



Instructions:

1. Complete an application (Pages 1-5 & Checklist) for each residential stormwater system for which City acquisition is being requested.

2. The application must be signed by the financially responsible person if an individual, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person.

3. Mail the completed application to:
City of South Burlington Stormwater Superintendent
Department of Public Works
575 Dorset Street
South Burlington, VT 05403

Property Information

Name of Property Owner or Condominium Association: _____

Mailing Address: _____

Name of Authorized Contact: _____

Title of Authorized Contact (if applicable): _____

Authorized Contact Numbers (if applicable) Telephone: _____ Fax: _____

Authorized Contact E-mail Address (if applicable): _____

Property Address (E-911 or Street/Intersection): _____

Property Tax Map Number: _____

Parcel Identification Number (if known): _____

Existing South Burlington Water Department Account Number (if known): _____



FINAL DRAFT

System Information

Status of Existing VTDEC Stormwater Permit (check one): Current Expired N/A

Existing VTDEC Stormwater Permit Number (if applicable): _____

Date of most recent VTDEC Stormwater Permit (if applicable): _____

Attach a copy of the most recent VTDEC Stormwater Permit (if applicable): _____ (✓)

Attach a copy of a site plan that shows existing site conditions including but not limited to the location of all impervious surfaces and any existing stormwater collection and treatment systems: _____ (✓)

Date of most recent stormwater system inspection (if applicable): _____

Who performed the most recent stormwater system inspection (if applicable): _____

On a separate sheet, provide a detailed description of stormwater system components of which applicant is seeking City acquisition (include physical dimensions): _____ (✓)

(NOTE: Stormwater System components that are located on private property and are not included in any State permitted stormwater system, including but not limited to roof drains, footing drains, catch basins and driveways, will NOT be acquired by the City.)

Watershed(s) to which system drains: _____

Is this stormwater system located within an identified stormwater-impaired watershed (check one)? Yes No

If Yes, attach a copy of a completed Engineering Feasibility Analysis (EFA) as set forth within the VTDEC Procedure for Evaluation of Stormwater Discharges and Offsets in Stormwater Impaired Watershed, as adopted on May 5, 2004, and as amended from time to time by VTDEC Rule, prepared by a Professional Engineer licensed in the state of Vermont: _____ (✓)

Have all applicable requirements identified within the EFA been incorporated into the stormwater system? Yes No

Has a Project Review Sheet completed by a Vermont Agency of Natural Resources (ANR) Permit Specialist been obtained for the proposed activities identified within the EFA? Yes No N/A

Has contact been made with all regulatory entities identified on the completed ANR Project Review Sheet regarding permits which may be needed prior to commencement of activities identified within the EFA? Yes No N/A

On a separate sheet, please describe the status of all permit related dialogues and processes underway with the regulatory entities identified on the completed ANR Project Review Sheet (if applicable): _____ (✓)

ENGINEER'S CERTIFICATION:

I hereby certify that the stormwater system described herein is constructed in conformance with pertinent design requirements and that the system is in an acceptable state of maintenance and repair, and is operating as designed. I further certify that for stormwater systems located within stormwater-impaired watersheds, all applicable requirements identified within the completed Engineering Feasibility Analysis have been implemented and are operating as designed.

Signature and Seal
State of Vermont Licensed Professional Engineer

Name: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Vermont Registration Number: _____



Additional System Information

Describe any special maintenance issues pertinent to this system (e.g. beaver activity, access, plantings, etc.):

Describe any problems relating to access rights to the stormwater system:

Date of maintenance performed most recently: _____

Describe what activities were performed during the most recent stormwater system maintenance: _____

Name of individual and/or entity that performed the most recent stormwater system maintenance: _____

Attach all available stormwater system maintenance records: _____ (✓)

Has there been any beaver activity in or near the system that you are aware of? Yes No

Does the property owner use a professional landscaping contractor? Yes No

If Yes, please list the name of the landscaping contractor and a contact telephone number: _____

Are there any activities routinely taking place on the property (examples include but are not limited to lawn chemical application, outdoor recreation activities, areas used for car washing, swimming pool maintenance) that could potentially have any impact on the stormwater system? Yes No

If Yes, please describe these activities: _____

Are there any aesthetic, smell, safety, or other similar issues that the property owner or neighborhood has brought up about this system? Yes No

If Yes, please describe these issues: _____

Has the system ever been vandalized or otherwise damaged? Yes No

If Yes, please describe the damage: _____



STORMWATER SYSTEM CALCULATIONS

Provide, attached to this sheet or on a separate sheet, all pertinent calculations to show that this stormwater system, including any past and/or current system upgrades, complies with the technical standards, sizing criteria, and/or restrictions stated in the *Vermont Stormwater Management Manual*, as amended from time to time by VTDEC Rule. Attach stage-storage-discharge tables, storage volume calculations, outlet description, overflow description, runoff calculations, and all other pertinent information necessary to perform a detailed review of this stormwater system.

