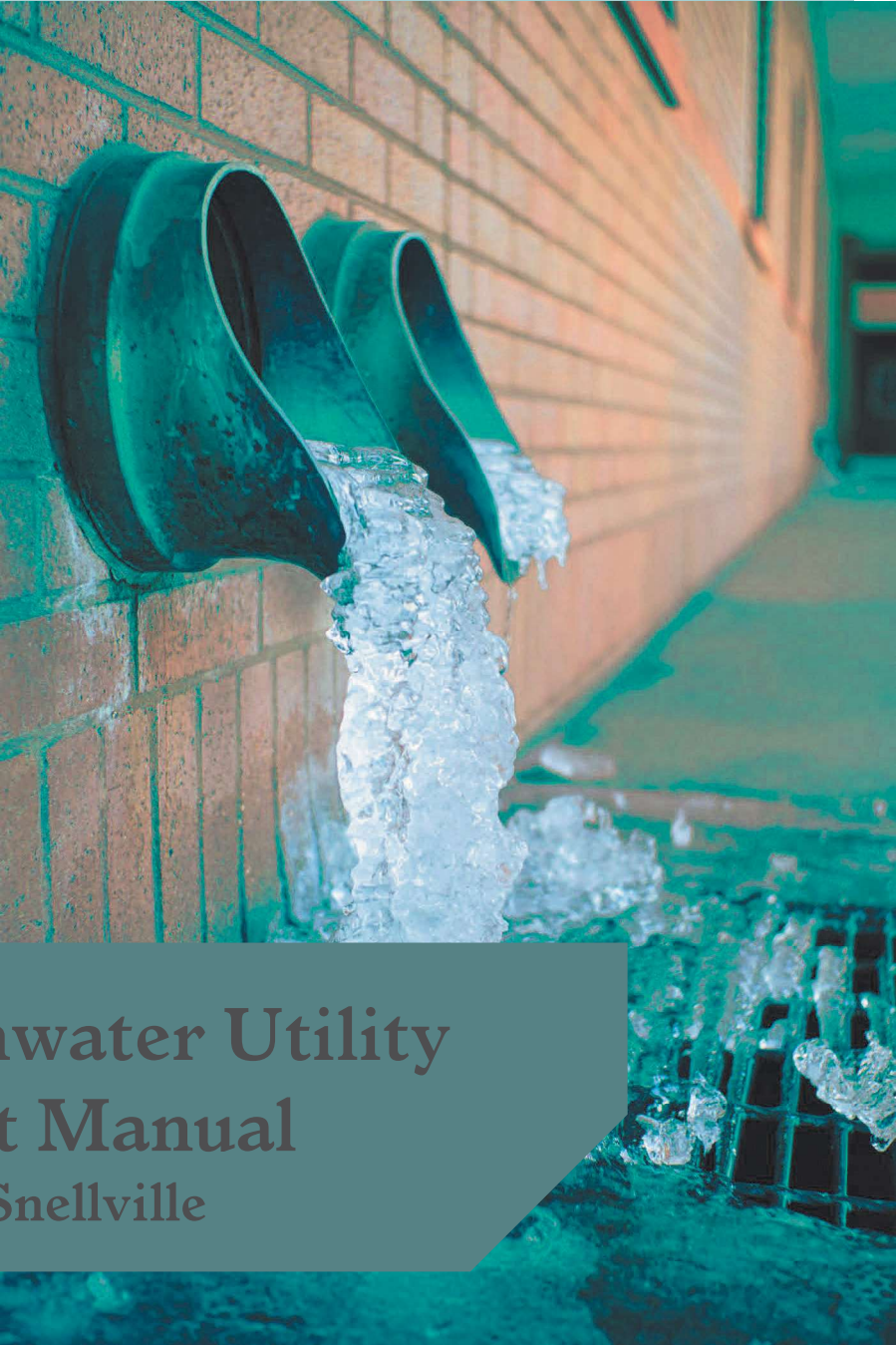




Stormwater Utility Credit Manual City of Snellville

Updated 2026

www.snellville.gov/public-works/stormwater-drainage

stormwater@cityofsnellville.gov



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OVERVIEW

The City of Snellville owns, operates, and manages a small Municipal Separate Stormwater Sewer System (MS4) to capture and convey stormwater runoff primarily in and around City owned streets and roadways. Operation of the MS4 aligns with regulatory requirements of the State of Georgia as well as the National Pollutant Discharge Elimination System (NPDES) Phase I Stormwater Permit held by the city and requirements the Metropolitan North Georgia Water Planning District.

