Mount Vernon

An Innovative Community; Authentically Hometown

City of Mount Vernon Stormwater Utility Rules and Regulations

Stormwater Utility

Approved December 4, 2025

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Introduction

In accordance with Chapter 920 of the Codified Ordinances of the City of Mount Vernon, the Utility Commission has established the following Rules and Regulations to provide for the implementation of the provisions of Chapter 920 of the Codified Ordinances, the safe and efficient capture and conveyance of stormwater runoff through the management and operation of the City's Stormwater Utility and construction and maintenance of the City's stormwater system and the regulation, assessment, collection and crediting of rates and charges for stormwater service.

1. Definitions

Definitions not included in Section 920 of the Codified Ordinances that are used in these Rules and Regulations are defined in this section.

"Shall" is always mandatory and is not discretionary; "may" is permissive; "should" is permissive but indicates strong suggestion.

Acquisition, Operation, Maintenance and Repair (AOMR): All activities performed by the City to acquire, operate, maintain, repair, replace or improve an SMF including, without limitation, surveys, planning, design, engineering, construction, publication of notices, title searches, and legal work.

Benefitted Property: All real property wholly or partly located in the City from which stormwater flows directly or indirectly into a SMF.

City: The City of Mount Vernon, Ohio 43050.

Customer: The owner of a lot or parcel of residential or non-residential property shall be considered the customer for the purpose of assessing stormwater service charges, unless otherwise determined by agreement between the owner and third party such as a lease or contract to purchase, whereby third party accepts responsibility for payment of City Utilities.

Lot: A tract of land that has been assigned a parcel identification number by the Knox County Auditor's Office.

Operation, Maintenance and Repair (OMR): Activities performed to operate, maintain, repair, replace or improve an SMF including, without limitation, surveys, planning, design, engineering, and construction.

Rounding: Replaces a numerical value with a different number that is approximately equal to the original number. Rounding ERUs to the nearest whole number, or one's place, means that when the tenths place is 0, 1, 2, 3, or 4 then the ERU is rounded down to the nearest whole number. If the tenths place is 5, 6, 7, 8 or 9 then the ERU is rounded up to the nearest whole number.

Rules and Regulations: This document, which outlines additional information not contained in the City Ordinance, is used by the City to regulate stormwater management and the stormwater utility. The document is maintained by the City of Mount Vernon Utility Commission. Amendments to the document are open for public review a minimum of 21-days prior to acceptance by the Utility Commission by a majority vote.

Stormwater Management Facility (SMF): Any real property or easement on which is located a levee, wall, embankment, jetty, dike, dam, sluice, revetment, reservoir, holding basin, control gate, breakwater, wetland, or other structure for the control of stormwater; or property, easement or right-of-way that is necessary for access to or operation, maintenance, repair, replacement or improvement of an SMF.

2. Stormwater Utility and Private SMF Utility Service Charges and Billing Practices

2.1. General

Current residential and non-residential parcels with impervious area within the City of Mount Vernon will be assessed a stormwater utility service charge as of July 1, 2020. The service charge is based on the usage of the stormwater system by the property which is based on the impervious surface area generating stormwater runoff.

The stormwater utility service charges, and private SMF utility service charges, shall be billed monthly unless there is a need for additional or prorated billing to reflect any customer changes or initial customer billing. Stormwater utility service charges, and private SMF utility service charges, shall be billed along with the water and sewerage charges and shall be payable on the same date to the Division of Water and Wastewater. Customers without water and sewer service will receive separate stormwater service(s) billings if their property has impervious area, and/or is a part of the private SMF utility, within the City of Mount Vernon limits. Bills will be sent at the first of each month, with payment required by the 15th of each month. All bills for stormwater service(s) not paid by the due date shall be considered delinquent.

If a bill for stormwater service(s) remains unpaid for a 30-day period, the balance due will be added to the next monthly billing. Notice shall be provided with the second bill that if all bills are left unpaid, current delinquent and additional service charges shall be applied to the bill. If the charge is not paid, it shall be certified to the Auditor of Knox County, who shall place that amount on the tax duplicates of the County, with interest and penalties allowed by the law and the balance will be collected by the Auditor of Knox County.

For new construction or redevelopment, stormwater utility service charges shall commence following construction plan review approval. Information regarding the construction of impervious area is requested in the plan review process. This impervious area data and ERUs will be input into the City's GIS database on an annual basis, prior to July 1 of each year. Thus, the first bill for new stormwater utility service associated with new or redevelopment would be issued within a year following completion of property improvements identified by construction stormwater inspections. Charges for maintenance or other work performed by the City of Mount Vernon Stormwater Utility on behalf of a customer shall be reimbursed at the time the work is completed and shall be included on the customer's next utility bill. Installment payments must be arranged through the Utility Commission.

