STORMWATER CREDIT MANUAL

CITY UTILITIES

JULY 2026

CITY UTILITIES

WATER THAT WORKS

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Definitions and Acronyms

DEFINITIONS

ACCOUNT HOLDER – An individual named on the stormwater account who may be the owner or tenant of a property.

BEST MANAGEMENT PRACTICE (BMP) – Structural and/or non-structural controls that temporarily store or treat stormwater runoff to reduce flooding, improve quality and provide other benefits.

CHANNEL – A portion of a natural or artificial watercourse that periodically or continuously contains surface water, groundwater, or stormwater runoff, or which forms a connecting link between two bodies of water, having a defined bed and banks that serve to contain water.

CREDIT – Represents a reduction in a customer's total ERU amount given for certain qualifying activities outlined in the Stormwater Credit Manual. For the avoidance of doubt, the credit is applied to reduce the number of ERUs assigned to a particular property.

DEPARTMENT OF STORMWATER MANAGEMENT (DSM) – A department within the Division of City Utilities within the City of Fort Wayne as established by the Fort Wayne City Council according to the provisions of IC 8-1.5-5 and Chapter 53 of the Fort Wayne Code of Ordinances, to provide for the safe and efficient capture and conveyance of stormwater runoff, also referred to as the "Stormwater Utility" or "DSM". The administrative responsibilities of the Stormwater Utility for the Stormwater Credit Manual shall be carried out by Development Services ("DVS").

DESIGN STORM – A rainfall event of specified size and return frequency that is used to calculate the runoff volume and peak discharge rate for a stormwater management facility.

DETENTION – The temporary storage of stormwater runoff in a basin, pond, or other BMP to control the peak discharge rate by holding the stormwater for a lengthened period of time, and which may provide gravity settling of pollutants.

DEVELOPED – The condition of real property altered from its natural state by the addition to or construction on such property of impervious surfaces or physical improvements such that the hydrology of the property or a portion thereof is affected.

DEVELOPMENT SERVICES (DVS) –The department within City Utilities' Engineering and Development division that is responsible for new residential and commercial development, including proper permitting, to ensure facilities are planned and designed in conformance with applicable standards to protect health and human safety. DVS will be the primary contact point for applicants of stormwater credits.

DIRECT DISCHARGE – Stormwater runoff from a contiguous property that enters any of Fort Wayne's three rivers (the St. Marys, St. Joseph, and Maumee Rivers), without entering any portion of the stormwater management system under the jurisdiction of the DSM.

DITCH – A man-made, open watercourse in or into which excess surface water or groundwater drained from land, stormwater runoff, or floodwater, flows either continuously or intermittently.

DRAIN – Relative to stormwater management, any sewer, tile, ditch, stream or other stormwater runoff conveyance channel or conduit.

EQUIVALENT RESIDENTIAL UNIT (ERU) – A unit value, equal to the average amount of impervious area on a single-family residential property within the City of Fort Wayne, Indiana, and established at 2,500 square feet of (measured) impervious area. It is also the base billing unit for calculating the proper assessment of stormwater charges to all users of the Fort Wayne stormwater management system.

IMPERVIOUS SURFACE/AREA – Area that has been paved and/or covered with buildings and materials which include, but are not limited to concrete, asphalt, rooftop, blacktop, gravel, or stone, such that the infiltration of water into the soil is prevented. Excluded from this definition are undisturbed land, lawns, and fields.

MUNICIPAL SEPARATE STORMWATER SYSTEM (MS4) – A conveyance or system of conveyances (include roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned by the City, designed or used for collecting or conveying storm water, which is not a combined sewer.

NON-RESIDENTIAL PROPERTY – All properties not encompassed by the definition of residential shall be defined as non-residential and include the following properties: agricultural; apartment complex with more than four (4) dwelling units; condominium; mobile home parks where lots are available for rent; commercial; industrial; institutional; government; church; school; federal, state, and local right-of-way; and any other property not mentioned in this list or included in the definition of residential properties below.

