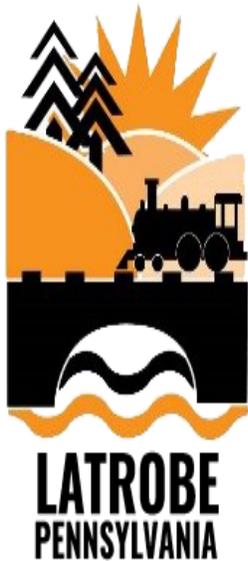


# **STORMWATER PROGRAM AND USER FEE CREDIT MANUAL**



# **CITY OF LATROBE**

APPLICATION INCLUDED

Revised May 20<sup>th</sup>, 2019

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**CITY OF LATROBE  
WESTMORELAND COUNTY, PENNSYLVANIA**

**STORMWATER PROGRAM AND USER FEE  
CREDIT MANUAL**

## **1. Introduction**

### **1.1. Overview**

The City of Latrobe has established a Stormwater Program and User Fee to create a dedicated funding source for the operation and maintenance of the City's extensive stormwater infrastructure. All developed parcels in the Borough are required to pay the fee, which is based on the impervious coverage of the parcel.

A credit program has been developed to allow owners to apply for credits for implementing and maintaining stormwater best management practices (BMPs) on their parcel(s) to reduce the rate and volume of stormwater that enters the storm sewer system or to provide on-site stormwater quality benefits. By implementing such measures, parcel owners are helping to reduce the demand on the existing system or related City services. This manual has been prepared to detail the policies and application procedures for available credits.

The primary goals of the City's credit program are to:

- Increase public support for the stormwater fee by enhancing the equity of the fee by recognizing ongoing stormwater management activities on private property which can result in cost avoidance for the City's Stormwater Program;
- Maintain a high level of functionality of the existing stormwater infrastructure and maximize the system's current capacity;
- Limit the need for expansion of the City's stormwater related infrastructure and defray the associated future capital costs;
- Encourage private investment in installing and maintaining private stormwater management systems.

The Credit policy, which encourages and incentivizes the ongoing operation and maintenance of BMPs on private property, will focus on those activities that help to minimize peak flows and runoff volumes as well as on-going management of those facilities that help to protect local water quality by managing stormwater pollution.

### **1.2. Stormwater Credits**

Owners that install BMPs to reduce the stormwater flow or pollutant loading from their parcels can qualify to receive a reduction in their stormwater fee. BMPs are measures or facilities that prevent or reduce the transport of pollutants and/or control stormwater runoff volume or rate. Implementing such measures reduces the impact a site has on the downstream storm drainage system (both natural and man-made).

## 2. Definitions

**Best Management Practice (BMP):** Activities, facilities, measures, or procedures used to manage the volume, rate and water quality of stormwater runoff from a developed parcel.

**Credit:** The City's Stormwater Credit Program entails three types of credits:

**Peak Flow Attenuation:** For Stormwater BMPs which manage peak flow in accordance with the City's Stormwater Management Ordinance.

**Volume Control:** For Stormwater BMPs which manage the volume of runoff in accordance with the City's Stormwater Management Ordinance.

**Water Quality:** For Stormwater BMPs which manage water quality in accordance with the City's Stormwater Management Ordinance.

**Constructed Wetland:** A shallow marsh system planted with emergent vegetation that is designed to treat stormwater runoff.

**Detention basin:** An earthen structure constructed either by impoundment of a natural depression or excavation of existing soil, that provides temporary storage of runoff and functions to reduce stormwater peak flows.

**Developed Parcel:** A parcel altered from a natural state that contains impervious surface equal to or greater than **200** square feet. Excludes parcel adjoining a Single-Household Detached, owned by the same owner, on which the only development is an impervious surface(s) that is an appurtenant residential use that would customarily have been created on the adjoining Single-Household Detached parcel had the adjoining lot not existed and been owned by the same owner; i.e. a garage, driveway, shed, pool, patio, etc. Also excludes cemeteries for human remains.

**Equivalent Residential Unit (ERU):** The measure of impervious ground cover for a typical single-household detached residential property used in assessing the fees for each parcel of developed property, and which has been determined to be **2,178** square feet.

