



Detroit Water and Sewerage Department
735 Randolph Street, Room 806
Detroit, MI 48226
313.267.8000 | drainage@detroitmi.gov

Non-Residential Drainage Credit Application

(Please fill out one form per property)

Email completed application and supporting documentation to:

drainage@detroitmi.gov

Alternatively, applications can be mailed to:

DWSD Drainage Charge Program
735 Randolph Street, Room 806

Detroit, MI 48226

Additional questions? email drainage@detroitmi.gov or call 313.267.8000

Contact Information *(Please print or type)*

1. Property Owner (Business Name): _____

2. Contact Name (Name and Title): _____

3. Mailing Address: _____

Street Address

City

Zip

4. Phone: _____ 5. Email: _____

6. Authorized Representative (name, address, email)

DWSD drainage account must be established with name and tax identification number prior to being eligible for credits. Any consultant representative of the owner must have an authorization letter with the application.

Service Location Information *(Please print or type; use back if necessary)*

7. Service Address: _____

8. For each parcel, include Parcel ID **and** DWSD Account Number, attach separate list if necessary:

Item	Parcel ID	DWSD Account Number
1		
2		
3		

9. Identify if this submittal is for a: *(Note: a separate application form should be used for predetermination and credit applications. A single application cannot include both.)*

Predetermination

Credit Application

10. Is this submittal for an: (*Note: a separate application form should be used for existing and proposed practices*)

- Existing Practice, disconnected impervious area ONLY (items 14 – 18 are not required)
- Existing Practice, disconnected impervious area AND other practices
- Existing Practice, NOT disconnected impervious area (item 13 is not required)
- Proposed Practice(s), disconnected impervious ONLY (items 14 – 18 are not required)
- Proposed Practice(s), other than disconnected impervious areas (item 13 is not required)

11. Complete table of overall site data. This table should include all parcels for which a credit is sought.

- Overall site data (*Note: use consistent units as appropriate based on parcel size. Acres should be shown to the 0.01 acre*)

Total Site Area (acres or sq. ft.)	
Total Impervious Area (acres or sq. ft.)	
Impervious Area managed by storm water practices (acres or sq. ft.)	

12. Description of drainage credit(s):

Provide a brief narrative description of the project you are proposing or have installed that provides storm water management and is thus eligible for credits(s).

13. Disconnected Impervious Areas – please complete Attachment 1, Application Package for Disconnected Impervious Surfaces.

Attachment 2 (continued) **Table of Submittal Information Requirements.**

14. For constructed practices, use the following check list to indicate the information that is included with the application. Note the different requirements for predetermination, credit application or application for credit for existing practice(s). Information on submittal requirements is included in Attachment 2: Table of Submittal Information Requirements.

Item	Predetermination	Credit Application	Credit for Existing Practice
Scaled Site Plan showing all parcels and surface features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALTA Survey (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing roof drainage system defined (with drainage areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed roof drainage system defined (with drainage areas)	<input type="checkbox"/>	<input type="checkbox"/>	
Existing site drainage and sewer system defined (with drainage areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical investigation results	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental history of site	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage areas to each practice defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices defined. Provide table for each practice indicating the: type of practice, practice area, volume, equivalent water depth (retention and detention zones), infiltration rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of proposed connections to DWSD sewers		<input type="checkbox"/>	
Complete engineering drawings of proposed work		<input type="checkbox"/>	
Complete listing of permits applied for/ expected		<input type="checkbox"/>	
Photographs clearly showing existing practices			<input type="checkbox"/>

15. Performance data for standard storm water practices. For the following practices: bioretention, permeable pavement, disconnected impervious surfaces (proposed), roof drain disconnection (proposed), provide the following information in a table, spreadsheet or in the credit calculator tool. Each practice will require this information.

Total Tributary Area to Practice (acres or sq. ft.)	
Total Impervious Area to Practice (acres or sq. ft.)	
Storm Water Practice Type	
Storm Water Practice Area (acres or sq. ft.)	
Retention Zone Equivalent Water Depth (inches)	
Retention Zone Volume (Generally this is a calculated value based on the practice area and the equivalent water depth).	
Detention Zone Equivalent Water Depth (inches)	
Detention Zone Volume (Generally this is a calculated value based on the practice area and the equivalent water depth).	
Detention Volume (for detention ponds or similar)	

16. Performance data for green roof. Provide the following information: dimensional drawing of the portion of the roof that is green. Dimensional drawing of green roof cross section. Calculations estimating performance (EPA national stormwater calculator is preferred), see *A Guide to Credits for Commonly Used Storm Water Management Practices*

17. Performance data for storm water storage and reuse systems. Provide the following information: total tributary area to the storm water storage, impervious area to the storm water storage, demand data for the water reuse. See *A Guide to Credits for Commonly Used Storm Water Management Practices* for details on required information.

18. For other systems of practices or for more complex sites, contact DWSD for additional information on submittal requirements.

Owner Certification and Right-Of-Entry

I certify that the above information is true to the best of my knowledge. I further understand that the DWSD drainage credit will be based on the information provided. DWSD may revoke the credit if it later determines that the information provided is inaccurate. By signing below, I agree to allow DWSD drainage charge staff or inspectors on-site to review and verify the information above.

19. Signature of Owner/Authorized Representative

20. Print Name

21. Date

22. DWSD Use Only

Drainage Charge Staff Person Assigned: _____ Ext.: _____

Site Visit Conducted: Date: _____ Time: _____

Notes: _____

Approved Drainage Credits and Percentages:

Volume Credits

Volume Credits: _____ %

Peak Flow Credits

Peak Flow Credits: _____ %

Practice Credit:

Practice Credit (%) = Volume Credit (%) * 0.4 + Peak Flow Credit (%) * 0.4 = _____ *(Maximum is 80%)*

Site Credit (%) = Practice Credit * $\frac{\text{Managed Impervious}}{\text{Total Impervious}}$ = _____ %

Attachment 2 (continued) **Table of Submittal Information Requirements.**

Drainage Charge Staff Person Assigned: _____ Ext.: _____

Site Visit Conducted: Date: _____ Time: _____

Notes: _____

Backdate Correction To: _____

Date Intermediary Correspondence Sent: _____

Date Sent to Billing for Corrections: _____ Contact: _____

INSTRUCTIONS FOR COMPLETING THE CREDIT APPLICATION

1. Property Owner – Legal name of property owner, business or organization.
2. Contact Name – Name and title of contact person.
3. Mailing Address – Address of property owner from Item 1.
4. Phone – Of property owner of the application.
5. Email Address – of property owner for the application.
6. Authorized Representative – if the property owner has an authorized representative, provide contact information here. Make sure that a letter of authorization is included with the application.
7. Service Address – Include if different than Item 3.
8. Parcel Number – Each piece of land has its own parcel number. This information is found on the bill or the Parcel Viewer. If there are multiple parcel numbers, list those also. If necessary, attach a separate and complete list to the application, and note in Item 8, "See attached list".
DWSD Account Number – The account number can be found on the bill.
9. Identify the type of application
10. Identify the type of submittal
11. Overall site data. Identify the characteristics of the overall site. If multiple parcels that function as one site, this should refer to the group of parcels.
12. Provide a narrative description of the drainage credits that are expected.
13. Disconnected impervious areas. If this application is for disconnected impervious area credits, complete attachment 1. Attachment 1, a dimensional site drawing and photographs are sufficient for a disconnected impervious credit.
14. Application submittal checklist. The applicant should assemble their data package based on the type of credit/ determination sought. The requirements for items differ based on the type of submittal. Reference the Table of Submittal Information Requirements (attached). All items should be provided for the submittal to be administratively complete.
15. Performance data for standard storm water practices. Provide the requested information in a table/ spreadsheet or with the credit calculator tool.
16. Green roof performance data. Submit the requested information.
17. Water reuse system data. Submit the requested information. See *A Guide to Credits for Commonly Used Storm Water Management Practices* for details on required information.
18. More complex sites will require special coordination with DWSD.
19. Property Owner Signature – After review of the Owner Certification and Right-of-Entry, property owner signature is required to allow access to the property for site inspections.
20. Property Owner Printed Name
21. Date
22. DWSD Use Only – No requirement from applicant