NPDES – National Pollutant Discharge Elimination System. Regulations for stormwater discharges as described in The Federal Register, 40 CFR Parts 122, 123 and 124.

PEAK DISCHARGE – The maximum rate of flow of water passing a given point during or after a rainfall event or snowmelt. The term also means the maximum instantaneous flow from a given storm condition at a specific location.

PROPERTY OWNER – That person, individual, partnership or corporation holding the deed or record title to a property.

RESIDENTIAL PROPERTY – A lot or parcel of real estate on which a building or mobile home (not in a mobile home park) is situated, where the building contains a group of rooms forming a single inhabitable dwelling unit with facilities that are used or are intended to be used primarily for living, sleeping, cooking, and eating. This definition also includes a lot with one individual building containing four (4) or fewer separate or contiguous single-family dwelling units. Each residential property shall be assigned one (1) ERU.

RETENTION – The holding of stormwater runoff in a constructed basin or pond or in a natural body of water without release except by means of evaporation, infiltration, or emergency bypass.

RETROFIT – To install a new practice or improve an existing practice for stormwater quality or quantity management.

RIPARIAN BUFFER – A riparian buffer is a strip of native vegetation or forest adjacent to a stream, river, wetland, or other water body. They provide stormwater benefits by slowing runoff, storing flood flows, removing pollutants associated with urban stormwater runoff, reducing water temperatures by shading, providing wildlife habitat, protecting, and creating aquatic habitat, and reducing stream bank erosion.

RUNOFF – That portion of precipitation that flows from a drainage area on the land surface and is conveyed in open channels or in stormwater conveyance systems.

SQUARE FOOTAGE OF IMPERVIOUS AREA – For the purpose of assigning an appropriate number of Equivalent Residential Units (ERUs) to a parcel of real property, the square footage of all impervious areas, using the outside boundary dimensions of the impervious area, to include the total enclosed planimetric square footage, without regard to topographic features of the enclosed surface.

STORM EVENT – An estimate of the expected amount of precipitation within a given period of time, as measured over a 24-hour period. For example, a 10-year storm event is a storm event during which the amount of precipitation measured over a 24-hour period has a 10% probability of occurring in any given year. A 100-year storm event is a storm event during which the amount of precipitation measured over a 24-hour period has a 1% probability of occurring in any given year.

STORM SEWER – A sewer designed or intended to convey only stormwater, surface runoff, and drainage, and not intended to receive or convey sanitary sewage and industrial wastes other than unpolluted cooling water. The portion of a sewer intended to carry stormwater only, which begins at the grating or opening where water enters said sewer, continues through the sewer and any other conduits, to the outlet structure where water enters a channel, natural watercourse, or combined sewer.

STORMWATER – Refers to water resulting from rain, melting or melted snow, hail, or sleet.

TENANT – A person or entity who, pursuant to a rental agreement, leases or occupies a rental unit. A rental unit may be any residential or nonresidential property offered for lease by the Property Owner or the Property Owner's agent.

TOTAL SUSPENDED SOLIDS (TSS) – The soil and other particles found in stormwater runoff that is associated with water quality. These particles are typically a function of the runoff's velocity.

WATER QUALITY – Describes the chemical, physical, and biological characteristics of water, usually with respect to its suitability for a particular purpose.

Additional References

Fort Wayne IN Code of Ordinances – Title V: Public Works **Chapter 53: Stormwater Management Department**

Fort Wayne Stormwater Utility – **Stormwater Rules and Regulations**

Fort Wayne City Utilities **Design Standards Manual** - SW11

Stormwater Best Management Practices – **Property Owner's Guide to Stormwater BMP Maintenance**

Annual Report/ Inspection Submission – **Catching Rain BMP App**

Application – Please contact City Utilities Engineering - Development Services

City Utilities Plant List - For Riparian Buffers

If you have questions, contact City Utilities Engineering - Development Services: (260) 427-5064 or **CUDVS@cityoffortwayne.org**

1 Introduction to Stormwater Credit Program

Fort Wayne's Department of Stormwater Management (DSM), a part of the Division of City Utilities, has responsibility for operating, maintaining, and improving the City's Municipal Separate Storm System (MS4), which consists of open waterways and enclosed storm sewer lines. This system collects stormwater that runs off yards, roofs, streets, and parking lots, and carries it to local streams and rivers.

