Raritan Township Stormwater Utility

Stormwater Management Fee

Credit & Adjustment Policy Manual

October, 2025

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1 Introduction

1.1 The Need for Stormwater Management

Stormwater runoff is the rain or snowmelt that flows off the land into ditches, culverts, catch basins and storm sewers and typically does not receive any treatment to remove pollutants before entering our local creeks, streams and other water bodies. Hard surfaces such as roofs, driveways, parking lots, and streets increase stormwater runoff by preventing the stormwater from being absorbed into the soil.

Stormwater runoff can pick up many substances that can pollute local water bodies such as fertilizer, pesticide, pet waste, sediment, oil, salt, trace metals, grass clippings, leaves, and litter. Polluted runoff can be generated anywhere people use or alter the land, such as farms, yards, roofs, driveways, parking lots, construction sites, and roadways.

Stormwater management is essential to protect the quality of our natural water resources for recreational activities such as swimming, fishing, and boating. Stormwater also needs to be managed to minimize the risk of flooding or erosion during storm events. Accordingly, Raritan Township (the Township) maintains a system of sewers, drains, basins, infiltration and filtration facilities, inlets, manholes, ditches, outfalls and other infrastructure to convey and manage Stormwater in the Township.

1.2 Stormwater Utility

To provide a dedicated source of funding and promote effective and sustainable stormwater management, the Township has chosen to implement a Stormwater Management Fee system under authorization from the State of New Jersey via the New Jersey Clean Stormwater and Flood Reduction Act of 2019. As part of its equitable and uniform assessment and collection of Stormwater Management Fees, the Township has established a Stormwater Management Fee Credit & Adjustment Policy presented herein to establish a process for owners of Developed Properties to obtain Credits (i.e., reductions in Fees). These credits are issued in recognition of on-site infrastructure the Property Owner maintains that reduces, retains, or treats stormwater runoff.

2 Definitions

For the purpose of this manual, the following definitions shall apply: Words used in the singular shall include the plural, and the plural shall include the singular; words used in the present tense shall include the future tense.

1. **Township:** Raritan Township, Hunterdon County, New Jersey.

2. **Credit Application:** the Stormwater Management Fee Credit Application that is attached hereto as Appendix A and must be used to obtain the Credits described in this Manual.

3. **Credit:** a Fee reduction that a Property Owner receives for implementing and complying with the practices and policies contained in this manual.

4. **Developed Property:** real property in the Township altered from a natural state that contains Impervious Surface equal to or greater than 300 square feet.

5. **Equivalent Residential Unit ("ERU"):** The measure of impervious ground cover for a typical single family residential detached property in the Township used in assessing the fees for each Developed Property, and which has been determined to be 8,154 square feet.

6. **Green Infrastructure:** stormwater management measures that capture, filter, absorb, and/or reuse stormwater to help restore the natural water cycle by reducing stormwater runoff, promoting infiltration, and/or enhancing evapotranspiration.

7. **Impervious Surface:** a surface that prevents or impedes the infiltration of water into the ground including roofs, roads, driveways, parking lots, sidewalks, stone paths, compacted gravel/stone, and swimming pools. Railroad ballast along tracks outside of rail yards is not considered impervious surface.

8. **Inspection Report:** the periodic inspection report(s) that document a SMS is being maintained and operated in such a way that it meets the requirements for issuance of a credit.

9. **Maintenance Agreement:** an agreement pertaining to the operation and maintenance of stormwater management systems.

10. **New Jersey Stormwater Best Management Practices ("BMP") Manual:** the most recent version of the New Jersey Department of Environmental Protection (NJDEP) Stormwater BMP Manual.

11. **Property Owner ("Owner"):** the property owner of record as listed in the county's assessment roll. A property owner includes any individual, corporation, firm, partnership, or group of individuals acting as a unit, and/or any trustee, receiver, or personal representative.

12. **Stormwater:** water resulting from precipitation, including rain and snow, which runs off the land's surface, is transmitted to the subsurface, or is captured by separate storm sewers or other sewage or drainage facilities, or conveyed by snow removal equipment.

13. **Stormwater Management:** the planning, design, construction, regulation, improvement, repair, maintenance, and operation of facilities and programs relating to water, flood plains, flood control, grading, erosion, tree conservation, and sediment control.

14. **Stormwater Management Fee ("Fee")**: means the charge levied on owners of real property to fund the costs of stormwater management and of operating, maintaining, and improving the local stormwater system.

15. **Stormwater Management System ("SMS"):** means any equipment, plant, structures, machinery, apparatus, management practices, design practices, planning activities, or land, or any combination thereof, acquired, used, constructed, implemented, or operated to convey stormwater, control or reduce stormwater runoff and associated pollutants or flooding, induce or control the infiltration of groundwater recharge of stormwater, or eliminate illicit or illegal non-stormwater discharges into stormwater.