For new construction or redevelopment areas whose stormwater management facility(s) are acquired into the private SMF utility, private SMF utility service charges shall commence for benefitted property(s) following the completion of the acquisition process as detailed in section 6.

Stormwater utility service charges, and private SMF utility service charges, may be adjusted and/or credits applied for to modify the amount due per property as detailed in Section 4.

2.2. Owner's Rights and Responsibilities

Notwithstanding billings to, and assumption of responsibility by any other person, charges for stormwater service(s) shall remain the ultimate responsibility of the customer billed, who shall hold the Utility harmless from any loss occasioned by the delinquency of the person billed, including all penalties, recording fees, attorney's fees, interest and court costs, if any.

The owner of the parcel/lot shall, upon request to the Utility Commission, have the right to examine the Utility's records of billing and collection for the owner's property to ascertain whether such charges have been timely paid and the amount thereof.

Nothing herein contained shall permit the owner, or any other person other than the customer being billed, to inspect, examine or otherwise obtain confidential information including the income, employment, finances, or other personal information of the customer.

For properties with inactive utility accounts, where no water or sewer charges have been generated for 60 days or more, the stormwater service(s) charge(s) shall revert to the owner. For billing purposes, a stormwater only account will remain in place for the property, payable by the owner of the property.

Stormwater service(s) charges attach to the property unless the customer is other than the property owner. However, if an owner sells or otherwise transfers premises billed for stormwater service(s), that owner will be held responsible for the payment of all bills rendered for stormwater service(s) until written notice of the transfer has been given to the Utility Commission, and the account may properly be transferred to another customer.

2.3. Service Charge Updates

City Council by resolution institutes the stormwater utility service charge and private SMF utility base rates to ensure adequate revenues to fund expenditures of stormwater management and to provide for operations, maintenance, and capital improvements of stormwater conveyance systems within the City through the stormwater utility and for the AOMR actions through the private SMF utility.

The City Engineer shall perform an analysis of stormwater utility base rates each even year, starting in 2022. The analysis shall compare revenue with expenditures and assess the adequacy of the billing rate. The Engineer shall present the analysis to City Council prior to any request for billing rate adjustment. The Engineer shall submit a proposal to City Council who may approve, modify and approve, or disapprove the proposed billing rate adjustment. It is intended that the rate will eventually fully fund the City's Stormwater Program.

The City Engineer shall perform an analysis of private SMF utility base rates each even year, starting in 2024. The analysis shall compare revenue with expenditures and assess the adequacy of the billing rate. The Engineer shall present the analysis to City Council prior to any request for billing rate adjustment. The Engineer shall submit a proposal to City Council who may approve, modify and approve, or disapprove the proposed billing rate adjustment. It is intended that the rate will eventually fully fund the City's private SMF utility.

2.4. Billing Methodology

The City Water and Wastewater billing department will collect the fees for the Stormwater Utility and the private SMF Utility, as it is already billing most property owners in the City. The actual procedures for collecting the monies is the same as for water and wastewater billing, and will be included on the same bill. Water and wastewater rates can be found in Chapters 913 and 919 of the Codified Ordinances of the City of Mount Vernon. Fees, credits and other policies can be found in the Rules and Regulations of the Water and Wastewater Department, Council under Chapter 919.08 of the Codified Ordinances of the City of Mount Vernon.

The amount to be billed for this Stormwater Utility is determined by City Council under Chapter 920.41 of the Codified Ordinances of the City of Mount Vernon.

The amount to be billed for this private SMF Utility is determined by City Council under Chapter 920 of the Codified Ordinances of the City of Mount Vernon.

3. Stormwater Engineering and Construction Practices

3.1. General

It shall be a violation of these Rules and Regulations to connect or outlet, either directly or indirectly, any discharge line or sewer carrying anything other than stormwater, surface runoff (including normal street or yard drainage), or groundwater to a storm sewer, ditch or conveyance structure. See Chapter 924 and 920 of Codified Ordinances of the City of Mount Vernon.

It shall be a violation of these Rules and Regulations to dump or dispose of trash, garbage, yard waste, household waste, industrial waste or debris in a stormwater sewer, ditch or conveyance structure.

All site development and redevelopment shall include adequate and proper stormwater drainage and erosion control provisions.

3.2. Private Stormwater Facilities Draining to the Public Drainage System

The City of Mount Vernon shall have no responsibility for the installation, maintenance and repair of private stormwater management facilities, stormwater control measures, or private drain systems. Except for when a stormwater management facility is appropriately acquired into the private SMF utility as detailed in section 6.

No newly constructed drain shall cross the property of another private owner unless such private owner has granted an easement for such private drain which is duly recorded in the office of the Knox County Recorder.