The DSM is tasked with ensuring that the City of Fort Wayne ("City") meets the state and federal requirements for improving the quality of stormwater runoff through its National Pollutant Discharge Elimination System (NPDES) permit. As most stormwater receives no treatment before entering a stream or river, it is important to keep as many pollutants as possible out of stormwater runoff. Equally important is managing the quantity of stormwater to prevent excessive erosion and flooding. In addition to physical and structural methods, education of the public and creating awareness about stormwater is an effective tool to manage the effects of stormwater.

The DSM has developed a system of credits to encourage non-residential property owners to manage and reduce the impact of their stormwater on the MS4 through stormwater control facilities and Best Management Practices (BMPs). This Credit Manual details the policies and procedures applicable to the stormwater credit program. Authority for the Stormwater Credit Program comes from City of Fort Wayne Code of Ordinances Section 53.60.

2 Credit Policies

It is City Utilities' intent to encourage sound technical design practices that reduce the negative impact of development on the drainage system through a simple, but effective, credit system. Certain policies have been developed to help maintain a balance between simplicity and effectiveness.

Properties with existing stormwater credits or discounts approved or applied prior to the July 2026 Stormwater Credit Manual Update may continue to receive such existing credits or discounts until City Utilities provides written notice to the account holder or property owner regarding the July 2026 Stormwater Credit Manual Update, the potential effect of the updated requirements on the property's existing credits or discounts, and the process and deadline for applying or reapplying for credits under the updated Credit Manual. New application submitted after the effective date of the July 2026 Stormwater Credit Manual Update shall be reviewed under the updated Credit Manual. Following written notice, existing credit holders must submit any required application or reapplication within the time period stated in the notice. Existing credits may be modified, continued, or discontinued based on City Utilities' review under the updated Credit Manual and applicable rules and regulations.

2.1 Eligibility

Stormwater credits are **ONLY** available to non-residential City Utilities account holders receiving a stormwater invoice for more than 1 ERU located within corporate limits of the City of Fort Wayne, Indiana. Single-family residential properties and non-residential properties billed for 1 ERU are not eligible for stormwater credits.

Stormwater credits may be applied for by a City Utilities account holder. If the property owner is the account holder, the property owner is eligible to submit the application for the stormwater credit. If the account holder is a tenant, the property owner must join in the application process to receive approval. Stormwater credits will not be split between multiple property owners, managers, or tenants.

Property in the Arlington Park and Woodmont Ridge subdivisions are not eligible for these credits due to previously opting out of stormwater fees. Please note that opting out is no longer permitted for properties or subdivisions.

2.2 Right of Entry

Each applicant for a stormwater credit must provide a right of entry to the Department of Stormwater Management (DSM) on a DSM approved form via the application process submitted to Development Services (DVS). The purpose of the right of entry is to allow the DSM to inspect and verify the information submitted on the application and to confirm compliance with any ongoing maintenance requirements.

1) If the tenant is applying for the stormwater credit, both the tenant and property owner must sign the right of entry.
2) If the property owner is the account holder and is the person applying for the credit, only the property owner needs to sign the right of entry.

2.3 Maximum Credit

Customers may apply for continuous Stormwater Credits up to a maximum of 50% of the gross stormwater ERUs assigned for that property. A customer may receive a combination of multiple continuous credits, however, once the maximum credit amount is reached, it may not be exceeded.

The one-time retrofit credit will be applied separately from the continuous credits and will not count towards the maximum of 50%.

2.4 Application Procedure

A pre-submittal meeting between the applicant and City Utilities Engineering Development Services (DVS) is recommended (but not required) prior to submission of the application. The purpose of this meeting is to go over application requirements and help streamline the submittal process. A credit application will not be considered complete and will not be processed unless

accompanied by the application fee and all appropriate forms and information as required in this Credit Manual.

