



## Borough of Chambersburg Storm Sewer Management Program Credit Policy Manual

*As approved by Town Council on December 13, 2021*

*As revised by Town Council on December 12, 2022*

*As revised by Town Council on February 13, 2023*

*As revised by Town Council on September 25, 2023*

*As revised by Town Council on December 11, 2023*

## INTRODUCTION

On December 8, 2014, Town Council of the Borough of Chambersburg adopted Ordinance No. 2014-14 establishing a Storm Sewer Utility, one of the first such utilities to form pursuant to rules and regulations of the Pennsylvania Department of Environmental Protection (DEP) and the U.S. Environmental Protection Agency (EPA) to manage storm water in smaller communities.

The Borough owns and operates the stormwater collection and conveyance system serving all of the properties in the Borough. Given that all land parcels in the Borough, particularly those with improvements, use and benefit from the storm sewer system, a storm sewer service fee, known as the Storm Sewer Pollution Control Fee, was established to fund the ongoing maintenance and upgrade of the system and to ensure compliance with the Borough's Municipal Separate Storm Sewer System (MS4) permit. Since January 2015, all properties, taxable or nontaxable, are required to pay a monthly Storm Sewer Pollution Control Fee.

Section 251-49 of the Borough's Stormwater Management Code provides for credits for landowners who effectively manage their stormwater to reduce its impact on the Borough's storm sewer system and/or aid in meeting its MS4 permit obligations. This manual provides Borough utility customers with details on the credits available to reduce their monthly Storm Sewer Pollution Control Fee. The Borough provides credits as a means for customers to reduce the amount of their monthly service fee by implementing an activity to reduce the contribution of stormwater and pollutants to the Borough storm sewer system and/or to become more knowledgeable of stormwater management and the MS4 Permit public education requirements. The Borough also provides ways for customers to permanently reduce and/or appeal their Storm Sewer Pollution Control Fee, as explained in this manual.

## MISSION STATEMENT

The Storm Sewer Utility is dedicated to improving health, safety and welfare in the Borough of Chambersburg by providing for the safe and efficient capture and conveyance of stormwater runoff resulting from development by enforcing the Borough's Stormwater Management Code, by maintaining compliance with the Borough's MS4 permit and through construction and maintenance of the Borough's storm sewer system according to sound financial resource and capital improvements management.

## BACKGROUND

Stormwater is water that originates during precipitation events and snow/ice melt. Stormwater can soak into the soil (infiltrate), be held on the surface and evaporate, be taken up by plants and trees, or flow from a property (runoff) and eventually end up in nearby streams, like the Conococheague Creek and Falling Spring Creek. Stormwater is an important resource that provides groundwater recharge and increases stream base flow to replenish water supplies. Stormwater runoff often carries debris, chemicals, bacteria, eroded soil and other pollutants. Inadequate management of stormwater from developed areas of the Borough increases stormwater runoff flows and velocities, contributes to erosion and sedimentation, overtaxes the carrying capacity of streams and storm sewers, undermines floodplain management and flood control efforts, reduces groundwater recharge and increases non-point source pollution. The Borough's Stormwater Management Code was first established in 2004 to minimize flooding, erosion and water quality problems throughout the Borough and downstream watersheds, including the Potomac River and Chesapeake Bay Watersheds.

The Borough's storm sewer system includes stormwater collection and conveyance structures as well as privately owned and maintained stormwater management facilities that receive runoff from developed parcels. The Borough's Storm Sewer Utility is a public utility, similar to the Borough's electric, gas, water and sanitary sewer utilities, that provides a public benefit and is operated and maintained by the Borough. The Borough received a permit from the Pennsylvania Department of Environmental Protection (DEP), referred to as a Municipal Separate Storm Sewer System (MS4) permit, that establishes requirements related to the operation and maintenance of the storm sewer system and gives permission for the Borough to discharge stormwater to the waters of the Commonwealth of Pennsylvania. The MS4 permit also places responsibilities on the Borough to implement projects that reduce the amount of nitrogen, phosphorus and sediment present in the discharge from the storm sewer system. These projects were approved by DEP through the Borough's Chesapeake Bay Pollutant Reduction Plan.

#### STORM SEWER POLLUTION CONTROL FEE

The foundation of an effective Storm Sewer Utility is the development of a fair and equitable fee to provide for dedicated and reliable revenue. Revenues generated by the Storm Sewer Pollution Control Fee support the Storm Sewer Utility and its goals to ensure MS4 permit compliance, support infrastructure operation and maintenance, support infrastructure capital improvements and promote public education on practices to improve the quality of water resources.