The South Burlington Stormwater Utility strongly encourages the submission of State of Vermont application forms, calculation worksheets, waiver worksheets, site design credit worksheets, and Stormwater Treatment Practice (STP) worksheets with all residential system acquisition applications. Use of these worksheets ensures that the necessary information is being submitted, provides a common format for all applications, and will decrease review time. The utility reserves the right to require completion of specific worksheets, relevant to the stormwater system for which acquisition is being sought, in order to consider an application complete. These forms can be found on-line at:

http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw_appsformswkshts.htm



FINAL DRAFT

Property Access/Transfer Information

Property Owner's preferred form of property access/transfer to the City: Easement Fee Title

Attach copy of a site plan showing the Property Owner's preferred property access/transfer that allows for full access to the stormwater system by the City: _____ (✓)

Please note that prior to the City's acquisition of any stormwater system components, a survey of the easement(s) to be conveyed to the City, meeting the requirements of Section 341 of Title 27 of the Vermont Statutes Annotated, must be received and accepted by the Stormwater Superintendent (together with the recording fee).

User Fee Credits

Is a User Fee Credit currently issued for the stormwater system described on Page 2 of this Application (check one)? Yes No

If Yes, what is the amount of the current User Fee Credit? Percent: _____ % Dollar amount: \$ _____

(NOTE: User Fee Credits will not be granted for systems that are aquired by the City)

Application Review Fee

Include a check made payable to the South Burlington Stormwater Utility in the amount of \$500.00: _____ (✓)

I hereby request that the South Burlington Stormwater Utility review this application request for City acquisition of a residential stormwater system. I further authorize the Utility staff to inspect the complete stormwater system identified in this application for the purpose of assessment for system acquisition. I certify that I have authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information to the City of South Burlington Department of Public Works should there be any change in the information provided herein.

Authorized Contact:

Signature: _____ Name: _____

Title: _____ Date: _____

Witness:

Signature: _____ Name: _____

Title: _____ Date: _____



_____ Completed "South Burlington Residential System Acquisition Application", Pages 1-5

_____ Copy of Current or Expired VTDEC Stormwater Permit (if applicable)

_____ Detailed description of stormwater system components of which applicant is seeking City acquisition (include physical dimensions)

_____ Copy of completed Engineering Feasibility Analysis (EFA), prepared in accordance with VTDEC's EFA Procedure adopted on May 5, 2004 and as amended from time to time by VTDEC Rule (if applicable)

_____ Copy of Project Review Sheet completed by Vermont Agency of Natural Resources (ANR) Permit Specialist (if applicable)

_____ Status summary of all permit related dialogues and processes underway with the regulatory entities identified on the completed ANR Project Review Sheet (if applicable)

_____ Seal and signature of registered Professional Engineer

_____ Vicinity Map

_____ Topographic map(s) or site plan(s) showing existing and proposed topographic contours, scale, and north arrow

_____ Impervious surface delineations and labels (buildings, driveways, etc.)

_____ Drainage area map, including off-site areas draining through stormwater system and non-structural practices

_____ Size and location of existing or proposed stormwater system components, as applicable

_____ Applicable Stormwater System Calculations

_____ Construction drawings and details of existing or proposed stormwater system components, as applicable

_____ Copy of site plan showing the Property Owner's preferred property access/transfer that allows for full access to the stormwater system

_____ Copy of stormwater system maintenance records

_____ Application review fee (\$500.00)



South Burlington
Stormwater Utility

FINAL DRAFT

South Burlington Stormwater Utility Residential System Acquisition Application Review Form

FOR STORMWATER UTILITY USE ONLY / DO NOT MARK IN THIS SPACE

Residential System Approved for City acquisition (check one): Yes No

If No, provide a brief explanation for denial:

If No, provide information on follow-up with applicant:

Date approved or denied: _____

Signature: _____ Name: _____

Title: _____ Date: _____

If Yes, a completed Residential System Inspection Checklist must be attached. In addition, all applicable legal documents, prepared by the City Attorney, pertaining to land easement(s) and/or transfer(s) and an executed copy of the ANR Stormwater Management Program Application for Transfer, as amended, must be attached.

Reviewer: _____ Phone: _____

Review Number: _____ Date Received: _____ Returned: _____

Review Number: _____ Date Received: _____ Returned: _____

Review Number: _____ Date Received: _____ Returned: _____

Date Approved: _____

As-built Verification Inspector: _____

Drainage Easement/Title Document Recorded in Book: _____ Page: _____

Date: _____

Current Stormwater Utility Fee (\$/month): _____

Current Stormwater Utility Fee Credit Applied (check one): Yes No

If Yes, what is current total credit (%): _____

Full/Uncredited Stormwater Utility Fee (\$/month): _____ Effective Date: _____

*****COMPLETE CUSTOMER SERVICE FORM FOR ANY CHANGES TO THE BILLING DATABASE*****

Required Special Construction/Other:

