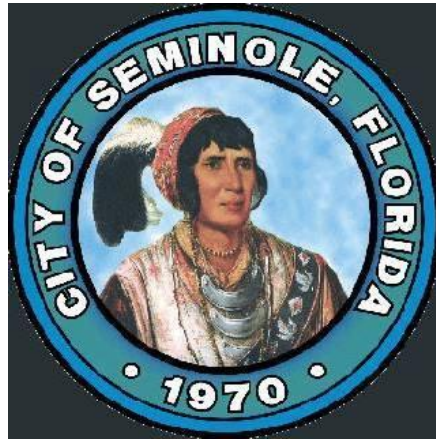


City of Seminole, Florida



Stormwater Utility Assessment Mitigation Credit Policy Manual

April 18, 2025

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Section 1 - Introduction

The City of Seminole (City) is planning to establish a stormwater utility in 2025. The purpose of the stormwater utility is to provide the City with the legal authority to establish and collect equitable revenue for the operation, maintenance and management of the City's stormwater system.

As a co-permittee on the Pinellas County National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, the City is required to construct, operate and maintain their stormwater system. The City recognizes the benefits provided by privately maintained stormwater mitigation facilities and wishes to encourage property owners to reduce or eliminate the property's burden on the City system. Properties maintaining private stormwater mitigation facilities should be credited for the benefits they provide.

This Mitigation Credit Policy Manual provides guidelines under which a property owner will apply for and how the City will review and approve, or deny, mitigation credits to their stormwater utility rate assessment.

Section 2 - Mitigation Credits

Mitigation credits may be granted to parcels whose offsite stormwater impacts on the City system are reduced or nonexistent, are mitigated by a properly functioning and permitted stormwater control device and/or the parcel owner(s) contribute(s) to the operation and maintenance of a private stormwater control device which provides stormwater treatment and attenuation for stormwater runoff. The basis for these credits is as follows:

- I. Some parcels do not discharge to the City stormwater system and/or do not impose direct stormwater maintenance burdens on the City's system.
2. Some parcel owners contribute to the operation and maintenance of privately held stormwater control devices that manage stormwater runoff, which may offset some costs otherwise borne by the City.
3. The City and its receiving waters receive benefit from privately-owned and maintained stormwater control devices.
4. It is in the City's interest to encourage proper operation and maintenance and continued existence of privately owned and operated stormwater control devices.

The credit is applicable to Single Family Residential (SFR) properties within a Homeowners Association (HOA) or operated and maintained by acceptable entities (as defined in the City's Land Development Ordinance, Chapter 58, Article IV, Division 4, Section 58-287, Maintenance by an acceptable entity), Multi-Family Residential (MFR) or Non-Single Family Residential (NSFR) that meet these criteria. These mitigation credits are not applicable to Single Family Residential (SFR) without an HOA or acceptable entity capable of operating and maintaining a stormwater control device.

2.1 Mitigation Credits

Property owners (as described above) may qualify for mitigation credits when they demonstrate that their existing stormwater control devices provide the City with a cost savings that the City would otherwise incur as part of their efforts to manage stormwater and/or provide benefit to the City by reducing the rate and/or volume of stormwater runoff, and improving the water quality prior to City maintained stormwater system discharge. Mitigation Credit classifications are as follows:

1. Mitigation Credit Maximum (up to 50%): This applies to a permitted and maintained stormwater control device(s) that meets the design requirements set forth in the City's Land Development Ordinance, Chapter 58, Article IV, Division 3 for Stormwater Pond Construction and Management or the Pinellas County Stormwater Manual (adopted February 1, 2017, Revised November 1, 2021 and revised April 23, 2024) or the Southwest Florida Water Management District's Environmental Resource Permit Applicant's Handbook, Volume II, effective June 1, 2018.
2. Mitigation Credit Reduced (up to 25%): This applies to maintained stormwater control device(s), without an existing permit, that meet the design requirements set forth in the City's Land Development Ordinance, Chapter 58, Article IV, Division 3 for Stormwater Pond Construction and Management or the Pinellas County Stormwater Manual (adopted February 1, 2017, Revised November 1, 2021 and revised April 23, 2024) or the Southwest Florida Water Management District's Environmental Resource Permit Applicant's Handbook, Volume II, effective June 1, 2018.