All costs and expenses incidental to the installation and connection of the private drain or private drainage system shall be borne by the owner. The owner shall indemnify the City for any loss or damage directly or indirectly occasioned by the construction or installation of the private drain, including backwater damages from the public drainage system.

The connection or outlet of a private drain into the public drainage system shall conform to the City of Mount Vernon specifications and standards. Any deviation of the prescribed procedure or material must be approved by the City Engineer before installation.

No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City Engineer.

All excavations for construction or installation of drainage facilities shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in accordance with the City of Mount Vernon specifications and standards.

All private construction and installation of stormwater drainage works shall include proper restoration and provisions for erosion and sediment control in accordance with City of Mount Vernon specifications and standards and in accordance with the Ohio Environmental Protection Agency.

No property owner shall change the stormwater runoff pattern of their property in such a way that neighboring properties or City property is adversely affected. Consideration and provisions must be made for drainage to and from neighboring properties when land use or development is altered.

3.3. Extension of City's Storm System

If adequate public drainage outfalls do not exist, the developer shall extend or cause to be extended adequate outfall drains. Plans for any such outfall drain extension must be approved by the City Engineer.

Review of the plans and inspection prior to and during construction by the City Engineer shall be at the expense of the developer.

4. Stormwater Utility and Private SMF Utility Credits and Adjustments

4.1. General

The City Engineer shall, at a minimum, one time per year, based upon development plans for new additions, new developments, or demolition, revise and adjust impervious area and ERUs as appropriate. The City Engineer shall complete the necessary calculations and billing adjustments prior to July 1 each year.

Customers of the stormwater utility and private SMF utility, seeking credits or adjustments must file an application on the appropriate forms and be accompanied by the appropriate application fee. No credits will be available for the first year of the storm utility, from July 1, 2020 to June 30, 2021. Adjustments can be made at any time.

Billing adjustments based on updated impervious area measurements will be reviewed and approved by the Mount Vernon Utilities Commission. Adjustments shall be applied retroactively to the date of the customer's initial written inquiry. Adjustments may be made by crediting the customer's utility account until overpayment has been fully repaid or by refund as approved by the Utilities Commission.

Where impervious area, and thus ERU, and credit adjustments are requested, the ERU determination must be completed prior to billing adjustments.

4.2. Stormwater Control Measure Credit for Non-Residential Stormwater Utility and Private SMF Utility Customers

Stormwater control measure credits are available for non-residential customers on a case by case basis as defined in Section 920.47. Appendix A contains the application for the customers.

No credits are available for a parcel that is not current on all utility bills.

Stormwater control measure credits may be granted for facilities that reduce the quantity of stormwater runoff and/or improve stormwater quality through detention. Facilities with a stormwater control measure(s) designed to meet City design standards may apply for this credit. The minimum credit of 20% will be granted provided the facility meets the design standard as documented in as-built documents, signed and sealed by a Professional Engineer registered in the State of Ohio. There is a one-time non-refundable application fee of $250.00 for the first stormwater control measure or facility on a site. An additional charge of $100.00 is required for each additional measure or facility on the same property.

Facilities which provide extended detention, beyond that required in the City's Stormwater Ordinance, may receive greater than 20% credit, not to exceed a maximum of 50%, based on the calculated percent reduction as specified on the application in Appendix A.

The City Engineer shall review the Credit Application and all of the required submitted materials including engineering calculations, as-built drawings and the operation and maintenance plan. Documents

provided to the City Engineer must be signed and stamped by a Professional Engineer registered in the State of Ohio.

If there is not sufficient information the City Engineer shall request up to two times for additional information. If sufficient information is not provided upon the third submission the credit will be denied and the application fee will be surrendered.

The City Engineer shall determine the appropriate credit available to the non-residential customer following review of the submitted information. Disputes on the credit offered by the City Engineer will be discussed at a Utility Commission meeting.

In order to maintain credits, reapplication is required biennially (every two years) to ensure that operation and maintenance of the stormwater control measure(s) is ongoing, and that the facility is functioning within design parameters.

The City Engineer reserves the right to inspect all Stormwater control measures and storm drainage control facilities and ascertain whether they are operating properly. If a system, due to improper maintenance or any other reason, fails to manage stormwater in an effective manner, the City Engineer shall issue an order to complete the repairs to the measure and/or the facility within 60 days.

If such repairs are not completed in a timely manner the City Engineer may issue an order eliminating or reducing credits.

4.3. Adjustments for Residential Stormwater Utility and Private SMF Utility Customers

Residential stormwater utility and private SMF utility customers all receive a bill for one Equivalent Residential Unit (ERU). If a customer receives a bill for a residential lot where no impervious area is present (there is no development on the parcel), then the customer can apply for an adjustment of the monthly billing rate. Appendix A contains the application for residential customers. No more than one application can be requested per address per year.