The MS4 was established in 2008 and is a municipal utility funded by fees related to the service provided. Each property owner in the City of Snellville pays an annual stormwater fee based on the calculated amount of stormwater runoff on their property.



Property owners are eligible for a reduction in their annual stormwater fee through a stormwater credit if they take action to reduce the impact of their property and operations.

Available Credits

Both residential and commercial stormwater customers are eligible to apply for stormwater credits. Different types of credits are available to each category of owner.

The chart below shows the available types of credit, whether Residential or Non-Residential customers are eligible, and the term and amount of the credit. Detailed eligibility information for each type of credit is listed in the next section of this manual.

Credit	Term	Max. Potential Stormwater Utility Credit		Inspection Required?
		Residential	Non-Residential	
Low Impact Parcel	N/A	10%		Yes
Rain Barrel	5 Yrs.	10%		Yes
Public Participation	1 Yr.	5%		N/A
Septic Tank Maintenance	5 Yrs.	10%		N/A
Sewer System Connection	3 Yrs.	40%		N/A
Direct Discharge	5 Yrs.	40%		Yes
Infiltration Basin	5 Yrs.	20%		N/A
NPDES Industrial Stormwater General Permit Compliance	5 Yrs.		10%	N/A
Stormwater Runoff Water Quality Treatment	5 Yrs.		10%	N/A
Channel Protection Credit	5 Yrs.		10%	N/A
Overbank Flood Control	5 Yrs.		10%	N/A
Extreme Flood Control	5 Yrs.		10%	N/A
Runoff Discharge Elimination	Varies		Varies	N/A

Greenspace Preservation	10 Yrs.		Varies, Max. of 20%	Yes
Impervious Surface Reduction	1 Yr.		Varies	Yes
Water Resource Education	1 Yr.		20%	Yes

Program Policies

- Credits are only applied to eligible customers that are current on all billed fees and complete all elements of the application, inspection, and documentation process.
- The applicant for a stormwater credit must be the legal owner of a property or the operator with primary/legal responsibility for operation and maintenance of a qualifying stormwater best management practice (BMP) located on the same property.
- Since the stormwater fee is assessed on an individual property owner basis, a group of customers cannot apply for a credit unless otherwise noted. If a group of customers are served by a BMP, then the credit will be applied to the eligible property owner/customer on whose property the BMP resides (the primary applicant). If the primary applicant provides a Memorandum of Agreement (MOA) between the primary applicant and another customer(s) for which the BMP(s) provides stormwater treatment that satisfies requirements of the credit, then the city will consider the application for a credit to all customers named in the MOA. The credit shall be applied to all applicants until such time as the primary applicant notifies the City that the MOA is no longer in effect or the term of the credit expires, whichever is sooner. If the MOA is revoked by the primary applicant, the credit shall only apply to the primary applicant.
- Applications for a stormwater credit for existing facilities may be submitted to the City of Snellville at any time. Applications submitted before May 15th will be considered for application within that calendar year. Applications submitted after May 15th will be considered for application in the following year. Applications are reviewed on a rolling basis and credits are applied during the annual billing cycle in the fall of each year.
- The city will conduct visual inspections of BMPs and other activities related to active credits. Following notification of approval of application, the applicant must contact the City of Snellville Public Works Department to schedule an inspection of the BMP(s). If the BMP facility is found to be functional and properly maintained, the credit will remain in effect. If operations do not comply with requirements of the credit, the credit will not be instated.
- If a property owner's credit is revoked, a full new application must be completed in order to receive that credit again in the future.