**Green Roof:** A roof cover with stormwater storage, growth media, and plant material designed to provide water quantity benefits by filtering stormwater and rainfall retention and detention through storage and plant uptake.

**Impervious Surface:** A surface that prevents or retards the infiltration of water into the ground in a manner that such water entered the ground under natural conditions pre-existent to development. Impervious surface (or area) includes, but is not limited to: roofs, additional outdoor living spaces, patios, garages, storage sheds and similar structures, parking or driveway areas (including pavement, concrete, pavers, brick, compacted aggregate), and any private streets and sidewalks. Any travel areas proposed to initially be gravel or crushed stone shall be assumed to be impervious surfaces.

**Infiltration Basin:** A shallow impoundment that stores and infiltrates runoff over a level, uncompacted, preferably undisturbed area with relatively permeable soils.

**Infiltration Trench:** A linear stormwater BMP consisting of a continuously perforated pipe at a minimum slope in a stone-filled trench.

**Non-single household detached (NSHD):** Any developed parcel not fitting the definition of single-household detached. NSHD shall include, but not be limited to, attached single-family houses, multi-family houses, townhouses and condominiums, apartments, boarding houses, hotels and motels, churches, industrial properties, commercial properties, manufactured home or mobile home parks, commercial and office buildings, storage areas, parking lots and other impervious areas, parks, recreation properties, public and private schools and universities, hospitals and convalescent centers, office buildings, government properties, and mixed-use properties

**Owner:** Any person, firm, corporation, individual, partnership, trust, company, association, government agency, society or group owning real property in the Borough of Ebensburg.

**Porous Pavement:** A permeable surface such as porous asphalt, porous concrete, or various porous pavers, which allows water to infiltrate into the subsurface. A stone bed underneath the permeable surface provides temporary storage for peak rate control and promotes infiltration.

**Raingarden (or bio-retention facility):** An excavated shallow surface depression planted with specially selected native vegetation to treat and capture runoff.

**Single Household Detached (SHD):** Developed parcel containing one (1) structure which contains one (1) or more rooms with a bathroom and kitchen facilities designed for occupancy by one (1) family and shall include single family houses, single family units, manufactured homes, and mobile homes located on individual lots or parcels of lands. Developed parcels may be classified as 'single-household detached' despite the presence of incidental structures associated with residential uses such as garages, carports or small storage buildings. 'Single-household detached' shall not include developed land containing: structures used primarily for non-residential purposes; manufactured homes and mobile homes located within manufactured home or mobile home parks; or other multiple unit residential properties such as apartments, condominiums and town homes.

**Stormwater:** Water from a rain or snowfall event that flows across the land and eventually into rivers, creeks, lakes, ditches and canals resulting in debris, sediment, pollutants, bacteria and nutrients from sidewalks, streets, parking lots, and other impervious surfaces washing into gutters, through storm drains, and eventually flowing into creeks and rivers.

**User Fee:** Sums assessed, imposed and to be collected from each developed lot, parcel, building or portion thereof which uses, benefits from or is serviced by the Stormwater Management System or which discharges stormwater, directly or indirectly, into the public Stormwater Management System, for the use of and the service rendered and improvement of such system. The stormwater fee applied to each base billing unit, or **2,178** square feet of impervious surface. In the City of Latrobe, the stormwater user fee rate, as of **January 1, 2020 is \$90.00 per ERU per year.**

### **3. General Credit Policies**

#### **3.1. Eligibility**

To be eligible to receive credits, applicants must be current with their stormwater fees. All developed properties will be eligible for credit provided that a stormwater BMP has been installed and that the owner can demonstrate that the facility is functioning as intended. To ensure consistency and to ensure that reductions in peak rate, volume and water quality pollution are measurable, the policy will only include those facilities that can demonstrate compliance with the City's Stormwater Management Ordinance and/or the Pennsylvania State Best Management Practices Manual.

An application demonstrating that the BMP has been installed and that the facility is functioning as intended must be completed and submitted to the City.

