

# CITY OF VIRGINIA BEACH

## APPLICATION FOR STORMWATER MANAGEMENT UTILITY FEE ADJUSTMENT



### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Last First M.I.

Name of Property: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State Zip Code

Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Parcel ID Number (G-PIN): \_\_\_\_\_

Stormwater Utility Account Number: \_\_\_\_\_

### APPLICATION PROCEDURE

Please fill out all sections of this application and mail the application and all attachments to:

City of Virginia Beach Department of Public Works  
Surface Water Regulatory Compliance Division  
2405 Courthouse Drive, Floor #3  
Virginia Beach, Virginia 23456  
(757) 385 - 4131

Or email a copy of this application and the attachments to:

[vbstormwater@vb.gov](mailto:vbstormwater@vb.gov)

### APPLICANT CHECKLIST

Please indicate the basis for the application for Stormwater Management Utility Fee Adjustment. **THE APPLICANT MUST INCLUDE ALL OF THE ATTACHMENTS LISTED (CHECK OFF)**. If any information is missing from the application package, you will be asked to complete the request and re-submit. Please note that the City reserves the right to request additional information if necessary.

- IMPERVIOUS AREA CORRECTION**
  - Revised impervious area calculations.
  - Overall Site Map depicting impervious area.
  - Any other information to substantiate revised impervious area.
  
- NO STORMWATER DISCHARGED TO CITY MS4 OR OTHER WATER BODIES WITHIN THE CITY**
  - Detailed hydrologic and hydraulic calculations by a licensed engineer substantiating no stormwater discharge.
  - Current topographic survey of the property.
  - Any other information to substantiate no stormwater discharge.

## APPLICANT CHECKLIST (CONTINUED)

### Stormwater Management Facility On-site

Type of SWMF utilized (check all that apply)

- Wet Pond
  - Extended Detention Pond
  - Infiltration
  - Bioretention
  - Manufactured BMP
  - Other (Describe) \_\_\_\_\_
- Approved Site Plans or as-built construction drawings (signed and sealed by a licensed surveyor or engineer) depicting the site, topographic details, overland flow paths, sizing and specifications of all on-site stormwater management facilities, and all on-site stormwater conveyance features.
  - Detailed hydrologic and hydraulic calculations by a licensed engineer depicting the design and sizing of the on-site Stormwater Management Facilities.
  - Drainage Area map depicting the location and the contributing drainage area of the on-site Stormwater Management Facilities.
  - A copy of a 'Stormwater Management Facilities Maintenance Agreement' between the owner and the City of Virginia Beach. If one has not been filed with the City of Virginia Beach, then one will be required in order to obtain an adjustment to the Stormwater Management Utility Fee.

## CERTIFICATION STATEMENTS

Please initial the following statements certifying that you have read and understand each one.

- \_\_\_\_\_ I hereby certify that the information in this application is truthful and accurate.
- \_\_\_\_\_ I hereby certify that the credited Stormwater Management Facility will be inspected and maintained and will continuously meet all City standards.
- \_\_\_\_\_ I hereby certify that the owner is obligated to pay the full Stormwater Management Utility Fee during the application and review process.
- \_\_\_\_\_ I hereby certify that the City of Virginia Beach must be notified should any destruction or damage occur to any facilities referenced in this application that prevents it from performing as credited.

## OWNER OR OWNER REPRESENTATIVE SIGNATURE

Representative Name: \_\_\_\_\_  
Last First M.I.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval:  No  
 Yes Fee Reduction Percentage: \_\_\_\_\_