The attached form (Appendix A), *Seminole Stormwater Mitigation Credit Application*, shall be used by customers to apply for a reduction in their stormwater utility rate assessment. Applications must be received by the City no later than June 1st of each calendar year in order to apply to that year's assessment. Stormwater mitigation credits will not be retroactively applied to any previous year's assessment.

The City Public Works Director or their designee will review adjustment and credit requests. These requests will be reviewed (and approved or denied) within a 60-day period from the date of filing of the request.

To maintain credit eligibility, stormwater systems must be maintained in such a manner that the intended retention, detention or treatment functions are being met. Credits may be granted for a 5-year period provided the following data (at a minimum) is submitted, reviewed and approved by the City Public Works Director or their designee:

1. For Mitigation Credit Maximum only: Valid and current permits granted by the Florida Department of Environmental Protection (FDEP) or the Southwest Florida Water Management District (SWFWMD), the City of Seminole or Pinellas County are acceptable evidence to receive credit. Customers shall complete the *Seminole Stormwater Mitigation Credit Application* to qualify for the credit. This credit will be based upon a valid and current permit certifying the facility serves a hydrologic and water quality benefit to the City's stormwater management system.
2. For all credit types: Current inspection/maintenance reports for the stormwater control device.
3. For all credit types: Current design plans or as-built drawings for the stormwater control device.
4. For all credit types: Current Operation and Maintenance (O&M) Plan for the stormwater control device.
5. For all credit types: Current O&M budget for the stormwater control device.

2.1.1 Restrictions

- a) No public or private property shall receive credit to offset fees that does not meet the criteria listed above.
- b) Credit shall only be given to the property owner(s) of record.
- c) Credits shall be effective for 5 years requiring inspection and recertification to continue to receive the credit. The *Mitigation Credit Recertification* Form can be found in Appendix B.

2.1.2 Terms

- a) The maximum credit will only be applied if a permitted facility number is provided.
- b) Credits will only be applied if Pinellas County Property Appraiser Parcel Identification Numbers (STRAP) for each property being treated by the stormwater control device are provided.
- c) Credits will be defined as percent (%) reductions applied as a credit adjustment to the assessment/fee.
- d) If the stormwater system is functioning as approved (as demonstrated by self-certification reports and City inspections), the credit will be applied to the fee. If the approved practice is not functioning as approved or is terminated, the credit will be cancelled and the fee will return to the baseline calculation. Once the credit has been cancelled,

the customer/HOA may not reapply for credit until the following assessment period and only then if the deficiency has been corrected, as determined by City inspection. (See Section 5 for more details).

- e) Proper operation and maintenance of stormwater facilities is essential for the facilities to continue to perform as intended. To continue to receive credit, the applicant should inspect the stormwater facility annually and perform maintenance if identified during that inspection.

Section 3 - Application Procedures

A property owner seeking a fee credit must comply with the procedures outlined in this manual and must submit a *Seminole Stormwater Mitigation Credit Application* (see Appendix A). All information necessary for the City to review and render a decision must be supplied as outlined in the manual and credit application. Failure to comply with the procedures outlined in the manual will result in a denial of the credit application. Applications must be received by the City no later than June 1st of each calendar year in order to apply to that year's assessment. Stormwater mitigation credits will not be retroactively applied to any previous year's assessment.

Section 4 - Appeal Process

Any person disagreeing with the interpretation or application of a provision in this manual, or the related laws or ordinances pertaining to stormwater management in the City, may appeal in writing to the City by supplying Pinellas County Property Appraiser records, survey data, or other pertinent information to support the appeal. The City Public Works Director or their designee will notify all parties, in writing, of its decision within 90 days of receipt of any appeal.