#### **3.2. Credit Types**

The City of Latrobe currently offers four types of credits for Single Household Detached parcels, Non-Single Household Detached parcels, Public and Private Schools, and Religious Institutions:

##### Single Household Detached (SHD)

- Rain Barrel(s)
- Tree Planting
- Water Quality Credit

##### Non-Single Household Detached (NSHD)

- Peak Flow Credit
- Volume Control Credit
- Water Quality Credit

##### Public and Private Schools

- Public Education Credit

##### Religious Institutions

- Adopt-A-Waterway, Adopt-A-Block, Adopt-A-Storm Drain

#### **3.3. Calculation of Credits**

Credit will only be applied to the impervious area on-site which drains to an eligible BMP facility. That is, credit will only be applied to the portion of the fee for which the associated impervious area is managed by an approved stormwater BMP.

#### **3.4. Maximum Credit**

Credits may be applied cumulatively based upon credit type and will only be applied to the impervious area on-site which drains to an eligible BMP facility.

For Stormwater BMPs which manage water quality in accordance with the City's Stormwater Management Ordinance, the maximum credit will be 10%.

For Stormwater BMPs which manage the volume of runoff in accordance with the City's Stormwater Management Ordinance, the maximum credit will be 15%.

For Stormwater BMPs which manage peak flow in accordance with the City's Stormwater Management Ordinance, the maximum credit will be 40%. Credit will be granted in relation to the design storm managed by the BMP on the following basis:

- Up to 10% for management of the 10-year event
- Up to 20% for management of the 25-year event
- Up to 30% for management of the 50-year event
- Up to 40% for management of the 100-year event

Following the application of any approved credit, in no event shall any Non-Single Household Detached parcel be charged less than one Equivalent Residential Unit (ERU).

### **3.5. Single Household Detached Credits**

A stormwater credit of up to 5% is available to applicants who have installed one or more rain barrels to control flow from downspouts. A combined barrel capacity of 100 gallons is required to obtain the 5% credit.

A stormwater credit of up to 5% is available to applicants who have planted two trees native to Pennsylvania. Trees must have a 2" caliper trunk, and must be located within 25' of impervious surfaces.

A stormwater credit of up to 10% is available to applicants who have installed BMP's that provide water quality benefits for runoff.

The above credits are available to any parcel originally designed for use as a single-household detached, regardless of its current use.

### **3.6. Water Quality Credit**

A stormwater credit of up to 10% is available to applicants who have installed a BMP that provides water quality benefits for runoff from impervious surfaces on their site. Water quality functions are based on performance by BMP as stated in the Pennsylvania Stormwater BMP Manual. The Pennsylvania Best Management Practices Manual provides design standards, construction guidelines, and operation and maintenance requirements for Water Quality BMPs. A professional engineer will be able to provide you with the appropriate design documents. The PA BMP Manual can be accessed online at <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>.

The amount of credit earned is determined by the type of BMP installed, the number of BMPs installed, and the percentage of the impervious area on the site that drains to the BMP. The credit will only be applied to the portion of the impervious area on-site which drains to the eligible facility.

The Owner will be responsible for providing design documentation to support that the BMP meets the applicable performance standards. In addition, an operation and maintenance plan is

required and must be documented with the City. Final awarded credit value is subject to the City's approval.

### **3.7. Volume Control Credit**

A stormwater credit of up to 15% is available to applicants who have installed a BMP that provides volume control for runoff from impervious surfaces on their site. Eligible BMPs must control volume in accordance with the Pennsylvania Stormwater Best Management Practices Manual.

Volume control should be calculated per the methodologies included in the Pennsylvania Stormwater BMP Manual. The Pennsylvania Best Management Practices Manual provides design standards, construction guidelines, and operation and maintenance requirements for Volume Control BMPs. A professional engineer will be able to provide you with the appropriate design documents. The PA BMP Manual can be accessed online at <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>.

The amount of credit earned is determined by the type of BMP installed, the number of BMPs installed, and the percentage of the impervious area on the site that drains to the BMP. The credit will only be applied to the portion of the impervious area on-site which drains to the eligible facility.

The Owner will be responsible for providing design documentation to support that the BMP meets the applicable performance standards. In addition, an operation and maintenance plan is required and must be documented with the City. Final awarded credit value is subject to the City's approval.