When a forested or grassy area is paved and impervious surface is created, a larger amount of precipitation falling on the property becomes runoff and enters the properties stormwater management facilities and ultimately the Borough's storm sewer system. Therefore, the Borough assesses landowners, whether private or public, a Storm Sewer Pollution Control Fee based on the amount of impervious surface present on the property.

An impervious surface is an area that prohibits the infiltration of stormwater runoff into the ground. Impervious surface areas include, but are not limited to, roofs, patios, garages, storage sheds, parking lots and driveways. Any surface constructed with gravel or crushed stone is assumed to be an impervious area.

The Borough measures the amount of impervious area based on the number of Equivalent Residential Units (ERUs) on a property. An ERU is a unit of measure for impervious area in square feet, which represents impervious area on the typical single-family residential parcel. One (1) ERU is equivalent to 2,920 square feet of impervious area, which is the average impervious coverage of all single-family residential parcels in the Borough.

ERUs are calculated as whole or half numbers only, with a fraction of a whole number less than 0.25 rounded down to the whole number, a fraction of a whole number 0.25 and greater rounded up to the half number, a fraction of a whole number less than 0.75 rounded down to a half number and a fraction of a whole number 0.75 and greater rounded up to the next whole number.

Storm Sewer Pollution Control Fees are classified in two ways; (1) as single-family residential, with those customers being charged one ERU per month, and (2) as non-single-family residential (commercial, industrial and institutional), with those customers being charged based on the number of ERUs as a result of impervious area on their parcel. In essence, how many houses is a non-single-family residential

parcel equivalent to in comparison to the average impervious surface of a single-family home. The ERU per month value determines both how many homes a non-single-family residential parcel is equivalent to and a customer's monthly Storm Sewer Pollution Control Fee.

## CREDIT POLICY

Three different credits are offered as means for customers to reduce monthly Storm Sewer Pollution Control Fees by implementing Best Management Practice (BMPs) activities to reduce the contribution of stormwater and pollutants to the storm sewer system and/or to aid in meeting MS4 permit obligations.

1. Single-family residential customers that attend Borough sponsored educational programs that comply with the MS4 Minimum Control Measure (MCM) for Public Education.
2. Non-single-family residential customers that install and maintain structural BMPs on their property that comply with the Borough's Stormwater Management Code.
3. Any customer that provides an easement for BMPs to be installed on their property to comply with the MS4 permit or Chesapeake Bay Pollutant Reduction Plan.

It is understood that credits will reduce the amount of revenue collected by the Storm Sewer Utility, which may be augmented by future Storm Sewer Pollution Control Fee increases, but that encourage customers to practice good stormwater management that helps the Borough comply with its MS4 permit obligations, the Stormwater Management Code and/or Chesapeake Bay Pollutant Reduction Plan.

## PUBLIC EDUCATION CREDIT

The Storm Sewer Utility will sponsor one educational program per year to comply with MS4 MCM for Public Education. Programs are typically held at Borough Hall but may be offered virtually or a combination of in-person and virtually.

Single-family residential customers that attend an event will receive reimbursement for one per ERU fee, which is an amount set by Town Council, which may change from time to time. Please contact the Storm Sewer Utility to find out the current per ERU fee.

Reimbursement will be made by the Borough via check for each customer that attends the event in its entirety and completes a Credit Application.

Reimbursement will be made for only one per ERU fee per paying customer that attends the event. For owner-occupied single-family residential customers, reimbursement will be made for one per ERU fee, regardless whether one or multiple occupants attend the event. For renter-occupied single-family residential customers, reimbursement will be made for one per ERU fee to the occupant or owner that attends the event and that is currently paying the fee. A property owner may apply for multiple fee reimbursements as long as they are currently paying the fee.

Only Borough sponsored educational programs qualify for this credit and will be offered only one time per year with ample notice provided through a utility bill flyer, the Borough website and news releases.

The same credit will be made available for customers in subsequent years, including customers that previously secured a credit.

#### STRUCTURAL BMP CREDIT

A structural BMP is a facility or other improvement on a property, whether private or public, that addresses stormwater runoff from impervious areas on the property, thus lessening stormwater runoff impact to the Borough storm sewer system. Landowners typically construct and maintain these BMPs and provide an easement to the Borough for Storm Sewer Utility personnel inspection to ensure the BMP is maintained and functioning properly.