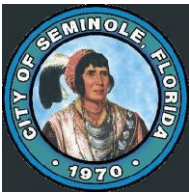
Section 5 - Mitigation Credit Enforcement Policy

The City reserves the right to review the application and any approved credit and all facts supporting any approved credit for accuracy and/or inspect and review documentation confirming the provision of the facility at any time. If, after its review or inspection or approval, the City finds the application to be inaccurate or the projected level of service is not being provided or continued, the customer will be notified in writing and given 45 days to correct the deficiency. The property owner must provide written documentation to the City Public Works Director or their designee within 45 days of the original notice by the City Public Works Director or their designee that the requirements are being met or continued as agreed, in addition to such evidence as the City Public Works Director or their designee reasonably requires showing that the deficiency has been corrected. If, in the opinion of the City Public Works Director or their designee, the deficiency

is not satisfactorily corrected, the fee credit attributable to the deficiency will be terminated on the following assessment period. Reapplication for fee credit will not be reviewed until the requirements have been adequately met and evidence of the corrections has been provided with the reapplication.

Once the credit reduction has been canceled, a customer may not reapply for that particular credit until the following assessment period and then only if the deficiency has been corrected, as determined by the City inspection. It will be the responsibility of the customer to *prove* the stormwater management goals are met prior to the credit being reissued.

APPENDIX A MITIGATION CREDIT APPLICATION FORM



City of Seminole

Stormwater Mitigation Credit Application

Public Works Department
Attn: Stormwater Credits
9199 113th St.
Seminole, FL 33772
(727) 397-6383
StormwaterCredit@myseminole.com

This application is for a stormwater utility fee credit, available for customers who have privately owned stormwater control devices on their property and/or within a common development, that treat and attenuate stormwater in accordance with the Stormwater Utility Assessment Mitigation Credit Policy Manual.

(* = REQUIRED Information)

[Section 1] CONTACT INFORMATION (Customer or Property Owner, or Authorized Representative):

*Applicant's Name: _____ *Daytime Phone #: _____

*Company or Business Name: _____ Fax #: _____

Your **MAILING** address for return response by **mail**: _____ Email: _____

*Street or P.O. Box: _____

*City: _____ *State: _____ *Zip Code: _____

[Section 2] PROPERTY INFORMATION:

*Physical Property Address: _____ Floor or Unit # (if applicable): _____

*Parcel Number(s): _____ *Property Owner Name (If different from applicant): _____

Current Annual Stormwater Utility Fee(s): \$ _____

[Section 3] STORMWATER PERMIT INFORMATION (Please provide at least one stormwater permit for Maximum Credit):

Facility Permit #:	Facility Permit #:	Facility Permit #:
Granting Entity: <input type="checkbox"/> Pinellas County or City of Seminole <input type="checkbox"/> Southwest Florida Water Management District (SWFWMD) <input type="checkbox"/> Florida Department of Environmental Protection (FDEP)	Granting Entity: <input type="checkbox"/> Pinellas County or City of Seminole <input type="checkbox"/> Southwest Florida Water Management District (SWFWMD) <input type="checkbox"/> Florida Department of Environmental Protection (FDEP)	Granting Entity: <input type="checkbox"/> Pinellas County or City of Seminole <input type="checkbox"/> Southwest Florida Water Management District (SWFWMD) <input type="checkbox"/> Florida Department of Environmental Protection (FDEP)

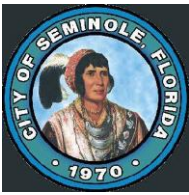
*Is the stormwater control device being maintained in accordance with permit requirements? ☐ Yes ☐ No ☐ Unsure

[Section 4] MITIGATION CREDITS:

Mitigation credits are associated with the construction, operation, and maintenance of privately owned stormwater control devices that provide benefit to the City by reducing runoff into the City maintained system. Mitigation credit classifications and their maximum allowed percentages (%) are as follows:

1. **Maximum Mitigation Credit** (up to 50%) for permitted and maintained stormwater control device(s) that meets the design requirements set forth in the City's Land Development Ordinance, Chapter 58, Article IV, Division 3 for Stormwater Pond Construction and Management or the Pinellas County Stormwater Manual or the Southwest Florida Water Management District's Environmental Resource Permit Applicant's Handbook, Volume II, effective June 1, 2018. This credit is applicable to Single Family Residential (SFR) properties within a Homeowners Association (HOA) or operated and maintained by acceptable entities (as defined in the City's Land Development Ordinance, Chapter 58, Article IV, Division 4, Section 58-287, Maintenance by an acceptable entity), Multi-Family Residential (MFR) or Non-Single Family Residential (NSFR) that meet these criteria.