### **3.8. Peak Flow Credit**

A stormwater credit of up to 40% is available to applicants who have installed a BMP that provides peak rate control for runoff from impervious surfaces on their site.

Eligible BMPs must control peak rate in accordance with the City's Stormwater Management Ordinance.

Peak rate control should be calculated per the methodologies included in the Pennsylvania Stormwater BMP Manual. The Pennsylvania Best Management Practices Manual provides design standards, construction guidelines, and operation and maintenance requirements for Peak Rate Control BMPs. A professional engineer will be able to provide you with the appropriate design documents. The PA BMP Manual can be accessed online at <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>.

The amount of credit earned is determined by the type of BMP installed, the number of BMPs installed, and the percentage of the impervious area on the site that drains to the BMP and the storm event managed as follows:

- Up to 10% for management of the 10-year event
- Up to 20% for management of the 25-year event
- Up to 30% for management of the 50-year event
- Up to 40% for management of the 100-year event

The credit will only be applied to the portion of the impervious area on-site which drains to the eligible facility.

BMPs which may potentially be eligible for peak flow credits may include may include the following:

- Detention Basins
- Infiltration Basins
- Constructed Wetlands

The Owner will be responsible for providing design documentation to support the BMP meets the applicable performance standards of the City's Ordinance. In addition, an operation and maintenance plan is required and must be documented with the City. Final awarded credit value is subject to the City's approval.

### **3.9. Public Education Credit**

This credit is an incentive in return for in-kind service provided by public and private school to educate students in the subject of stormwater management, which must be applicable to the Municipality's NPDES permit. Prior approval of the education credit by the Municipality is required as is prior approval of the educational materials and scope including number of students, age/grade groups, lesson plans, and contact hours. Public education is a required component of the Municipality's MS4 permit and informed students are less likely to generate pollution which assists the Municipality in its pollution control objective.

Public education about water quality is an important and required component of the Municipality's ongoing NPDES permit compliance. Because public and private schools have a unique opportunity to educate students on water quality and perform services which otherwise would be the responsibility of City of Latrobe, up to a 10% credit is available to public or private school property on which a school operates.

1. Credit eligibility is limited to schools listed by the PA Department of Education's Educational Names and Addresses database as "Regular School", "Nonpublic, Non-Licensed School", "Special Program Jointure", or "Career and Technical Center".
2. Residential properties that home-school children are not eligible for the Public Education Credit.
3. To qualify for this credit, the school must undertake a curriculum of education activities that provides for at least two hours (in total) per calendar year of education targeting water quality and the curriculum must provide this level of education for at least 90% of all enrolled students in each grade year.
4. The curriculum components that will be used to satisfy this credit policy must be submitted to the Municipality for review and approval.
5. Those utilizing the credit must also provide measurable evidence of the effectiveness of the education such as documentation of before and after training quiz or test results.
6. Credits will be provided on a per-property basis and only available on properties with schools where required education takes place. For instance if a school district only performs education at one elementary school the credit is only available to the property that specific school is located on, not all district properties. Furthermore, any district-owned property that does not contain a school cannot be eligible as no education can take place there.

### **3.10. Stormwater Credit for Religious Institutions**

In addition to structural stormwater facilities the City recognizes the value that volunteers offer in keeping our waterways, roadsides, and storm drains free of litter and excess debris that can inhibit their full functionality and beneficial uses. To recognize those contributions, the City offers credits for participation in one or all three litter cleanup programs offered: Adopt-A-Waterway, Adopt-A-Block, and Adopt-A-Storm Drain. Credits for Litter Cleanup Activities are only offered to Religious Institutions. Under the Adopt-A-Waterway, and Adopt-A-Block programs property owners may earn up to a maximum 20% fee reduction for both programs for 50 hours of litter cleanup activities. An additional 10% fee reduction can be obtained by the Adopt-A-Storm Drain program by adopting a total of (12) City owned storm drains.

#### **Adopt-A-Waterway:**

Up to 10% Under the Adopt-A-Waterway program, groups of volunteers adopt a section of waterway and remove trash along stream banks to enhance and improve the City's natural waterways and streams. The City requires that groups have sufficient numbers to ensure a successful event, with at least one participant required for every approximate 20 linear feet of stream or channel bank. The adopted waterway must be within City limits. This program requires a total of 25 hours cleanup activity.