- If a property owner's credit is revoked, a full new application must be completed in order to receive that credit again in the future.
- Each type of credit carries different maximum credits. The maximum total credit that a customer may receive is 40% of the applicable fee. However, if a customer secures credit(s) for Stormwater Runoff Water Quality Treatment, Runoff Discharge Elimination, Impervious Surface Reduction, and/or Education credit, a combined credit up to 100% may be granted.

Program Procedures

All customers seeking a credit must complete an application and submit the required documentation.

Some credit types require engineering calculations to verify eligibility for a credit.

These calculations must be performed, signed, and submitted in accordance with the certifications of the professional engineers.

Application and Credit Approval Process:

1. Review the Stormwater Utility Credit Manual available at www.snellville.gov/public-works/stormwater-drainage
2. Complete all sections of the application included in the appendix of the manual, including retaining a professional engineer to perform any required analysis
3. Submit the completed application and any required documents to stormwater@snellville.gov
4. Appropriate city staff review the application for completeness. Following review, applicants are notified of the approval, denial, or denial with request for additional information. The decision on award of stormwater credit by the City of Snellville is final. Applications received prior to May 15th each year are eligible for consideration and potential application in that year's billing cycle. Applications received after May 15th will be considered for credit application in the calendar year following application receipt.

Credits automatically expire at the end of the term. Depending on the type of credit, customers may be eligible to apply for the same type of credit in a new term. It is the customer's responsibility to ensure that an application is completed prior to the credit expiring and in alignment with annual deadlines.

STORMWATER UTILITY CREDIT ELIGIBILITY

Low Impact Parcel Credit

Residential parcels with a relatively small impervious surface area as compared to the total lot size may be eligible for a Low Impact Parcel Credit in recognition of their reduced impact on the stormwater utility through lower runoff amounts.

In order to be eligible for a credit, the property:

- Must have a total site area greater than 2 acres and
- Must have total impervious cover that is less than 15% of the total site area

If these conditions are met and complete application is submitted, then a 10% credit shall be applied. The term of the credit shall be indefinite so long as the conditions described above continue. It is the responsibility of the owner to notify the City of Snellville of any changes in condition that impact the size of the impervious surface area.

Required Documents:

- Application
- Survey of property documenting acreage
- Sketch of impervious surface area
- Calculations showing the impervious surface area as a percentage of the property area

Rain Barrel Credit

Rain barrels are containers designed to intercept stormwater and collect it for reuse.

Customers that install rain barrel(s) or other approved containers that hold at least 50 gallons of collected stormwater from all downspouts and gutters on a property are eligible for a 10% credit with submission of completed application.

Required Documents:

- Application

Public Participation Credit

Customers that participate in either of service events related to stormwater quality are eligible for a credit with submission of completed application:

- Spending at least four (4) hours stenciling storm drains
 - Contact stormwater@snellville.gov to schedule
- Spending at least four (4) hours participating in a stream clean up
 - Stream clean ups are scheduled occasionally based on availability to facilitate such events. Contact stormwater@snellville.gov for information about available events.

For residential customers to qualify for the credit, at least one member of the household must participate in a qualifying event.

For non-residential customers to qualify for the credit, at least 20% of the employees or members of the organization must participate in a qualifying event.

Required Documents:

- Application
- Verification of attendance of required proportion of individuals associated with a property

Septic Tank Maintenance Credit

Owners who have septic service at their property are eligible for a credit if they conduct regular maintenance of existing sewer systems. In order to receive a credit, septic tanks must be pumped out at a minimum of every five (5) years.

If multiple tanks are located on the property, all tanks must be pumped in order to receive the credit.

Owners are eligible for a 20% credit for the five years after the tank has been pumped.

Customers may utilize the service of any licensed hauler of septic waste and must submit receipt of payment for services along with their credit application.

Required Documents:

- Application
- Receipt of payment for septic tank service

Sewer System Connection Credit

Customers that disconnect an existing septic system and connect to the Gwinnett County Sewer System are eligible for a 1 year credit of 40%.

Documentation showing that the septic system has been disconnected must be submitted along with the credit application.

