

## Fee Reduction for Nonresidential Properties

Fee reductions are available for qualified nonresidential properties meeting the following condition:

1. Virginia Pollutant Discharge Elimination System (VPDES) permits and / or Best Management Practices (BMPs)

### VPDES Permits and Best Management Practices

Properties may be eligible for a fee reduction if they are covered by a VPDES stormwater discharge permit, or if they are served by BMPs. VPDES permits are required for certain properties by the Virginia Department of Environmental Quality or the Virginia Department of Conservation and Recreation, based on federal regulations. Permits are issued only to those business required to apply for them. Eligibility for a fee reduction for BMPs is based on the Virginia Technology Criteria Matrix at the end of this section.

Property owners must apply to the Public Works Department for a fee reduction, using the application form provided at the end of this section. Additional information that must be submitted with the application includes maps of the property, engineering calculations, and a copy of the VPDES permit, if applicable. Only that portion of the property draining to the VPDES permitted discharge or to the BMP is eligible for the fee reduction, according to Table 1:

**TABLE 1**  
**Fee Reduction Amounts for Nonresidential Properties**

| <b>Criteria</b>  | <b>Fee Reduction</b> |
|--|----------------------|
| VPDES Permit   |                      |
| Draining to United States Waters                                       | 100%                 |
| Draining to City stormwater system                                     | 25%                  |
| BMP  |                      |
| Meeting Virginia Technology Criteria Matrix requirements               | 25%                  |
| Meeting next level of Virginia Technology Criteria Matrix requirements | 40%                  |

The fee reduction application, which will be reviewed by the Public Works Department within 30 days of receipt, will be either approved, denied, or modified. The property owner will be notified of the action and the effective date of the fee reduction, if applicable.

**City of Portsmouth**  
**Stormwater Management Utility**  
**Instructions for Fee Reduction Application for Nonresidential Property**



- (1) Property Map and Parcel Number \_\_\_\_\_
- (2) Property Address/Description \_\_\_\_\_
- (3) **Owner**  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_
- (4) **Authorized Representative (if applicable)**  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_
- (5) Total impervious area on parcel (square feet) \_\_\_\_\_
- (6) Total semi-pervious area on parcel (square feet) \_\_\_\_\_

|   | (A)                  | (B)                     | (C)               | (D) = (A + 0.5b) x C                               |
|---|----------------------|-------------------------|-------------------|--|
|   | Applicable Area      |                         | Fee Reduction (%) | Reduction in Impervious Area for billing (sq. ft.) |
|   | Impervious (sq. ft.) | Semi-pervious (sq. ft.) |                   |  |
| (7) <i>Drains to Outfall with VPDES Stormwater discharge permit</i> |                      |                         |                   |  |
| Discharges to waters of the U.S.                                    |                      |                         | 100%              |  |
| (8) Discharges to City system                                       |                      |                         | 25%               |  |
| <i>Drains to BMP meeting Virginia Technology Criteria Matrix</i>    |                      |                         |                   |  |
| (9) BMP meets requirements for site                                 |                      |                         | 25%               |  |
| (10) BMP meets higher level of requirements                         |                      |                         | 40%               |  |
| (11) Total reduction in impervious area for billing (sq. ft.)       |                      |                         |                   |  |

- (12) Total reduction in impervious area for billing (square feet) \_\_\_\_\_ from (11)
- (13) Total impervious area on site (square feet) \_\_\_\_\_ (5) + 0.5 x (6)
- (14) Reduction factor \_\_\_\_\_ [(13) - (12)] / (13)

(15)

|   |             |
|---|-------------|
| <b>Signature (Owner or Authorized Representative)</b> | <b>Date</b> |
|   |             |

**The following items must be attached to show that the property meets the fee reduction criteria:**

- a. Map showing:
  - Property location
  - Impervious and semi-pervious areas
  - Topography and drainage boundaries for discharges and BMPs
  - VPDES permitted Stormwater discharges (for (7) and (8))
- b. Copy of VPDES permit (for (7) and (8))
- c. Calculations for Virginia Technology Criteria Matrix ((for (9) and (10))

|                          |                         |
|--------------------------|-------------------------|
| <b>For City Use Only</b> |                         |
| Reviewed by: _____       | Reduction Factor: _____ |
| Date: _____              | Effective Date: _____   |
| Comments: _____          |                         |

**City of Portsmouth**  
**Stormwater Management Utility**  
**Instructions for Fee Reduction Application for Nonresidential Property**



Stormwater Management Utility (SMU) fees are based on impervious area as a measure of the stormwater runoff from each property. In general, fee reductions can be applied when a property has a Virginia Pollutant Discharge Elimination System (VPDES) stormwater permit, which provides for regulation and monitoring of stormwater runoff quality; and/or a property has installed Best Management Practices (BMPs) for improving stormwater runoff quality.