#### **Adopt-A-Block:**

Up to 10% Under the Adopt-A-Block program, groups of volunteers adopt a section of roadway and collect and dispose of trash and litter. The City requires that volunteer groups adopt a minimum of four, City-maintained blocks encompassing both sides of the roadway. This program requires a total of 25 hours cleanup activity.

#### **Adopt-A-Storm Drain:**

Up to 10% Under the Adopt-A-Storm Drain program, groups of volunteers or the property owner's representative adopt storm drains ensuring that the openings of these storm drains remain reasonably free of debris and obstructions that may impair their functionality. The group must adopt a minimum of twelve (12) City owned storm drains within close proximity to the property and perform a minimum of four (4) quarterly cleanups in a year.

#### **Registration:**

Annual registration is required prior to the performance of any qualifying litter cleanup activities. Volunteers or groups wishing to participate in the Adopt-A-Waterway, Adopt-A-Block, or Adopt-A-Storm Drain Programs for potential SWU Fee Credit must contact the City's Stormwater Utility staff to inform the City which waterway segments, roadway blocks, or private storm drains the group will be adopting. Registration is complete when the City receives a signed agreement by the group leader. The agreement includes what's adopted, by whom, who'll get potential credit, and covers basic safety requirements. To register for stormwater utility voluntary programs, the group leader or non-residential property owner must complete the Stormwater Credit Application available online at [www.cityoflatrobe.com](http://www.cityoflatrobe.com). The group leader must obtain any required authorizations or permissions from any potentially impacted property owners for access, ingress, and egress to and from the properties necessary to perform the litter cleanup activity prior to registration and any cleanup event.

### **3.11. Application**

The parcel owner (or an approved representative thereof) must submit a completed Stormwater Fee Credit Application Form and all required documentation. Applications and documentation requirements are detailed in the following section.

### **3.12. Application Forms**

Application forms are provided in Appendix A and available on-line at [www.cityoflatrobe.com](http://www.cityoflatrobe.com). Hard copies may be obtained at the City's office.

### **3.13. Application Fee**

There is no application fee required with applications for rain barrel(s), tree planting, and water quality credits. The application fee for volume control and peak flow credits is \$125 (non-refundable) and must be included with the application form. The application fee is waived if the BMP was previously approved in connection with a land development application process.

The City will notify applicants if their applications are incomplete. If complete information is not provided, applications will expire one year from the date of the original submission. Once an application expires, the customer must submit a new credits application with all supporting documentation and fee.

### **3.14. Documentation Requirements**

At the time of application, the owner(s) will need to provide the following documentation:

- Complete and Signed Application Form
- Design documentation/engineering analysis of the BMP facility
- As-built plans and/or construction drawings acceptable to the City (for projects utilizing construction drawings, the plans must be accompanied by a Letter of Certification from the Engineer of Record that project was built in accordance with the construction plans)
- Owner's Operation and Maintenance Plan
- Owner's Inspection and maintenance logs for most recent period

#### **3.14.1. Maintenance Documentation Requirements**

In order to be eligible for a credit, the owner must demonstrate (at their expense) that the facility is being maintained. This requirement may be waived if the City has recently inspected the facility and has found it to be in good working order.

#### **3.14.2. Maintenance Agreement**

In order to be eligible for a credit, a signed or documented maintenance agreement with the City is required. Under the maintenance agreement, the owner must allow the City access to the site to view and inspect the stormwater BMP at the City's discretion.

### **3.15. Credit Approval**

The Stormwater Program Staff will review the required documentation and final approval or denial of the credit application will be issued by the City Manager. The applicant will be notified by letter of the approval of credits.

### **3.16. Appeal of Credit Determination**

Appeal of the determination can be made in writing addressed to the City Manager.

### **3.17. Issuance of Credits**

Credits approved by the City will be applicable to the next billing cycle. Credits will not be retroactive to any previous fees paid.

