

Appendix C Off-Site Retention Forms for Regulated Sites

This appendix includes the following off-site retention forms for regulated sites:

- Application to Use Stormwater Retention Credits for Off-Site Retention Volume
- Notification of In-Lieu Fee Payment to Meet Off-Site Retention Volume



GOVERNMENT OF THE DISTRICT OF COLUMBIA
 District Department of the Environment
 1200 First Street NE, Fifth Floor, Washington, DC 20002



**Application to Use Stormwater Retention Credits
 for Off-Site Retention Volume**

Acronyms

<p>AWDZ Anacostia Waterfront Development Zone CSS Combined Sewer System DDOE District Department of the Environment ILF In-Lieu Fee MS4 Municipal Separate Storm Sewer System</p>	<p>Offv Off-Site Retention Volume SRC Stormwater Retention Credit SWMP Stormwater Management Plan SWRv Stormwater Retention Volume</p>
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Application date: _____

Address of regulated site for which SRC use is proposed:

Lot: _____ Square: _____ Ward: _____ Storm Sewer System (CSS or MS4): _____

Is the site an AWDZ site (Yes or No)? _____

Name of site owner: _____

Address: _____

E-Mail: _____ Phone: _____

Name of owner's agent (if applicable): _____

Address: _____

E-Mail: _____ Phone: _____

Information from DDOE-Approved SWMP for Regulated Site	
SWMP tracking number	
SWRv	
On-site retention volume achieved	
Offv	

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Figure C.1 Application to Use Stormwater Retention Credits for Off-Site Retention Volume.

Offv to be met with SRCs (number of gallons): _____

For an AWDZ site, how much of the Offv will be met with SRCs from outside the Anacostia River watershed? _____

Offv to be met with payment of ILF (number of gallons): _____

SRCs proposed for use (Attach additional sheet if necessary):

Starting date for use (Indicate date or "as of final inspection." Multiple dates may be listed.)	Serial numbers (May indicate as range, where appropriate)

Applicant's Signature

A. Owner of regulated property: I hereby certify that I am the owner of the regulated property and of the SRCs proposed for use herein and that this application is correct to the best of my knowledge.

Signature of Owner:

Date:

B. Agent: I hereby certify that I have the authority of the regulated property owner to make this application. The owner has assured me that he/she owns the SRCs proposed for use herein. I declare that this application is correct to the best of my knowledge.

Signature of Agent:

Date:

FOR DEPARTMENT USE ONLY		
Approved:	Approved in part:	Disapproved:
Signature:		Date:
Notes:		

Figure C.1 (continued)



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**Instructions for Application to Use Stormwater Retention Credits
for Off-Site Retention Volume**

Purpose of form: This form provides DDOE with the necessary information to track compliance with an Offv by use of SRCs.

NOTE: Buyers, sellers, or their agents must complete an Application for Transfer of Stormwater Retention Credit Ownership before SRCs may be used to satisfy an Offv requirement.

Instructions

Application date: Enter the date that the applicant completes the application.

Address of regulated site for which SRC use is proposed: Enter the street address for the regulated site that seeks to use SRCs to meet an Offv requirement. Lot, square, and ward information is available from the building permit and the approved SWMP for the site.

Is the site an AWDZ site (Yes or No)? Select “yes” or “no”. AWDZ sites must purchase SRCs generated outside of the Anacostia River watershed at a 1.25:1 ratio.

Name of site owner: Enter the name of the site owner. Also provide the site owner’s contact information.

Name of owner’s agent: If applicable, enter the name of a representative whom the owner has charged with achieving the Offv.

Information from DDOE-approved SWMP for regulated site: Enter information from the SWMP including the Plan’s tracking number, total required stormwater retention volume in gallons, on-site volume achieved, and required Offv.

Offv to be met with SRCs: Enter the number of gallons of the Offv requirement that a site owner seeks to achieve through SRCs.

For an AWDZ site, how much of the Offv will be met with SRCs from outside the Anacostia River watershed? AWDZ sites must purchase SRCs generated outside of the Anacostia River watershed at a 1.25:1 ratio. This information assists DDOE in calculating the correct number of SRCs for the regulated site to achieve its Offv requirement.

