

**APPENDIX C – STORMWATER MANAGEMENT  
PROGRAM FEE CREDIT APPLICATION**

# Stormwater Credit Application Form

## Credit Application Instructions

This form is provided to CHBMA stormwater customers who believe they qualify for an approved stormwater Credit. Customers should review the CHBMA Credit Policy for eligibility requirements for Credits.

Please fill out all sections on the first page of the form, except for the last section marked "For CHBMA Use Only". Please fill out all applicable sections on pages 2 and 3 related to the Credits you are applying for.

You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

**Camp Hill Borough Municipal Authority**  
2145 Walnut Street  
Camp Hill, PA 17011

A CHBMA representative will review the Stormwater Credit Application Form within 60 days of receipt of the completed form.

## Please Mark All Credits That Apply

- |  |  |
|--|--|
| <input type="checkbox"/> Rain Barrel Rebate            | <input type="checkbox"/> Education Program Credit  |
| <input type="checkbox"/> Volume Control Credit         | <input type="checkbox"/> Rate Control Credit       |
| <input type="checkbox"/> Stormwater Partnership Credit | <input type="checkbox"/> Permeable Pavement Credit |

## Customer Information

Name:	_____	Date:	_____
Email:	_____	Telephone:	_____
Account Number:	_____	Parcel Number:	_____
Billing Street Address:	_____		
Address Line 2:	_____		
City, State, Zip:	_____		

## For CHBMA Use Only

Date Received:	_____	Credit(s):	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Date Reviewed:	_____	Reviewer:	_____

# Stormwater Credit Application Form (Cont.)

## Structural BMP

Check all boxes that apply:

- I have a BMP that controls for rate
- I have a BMP that controls for volume
- I have a BMP that controls for water quality
- I have a BMP but I'm not sure what it does

Please attached any supporting information.

## Additional Credits

If you are applying for any of the following credits, CHBMA will contact you to discuss the details of the credit after you submit page 1 of the application.

- Stormwater Partnership Credit
- Education Credit

## Confirmation of Credit Conditions and CHBMA Access Rights

I, (please print name) \_\_\_\_\_ agree to all conditions of the Credits I have applied for as outlined in the CHBMA *Stormwater Management Program Credits and Incentives Policy*. Additionally, I agree that CHBMA may at reasonable times enter my property to inspect the property or condition or operation of BMPs.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**APPENDIX D – STORMWATER ADJUSTMENT  
APPEAL FORM**

# Stormwater Adjustment Appeal Form

## Appeal Instructions

This form is provided to CHBMA stormwater customers who believe the Impervious Area (IA) calculation for their property is incorrect. Customers should also use this form if it is believed that stormwater fees have been assigned for a parcel they don't own.

Please fill out all sections of the form, except for the last section marked "For CHBMA Use Only".

You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

**Camp Hill Borough Municipal Authority**  
2145 Walnut Street  
Camp Hill, PA 17011

A CHBMA representative will review the Stormwater Adjustment Appeal Form within sixty (60) business days of receipt of the completed form.

Approved adjustments will be applied to the current stormwater bill and all future billings.

## Appeal Information

Appeal Type:  
 IA  Ownership

Customer IA Estimate (optional): \_\_\_\_\_

## Customer Information

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Account Number: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Additional Supporting Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## For CHBMA Use Only

Date Received: \_\_\_\_\_ Appeal:  Granted  Denied

Date Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

**APPENDIX E – PRE-APPLICATION MEETING  
REQUEST FORM**

# Pre-Application Meeting Request Form

## Pre-Application Instructions

This form is provided to CHBMA Non-Residential stormwater customers who want to install a new BMP or retrofit an existing BMP to become eligible for CHBMA stormwater Credits.

Please fill out all sections on the form, except for the last section marked "For CHBMA Use Only".

You may attach supporting documentation to the form. Please note that any submitted documentation will not be returned to the customer. Please mail completed form to:

**Camp Hill Borough Municipal Authority**  
2145 Walnut Street  
Camp Hill, PA 17011

A CHBMA representative will be in contact to schedule a mutually agreeable meeting date and time to review the proposed changes.