### **3.18. Credit Renewal**

Stormwater credits will be valid for three years after which they will require renewal. Prior to expiration, a credit renewal application must be submitted to the City along with annual maintenance records, if applicable, for the previous three years. The City will allow self-certification of maintenance and inspection records to be submitted at the time of renewal. Credits will need to be renewed in order for the owner to continue to receive credit on their stormwater fee. Should the owner fail to submit a renewal application, the credit(s) will expire. The City may require expired credits to undergo recertification/re-application.

### **3.19. Site Inspections**

After a customer submits a credit or credit renewal application, the City may inspect the parcel(s) to verify the information provided in the application and in the supporting documentation. It is the responsibility of the customer to allow the City access to the parcel. Following submission of a credit or credit renewal application, the customer shall grant the City, its employees or authorized agents' permission to enter the parcel to inspect the parcel to ensure that the information provided in the application accurately represents the current parcel conditions. If a City inspection determines that the facility is not being maintained, the credit can be revoked. The City may choose to withhold credit until the owner can demonstrate the BMP has been restored to good working order and appropriate maintenance plans are in place.

### **3.20. Termination of Credits**

The City may review and terminate any approved credits at any time if the BMPs associated with those credits are found to be improperly maintained and/or not adequately functional or the owner fails to restore the BMP to good working order following notification by the City.

## Appendix A – Stormwater Fee Credit Application



Remit To: City of Latrobe  
 901 Jefferson Street  
 Latrobe, PA 15650  
 724-537-3580

## City of Latrobe Stormwater Credit Application

<b>Please Read and Complete all Information</b>			<b>Date</b>
<b>Property Owner(s) Information</b>			
Last Name	First Name	Middle Initial	Phone #
<b>Property Address Information</b>			
No. & Street	City	State, Zip	
<b>Owner(s) Mailing Address (if different)</b>			
No. & Street	City	State, Zip	
<b>Type of Credit (Single Household Detached Parcel)</b>			
<input type="checkbox"/> Rain Barrel(s)	<input type="checkbox"/> Tree Planting Credit	<input type="checkbox"/> Water Quality Credit	
<b>Type of Credit (Non-Single Household Detached Parcel)</b>			
<input type="checkbox"/> Peak Flow Credit	<input type="checkbox"/> Volume Control Credit	<input type="checkbox"/> Water Quality Credit	
<b>Type of Credit (Public and Private Schools)</b>			
<input type="checkbox"/> Public Education Credit			
<b>Type of Credit (Religious Institutions)</b>			
<input type="checkbox"/> Adopt-A-Waterway	<input type="checkbox"/> Adopt-A-Block	<input type="checkbox"/> Adopt-A-Storm Drain	

**General Information**

- A credit of up to 5% will be issued for the installation of Rain Barrell(s) that have a combined capacity of 100 gallons.
- A credit of up to 5% will be issued for the planting of two tree(s). Trees must be native to Pennsylvania. Refer to [www.dcnr.gov](http://www.dcnr.gov) for more information.
- A credit of up to 10% is available to applicants who installed BMP's that provide water quality benefits from runoff. Supporting documents from a professional Engineer must be provided to receive this credit.
- A credit up to 15% for Volume Control and a credit up to 40% for Peak Flow is available to applicants who have installed BMP's that control volume and/or Peak Flow in accordance with the Pennsylvania Stormwater Best Management Practices Manual. A professional Engineer will be able to provide you with the appropriate design documents and build plans.
- A credit up to 10% is available to pubic and private schools to educate students on water quality. Please refer to the City of Latrobe Stormwater Credit Manual for curriculum components to satisfy this credit policy.
- A credit of up to 10% is available for each Adopt-A-Waterway, Adopt-A-Block, and Adopt-A-Storm Drain. A maximum credit up to 30% for all three credit programs.

**Credit Application General Description Area:** (Please attach additional sheets, calculations, drawings, etc. as necessary)

**Application Fee:**

There is no application fee required for rain barrel(s), tree planting, and water quality. The application fee for volume control and peak flow credits is \$125.00 (non-refundable) and must be included with the application.

Application Fee Enclosed: \$ \_\_\_\_\_

**Certification:**

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. By signing below, I agree to allow the City of Latrobe staff or authorized agents to inspect the above identified BMP's on site to review and verify the above information.

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

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

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