Required Documents:

- Application
- Documentation of disconnection of septic tank service

Direct Discharge Credit

Properties that don't contribute any stormwater runoff to the City's drainage facilities are eligible for a credit for their direct discharge. Owners need to demonstrate that the stormwater runoff leaving their property will not immediately enter City owned or maintained drainage systems, initially or further downstream, after traveling over other properties. The maximum credit offered for direct discharge is up to 40%.

Required Documents

- Site map of the property illustrating the drainage patterns of the property
- Documentation that stormwater runoff will not enter a City drainage system after leaving the property.

Infiltration Basin, Rain Gardens, and Bio-Retention Area Credit



Infiltration basins are areas that can temporarily store stormwater runoff and then release the stored runoff into the ground over time. Infiltration basins are also called rain gardens or bio-retention areas.

Property owners with an infiltration basin are eligible for up to a 20% credit if the basin can accommodate the stormwater runoff for the impervious surface area.

This is calculated by multiplying the impervious surface area by 1.2 inches, which represents runoff from a storm event.

The total required storage volume to receive a credit is calculated by multiplying 100 cubic feet of volume per each 1,000 square feet of impervious surface area.

The infiltration basin must be in a location to receive stormwater flow from at least 25% of the impervious surface on a property and have soils that will allow the area to drain within 48 hours of a rainfall event.

Please note that an owner with an infiltration basin can only apply for an Infiltration Basin credit or a Water Quality credit.

Required Documents:

1. Application
2. Documentation demonstrating achievement of required thresholds

NPDES Industrial Stormwater General Permit Compliance Credit



Commercial (non-single family residential) customers that comply with National Pollutant Discharge Elimination System (NPDES) standards for industrial facilities set by the United States Environmental Protection Division are eligible for a credit recognizing the positive impact on local stormwater systems.

If the customer has secured a NPDES Industrial Stormwater General Permit and is in compliance with all applicable requirements (i.e. development and implementation of a Stormwater Pollution Prevention Plan or SWP3), a credit application may be filed with the City for a 10% credit on the annual stormwater bill.

The credit will only be applied to the portion of the property covered by the NPDES permit.

Customers satisfying all requirements are eligible for up to 5 years of annual credits. However, in order to remain in compliance with the City of Snellville, the customer must submit the Summary Annual Report of Compliance on an annual basis by May 15th each year and continue to comply with NPDES Industrial Stormwater General Permit requirements.

Required Documents:

- Application
- Current NPDES Industrial Stormwater Permit Notice of Intent
- Certification by the responsible party/permit holder that the SWP3 is being implemented as documented
- Summary Annual Report of Compliance
- Stormwater Pollution Prevention Plan (SWP3)

Stormwater Runoff Water Quality Treatment Credit



The City of Snellville has adopted standards for water quality treatment as outlined in the state-wide Georgia Stormwater Management Manual.

Property owners that demonstrate that Best Management Practices (BMPs) are properly designed, constructed, and maintained to capture and treat rainfall runoff are eligible to apply for a credit.

Required Documents:

- Application
- Hydrologic Design Report including:
 - Site map illustrating drainage patterns of the site
 - Location of all BMPs
 - Calculations demonstrating that water quality volume from the site is captured and treated by the BMPs
- Operations and Maintenance Plan with specific activities and intervals
- Certification by Professional Engineer

Customers satisfying all requirements are eligible for up to 5 years of annual credits. However, in order to remain in compliance with the City of Snellville, the customer must submit the Operations and Maintenance Plan on an annual basis

Channel Protection Credit



The City of Snellville has adopted the standards for channel protection as outlined in the state-wide Georgia Stormwater Management Manual.

Property owners that demonstrate that properly designed, constructed, and maintained extended detention facilities can capture the volume of runoff generated by 1-year, 24-hour Soil Conservation Service rainfall event for the site and release this volume over 24 hours are eligible for a credit through application.

Required Documents:

- Application
- Hydrologic Design Report including:
 - Site map illustrating drainage patterns of the site
 - Location of all extended detention facilities
 - Calculations demonstrating that the channel protection volume will be captured and released by the extended detention facilities over a period of 24 hours
- Operations and Maintenance Plan with specific activities and intervals
- Certification by Professional Engineer

Customers satisfying all requirements are eligible for up to 5 years of annual credits. However, in order to remain in compliance with the City of Snellville, the customer must submit the Operations and Maintenance Plan by May 15th each year.

