



CLEAN WATER ACT FEE REDUCTION REQUEST FORM
FOR EXISTING BMPs



FOR CONDOMINIUM AND MULTI-FAMILY PROPERTY OWNERS

2016C-CO

APPLICATION DATE: \_\_\_\_\_

This request form to be filled out only if applying for a Clean Water Act Fee reduction on behalf of a condominium Homeowner's Association (HOA).

Name of Condominium Homeowner's Association:

Blank input field for Name of Condominium Homeowner's Association

Name of Homeowner's Association Representative:

Blank input field for Name of Homeowner's Association Representative

Homeowner's Association Mailing Address:

Blank input field for Homeowner's Association Mailing Address

Homeowner's Association City, State, Zip Code:

Blank input field for Homeowner's Association City, State, Zip Code

Homeowner's Association Phone Number w/ Area Code:

Blank input field for Homeowner's Association Phone Number

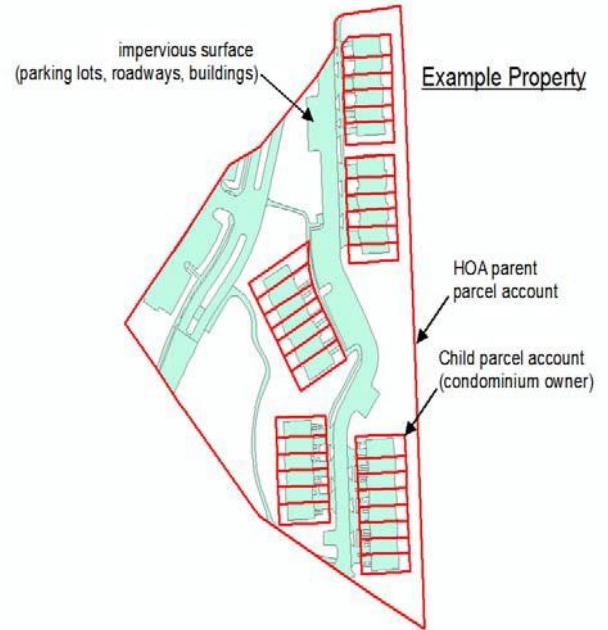
E-mail Address:

Blank input field for E-mail Address

Property Tax Account Number (s) for which you Applying for Credit:

Blank input field for Property Tax Account Number

TYPICAL LAYOUT OF CONDOMINIUM PROPERTY UNDER A HOA



Which of the following BMPs exist on the property? (select one or more)

- Checkboxes for Rain Barrel, Cistern, Rain Garden, Permeable Pavement, and Other, Describe:

Note: All BMPs are subject to inspections by the County.

Describe types of impervious areas (e.g., roof, driveway, patio, etc.) that are being treated by the above BMPs:

Blank lines for describing impervious areas

A fee reduction will only be awarded for BMPs that treat the roof, the driveway, and other impervious area types (sidewalk, patio, shed, etc.) See example on the next page showing how County will apply the credit.

