owner of Parcel

Property Owner Name	
Street Address	
City, State Zip	
Home or Cell Phone	
Work Phone	
E-mail	

## Step 2. Parcel Info

Property Street Address	
City, State Zip	
Property Identification Number (PIN)	

## Step 3. Which type of fee reduction are you applying for?

Choose one of the following:

- Retention Basin (go to step 4)
- Detention Basin (go to step 4)
- Constructed Stormwater Treatment Facility (go to step 6)
- Manufactured Stormwater Treatment Unit (go to step 10)

## Step 4. Retention or Detention Basin

For consideration of Storm Water Utility fee reduction using a retention or detention basin, a site plan of the parcel stamped and signed by a licensed engineer in the State of Michigan must be submitted that shows or meets the following:

- Site plan shall be 24 inches by 36 inches or smaller with 1' contours at a scale of 1"=30' if site is less than 10 acres. Sites greater than 10 acres can use a scale of 1"=100' with 2' contours. Multiple sheets shall be used if site can not fit on single sheet.
- Address of parcel
- Stamp and signature of the licensed Engineer in the State of Michigan who created the site plan.
- Date of site plan creation.
- North arrow.
- Property lines with dimensions.
- All impervious surfaces including: buildings, parking areas, drives, patios, sidewalks, etc.
- Retention or detention basin

- All on site and adjacent storm water infrastructure (pipes, catch basins, manholes, ditches)
- Streams, rivers, ponds within 100' of property line.
- Cross section or sections of basin.
- Pre-development and Post-development runoff peak flows on site.
- Volume of basin.

A site plan meeting all of the above is included with this application.

## Step 5. Stormwater Calculations

In addition to the site plan, storm water calculations stamped by a licensed engineer registered in the State of Michigan shall be submitted that follow the requirements of the City of Marquette design standards "Retention Detention and Stormwater Treatment".

Stormwater Calculations following the City of Marquette design standards stamped and signed by a licensed Engineer registered in the State of Michigan are included with this application.

Go to step 12.

## Step 6. Constructed Stormwater Treatment Facility

What type of treatment facility is constructed on site?

- Bio-retention basin
- Rain Garden
- Infiltration basin
- Other (describe)

## Step 7. Is Parcel a Residential Property?

Choose one of the following:

- Property is not residential (go to step 8)
- Property is multifamily residential with more than 4 living units (go to step 8)
- Property is residential with 4 living units or less (go to step 9)

## Step 8. Multifamily or Non-residential Property

For consideration of Storm Water Utility fee reduction using a constructed storm water treatment facility on a parcel that is non-residential or multifamily, the following must be submitted:

A site plan of the parcel stamped by a licensed engineer in the State of Michigan must be submitted that shows or meets the following:

- Site plan shall be 24 inches by 36 inches or smaller with 1' contours at a scale of 1"=30' if site is less than 10 acres. Sites greater than 10 acres can use a scale of 1"=100' with 2' contours. Multiple sheets shall be used if site can not fit on single sheet.
- Address of parcel
- Stamp and signature of the licensed Engineer registered in the State of Michigan who created the site plan.
- Date of site plan creation.
- North arrow.
- Property lines with dimensions.
- All impervious surfaces including: buildings, parking areas, drives, patios, sidewalks, etc.
- Storm water treatment facility shape, size and type.
- All on site and adjacent storm water infrastructure (pipes, catch basins, manholes, ditches)
- Streams, rivers, ponds within 100' of property.
- Cross section or sections through facility.

Either on the plan or on a separate document the following areas need to be measured, calculated, titled and listed:

- All impervious surfaces on site including: buildings, parking areas, drives, patios, sidewalks, etc.
- The portion of the above listed impervious surfaces that drain to the treatment facility.
- The area of the treatment facility.
- Pre-development and Post-development runoff volumes from site for 10, 25, 50 & 100 year-24 hour storm.

A site plan meeting all of the above along with area information is included with this application.

Go to step 12.

