



**City of Wadsworth
Stormwater Utility
Rules and Regulations**

As required by Ordinance 05-088 establishing the Stormwater Utility, the Director of Public Service shall establish rules and regulations regarding operation of the utility including methods of and process for appeal of fees. This document will outline the basic rules and provide guidance on appeals.

1. Fee Applicability

- a. All developed property will pay a Stormwater utility fee except those defined as exempt in Section 3.b. below.
- b. Properties will be defined as either residential or other developed property, and billed according to the methods listed in Section 2 and 3 below.
- c. As of November 2005, all existing developed property will start receiving the fee with the November 2005 utility bill for the October billing.
- d. Residential properties developed after October 2005 will receive the fee once the electric meter has been activated. The first month's fee shall be a pro-rated amount applied to the remaining period of that month.
- e. Other property developed after October 2005, including additions to existing buildings and parking areas, will receive the fee after engineering plan approval and when the City Engineer determines that construction has altered the character of the site.

2. Calculation of Residential Fee:

- a. All residential properties will pay a flat rate of \$4.50, regardless of size of property or improvements.
- b. Residents of multi-family properties and buildings that receive an electric bill from the City will also pay the flat rate of \$4.50.
- c. Multi-family residences where the property owner of record receives the electric bill from the City will be considered as other developed property, which is addressed below.

3. Calculation of Fee for Other Developed Property

- a. Other developed property means property other than residential property. Such property shall include, but not be limited to, commercial properties, industrial properties, parking lots, hospitals, private schools, recreational and cultural facilities, hotels, offices, and churches. This includes multi-family residences where the property owner of record receives all electric billing from the City.

- b. The only properties to be excluded from the fee are public rights of way, public streets, public alleys, public sidewalks and all land owned by the federal government, the State of Ohio, and political subdivisions of the State of Ohio.
- c. The fee is to be based on the amount of impervious area.
- d. Impervious areas are those that are compacted or covered with material that is resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, roofs, sidewalks, patios, driveways, parking lots, athletic courts, or any other surface which impedes the natural infiltration of surface water.
- e. The impervious area is to be determined using aerial photography supplied from Medina County. The most recent photos available were taken in the spring of 2004.
- f. For areas developed after the aerial photos were taken, engineering plans are to be used to calculate the impervious area.
- g. An ERU is an Equivalent Residential Unit. The average amount of impervious area on residential properties has been calculated to be 3,500ft². The impervious area is to be divided by 3,500ft² to determine the number of ERUs
- h. ERUs for other developed property are to be developed using one of the following methods and appropriately coded:
 - i. SC – Standard Calculation
 - 1. The ERU was calculated by tracing in AutoCAD the impervious surface area using digital orthophotos (aerial mapping) of the developed property.
 - 2. The calculated surface area was then divided by one Equivalent Residential Unit (3500 SF) to obtain the site ERU.
 - ii. DS – Determinate Share
 - 1. Properties with multiple buildings/units/businesses, which were easily divisible from the outside, were divided into percentages of the whole building or property.
 - 2. All exterior impervious areas such as parking lots, etc. were then divided among each building/unit/business using the same percentages.
 - iii. IS – Indeterminate Share
 - 1. Properties with multiple buildings/units/businesses whose individual shares could not be determined from the exterior were not divided. The entire ERU number was charged to the holder of the electric account.
 - 2. The impervious surface area was calculated using the SC method and one bill was given to the owner of the property.
 - iv. PA – Plan Area

1. The ERU was calculated by tracing the impervious surface area using scanned commercial site plans on file.
 2. The Aerial photos used were flown in 2004 and the complete site improvements did not show up.
 3. The calculated surface area was then divided by one Equivalent Residential Unit (3500 SF) to obtain the site ERU.
- v. RCE – Residential with Commercial Electric
1. Residential parcels that have a commercial electric account have been assigned an ERU value.
 2. The ERU value was calculated using the SC method but only includes the building that is receiving the commercial electric and the driveway required to access the building.
- vi. PR – Private Roadway
1. Private Roadways were determined to be the private collector roads that served industrial or commercial properties.
 2. The ERU value was calculated using the SC or the PA method.
 3. All Private Roadway bills were sent to the owner of the lot.
- vii. MH – Model Home
1. This code was used for commercial electric accounts that appear to be model homes.
 2. An ERU value of 1 was given to these accounts because each commercial electric account that is not included in another account is required to have the minimum ERU charge.
- viii. IA – Included Account
1. Designates that the account was Included with Another account
 2. Most of the accounts were assumed to have no ERU value, but if an account did have a value, its value was included in the other account
- ix. MS – Miscellaneous
1. An ERU value of 1 was given to these accounts because each commercial electric account that is not included in another account is required to have the minimum ERU charge.
- i. The following have no ERU and will be coded appropriately:
- i. EX – Exempt Property