Storm Sewer Pollution Control Fee credits will be offered for non-single-family residential customers that install and maintain structural BMPs on their property.

- 30% credit will be offered for structural BMPs that were installed on a customer's property after June 20, 2004 when Town Council first adopted Stormwater Management Code.
- 15% credit will be offered for structural BMPs that were installed on a customer's property before June 20, 2004 when Town Council first adopted Stormwater Management Code.
- 30% credit will be offered for customer properties where structural BMPs were installed before and after June 20, 2004 when Town Council first adopted Stormwater Management Code.

All BMPs qualifying for a credit must be maintained in compliance with the Borough's Stormwater Management Code and the Pennsylvania Stormwater Best Management Practices Manual. The Borough's Stormwater Management Code can be viewed from the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov). From the front page, use the 'Select a service' menu, select 'View Local Laws' and then select Chapter 251, Stormwater Management. The Pennsylvania Stormwater Best Management Practices Manual Plan can be viewed from the front page, use the 'Departments menu', select 'Storm Sewer Utility' and then select 'the Pennsylvania Stormwater Best Management Practices Manual'.

Non-single-family residential customers that wish to install BMPs to qualify for credit, or increase their credit from 15% to 30%, must hire a Pennsylvania licensed engineer, surveyor or design professional to prepare a Drainage Plan as defined in the Borough Stormwater Management Code. An escrow account must be established to reimburse the Borough for expenditures incidental to the Drainage Plan review and approval process, including but not limited to fees of the Borough, legal fees and other engineering or consulting fees. Credits will not be issued until a Drainage Plan is approved by the Storm Sewer System Manager and Borough engineering consultant and associated BMPs are constructed entirely at the customers expense and are inspected and approved by the Borough.

Credits will not be issued until a Maintenance Agreement is recorded with the Franklin County Register and Recorder. Agreements must be signed by the landowner and approved by Town Council. A fee has been established for the Borough to record Agreements on behalf of customers.

Credits will be valid through the expiration date of the MS4 permit, currently March 15, 2025, and may be automatically renewed based upon credit conditions still being met but the magnitude of the credit may be altered based upon changes in Storm Sewer Utility regulatory requirements or operating costs.

Approved credits will automatically expire when the property changes ownership, however, any agreements and/or easements will remain in effect. New owners will be required to apply for credit continuance, which is required to ensure that the credit is still applicable to the property and to ensure that the new owner understands the requirements of the credit and associated agreements and easements.

Credits will be calculated based on a customer's ERU per month value, not per month fee, as whole or half numbers only, with a fraction of a whole number less than 0.25 rounded down to the whole number, a fraction of a whole number 0.25 and greater rounded up to the half number, a fraction of a whole number less than 0.75 rounded down to a half number and a fraction of a whole number 0.75 and greater rounded up to the next whole number.

#### EASEMENT CREDIT

A credit will be provided to any customer that grants an easement for the Borough to construct and maintain a stormwater BMP on their property.

This credit is intended for projects that would be financially prohibitive for a landowner to complete on their own but is an important project for meeting the Borough's goals of the MS4 permit or Chesapeake Bay Pollutant Reduction Plan.

Before a credit is granted, the Borough and landowner will establish an agreeable value for the easement that will serve as the total amount of monthly ERU credit to be applied. The Storm Sewer Pollution Control Fee for that customer will be suspended over a period of time until the total credit amount is realized.

Credits will not be issued until an Easement Agreement is prepared by the Borough and recorded with the Franklin County Register and Recorder. Agreements must be signed by the landowner and approved by Town Council. A fee has been established for the Borough to record Agreements on behalf of customers.

An Easement Credit may be issued for customer that already received a Public Education Credit or Structural BMP Credit.

Chesapeake Bay Pollutant Reduction Plan projects that may benefit from an easement credit include, but are not limited to, Elder Street/West Commerce Street, Stevens Elementary, Wilson College, Nitterhouse Park and Sheffler Drive. The Chesapeake Bay Pollutant Reduction Plan can be viewed from the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov). From the front page, use the 'Departments menu', select 'Storm Sewer Utility' and then select 'Chesapeake Bay Pollutant Reduction Plan'.

#### GENERAL CREDIT POLICIES

1. It is the customer's responsibility to supply all of the necessary materials as required by the Credit Application and Maintenance Agreement, attached as Appendix A and B.