Application fees are non-refundable.

Stormwater Fees Table	
New application fee	$200.00
Hourly review rate	$80.00
3-year renewal fee	$60.00

The credit application fee is $200.00 and must be submitted online via the application. This fee will cover an initial review period of approximately 3 hours, and the DSM will charge an hourly rate beyond that time as outlined in the Stormwater Fees Table. The DSM reserves the right to use outside consultants for the review process. Given that a property owner has previously been approved and does not have changes to their eligibility they may be charged the renewal fee instead of a new application fee.

The application form and supplemental documentation will be reviewed for completeness, accuracy, and applicability.

- Submitted designs and attachments must reflect requirements set in the Design Standards Manual and be approved by the DSM.
- It is the intent of the DSM to process applications within ninety (90) days of submitting the complete and correct application package.

If the application is accepted, the applicant will be notified of approval of the credit(s), which will be applied at the start of the next billing cycle. Credits will not be applied retroactively. Pending application for credit shall not constitute a valid reason for non-payment of the currently assessed stormwater service charge by the customer.

Should deficiencies be found during the review, a notification will be sent out to the applicant or applicant's contact person identifying the deficiencies.

- The applicant will have thirty (30) days to address the deficiencies and resubmit the required information. If the applicant fails to provide the required information to the DSM within the allotted time, the application will be considered closed, and a new application will be required.

Should the application be denied, a notification explaining reasons for the denial will be provided to the applicant.

- The applicant has the right to appeal this decision and may do so in accordance with procedures provided by the City of Fort Wayne Code of Ordinances Section 53.60(B)(3), as amended from time to time.

2.5 Credit Enforcement

2.5.1 Annual Inspection Report

All credits will be subject to annual reporting or inspection via the Catching Rain BMP App to remain active. The inspection procedures for stormwater facilities are set forth within Article IV of the Stormwater Rules and Regulations. Following approval, each annual inspection will be due prior to expiration of the 12-month period that starts on the date of the bill that the credit is first applied, and each anniversary of said date thereafter for as long as the credit remains in effect.

If it is determined that the annual inspection report is not submitted, is not completed correctly, or is not submitted per Property Owner's BMP Guide instructions, the property owner will be notified and will have thirty (30) days following the date of notice to appropriately submit the report. If after the allotted time the report has not been submitted correctly, all credits applied to the site may be terminated.

2.5.2 Property Inspection

As a part of the credit application and as a condition of receiving stormwater credit(s), the property owner and tenant(s) (if applicable) agree to allow the DSM access to inspect the property associated with the stormwater credit. The intent of the inspections, performed at the discretion of the DSM, is to verify that the private stormwater management facilities are being maintained properly and operating as intended.

- If, after the inspection, the DSM finds the level of service is not being met or maintained, the property owner will be notified and given thirty (30) days to correct the deficiency. The property owner must provide written documentation to the DSM within thirty (30) days of the original notice that the stormwater measure has been corrected or outline a plan for correction if correction would take longer than the 30-day period. If, in the opinion of the DSM, the deficiency is not satisfactorily corrected, the user fee credit previously applied to the site will be terminated effective the following billing cycle.
- Following termination of a credit following an inspection, reapplication for user fee credits will not be reviewed until the delinquent stormwater measure has been adequately reinstated for ninety (90) days, and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the applicant to prove the stormwater management goals are met prior to the credit being reissued.

In addition, to the above credit enforcement provisions, Chapter 53 of the Municipal Code sets forth further enforcement requirements and potential violations related to the inspection and maintenance of stormwater control facilities. The violations and penalties within Chapter 53 will be enforced in addition to the above credit penalties.

2.6 Credit Termination

Following termination, a new Stormwater Credit application, supporting materials, and fee may be submitted to the DSM to reestablish the credit.