## Please Mark All That Apply

- I want to install a new BMP
- I want to retrofit an existing BMP
- I want to request a review of my property to determine potential BMPs
- Other: \_\_\_\_\_

## Customer Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Property Street Address: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Parcel ID (if known): \_\_\_\_\_

## For CHBMA Use Only

Date Received: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_  
CHBMA Personnel: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

**APPENDIX F – CONTINUATION OF EXISTING  
CREDIT FOR NEW PROPERTY OWNERS**

# Continuation of Existing Credits Form

## Application Instructions

This form is provided to CHBMA stormwater customers who are a new owner of a property that has existing Credits associated with the property.

Please fill out all sections on the form, except for the last section marked "For CHBMA Use Only".

Please mail completed form to:

**Camp Hill Borough Municipal Authority**  
2145 Walnut Street  
Camp Hill, PA 17011

A CHBMA representative will review the Application Form within sixty (60) business days of receipt of the completed form.

## Please Mark All Credits That Apply

- |  |  |
|--|--|
| <input type="checkbox"/> Rain Barrel Rebate            | <input type="checkbox"/> Education Program Credit  |
| <input type="checkbox"/> Volume Control Credit         | <input type="checkbox"/> Rate Control Credit       |
| <input type="checkbox"/> Stormwater Partnership Credit | <input type="checkbox"/> Permeable Pavement Credit |

## Customer Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Parcel ID (if known): \_\_\_\_\_  
Billing Street Address: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

I, (please print name) \_\_\_\_\_ agree to all conditions of the Credits associated with the above referenced property as outlined in the *CHBMA Stormwater Management Program Credits and Incentives Policy*. Additionally, I agree that CHBMA may at reasonable times enter my property to inspect the property or condition or operation of BMPs. I also understand my obligations to any conditions listed in any Operation and Maintenance Agreements that are in existence for this property with CHBMA.

## For CHBMA Use Only

Date Received: \_\_\_\_\_ Credit(s):  Granted  Denied  
Date Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

# Operation and Maintenance Agreement Form

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Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

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

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**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, (hereinafter the "Landowner"), and the Camp Hill Borough Municipal Authority (the "Authority");

**WITNESSETH;**

**WHEREAS**, the Landowner is the owner of a certain real property in the Authority's stormwater service area, recorded by deed in the land records of Cumberland County, Pennsylvania, Deed Book \_\_\_ at Page \_\_\_ and identified by Parcel Identification (ID) Number(s) \_\_\_\_\_ (hereinafter "Property");

**WHEREAS**, the Landowner installed certain Best Management Practices to manage stormwater impacts associated with the Property;

**WHEREAS**, the Camp Hill Borough Municipal Authority 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 Camp Hill 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 Authority, through the implementation of the Operation of Maintenance Plan (the Plan), that stormwater practices as designed in said Plan be adequately operated and maintained by the Landowner.

**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 owner shall operate and maintain the stormwater facility 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 Owner agrees to all specifications made by the Authority's Stormwater Credit Policy Manual, the stormwater ordinance of the Borough, applicable PADEP requirements, and any documents referenced by the previously mentioned.
3. The Owner hereby grants permission to the Authority, its authorized agents, and employees to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the stormwater facilities periodically in the discretion of the Authority. Whenever possible, the Authority shall notify the Owner prior to entering the property.
4. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit annual an inspection report to the Authority no later than **June 30<sup>th</sup>** of each year. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire

facilities, plantings, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.

5. The Owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater facility except in accordance with written approval of the Authority.
6. The Owner shall undertake necessary repairs and replacement of the stormwater facility at the direction of the Authority or in accordance with the recommendations of a Pennsylvania Licensed Professional Engineer.
7. In the event the Owner fails to operate and maintain the stormwater facility as specified in the Plan, the Authority reserves the right to revoke any credits awarded by the stormwater credit system.
8. It is the intent of this agreement to ensure the proper maintenance of the facility or facilities by the Owner; 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.
9. The Owner, its executors, administrators, assigns, and other successors in interest, shall release the Authority from any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives for the construction, presence, existence, or maintenance of the stormwater facility by the owner or the Authority.
10. Any assignment of this Agreement must first be approved by the Authority.

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**ATTEST:**

Witness the following signatures and seals:  
(SEAL)

For the Camp Hill Borough Municipal Authority

\_\_\_\_\_

For the Owner:

\_\_\_\_\_

Date:

\_\_\_\_\_