2. The applicable Borough utility account must be current in order to receive credits. Credits will be revoked if an account is overdue by more than 30 days. Upon becoming current on the utility account, the landowner may reapply to reinstate the revoked credits.
3. Credits will be revoked where qualified BMPs are not maintained.
4. Applications will be reviewed with determination made within 60 days of receipt by the Borough. Incomplete applications will be returned for correction. The applicant will be notified in writing whether or not the credits were approved.
5. There is no application fee, however, landowners may be required to establish an escrow account of \$2,000 for specific credits to cover professional services for review of the application. Any unused escrow will be returned after the application is reviewed. In the event the cost of the review process exceeds the escrow deposit, upon notice from the Borough, to include an accounting of expenditures from the escrow account to date, the landowner shall make an additional deposit sufficient to bring the escrow deposit up to 25% of the original deposit amount.
6. The Borough will record fully executed Maintenance Agreements and Easement Agreements on behalf of customers. For a single tax parcel, the fee is \$42.00, which is the current Franklin County Register and Recorder fee for recording Agreements (\$38.50) for a single tax parcel plus a 10% administrative fee. For multiple tax parcels the fee is \$38.50 for the first parcel and \$20.00 for each additional parcel plus a 10% administrative fee.
7. The Borough has the right to inspect all BMPs to ensure they are working properly. If a BMP is found to be operating inadequately, the landowner will be notified in writing of the deficiencies. If the owner does not make the necessary corrections credits may be revoked.

#### IMPERVIOUS AREA REDUCTION POLICY

Non-single-family residential customers can permanently reduce their Storm Sewer Pollution Control Fee by reducing the amount of impervious area on their property. This can be accomplished by removing buildings or parking lots that are part of the impervious area being used by the Borough to establish their Storm Sewer Pollution Control Fee.

Removed areas must be replaced with vegetative cover to allow stormwater runoff infiltration.

The customer must hire a Pennsylvania licensed engineer, surveyor or design professional to confirm in writing the square footage of impervious area reduction.

It is the customer's responsibility to supply all of the necessary materials as required by the Impervious Area Reduction Application, attached as Appendix C. There is no application fee.

#### APPEAL POLICY

If a customer feels that their Storm Sewer Pollution Control Fee is incorrect, they may appeal it. Customers that believe fees have been assessed for a parcel they do not own should notify the Storm Sewer Utility.

Appeals will be addressed through the Dispute Provisions contained in Chapter 3 of the Borough Utility Service Manual. The process is described in paragraph 2, Disputing a Bill or the Borough's Implementation of any Provision of the Utility Service Manual. The Borough Utility Service Manual

can be viewed from the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov). From the front page, click on 'transparency', scroll down to 'Finance Department' and then select 'utility service manual'.

It may be necessary for the customer to hire a Pennsylvania licensed engineer, surveyor or design professional to confirm in writing the square footage of impervious area on their property in relation to the area being used by the Borough to establish their Storm Sewer Pollution Control Fee. It is important to note that review of the impervious area may cause their fee to increase as a result of the appeal.

It is the customer's responsibility to supply all of the necessary materials as required by the Appeal Application, attached as Appendix D. There is no application fee.

#### CREDIT TERMINATION

Upon written notice, the Borough, in its sole discretion, may revoke any approved credit when the owner has failed to meet the conditions of the credit, Maintenance Agreement, Easement Agreement and/or has delinquent Storm Sewer Pollution Control Fees, Borough electric, gas, water or sanitary sewer fees and/or Borough sanitation or ambulance fees.

#### DISCLAIMER

By submitting a Storm Sewer Pollution Control Fee Credit Application pursuant to the Credit Policy Manual, the landowner acknowledges and agrees that he and his heirs, grantees, successors, and assigns shall be solely responsible and liable for the operation and maintenance of any and all Best Management Practices constructed, installed, or employed by the landowner. The Borough shall not be responsible for or liable with respect to the operation and maintenance of any BMP, or any damages arising therefrom.

#### TECHNICAL ASSISTANCE

Storm Sewer Utility staff are available to provide customers with technical assistance and cost benefit analysis for credit, impervious area reduction and appeal applicability for their property.