3 Credit Policy

A reduction in an applicable Stormwater Management Fee is available to Property Owners who demonstrate compliance with the requirements of this manual. The general credit policies are as follows:

3.1 Application Process

3.1.1 Application Fee

The fee associated with submitting a Credit Application shall be included with the application. Fees collected shall be deposited into the Stormwater Utility Fund to assist in offsetting costs associated with review of credit applications. The application shall be based on the number of ERUs billed to the account and follow the schedule below:

- $25 – Properties Billed up to 2 ERUs
- $50 – Properties Billed more than 2 and up to 50 ERUs
- $150 – Properties Billed more than 50 ERUs

3.1.2 Optional Preapplication Meeting

Property Owners may schedule a pre-application meeting by emailing the Township at stormwater@raritantwpnj.gov or calling 908-806-6104. Preapplication Meetings are a courtesy provided by the Township as an opportunity for Owners to learn more about Stormwater Management Fee program, potential eligibility for Credits, and the application process prior to preparing a formal application.

3.1.3 Application Submission

To be considered for a Credit, the Property Owner shall submit a credit application in accordance with this manual. Completed credit applications can be delivered in person or mailed with a check payable to Raritan Township for any applicable fees to:

Raritan Township
Stormwater Utility
1 Municipal Drive
Flemington NJ 08822

Credit applications will be reviewed on a rolling basis. All applications are due by July 1st of the current year. See Section 3.1.5 for the timeline for Approved Credit adjustments to be applied to accounts.

By submitting a Credit Application, the Owner authorizes the Township and/or their representatives to perform field inspections, with no less than 24 hours prior notice to the Owner, to investigate or ascertain information related to the application.

Refer to Appendix A: Credit Application Forms for details.

3.1.4 Application Review

Applications will be reviewed within 60 days of receipt. Should further clarification be required an extension of 30 days may be requested. If the Credit Application and/or accompanying documentation is found to be incomplete, the applicant will be notified in writing. Additional documentation/evidence/inspections may be requested by the Township at any point during the application process.

3.1.5 Application Determination

If a Credit Application is approved, then the Township will provide written notification stating the conditions of the issuance of the Credit and effective date of the Credit. Credits will be applied to the next annual bill. If the Township does not approve the Credit Application in whole or in part, the property Owner shall also receive a written notice which includes the reason(s) for the decision.

3.1.6 Application Appeal

If the property Owner disagrees with the Township's decision regarding a Credit Application, the Owner may submit a request in writing to the Township for a meeting to discuss such decision. The Township will notify the property Owner as to the date and time of the meeting when the Credit Application will be considered. If the Township does not approve the Credit Application in whole or in part, the property Owner shall also receive the reason(s) for the decision in the written notification.

3.1.7 Homeowners' Association Credits

A Homeowners' Association (HOA) may apply for credit for a SMS servicing the HOA or portion thereof; individual Property Owners who are members of an HOA cannot apply for credits for the HOA SMS. Upon approval, a credit will then be applied to each of the residential properties that comprise the HOA.

3.2 Credit Calculation & Fee Adjustment

All properties are eligible for up to a 30% fee adjustment as follows:

Type	Stormwater Management System	Applicable Credit
1	SMS complies with the State and local stormwater management standards that were in place at the time the system was approved	10%
2	SMS complies with the current NJ Stormwater BMP Manual	10%
3	SMS includes green infrastructure that exceeds any requirements for green infrastructure that may be applicable to the property under any rule or regulation adopted by the NJDEP or the local stormwater control ordinance	10%

For example, a property with a properly functioning existing SMS (Type 1) that has been upgraded to comply with the current Stormwater BMP (Type 2) is eligible for a 20% fee adjustment.

Upon approval of the credit application, fee adjustments will be applied to the next annual billing cycle for the year in which the application was filed and for the current billing year. Subsequent bills will reflect the annual adjustment as long as the owner continues to comply with the applicable SMS maintenance requirements.

3.3 Credit Expiration

Approved Credits will not expire if the property Owner continues to comply with the requirements in this Manual (e.g., SMS inspection and maintenance, reporting, etc.). Credits will automatically expire when a property changes ownership. New property Owners are required to submit a Credit Application to be eligible for a Credit. Applications for new property Owners will be administered in the same way as first-time applications.

3.4 Credit Termination

Upon written notice, the Township, in its sole discretion, may revoke a Credit, for failure to meet Credit conditions or failure to meet minimum maintenance requirements. The Township reserves the right to review for accuracy all plans, materials, and documentation submitted as part of a Credit Application and accompanying documentation at any time to determine if the conditions of the credit are being maintained.