The Department of Stormwater Management reserves the right to determine if a credit qualifies for termination. In addition to the guidelines listed above, stormwater credits may be subject to termination as described below:

Property Transfer – If a property transfers ownership the credits previously applied to the property will be terminated.

- The new property owner may elect to submit the O&M Manual associated with the existing facilities; however, the documentation should be verified with the latest edition of the City Utilities Design Standards Manual.

Property Alteration – If property alteration occurs such as expansion of impervious surface area (e.g., expansion of parking lots or buildings), the credits previously applied to the property will be reevaluated and may result in recalculation of credits up to termination.

2.7 Credit Expiration

All continuous stormwater credits shall expire three (3) years from the initial date on the notification of credit approval. Retrofit credits may be applied for ONCE, may not be renewed, and shall expire after a period of five years. To renew a continuous stormwater credit beyond three (3) years, the property owner will be required to reapply for the applicable stormwater credits. If there are no substantial changes to the required credit submissions the owner may be eligible for the renewal fee when reapplying to credits, as seen in the above fee table.

The terms of the credits and qualifications for the credits may have changed, and it is the responsibility of the property owners to review the latest versions of this Credit Manual and all applicable City standards, ordinances, and rules and regulations.

3 Credit Details

3.1 Available Credits

Credits are applied on a per parcel basis against the number of ERUs assigned to each parcel.

For large parcels with multiple watershed outlet points, the credits may be applied to only the portion of the parcel that contains water quality and/or quantity methods and not the entire parcel area. For such properties, a pre-submittal meeting should be scheduled with the DSM to evaluate the site's watershed area and how credits would be applied to the parcel. For example, if a site contains two (2) watersheds and only one (1) watershed has water quantity and/or quality credits, then the credits would apply to the portion of the site with the applicable quantity and/or quality methods.

One-time applications:

- *Retrofit Credits* – Credits are offered to previously developed properties that are not required to but voluntarily update stormwater control facilities or measures to meet or exceed the requirements provided in the most recent version of the Stormwater Design

Standards Manual. These are **ONE-TIME** credits that get applied annually over a **five-year period**.

Continuous credits, reapply every three (3) years:

- *Stormwater Quality Credits* – Credits are offered to properties that reduce pollutants in stormwater runoff using BMPs. Credits will only be granted to those properties with BMPs exceeding removal rates as provided in the most recent version of the Stormwater Design Standards Manual.
- *Stormwater Quantity Credits* – Credits are offered to properties that reduce the rate and/or the volume of stormwater runoff from the property. Credits will only be granted to those properties reducing flow rates (i.e., exceeding the standard) as provided in the most recent version of Stormwater Design Standards Manual.
- *Riparian/Forested Buffer Credit (the supporting guidance document for this credit is under development)* – Credits are offered to non-residential landowners that have constructed or otherwise protected stream resources with riparian/forested buffer.
- *Open Channel Maintenance Credit (the supporting guidance document for this credit is under development)* – Credits are offered to all non-residential properties who maintain public stormwater open channels that are part of the MS4.
- *Direct Discharge Credit (DDC)* – Credit is available to properties contiguous to and directly draining to the St. Marys, St. Joseph, or Maumee Rivers.
- *Education Credits* – Credits are offered to educational institutions such as schools, places of worship, and tax-exempt properties who are able to provide education to members and visitors about stormwater and stormwater stewardship.

Unique and Special Cases – Where a property owner or customer can unequivocally document and demonstrate through appropriate engineering studies that the property's stormwater runoff impact on the Utility's stormwater drainage system is significantly less than suggested by its assigned (gross) ERU's, the Director has the authority to make adjustments consistent with the intent of the ordinance establishing charges for stormwater services and with the General Rules and Regulations.

3.2 Retrofit, Quality, and Quantity Credits

3.2.1 Retrofit Credits

This is the only ONE-TIME five-year credit. A stormwater credit may be given to property owners that provide water quality or quantity controls to their existing properties. This retrofit credit of up to 20% may be applicable to sites that have existing stormwater control facilities that will be brought up to date, or sites that plan on adding stormwater control facilities to bring the site into compliance with the most current version of chapter SW11 of the Fort Wayne City Utilities Design Standards Manual. The flow path used for the developed conditions shall also be used for the pre-existing conditions.