Borough of Chambersburg Storm Sewer Utility  
100 South Second Street  
Chambersburg, PA 17201  
Andrew Stottlemeyer, Storm Sewer System Manager  
717-251-2434  
[astottlemeyer@chambersburgpa.gov](mailto:astottlemeyer@chambersburgpa.gov)



**Attachment A – Credit Application**

# Credit Application

## APPLICATION INSTRUCTIONS

This form is provided to Storm Sewer Pollution Control Fee customers who believe they qualify for a credit. Customers should review the Storm Sewer Management Program Credit Policy Manual for eligibility requirements for credits. Please fill out all sections, except for the last section marked "For Borough Use Only". Please mail or email completed form to:

Borough of Chambersburg Storm Sewer Utility  
 100 South Second Street  
 Chambersburg, PA 17201  
 Penny Morrison: pmorrison@chambersburgpa.gov

## SUPPORTING DOCUMENTS

The following documentation must be submitted for a Structural BMP or Easement Credit application to be reviewed:

1. Completed and signed application form (Public Education Credit, Structural BMP Credit and Easement Credit)
2. Drainage Plan (Structural BMP Credit)
3. Signed Maintenance Agreement or Easement Agreement (Structural BMP Credit and Easement Credit)
4. Agreement recording fee (Structural BMP Credit and Easement Credit)
5. Escrow deposit (Structural BMP Credit)
6. The Borough may require design documentation, as-built or construction drawings, and proof that the facility is in proper working order (existing facilities only) from a Pennsylvania licensed engineer, surveyor or design professional.

## SELECT CREDIT(S) BEING APPLIED FOR

<input type="checkbox"/> Public Education Credit	<input type="checkbox"/> Structural BMP Credit	<input type="checkbox"/> Easement Credit
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## CUSTOMER INFORMATION

Account Number: \_\_\_\_\_

Address of Account: \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

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

I agree to all conditions of the credits I have applied for, as outlined in the Storm Sewer Management Program Credit Manual.

## FOR BOROUGH USE ONLY

Date Received: _____	Date Reviewed: _____
<b>Public Education Credit</b>	Program Attendance Date: _____
<b>Structural BMP Credit</b>	ERU reduced from: _____ to: _____
<b>Easement Credit</b>	Amount of Credit: _____
	Fee Suspended from: _____ to: _____

**Attachment B – Maintenance Agreement**

# MAINTENANCE AGREEMENT

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between \_\_\_\_\_, (hereinafter the “Landowner”), and the Chambersburg Borough (the “Borough”);

**WITNESSETH;**

**WHEREAS**, the Landowner is the owner of a certain real property in the Borough’s storm sewer service area, located at \_\_\_\_\_ recorded by deed in the land records of Franklin County, Pennsylvania, and identified by Parcel Identification (ID) Number(s) \_\_\_\_\_ (hereinafter the “Property”);

**WHEREAS**, the Landowner has installed or agrees to install, certain Best Management Practices to manage stormwater impacts associated with the Property (“BMPs”).

**WHEREAS**, the Borough and the Landowner, for itself and its administrators, executors, successors, heirs, and assigns, agree that the health, safety, and welfare of the residents of the Borough and the protection and maintenance of water quality require that stormwater practices and conveyances be properly constructed and maintained on the Property;

**WHEREAS**, the Borough, through the implementation of the Plan, requires that the BMPs, as designed in the Plan, be adequately operated and maintained by the Landowner, in order for the Landowner to obtain and maintain a credit against the Landowner’s storm sewer utility fee.

**NOW, THEREFORE**, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The Landowner, its successors and assigns, shall operate and maintain all stormwater management facilities and BMPs on the Property as shown on the Plan in good working order in accordance with the specific maintenance requirements noted on the Plan for the duration of the approved credit period.
2. The Landowner, its successors and assigns, agrees to all specifications made by the Borough’s Storm Sewer Management Program Credit Policy Manual, Stormwater Management Code, applicable state or federal government requirements and any documents referenced by the previously mentioned.
3. The Landowner, its successors and assigns, hereby grants permission to the Borough, its authorized agents, and employees to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the stormwater management facilities and BMPs periodically in the discretion of the Borough. Whenever possible, the Borough shall notify the Owner prior to entering the property.
4. The Landowner, its successors and assigns, shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater management facility or BMPs except in accordance with written approval of the Borough.