2. **Mitigation Credit Reduced** (up to 25%): This applies to non-permitted but maintained stormwater control device(s) that meets the design requirements set forth in the City's Land Development Ordinance, Chapter 58, Article IV, Division 3 for Stormwater Pond Construction and Management or the Pinellas County Stormwater Manual (adopted February 1, 2017, Revised November 1, 2021 and revised April 23, 2024) or the Southwest Florida Water Management District's Environmental Resource Permit Applicant's Handbook, Volume II, effective June 1, 2018.



City of Seminole

Stormwater Mitigation Credit Application

Public Works Department
Attn: Stormwater Credits
9199 113th St.
Seminole, FL 33772
(727) 397-6383
StormwaterCredit@myseminole.com

[Section 5] RESTRICTIONS & REQUIREMENTS:

The following restrictions and requirements apply to the above mitigation credits:

- No public or private property shall receive credit to offset fees for any condition or activity unrelated to the City's cost of providing stormwater management services.
- Credit shall only be given to the specific parcel(s) listed on this form. Additional Parcel Identification Numbers (STRAP) can be attached to this application on a separate piece of paper.
- Credits may be effective for 60 months requiring inspection or recertification to continue to receive the credit.
- All applications must be accompanied with the appropriate documentation supporting the mitigation credit classification requested (e.g., copy of the stormwater permit, design plans, recent system inspection results, etc.)

[Section 6] CREDIT TYPE REQUESTED:

The applicant requests the following mitigation credit classification:

☐ Mitigation Maximum (Up to 50%) ☐ Mitigation Reduced (Up to 25%)

Incomplete or inaccurate information submitted on this form may cause the application to be rejected and no Stormwater Mitigation Credit to be applied. The Applicant hereby states that, by submitting this form, the information provided is true and correct to the best of the Applicant's knowledge and the Applicant understands that submitting this application does not guarantee approval of a mitigation credit.

Submit this application and additional supporting documentation by mail, fax, email, or in person, to the Public Works contact information listed at the top of the form. The City Public Works Department will respond to the Applicant within sixty (60) days from the date of receipt.

*Signature of Applicant: _____ *Date: _____

CITY USE ONLY

Date Received: _____ Review Date: _____

Valid Facility Stormwater Permit: ☐ Yes ☐ No ☐ N/A

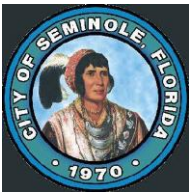
Stormwater facilities are regularly maintained and in good working order (if applicable, to Permit requirements?) ☐ Yes ☐ No

Mitigation Credit Granted: ☐ Yes ☐ No Mitigation Credit Classification: _____

Reviewer Name/Title: _____ Approval Signature: _____

Additional Notes: _____

APPENDIX B MITIGATION CREDIT RE-APPLICATION FORM



City of Seminole

Stormwater Mitigation Credit Recertification Application

Public Works Department
Attn: Stormwater Credits
9199 113th St.
Seminole, FL 33772
(727) 397-6383
StormwaterCredit@myseminole.com

This application is for a stormwater utility fee credit recertification, available for customers who have existing credits based upon privately owned stormwater control devices on their property, and/or within a common development, that continue to treat and attenuate stormwater in accordance with the Stormwater Utility Assessment Mitigation Credit Policy Manual.