20%	Update existing stormwater control facilities to meet standards in SW11 even though it is not required OR update existing stormwater control facilities to exceed standards.

3.2.2 Stormwater Quality Credits

A stormwater quality credit is available to non-residential owners that treat stormwater runoff prior to discharging from their properties, and that **exceed** the stormwater quality requirements in the most current version of the Fort Wayne City Utilities Design Standards Manual. The current manual requires the removal of 80% TSS at either a designated water quality volume or water quality flow rate.

One (1) of two (2) non-cumulative tiers can be granted for this credit, the tiers shall be determined as follows:

Tier 1	Up to 20%	Maintain TSS removal rates of 80% at a volume or flow rate that exceeds requirements by 25%.
Tier 2	Up to 40%	Maintain TSS removal rates of 80% at a volume or flow rate that exceeds requirements by 25% and regular sampling. **OR** Provides a regional stormwater quality benefit to the City's stormwater system and is part of a regional stormwater facility including regular sampling.

It is the intent of this additional credit to have maintainable water quality controls, which can be easily verified. An acceptable method/plan of monitoring and reporting shall be determined by the owner and approved by the DSM.

Documentation for all proposed manufactured BMPs shall be provided, which shall clearly demonstrate that the BMP will remove the required amount of the particles listed in the Runoff Particle Distribution Table at the designed peak flow rate or water quality volume:

Runoff Particle Distribution	
Particle Size (µm)	**% Of TSS**
250	20
125	40
75	40

The City will provide resources and training for the water quality testing upon approval of Tier 2 of this credit. The sampling guide is attached in Appendix A.

3.2.3 Stormwater Quantity Credits

A stormwater quantity credit may be made available to properties that detain/retain stormwater runoff prior to discharging from their property. Properties must exceed the stormwater control requirements in Fort Wayne City Utilities Design Standards Manual to qualify for a quantity credit.

The credit will be granted in one (1) of two (2) non-cumulative tiers, the tiers shall be determined as follows:

Tier 1	Up to 30%	Detaining the post-developed 100-yr peak flow rate to a percent less than the allowable release rate as outlined in the Design Standards Manual, with the credit reflecting the amount decreased up to 30%.
Tier 2	40%	Construction of a regional detention facility that provides benefit to the City of Fort Wayne beyond Tier 1 by reducing downstream flood waters within areas of undersized infrastructure or stormwater facilities with limited capacities. The regional basin will be designed within a specific watershed to detain both site and upstream watershed flows to limit the release rate downstream. If this option is chosen, the City may choose to participate in a cost share with the basin developer at the discretion of the City Utilities Engineering Deputy Director upon the recommendation of City staff.

3.2.4 Retrofit, Quality, and Quantity Checklist

To receive a credit, the property owner must supply the DSM with the following:

- ❑ Application fee.
- ❑ Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area.
    - The site plan shall clearly delineate effective limits of the BMPs and/or stormwater detention/retention facilities.
- ❑ Design calculations must be submitted for the existing or proposed stormwater facilities. Design calculations shall be signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana.
    - The calculations shall document the design criteria for the facilities and indicate compliance with the required credit standard to be met.
- ❑ Detailed floodplain and floodway information of the site if it exists.
- ❑ A detailed report that clearly describes how the stormwater facility/facilities functions for the 2-, 5-, 10-, 25-, 50-, and 100-year design storm events.

- ❑ An Operations and Maintenance (O&M) Manual and proposed maintenance schedule submitted by the property owner that describes in detail the maintenance activities for the area.
    - Including specific maintenance considerations as outlined in Book 2 – Chapter SW11 of the Design Standards Manual.