Offv to be met with payment of ILF: Enter the number of gallons of the Offv to be achieved through payment of the ILF. To use an ILF payment for compliance, sites must also submit a Notification of In-Lieu Fee Payment to Meet Off-Site Retention Volume.

SRCs proposed for use: Enter the effective date when SRCs will be used to satisfy an Offv requirement. Also list the serial numbers of purchased SRCs.

Figure C.1 (continued)



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**Notification of In-Lieu Fee Payment to Meet
 Off-Site Retention Volume**

Acronyms

AWDZ Anacostia Waterfront Development Zone	Offv Off-Site Retention Volume
CSS Combined Sewer System	SRC Stormwater Retention Credit
DDOE District Department of the Environment	SWMP Stormwater Management Plan
ILF In-Lieu Fee	SWRv Stormwater Retention Volume
MS4 Municipal Separate Storm Sewer System	

Application date: _____

Address of regulated site for which ILF use is proposed:

Lot: _____ Square: _____ Ward: _____ Storm Sewer System (CSS or MS4): _____

Is the site an AWDZ site (Yes or No)? _____

Name of site owner: _____

Address: _____

E-Mail: _____ Phone: _____

Name of owner's agent (if applicable): _____

Address: _____

E-Mail: _____ Phone: _____

Information from DDOE-Approved SWMP for Regulated Site	
SWMP tracking number	
SWRv	
On-site retention volume achieved	
Offv	

Figure C.2 Notification of In-Lieu Fee Payment to Meet Off-Site Retention Volume.

Offv to be met with SRCs (number of gallons): _____

Offv to be met with payment of ILF (number of gallons): _____

Proposed use of ILF (attach additional sheet if necessary).

Starting Date For Use (Indicate date or "as of final inspection." Multiple years may be listed.)	Total Payment

Applicant's Signature

A. Owner of regulated property: I hereby certify that I am the owner of the regulated property and that this application is correct to the best of my knowledge.

Signature of Owner:

Date:

B. Agent: I hereby certify that I have the authority of the regulated property owner to make this application. I declare that this application is correct to the best of my knowledge.

Signature of Agent:

Date:

FOR DEPARTMENT USE ONLY		
Payment Received:	Payment Received in Part:	Payment Not Received:
Signature:		Date:
Notes:		

Figure C.2 (continued)



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Instructions for Notification of In-Lieu Fee Payment to Meet Off-Site Retention Volume

Purpose of form: This form provides DDOE with the necessary information to track compliance with an Offv by use of ILF

Instructions

Application date: Enter the date that the applicant completes the application.

Address of regulated site for which ILF is proposed: Enter the street address for the regulated site that seeks to make an ILF payment to meet an Offv. Lot, Square, Ward, and Storm Sewer System information is available from the building permit and the approved SWMP for the site.

Is the site an AWDZ site (Yes or No)? Select “yes” or “no”. AWDZ sites must purchase SRCs generated outside of the Anacostia River watershed at a 1.25:1 ratio.

Name of site owner: Enter the name of the site owner. Also provide the site owner’s contact information.

Name of owner’s agent: If applicable, enter the name of a representative whom the owner has charged with achieving the Offv.

Information from DDOE-Approved SWMP for regulated site: Enter information from the SWMP including the Plan’s tracking number, total required stormwater retention volume in gallons, on-site volume achieved, and required Offv.

Offv to be met with SRCs: Enter the number of gallons of the Offv requirement that a site owner seeks to achieve through SRCs.

Offv to be met with payment of in-lieu fee: Enter the number of gallons of the Offv that a site owner seeks to achieve through payment of the ILF. To use an ILF payment for compliance, sites must also submit a Notification of In-Lieu Fee Payment to Meet Off-Site Retention Volume.

Proposed use of in-lieu fee: Enter the effective date when in-lieu fee will be used to satisfy an Offv requirement.

Figure C.2 (continued)