Overbank Flood Control Credit

The City of Snellville has adopted the standards for flood control as outlined as outlined in the state-wide Georgia Stormwater Management Manual.

Property owners that demonstrate that properly designed, constructed, and maintained facilities that reduce the stormwater runoff discharge rates to those comparable to an undeveloped state for the 2-year through 25-year storm events are eligible to apply for a credit.

Required Documents

- Application
- Hydrologic Design Report including:
 - Site map illustrating drainage patterns of the site
 - Location of all detention facilities
 - Calculations documenting the pre-developed and post-developed routed discharge rates
 - Calculations demonstrating that the site effectively reduces the impacts of development on adjacent properties to pre-developed conditions or better
- Operations and Maintenance Plan with specific activities and intervals
- Certification by Professional Engineer

Customers satisfying all requirements are eligible for up to 5 years of annual credits. However, in order to remain in compliance with the City of Snellville, the customer must submit the Operations and Maintenance Plan by May 15th each year.

Extreme Flood Control Credit



The City of Snellville has adopted the standards for flood control as outlined in the state-wide Georgia Stormwater Management Manual.

Property owners that properly design, construct, and maintain facilities to control and/or safely convey the stormwater runoff discharge rates for the 100-year, 24-hour storm event such that flooding is not exacerbated are eligible to apply for a credit.

Required Documents

- Application
- Hydrologic Design Report including:
 - Site map illustrating drainage patterns of the site
 - Location of all detention facilities
 - Calculations documenting the pre-developed and post-developed routed discharge rates
 - Calculations demonstrating that the site effectively reduces the impacts of development on adjacent properties to pre-developed conditions or better
- Operations and Maintenance Plan with specific activities and intervals
- Certification by Professional Engineer

Customers satisfying all requirements are eligible for up to 5 years of annual credits. However, in order to remain in compliance with the City of Snellville, the customer must submit the Operations and Maintenance Plan by May 15th each year.

Runoff Discharge Elimination Credit



Non-single family residential customers that demonstrate that all or some portion of the impervious surfaces on the property does not discharge to adjacent properties or rights-of-way are eligible to apply for a credit.

At least 20% of the property and 20% of the impervious area must drain to a single retention facility that does not discharge to adjacent properties or rights-of-way.

Required Documents

- Application
- Hydrologic Design Report including:
 - Site map illustrating drainage patterns of the site
 - Location of all retention facilities
 - Calculations demonstrating that the retention facility can hold a minimum volume of runoff equal to two times the volume generated by a 100-year, 24-hour Type II SCS rainfall event
 - Calculations and figures documenting the area of impervious surface on the applicant's property that drains to the retention facility
- Certification by Professional Engineer

- Alternatively, a survey documenting that the retention facility can hold 59,242 cubic feet of volume per acre of contributing drainage area can be provided as evidence of the sufficiency of the facility
 - The survey must contain:
 - a drainage area map for the facility and a topographic survey of the facility with supporting calculations of the necessary volume
 - calculations and figures documenting the area of impervious surface on the applicant's property that drains to the retention facility

The credit shall be calculated and applied by reducing the amount of impervious surface area utilized in the calculation of the customer's bill, up to and including a 100% credit.

Greenspace Preservation Credit

Non-Single Family Residential customers who provide for greenspace preservation are eligible to apply for a stormwater credit.

At least one acre of contiguous wooded greenspace that meets the requirements of a conservation use assessment under OCGA Section 48-5-7.4 must be preserved.

Required Documents

- Application
- Survey of the property prepared and signed by a Georgia Registered Land Surveyor showing the property lines and conservation areas
- Evidence of a State of Georgia Conservation Easement

The credit shall be calculated by reducing the customer's bill by 1% for every acre preserved, up to a maximum of 20% credit.

Impervious Surface Reduction Credit

Non-Single Family Residential customers who reduce impervious surface area on their property are eligible to apply for a credit.

At least 3,000 square feet of impervious surface must be removed to qualify for application and granting of credit.