OFFICE USE ONLY - FINAL DETERMINATION

Tracking #: \_\_\_\_\_

A. [ ] Approved
Recommended % Impact Fee Reduction:
Current CWF (per unit): \$
Adjusted CWF (per unit): \$

B. [ ] Not Approved
Reason:

C. [ ] Not Enough Information to Make Determination
Comments:

Reviewer Signature: \_\_\_\_\_

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

Owner Eligible for Rain Check Rebate? [ ] Yes [ ] No



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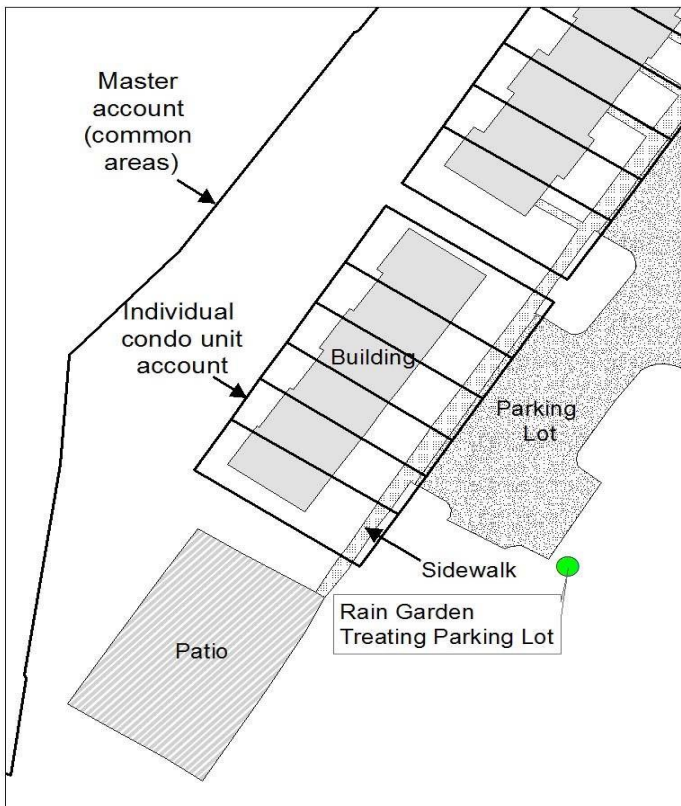
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*Note: Prince George's County promotes on-site controls for water quality and groundwater recharge using Low Impact Development/Environmental Site Design best management practice measures. The County awards credit for reducing up to 100% of the impact fee. See example on following page.*

**EXAMPLE OF HOW COUNTY APPLIES THE CREDITS**



A condominium HOA has 30 individual condominium units and a total of 70 equivalent service units (ESUs; 1 ESU = 2,465 sq.ft.) of impervious area on the combined parcels, including sidewalks, parking lots, patios and buildings. The Impact Fee is calculated as 70 ESUs \* \$20.90 / 30 accounts = \$48.77 for each condominium unit. The Administrative Fee is \$20.58 for each condominium unit. Therefore, their total Clean Water Act Fee is \$48.77 + \$20.58 = \$69.35 per account. The HOA applies for a fee reduction for an existing rain garden on the property that treats the parking lot. Based on the type of impervious area treated, the County determines that the HOA qualifies for a 50% reduction in their impact fee (see Table A below). Their adjusted fee is calculated as:

$$\text{Adjusted Impact Fee} = (70 \text{ ESUs} * \$20.90 - 50\%) / 30 \text{ accounts} = \$24.38 \text{ per condominium unit}$$

$$\text{Administrative Fee} = \$20.58$$

$$\text{Total Adjusted Fee} = \$24.38 + \$20.58 = \$44.96 \text{ for each condominium unit}$$

**Table A: Fee Reduction Table for Existing BMP(s) on Single-Family Residential Properties**

Type of Impervious Area	% Reduction in Impact Fee if <b>Fully Treated</b> *	Example BMPs needed to fully treat impervious area runoff
Roof	40%	Rain Barrel at each downspout
Driveway	50%	Permeable Pavement, Rain Garden
Other (sidewalk, shed, patio, pool, etc.)	10%	Rain Garden

\* Note that the administrative fee (\$20.58) still applies to all accounts. Note that multiple BMPs may be required to fully treat an impervious area type.



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**Certification:**

*I certify that I have one or more stormwater BMPs on my property that are treating some or all of the impervious area on that property. Furthermore, I agree to allow a County inspector on the property to verify the BMPs and inspect its condition.*

\_\_\_\_\_  
Signature of Homeowner's Association President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Prince George's County will process your Clean Water Act fee reduction request form and, if necessary, send an inspector out to verify the existing BMPs. Once BMPs are verified and have passed inspection, you will be eligible for a credit towards reducing your impact fee. Credits will appear on the following year's annual property tax bill.

Completed forms may be submitted through email at [CleanWaterActFee@co.pg.md.us](mailto:CleanWaterActFee@co.pg.md.us) or mail at:

Prince George's County  
Department of the Environment  
Stormwater Management Division  
1801 McCormick Drive  
Suite 500  
Largo, MD 20774