3.3 Riparian/Forested Buffer & Open Channel Maintenance Credits

3.3.1 Riparian/Forested Buffer Credit

Property owners may qualify for riparian/forested buffer credits when they can demonstrate that their property either has existing or proposed riparian or forested buffers on stream, ditches, channels, or wetlands that are being preserved and maintained. The riparian/forested buffer requires that the practice is properly constructed and functions appropriately, the practice is regularly maintained, the practice is protected by an easement or conservation easement and appropriate support information is submitted. Maintenance will include removing invasive species, adding new native plants using the provided planting guide, and doing other appropriate cleaning and controlled burns as necessary.

Credit only applies to eligible portions of the site - impervious areas which drain to the practice.

Tier 1	Up to 15%	Maintain an existing and approved riparian/forested buffer.
Tier 2	Up to 30%	Establish and maintain a riparian/forested buffer beyond 50’ from the waterbody.

3.3.2 Open Channel Maintenance Credit

Property owners may qualify for open channel credits when they can demonstrate that their property either has an existing open channel that is part of the City’s MS4, and that the property owner is providing maintenance to the channel.

The open-channel maintenance credit only applies to maintenance of open channel ditches or streams which traverse the property and receive runoff from upstream areas. Property owner performs all required maintenance of the open channel, including cleaning of debris, clearing of logjams, mowing, and trimming of vegetation, and clearing of any other obstructions which could impede flow capacity. Property owner agrees to accept liability for flooding of upstream properties for failure to perform required maintenance of the open channel.

Credit only applies to eligible portions of the site - impervious areas which drain to the affected open channel.

Up to 30%	Provide the required regular on-going maintenance of portions of the City’s MS4 which traverse their property.

3.3.3 Riparian/Forested Buffer & Open Channel Maintenance Checklist

To receive the credit, the property owner must supply the DSM with the following:

- ❑ Application fee.
- ❑ Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or professional engineer licensed in the State of Indiana) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area.
- ❑ Detailed floodplain and floodway information of the site if it exists.
- ❑ An Operations and Maintenance (O&M) Manual and proposed maintenance schedule submitted by the property owner describes in detail the maintenance activities for the area.
    - Including specific maintenance considerations as outlined in Book 2 – Chapter SW11 of the Design Standards Manual.

3.4 Direct Discharge Credit (DDC)

The Direct Discharge Credit is available to properties which drain directly into one of the City's three (3) major rivers. Runoff that crosses another property or that passes through a public drainageway prior to draining to one of the major rivers is not considered direct discharge.

Proportionate DDC will be granted only for that portion of the property's impervious surface area that discharges directly into the rivers.

Up to 10%	Properties which drain directly into one of the City's three (3) major rivers.

Proportionate DDC will be granted for that portion of the property's impervious surface area that discharges directly.

3.4.1 Direct Discharge Checklist

To receive the credit, the property owner must supply the DSM with the following:

- ❑ Application fee.
- ❑ Site plan and as-built construction drawings (signed and sealed by a licensed surveyor) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area. Specifically:
    - The location of one of the City's three (3) major rivers
    - Shed breaks across the property
    - Layout of impervious surface areas on the property
    - Sufficient topographic data or elevations to verify general drainage patterns across the property

3.5 Education Credits

Stormwater credit may be given to educational institutions that provide stormwater education to their students and tax-exempt properties that provide routine stormwater education (I.C. 6-11.1-10-1, 6-1.1-10-2, 6-1.1-10-4, 6-1.1-10-5, and 6-1.1-10-16). This education shall concentrate on the stewardship of stormwater resources and minimization of demand on the City Fort Wayne streams and sewer infrastructure. This stormwater education will not only assist the City of Fort Wayne in meeting NPDES permit requirements but will also instill an appreciation and stewardship of water resources that will benefit and/or decrease the demand on the City's stormwater system in the long term.

Tier 1	10%	Tax-exempt properties without a State of Indiana Education Accreditation. Hosting an educational event or discussion on the topic of stormwater and stormwater quality at least once annually or provide educational information and materials for members at least once annually.
Tier 2	20%	Educational Institutions with a State of Indiana Educational Accreditation The curriculum must be scheduled with the intention that all students/members will receive the curriculum at least once during a typical tenure at the institution for a minimum of four (4) contact hours. For example, a typical tenure for high school would be four (4) years, so it would be expected that approximately 25% of students in the school would be taught the curriculum each year and that a student that attended the school for four years would receive the education at least once.