1. All public rights of way, public streets, public alleys, public sidewalks and all land, owned by the federal government, the State of Ohio and political subdivision of the State of Ohio. (Public Schools and Libraries are political subdivisions of the state)
 - ii. CW – Commercial Water
 1. Used for commercial accounts that are only getting billed for water.
 2. By ordinance we can not charge the account holder a Stormwater utility fee without a commercial electric account.
 - iii. IO – Internet Only
 1. Used for commercial accounts that are only getting billed for Wadsworth Internet.
 2. By ordinance we can not charge the account holder a Stormwater utility fee without a commercial electric account.
 - iv. MI – Minimal Impervious
 1. Designates that the account has Minimal Impervious surface area (under a tenth of an ERU-approx 200 SF).
 2. For example, accounts that had security lights only, electric for sump pumps, communication boxes, gas and oil wells.
 - v. WT – Work Trailer
 1. Given an ERU value of zero because electric is on a temporary basis only.
 - j. The Engineering Department will add or delete accounts on a monthly basis based on information from the Utility Billing Office.
4. Appeals of ERU calculation
- a. There will be no appeals for residential utility fees. All residences are charged the flat base rate of \$4.50.
 - b. If an owner requests re-evaluation of the ERU, the applicant is to fill out the application form and submit it to the City Engineer's office. The following are examples of types of appeals that will be considered (This list is not exclusive):
 - i. Invoicing Issue: - Owner(s) feels that there is an error on the billing invoice (I.E. Billed to the wrong location, double billed, etc.)
 - ii. Recalculation of Impervious Area: - If owner(s) feels that hard surface calculation is incorrect, the City will conduct a reevaluation of the owner(s) impervious area based on Aerial Photography and/or a possible site visit. If the owner(s) still does not agree with the City's determination, the owner(s) may submit their own determination of impervious area on a signed and

stamped Site Plan by a registered professional engineer or surveyor.

- iii. Change or Elimination of RCE account: - Owner(s) may appeal to have RCE account changed to a RES account, or eliminated all together. Owner(s) will be required to submit a letter stating that “Commercial activities do not function from the location of the commercial electric account”, or some variation of that statement. (A sample letter has been attached)
- c. Complex appeals will require the owner to procure a Professional Engineer or Surveyor to verify actual impervious area.
- d. The owner will be notified of the approval or denial of the request within 30 days of receipt of a complete application.
- e. If the City Engineer approves the request, the ERU will be revised and the owner will be credited any overcharges retroactively for a maximum of 12 months.



**CITY OF WADSWORTH
NON RESIDENTIAL PROPERTY**

ERU Appeal (Re-evaluation) Application Form

Instructions:

Fill out this form completely. A separate application must be made for each separate property location being requested for re-evaluation. Attach any supporting documents or site plans providing justification for the ERU requested.

Fill out and mail the completed forms to the City Engineer, City of Wadsworth, 120 Maple Street, Wadsworth, Ohio 44281.

Business Name: _____ Account Number: _____

Site Location: _____
Street Address

Authorized Contact: _____
Name & Title (last, first and title)

Street Address: _____

Phone: _____ Fax: _____

Nature of Appeal:

I hereby request the City of Wadsworth to review this application for ERU re-evaluation. I certify that I am the owner of the property. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

Contact Mailing Address:

Type or print name Title:

Owner's Signature

Date



**CITY OF WADSWORTH
NON RESIDENTIAL PROPERTY**

STORMWATER FACILITY CALCULATIONS AND SITE INFORMATION

Complex Appeal Form

Owner's Representative: Engineer Surveyor

Name: _____ Registration Number: _____

Company: _____

Address: _____

City/State: _____

Phone: _____ Fax: _____

TOTAL SITE CHARACTERISTICS (Attach Site Plan)

Site Owner: _____

Business Name: _____

Site Address: _____

Total Site Area: _____ Sq. Ft.

Total Site Impervious Area: _____ Sq. Ft.

Current ERU Value: _____ Proposed ERU Value: _____

Nature of Appeal:

Signature: _____ Date: _____



STORMWATER UTILITY COMPLAINT/INQUIRY

DATE _____

NAME _____

ADDRESS _____

PHONE _____

CALL/VISITOR RECEIVED BY _____

COMPLAINT SITE _____

ACCOUNT NAME _____

ACCOUNT NMBR _____

TRACKING NO. _____

NATURE OF COMPLAINT

Office use only below this line

INSPECTION & OBSERVATIONS

DATE: _____

BY: _____

NOTATIONS/OBSERVATIONS: _____

REFERRAL:



SAMPLE LETTER

Your Address:

Date:

City of Wadsworth
120 Maple Street
Wadsworth, OH 44281

Re: Stormwater Utility Fee

To Whom It May Concern:

We are currently receiving two stormwater utility fees for the same piece of property. We understand that our property has two electric accounts, one a residential account and the other a commercial account. The commercial electric account serves the garage behind our house, but does not serve a commercial purpose. We derive no income or special benefit from its existence, the garage is primarily used for storage lawn equipment and tools.

We respectfully request that the account be changed to residential and that the Storm Water Fee at that location be eliminated. Until the matter is resolved, we shall pay the fee as listed on the bill to avoid being in arrears, but we will expect that to be credited retroactively.

We thank you for your consideration.

Sincerely,

Property Owner's Signature