In order to apply for a fee reduction, the information requested on this form, including the listed items, must be submitted to the address below. If you have questions about the application, call 393-8691.

City of Portsmouth Public Works Department / Stormwater Division  
SMU Fee Reduction  
801 Crawford Street  
Portsmouth, VA 23704

**Form Instructions (by line item)**

- (1) Fill in the map and parcel number, which are shown on your real estate tax statement, or can be obtained from maps located in the Tax Assessor's office at City Hall.
- (2) Fill in the property address, along with any other description which will help locate the property.
- (3) Fill in the property owner's name, address, and daytime phone number.
- (4) If someone other than the owner is preparing the fee reduction application, fill in the authorized representative's name, address, and daytime phone number.
- (5) Fill in the total amount of impervious area on the property. Impervious areas consist of surfaces that prevent the infiltration of water, such as paved parking lots, sidewalks, driveways, and roofs.
- (6) Fill in the total amount of semi-pervious area on the property. Semi-pervious areas consist of surfaces which substantially reduce the rate of infiltration of stormwater into the earth, such as gravel or compacted soil.
- (7) - (10) Fill in the data on the impervious and semi-pervious areas that drain to VPDES-permitted outfalls or BMPs. Column A is the impervious area, Column B is the semi-pervious area, and Column C is the applicable fee reduction. Column D is the resulting impervious area reduction, equal to  $(\text{column A} + 0.5 \times \text{Column B}) \times \text{Column C}$
- (7) Fill in data for any areas that drain to VPDES-permitted outfalls that discharge to waters of the United States.
- (8) Fill in data for any areas that drain to VPDES-permitted outfalls that discharge to the City of Portsmouth stormwater drainage system.
- (9) Fill in data for any areas that drain to a BMP meeting the requirements specified in the Virginia Technology Criteria Matrix<sup>a</sup> for the size and imperviousness of your property. For example, if your property is 3.5 acres and 25% impervious, a Type II BMP is required.
- (10) Fill in data for any areas that drain to a BMP exceeding the requirements specified in the Virginia Technology Criteria Matrix<sup>a</sup> for the size and imperviousness of your property. For example, if your property is 3.5 acres and 25% impervious, a Type III or Type IV BMP would exceed minimum requirements (Type II BMP), and qualify the property for this level of fee reduction.
- (11) Add the impervious area reductions in Column D.
- (12) Fill in the number in (11).
- (13) Fill in the sum of the number in (5) plus one-half the number in (6).
- (14) Subtract the number in (12) from the number in (13), and divide the result by the number in (13).
- (15) The signature of the owner or authorized representative (if applicable) is required.

<sup>a</sup> A complete version of the Virginia Technology Criteria Matrix and its requirements can be obtained from the City of Portsmouth Public Works Department by calling 393-8691. The Matrix is included at the end of this section for information.

## Technology Criteria

The water quality volume shall be treated by BMPs specified below, based on the project's percent of impervious and contributing drainage areas. The specified BMPs are the minimum acceptable measures; applicants may choose to install higher type BMPs.

### VIRGINIA TECHNOLOGY MATRIX Best Management Practices

| % IMP of Property to Control Point | Drainage Acreage  |  |
|------------------------------------|---|--|
|                                    | Less than 5 Acres   | 5 Acres or More  |
|                                    | Post-Pre, Minimum 15%   | Post-Pre, Minimum 40%  |
| 0-21                               | <b>Type I BMP</b><br>Vegetated Filter Strip<br>Grass Swale  | <b>Type V BMP</b><br>Extended Detention<br>Retention   |
| 22-37                              | <b>Type II BMP</b><br>Modified Grass Swale<br>Extended Retention  | <b>Type VI BMP</b><br>Extended Detention<br>Retention  |
| 38-66                              | <b>Type III BMP</b><br>Biofiltration Swale<br>Modified Extended Detention<br>Constructed Wetlands<br>Infiltration | <b>Type VII BMP</b><br>Modified Extended Detention<br>Constructed Wetlands<br>Infiltration<br>Modified Retention |
| 67-100                             | <b>Type IV BMP</b><br>Any Combination II and III  | <b>Type VIII BMP</b><br>Any Combination VI and VII   |

NOTE: The specified BMPs are the minimum acceptable measures required to be eligible for a 25 percent fee reduction. Applicants that choose to install higher type BMPs (in boxes to the right or below the minimum) are eligible for a 40 percent fee reduction.