Education credits will only be applied to ERUs on parcels owned by and containing the educational facilities (schools) or places of worship where the curriculum is taught (e.g., if the curriculum is taught only at an Elementary School, the credit will be applied only to that property, not the entire school system). The DSM will make the final determination on qualifying parcels.

Institution / tax exempt property must submit an annual report documenting the number of students / members / parishioners that received the education in that year.

3.5.1 Education Credit Checklist

To receive the credit, the property owner must supply the DSM with the following:

- ❑ Application fee.

- ❑ A description of the educational program, curriculum or program materials, estimated number of students that will receive the education, and total number of students in the institution by the DSM for credit approval.
- ❑ Provide documentation demonstrating State of Indiana Educational Accreditation or tax-exempt status under I.C. 6-11.1-10-1, 6-1.1-10-2, 6-1.1-10-4, 6-1.1-10-5, and 6-1.1-10-16.
- ❑ Sample of educational take-home materials to all targeted students/members to be approved.

3.6 Unique and Special Cases Credit

For unique and special cases where a property owner or customer can unequivocally document and demonstrate through appropriate engineering studies that his property's stormwater runoff impact on the Utility's stormwater drainage system is significantly less than suggested by its assigned ERUs, the Director, upon recommendation of his staff, has the authority to make adjustments consistent with the intent of the ordinance establishing charges for stormwater services and with this policy. Contact Engineering Development Services for additional information.

Appendix A: Stormwater Quality Credit Sampling

General Sampling Protocol	
Sample location	Samples will be collected at two points during a sampling event: • A point representative of the inflow to the stormwater management feature. • A point representative of discharge from the stormwater management feature but prior to entry into the downstream storm sewer conveyance (ditch or pipe).
Sample type	One (1) grab sample will be collected at each sampling point.
Sample schedule	One sample will be taken during each quarterly monitoring period as identified below: • January 1 – March 31 • April 1 – June 30 • July 1 – September 30 • October 1 – December 31 A minimum 20-day period should be targeted between sampling events, although this timing requirement can be waived on a case-by-case basis through discussion with the City.
Sampling conditions and procedures	Samples shall be collected during/after a storm event that is greater than one-tenth (0.1) inches of rainfall and at least seventy-two (72) hours from the previously measurable (greater than one-tenth (0.1) inches) storm event. The required seventy-two (72) hour storm event interval is waived where the preceding measurable storm event did not result in a measurable stormwater discharge from the stormwater management feature. Samples need only be collected during daylight hours (sunrise to sunset), during the first two hours of discharge (runoff) from storm events. Samples will be collected in dedicated sampling containers provided by the selected laboratory. Samples will be provided to the selected laboratory for testing within 48 hours of collection.
Sample analysis	The storm water samples are required to be analyzed for the following constituents: Total suspended solids (TSS), Total Kjeldahl nitrogen (TKN), Total phosphorous (TP), and nitrate plus nitrite nitrogen (NO_3+NO_2).

Sample collection requirements by parameter				
Parameter	Recommended Container	Sample Volume (mL)	Preservation	Holding Time
TSS	Plastic or glass	400	Cool to < 6°C but not frozen	7 days
TKN	Plastic or glass	100	Yes (provided by the lab) and cool to < 6°C but not frozen	28 days
TP	Plastic or glass	150	Yes (provided by the lab) and cool to < 6°C but not frozen	28 days
NO_3+NO_2	Plastic or glass	150	Yes (provided by the lab) and cool to < 6°C but not frozen	28 days

Additional Notes:

- City will provide on-site training for customer sampling personnel.
- Laboratory will be pre-selected by the City for consistency across locations.
- All sampling bottles, transport containers, and paperwork will be provided by the laboratory.