## Step 9. Residential Property

For parcels that are residential with four living units or less, a legible, scaled site plan of the parcel is still required. However the parcel owner, an engineer or designee can generate the site plan. As an option to aid the creation of the site plan, the parcel owner can purchase from the City Engineering Department a printed scaled map of the parcel showing 2' contours with or without an aerial photo background for a fee that is determined by the current City Fee Schedule.

The site plan must show:

- Site plan shall be any size that can show the entire site using a scale of 1"=30'.
- Address of parcel
- Date of site plan creation.
- North arrow.
- Property lines with dimensions.
- Topography represented by 2' contours
- All impervious surfaces including: buildings, parking areas, drives, patios, sidewalks, etc.

- Storm water treatment facility shape, size and type.
- All on site and adjacent storm water infrastructure (pipes, catch basins, manholes, ditches)
- Streams, rivers, ponds within 100' of the property.

Either on the plan or on a separate document the following areas need to be measured, calculated, titled and listed:

- All impervious surfaces on site including: buildings, parking areas, drives, patios, sidewalks, etc.
- The portion of the above listed impervious surfaces that drain to the treatment facility.
- The area of the treatment facility.

A site plan meeting all of the above along with area information is included with this application.

Go to step 12.

## Step 10. Manufactured Stormwater Treatment Unit

For consideration of Storm Water Utility fee reduction using a manufactured storm water treatment facility on a parcel, the following must be submitted:

A site plan of the parcel stamped by a licensed engineer registered in the State of Michigan must be submitted that shows or meets the following:

- Site plan shall be 24 inches by 36 inches or smaller at a scale of 1"=30'. Multiple sheets shall be used if site can not fit on single sheet.
- Address of parcel
- Stamp and signature of the licensed Engineer registered in the State of Michigan who created the site plan.
- Date of site plan creation.
- North arrow.
- Property lines with dimensions.
- Topography represented by 2' contours or smaller interval
- All impervious surfaces including: buildings, parking areas, drives, patios, sidewalks, etc.
- Location of treatment unit.
- All on site and adjacent storm water infrastructure (pipes, catch basins, manholes, ditches)
- Streams, rivers, ponds within 100' of project property line.

Either on the plan or on a separate document the following areas need to be measured, calculated, titled and listed:

- All impervious surfaces on site including: buildings, parking areas, drives, patios, sidewalks, etc.
- The portion of the above listed impervious surfaces that drain to the treatment unit.
- Peak flow from 2, 5 or 10 year-24 hour post development storm event.

Documentation of third party independent study showing the design storm the unit is sized for and that 80% of total suspended solids are removed by the treatment unit, for the design storm.

- A site plan meeting all of the above along with area information is included with this application.

### Step 11. Stormwater Calculations

In addition to the site plan, storm water calculations stamped by a licensed engineer in the State of Michigan shall be submitted that follow the requirements of the City of Marquette design standards “Retention Detention and Stormwater Treatment”.

- Stormwater Calculations following the City of Marquette design standards stamped and signed by a licensed Engineer registered in the State of Michigan are included with this application.

### Step 12. Maintenance Agreement

A Stormwater Maintenance Agreement must also be signed and submitted in order to be considered for a fee reduction. This agreement form can be found at the Community Development or Engineering departments or on the City website.

- I have signed and included the Stormwater Maintenance Agreement

### Step 13. Signed Application

“By signing this application, I certify that I am the owner (or authorized representative of the owner) of the parcel for which fee reduction has been requested. I have read the completed application and understand its terms and conditions. I further certify that the completed application and attached documents are factual and represent the conditions of the parcel. Also I grant the City of Marquette permission to enter the parcel for the sole purpose of conducting periodic inspections of the stormwater basin or treatment facility”.

Signature of Property Owner	
Date	

### Step 14. Submit Application, Maintenance Agreement and other Documents

Application, site plan, storm water calculations and maintenance agreement must be submitted to:

City of Marquette Engineering Department  
1100 Wright St.  
Marquette, Michigan 49855