5. The Landowner, its successors and assigns, shall undertake necessary repairs and replacement of the stormwater management facility or BMPs at the direction of the Borough or in accordance with the recommendations of a Pennsylvania licensed engineer, surveyor or design professional.
6. In the event the Landowner, his successors and assigns, fails to operate and maintain the stormwater management facility or BMPs as specified in the Plan, the Borough reserves the right to revoke any credits awarded by the stormwater credit system.
7. It is the intent of this agreement to ensure the proper maintenance of the stormwater management facilities or BMPs by the Landowner, its successors and assigns; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or caused by stormwater runoff.
8. The Landowner, its successors and assigns, shall indemnify and hold harmless the Borough and its agents and employees against any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against the Borough for the construction, presence, existence or maintenance of the stormwater management facilities or BMPS by the Landowner, its successors and assigns.
9. This Agreement shall be recorded among the land records of Franklin County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs and any other successors in interest, in perpetuity.

**[SIGNATURES ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, Grantor and Grantee have executed and delivered this Easement Agreement as of the date first above written.

WITNESS:

GRANTOR:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

GRANTEE:  
BOROUGH OF CHAMBERSBURG

\_\_\_\_\_

Secretary

\_\_\_\_\_

President of Council

STATE OF \_\_\_\_\_ :  
: SS  
COUNTY OF \_\_\_\_\_ :

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, an adult individual, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged that (he/she) executed the same for the purposes therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

COMMONWEALTH OF PENNSYLVANIA :  
: SS  
COUNTY OF FRANKLIN :

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged (himself/herself) to be the President of the Council of the Borough of Chambersburg and that (he/she) as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by (himself/herself) as such officer.

In Witness Whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**Attachment C – Impervious Area Reduction Application**

# Impervious Area Reduction Application

## APPLICATION INSTRUCTIONS

This form is provided to Storm Sewer Pollution Control Fee customers who believe they qualify for a reduced fee by reducing the amount of impervious area on their property. Please fill out all sections, except for the last section marked "For Borough Use Only". You may attach supporting documentation to the form, however, any supporting documentation will not be returned to the customer. Please mail or email completed form to:

Borough of Chambersburg Storm Sewer Utility  
100 South Second Street  
Chambersburg, PA 17201  
Penny Morrison: pmorrison@chambersburgpa.gov

## REQUIREMENTS

The following documentation must be submitted for an Impervious Area Reduction application to be reviewed:

1. Completed and signed application form.
2. Description of buildings, parking lots or other structures that are being removed to reduce the impervious area being used by the Borough to establish their Storm Sewer Pollution Control Fee.
3. Removed areas must be replaced with vegetative cover to allow stormwater runoff infiltration. Before and after photographs must be submitted with the application.
4. The customer must hire a Pennsylvania licensed engineer, surveyor or design professional to confirm in writing the square footage of impervious area reduction.

## IMPERVIOUS AREA REDUCTION REQUEST

Total Area Reduction in Square Feet \_\_\_\_\_

## CUSTOMER INFORMATION

Account Number: \_\_\_\_\_

Address of Account: \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

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

I agree to all conditions of the credits I have applied for as outlined in the Storm Sewer Management Program Credit Manual.

## FOR BOROUGH USE ONLY

Date Received: _____		Date Reviewed: _____
<b>Impervious Area Reduction</b>		Approved Square Feet: _____
		ERU reduced from: _____ to: _____



**Attachment D – Appeal Application**

# Appeal Application

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## APPLICATION INSTRUCTIONS

This form is provided to Storm Sewer Pollution Control Fee customers who believe their Storm Sewer Pollution Control Fee is incorrect. Please fill out all sections, except for the last section marked "For Borough Use Only". Please mail or email completed form to:

Borough of Chambersburg Storm Sewer Utility  
100 South Second Street  
Chambersburg, PA 17201  
Penny Morrison: pmorrison@chambersburgpa.gov

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## REQUIREMENTS

The following documentation must be submitted for an Appeal application to be reviewed:

1. Completed and signed application form.
  2. It may be necessary for the customer to hire a Pennsylvania licensed engineer, surveyor or design professional to confirm in writing the square footage of impervious area on their property in relation to the area being used by the Borough to establish their Storm Sewer Pollution Control Fee.
  3. It is important to note that review of the impervious area may cause their fee to increase as a result of the appeal.
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## REASON(S) FOR APPEAL

Please explain reason(s) for Appeal \_\_\_\_\_

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## CUSTOMER INFORMATION

Account Number: \_\_\_\_\_

Address of Account: \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

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

I agree to all conditions of the credits I have applied for as outlined in the Storm Sewer Management Program Credit Manual.

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## FOR BOROUGH USE ONLY

Date Received: _____		Date Hearing: _____
Date Written Decision: _____		Approved Fee: _____
		ERU reduced from: _____ to: _____