Prior to beginning demolition of any parking or other impervious surfaces, the applicant must:

- **Apply for and receive all necessary permitting for demolition AND**
- **Submit the credit application as well as copies of related permits and a complete site plan of the proposed reduction** in impervious surface area for review to ensure that the site will remain in compliance with any applicable zoning regulations.

Once documentation has been reviewed and approved, the applicant shall remove the impervious surface area ensuring that all applicable land disturbance and disposal regulations are complied with. Following establishment of permanent vegetation, the applicant shall notify the City that the site is ready for inspection.

Once demolition, re-vegetation, and inspection are complete and confirmed by the City, the credit may be approved. The credit is based on calculating the fee reduction in the customer's bill and applying the credit to the bill for a period of one year. This credit is in addition to the automatic reduction in the bill realized as a result of reduced impervious surface area.

Required Documents

- Application *to be submitted prior to removal of impervious surface area*
- Site Plan
- Copies of relevant granted permits

Water Resource Education Credit



Non-Single Family Residential property owners of a site used for a public or private school that implements environmental science curriculum may be eligible for a stormwater credit with application.

Eligible curriculum programs include:

- WaterWise™
- Enviroscope
- Global Learning and Observation to Benefit the Environment (GLOBE)
- Project WET
- Other curriculum programs to be approved by the Stormwater manager. *Curriculum content should focus on the importance of surface water, ground water and stormwater, and how individuals play a role in preserving and restoring water quality.*

Educational institutions must have more than one thousand (1,000) full-time enrolled students.

The credit will be applied system wide and only within the service area of the Snellville Stormwater Utility.

A credit may be granted for 20% of the total user fee for the school system properties and facilities.

Education credits may be applied in combination with other stormwater credits.

Required Documents

- Application
- Total school enrollment
- Number of total students per grade and at site(s) within the City of Snellville
- Approximate number of students per grade that will complete the curriculum
- Documentation of curriculum topics, including at least two example lesson plans



Stormwater Utility Credit Application

Complete one (1) application per property and identify all categories of credit type you are applying for. Attach any additional documentation needed and email completed form to **stormwater@snellville.gov**.

Property Owner Information

Name

Mailing Address

Phone Number

Email Address

Property Information

Account ID

Property Address

Additional Identifying Information (ex: building or business name)

Credit(s) Applied For *Check to indicate all credits applied for.*

	<i>Credit Type</i>	<i>Addtl. Reqs.</i>	<i>Req. Addtl. Documents?</i>	<i>Inspection Required?</i>
	Low Impact Parcel		Yes	Yes
	Rain Barrel			Yes
	Public Participation		Yes	
	Septic Tank Maintenance		Yes	
	Sewer System Connection		Yes	
	Direct Discharge		Yes	Yes
	Infiltration Basin, Rain Garden, and Bio-Retention Area		Yes	
	NPDES Industrial Stormwater General Permit Compliance		Yes	
	Stormwater Runoff Quality Treatment	PE Cert.	Yes	
	Channel Protection	PE Cert.	Yes	
	Overbank Flood Control	PE Cert.	Yes	
	Extreme Flood Control	PE Cert.	Yes	
	Runoff Discharge Elimination	PE Cert.	Yes	
	Greenspace Preservation	RLS Cert.	Yes	Yes
	Impervious Surface Reduction	Pre-approv.	Yes	Yes
	Water Resource Education		Yes	Yes

Application Submission

I hereby request the City of Snellville to review this application for stormwater utility credit(s). I attest that the information submitted, including all supplemental documents, is accurate and true to the best of my knowledge and belief. I authorize the City of Snellville to inspect the relevant stormwater facilities for the purpose of assessment and potential granting of a credit for stormwater utility fees. I certify that I have the authority to make such a request and grant such authority for this property. I agree to provide corrected or supplemental information upon request of the City of Snellville and to provide timely notice directly to the City of Snellville of any relevant changes in stormwater practices or facilities on this property after this date of submission.

Name and Title (print)

Name (sign)

Date

For internal use by the City of Snellville only.

Approved	Signed	Date
Addtl. Info Needed	Signed	Date
Denied	Signed	Date