

CITY OF RALEIGH STORMWATER QUALITY COST SHARE POLICY: INSTRUCTIONS

Purpose

The City of Raleigh Stormwater Quality Cost Share Policy (Resolution 2015-83, latest revision) was established by City Council in 2009. Its framework provides City financial assistance for helping property owners reduce impacts of land development on stormwater, streams, and water quality. The Stormwater Quality Cost Share Program is available to any property owner whose property is subject to the City's stormwater utility fee and where the stormwater projects can provide water quality treatment beyond that required by City code or State regulations or statutes.

Your Petition

If you would like to request financial assistance under this program, complete the attached petition form and submit it to the address below. Your petition is a request for the City's Stormwater Management Advisory Commission (SMAC) and City Council to consider your project for City funding, and it also grants permission for City staff to enter and cross your property to evaluate your proposed project. All participating property owners must sign the petition in order for the project to be considered.

- Single-family properties: All owners of record must sign the petition.
- Homeowners association properties: For projects located in HOA common areas, HOA presidents may sign the petition. (Also include the HOA's corporate seal on the petition and on associated agreements.)
- Commercial and other non-residential properties: All owners of record or a designated corporate authority must sign the petition.

SMAC and City Council Review

SMAC reviews petitions at their monthly meetings and recommends approval or denial to City Council. Only projects that have been approved by City Council are eligible to participate in the program. Other City requirements are listed in the policy.

Project Deposit

If the proposed project is to be designed and implemented by the City (not typical), the petitioner must make a deposit equal to the costs of surveys, design, contract development, and other costs as estimated by the City within 30 days of City Council approval of the project. This deposit is not refundable if the City has incurred costs for surveys, drafting, or design work. If the petitioner continues with the project, the deposit will be applied to the petitioner's total cost.

A PETITION TO THE CITY OF RALEIGH FOR STORMWATER QUALITY COST SHARE ASSISTANCE *(continued)*

A. Additional Petitioner Information

1. Owner/Petitioner: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____
2. Contractor/consultant Information (to be provided only if a contractor or consultant is preparing the petition on behalf of the property owner)
 Name: _____
 Company Affiliation: _____
 Mailing Address: _____

 Telephone Number: _____ Fax Number: _____
 Email Address: _____

B. Proposed Project Information

1. Type of proposed stormwater quality improvement: _____
2. Is the proposed stormwater quality improvement project to be a retrofit within existing development, or part of new development?
 Retrofit New development
3. On what type of property is the project proposed?
 Residential Business
4. If the parcel is subject to stormwater control requirements, will the proposed stormwater control contribute to meeting these requirements?
 Yes No
5. Has this project been reviewed by City of Raleigh staff for permitting?
 Yes No
6. Do you intend to ensure maintenance of the proposed improvements for 10 years?
 Yes No
7. Has a cost estimate been prepared?
 Yes No
 If yes, what is the estimated cost? \$ _____

A PETITION TO THE CITY OF RALEIGH FOR STORMWATER QUALITY COST SHARE ASSISTANCE *(continued)*

8. Attach copy of a recorded plat for the lot where improvement is proposed and fill in the information below.

Book _____, Page _____

9. Describe the overall project in detail. Use additional pages if necessary.

10. Explain the purpose of the proposed stormwater control and its anticipated water quality benefits. Use additional pages, if necessary.

C. Project Budget

Provide a project budget divided into at least four line items. Line items could include categories such as design and engineering, excavation, grading, structures, drainage, or plumbing.

Item

Item Cost Estimate

Total Project Budget: _____