(* = REQUIRED Information)

[Section 1] CONTACT INFORMATION (Customer or Property Owner, or Authorized Representative):

*Applicant's Name: _____ *Daytime Phone #: _____

*Company or Business Name: _____ Fax #: _____

Your **MAILING** address for return response by **mail**: _____ Email: _____

*Street or P.O. Box: _____

*City: _____ *State: _____ *Zip Code: _____

[Section 2] PROPERTY INFORMATION:

*Physical Property Address: _____ Floor or Unit # (if applicable): _____

*Parcel Number(s): _____ *Property Owner Name (If different from applicant): _____

Current Annual Stormwater Utility Fee(s): \$ _____

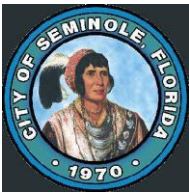
[Section 3] MITIGATION CREDITS:

What is your current credit type:

☐ 1. **Maximum Mitigation Credit** (up to 50%) for permitted and maintained stormwater control device(s) that meets the design requirements set forth in the City's Land Development Ordinance, Chapter 58, Article IV, Division 3 for Stormwater Pond Construction and Management or the Pinellas County Stormwater Manual or the Southwest Florida Water Management District's Environmental Resource Permit Applicant's Handbook, Volume II, effective June 1, 2018. This credit is applicable to Single Family Residential (SFR) properties within a Homeowners Association (HOA) or operated and maintained by acceptable entities (as defined in the City's Land Development Ordinance, Chapter 58, Article IV, Division 4, Section 58-287, Maintenance by an acceptable entity), Multi-Family Residential (MFR) or Non-Single Family Residential (NSFR) that meet these criteria.

☐ 2. **Mitigation Credit Reduced** (up to 25%): This applies to non-permitted but maintained stormwater control device(s) that meets the design requirements set forth in the City's Land Development Ordinance, Chapter 58, Article IV, Division 3 for Stormwater Pond Construction and Management or the Pinellas County Stormwater Manual (adopted February 1, 2017, Revised November 1, 2021 and revised April 23, 2024) or the Southwest Florida Water Management District's Environmental Resource Permit Applicant's Handbook, Volume II, effective June 1, 2018.

*Is the stormwater control device being maintained in accordance with requirements? ☐ Yes ☐ No ☐ Unsure



City of Seminole

Stormwater Mitigation Credit Recertification Application

Public Works Department
Attn: Stormwater Credits
9199 113th St.
Seminole, FL 33772
(727) 397-6383
StormwaterCredit@myseminole.com

[Section 5] DOCUMENTATION REQUIRED:

The following documentation is required to obtain credit recertification:

1. For Mitigation Credit Maximum only: Valid and current permits granted by the Florida Department of Environmental Protection (FDEP) or the Southwest Florida Water Management District (SWFWMD), the City of Seminole or Pinellas County are acceptable evidence to receive credit.
2. For all credit types: Current inspection/maintenance reports for the stormwater control device.
3. For all credit types: Current design plans or as-built drawings for the stormwater control device.
4. For all credit types: Current Operation and Maintenance (O&M) Plan for the stormwater control device.
5. For all credit types: Current O&M budget for the stormwater control device.

Incomplete or inaccurate information submitted on this form may cause the application to be rejected and no Stormwater Mitigation Credit to be applied. The Applicant hereby states that, by submitting this form, the information provided is true and correct to the best of the Applicant's knowledge and the Applicant understands that submitting this application does not guarantee approval of a mitigation credit.

Submit this application and additional supporting documentation by mail, fax, email, or in person, to the Public Works contact information listed at the top of the form. The City Public Works Department will respond to the Applicant within sixty (60) days from the date of receipt.

*Signature of Applicant: _____ *Date: _____

CITY USE ONLY

Date Received: _____ Review Date: _____

Valid Facility Stormwater Permit: ☐ Yes ☐ No ☐ N/A

Stormwater facilities are regularly maintained and in good working order (if applicable, to Permit requirements?) ☐ Yes ☐ No

Mitigation Credit Granted: ☐ Yes ☐ No Mitigation Credit Classification: _____

Reviewer Name/Title: _____ Approval Signature: _____

Additional Notes: _____