3.5 Periodic Reporting

If a property has been granted a Credit, the property Owner must submit to the Township periodic Inspection Reports to address the maintenance requirements. The Stormwater Management Fee Credit Inspection Report (Inspection Report) must be submitted in accordance with the Maintenance Agreement (see Section 3.7) or O&M Manual (the "Maintenance Requirements"). If there is no Maintenance Agreement or O&M Manual or the submittal frequency is not specified in those documents, the Inspection Report shall be submitted annually starting one year after the Credit Application is approved and be due annually within 30 days of the date the Credit Application was approved. The Inspection Report shall contain a statement certifying that all maintenance activities outlined in the Maintenance Requirements have been completed. Additionally, the report shall include a list of all preventative and corrective maintenance performed in the preceding 12 months in accordance with the Maintenance Requirements.

If the Inspection Report is incomplete or is not submitted to the Township by the deadline indicated above, the property shall be considered to be in noncompliance with the Credit program requirements, and the Credit will be revoked. A new credit application must be submitted to reinstate the credit. The credit will not be reinstated until the completed Inspection Report is submitted to the Township with documentation that the property is in compliance with the requirements outlined in the Maintenance Requirements. There is no fee associated with submitting an Inspection Report.

3.6 Inspections

The Township may enter at reasonable times any property with an active Credit to inspect the condition or operation of SMS. If, after its review or inspection, the Township finds the Credit Application or any Inspection Report to be inaccurate or any SMS(s) to be out of compliance with the Maintenance Requirements, the property Owner will be notified in writing with a notice and given 90 days to correct the inaccuracy or noncompliance ("Notice of Noncompliance"). Within 90 days following the Owner's receipt of the Notice of Noncompliance, the Owner must provide to the Township written documentation and evidence satisfactory to the Township that the issues described in Notice of Noncompliance have been corrected and/or that the SMS is in compliance with all applicable program requirements. If the issues in the Notice of Noncompliance have not been corrected or the

SMS is not in compliance as required by the Notice of Noncompliance, or if the property Owner fails to provide a response to the Township within the 90-day period, the Credit will be revoked.

In order to reinstate the credit, the property Owner must reapply for the credit and provide evidence that the issues stated in the Notice of Noncompliance have been corrected or that the SMS has been in compliance with the Maintenance Requirements for at least three months.

3.7 Maintenance Agreements

Applicants are required to enter into a Maintenance Agreement to ensure the proper functioning of stormwater systems. Failure to comply with any/all requirements of a Maintenance Agreement may result in credit termination; see Section 3.4.

For properties without an existing Maintenance Agreement at the time of application, a Maintenance Agreement shall be developed and entered into as part of the credit application process. In developing a new Maintenance Agreement, the guidance provided in Chapter 8 of the New Jersey Stormwater Best Management Practices Manual shall be used.

For those properties that have an existing Maintenance Agreement or O&M Manual or other maintenance requirements documented in a deed restriction or other official documents, the applicant may submit a copy of the O&M Manual or other official documents that specify the maintenance obligations. If in the opinion of the Township, the documentation provides a sufficient level of maintenance requirements, a new Maintenance Agreement will not be required, and the existing agreements/restrictions shall be used.

Appendix A

Credit Application Forms

Raritan Township Stormwater Management

Fee Credit Application (Form A1)

Owner's Name: _____ E-mail: _____

Phone Number: _____ Alt. Phone Number: _____

Property Address: _____ Block: _____ Lot: _____

Mailing Address (if different from above): _____

Is application Fee per current Credit Manual included (y/n)?_____

Select the credit(s) being applied for (check all applicable boxes):

- ☐ Stormwater Management System (SMS) complies with the State and local stormwater management standards that were in place at the time the system was approved and is fully functioning.
- ☐ SMS complies with the current NJ Stormwater BMP Manual.
- ☐ SMS includes green infrastructure that exceeds any requirements for green infrastructure that may be applicable to the property under any rule or regulation adopted by the NJDEP or the local stormwater control ordinance.

Documentation:

Attach/Include any supporting documentation as separate sheets. Include available drawings/sketches/plans pertaining to credits. An impervious coverage summary must be provided.

All documentation to be certified by a New Jersey Licensed Professional Engineer or Surveyor.

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 Township staff or inspectors on site to review and verify the above information.

_____ _____

Signature **Print Name and Date**

Send completed form and documents to:

Raritan Township
Stormwater Utility
One Municipal Drive
Flemington, NJ 08822
or
Email: stormwater@raritantwpnj.gov