The City Engineer shall review the Adjustment Request Application and, if needed, perform a visit to the parcel to ensure that no impervious area is present on the parcel. Starting January 1, 2022, a fee of $25.00 may be assessed if it is found that an improvement is removed without the proper demolition permit or it is found that the Adjustment is not warranted.

The City Engineer shall determine whether an adjustment shall be granted. Disputes on any adjustment decision by the City Engineer shall be reviewed by the Utility Commission.

Reapplication is not required to maintain the adjusted rate.

Development or adding impervious area on the parcel shall negate any adjustment. The issuance of any zoning permit or other action which increases the impervious area shall be cause for an adjustment of the stormwater service charges. The property owner or customer shall have the obligation of informing the City Engineer of any such changes.

4.4. Adjustments for Non-Residential Stormwater Utility and Private SMF Utility Customers

Non-residential stormwater utility and private SMF utility customers receive a bill based on the amount of impervious area on their parcel. The impervious area is divided by the square footage per ERU, which was determined to be 2,900 square feet.

This provides the City with the number of ERUs that each non-residential customer must contribute as their stormwater service(s) charge(s).

Changes in the impervious area on a parcel can increase or decrease the total charges to the parcel. The issuance of any zoning permit or other action which increases the impervious area shall be cause for an increase in the number of ERUs which results in an increased stormwater service(s) charge(s). Removal of impervious area through demolition and restoration to natural pervious ground cover shall be cause for a decrease of the stormwater service(s) charge(s). The property owner or customer shall have the obligation of informing the City Engineer of any such changes.

The City Engineer shall determine whether an adjustment shall be granted. Disputes on any adjustment decision by the City Engineer shall be reviewed by the Utility Commission.

Reapplication is not required to maintain the adjusted rate.

Appendix A contains the application for the non-residential customers. No more than one application can be requested per address per year.

5. Stormwater Utility and Private SMF Utility Appeals

The appeal process will be used for appeals by customers of the fee they are being charged, not to contest the rate structure or the existence of the fee itself.

Stormwater utility and/or private SMF utility customers may only appeal on the basis of their belief that City staff applied the fee determination methodology incorrectly to their individual property.

Appeals may be filed with the City Engineer, using the Stormwater Utility Customer Appeal Form (Appendix A). There is a $250 application fee to begin the appeal. Only one appeal can be made per year per mailing address.

The City Engineer or a designee will review all appeals and render a decision. Adjustments or credits that would change a customer bill by greater than $500 per month must be approved by the Utility Commission.

The decisions of the City Engineer can be appealed to the Utility Commission.

The Utility Commission will review the appeal and will have 60 days to perform the review and shall render a written determination. The opinion shall be forwarded to the user by first class mail.

If the appeal is denied the customer may appeal to the Knox County Court of Common Pleas.

6. Private Stormwater Management Facility Utility

6.1. Acquisition of SMF into the Private SMF Utility

The City may, at their discretion, acquire a SMF where:

1. The owner(s) of property where a SMF is located request the City take title to or an easement in such property
2. At least 50% of the owners of a SMF, or 50% of the members of a subdivision served by an SMF, request the City take title to or an easement in such property
3. The owner(s) of an SMF have violated an order from the City to properly operate and maintain an SMF, and such non-compliance has continued for more than one year after the issuance of the order or, in the judgment of the City Engineer, the non-compliance is causing or threatening to cause a significant adverse impact to one or more downstream properties or safety.

The persons identified in above points 1-3 may file an application with the City Engineer requesting the City take title or an easement to an SMF and thereafter provide OMR. An application shall be signed under oath by the persons identified in above points 1-3 and contain:

1. Copies of deeds and existing surveys of the SMF proposed to be conveyed
2. All records regarding OMR previously performed on the SMF
3. The names, addresses of all persons holding title or other legal interest in the SMF
4. The names of the owners and addresses of all benefitted properties
5. A map showing the property proposed to be conveyed, the properties adjacent to the SMF, and all benefitted properties
6. When filed by the owner(s) of a SMF, (i) a certification that there are no liens, mortgages, or other encumbrances on the property and, (ii) an agreement to hold the City harmless and indemnify it for all costs incurred by the City to respond to and remove any encumbrances
7. Identification of all utility and other easements on the property
8. Photographs or other documents depicting defects in the SMF or damages caused by it
9. As-built plans if available, or the latest iteration of construction drawings
10. Any other information requested by the City Engineer

Upon receipt of a substantially complete application, the City Engineer shall, at their discretion:

1. Preliminarily determine if the City is willing to accept the conveyance of the SMF and, if so:
    a. Determine the easements and rights-of-way that are necessary to provide access to and perform OMR on the SMF
    b. Prepare an estimate of the annual cost of OMR of the SMF
    c. Determine all properties benefitted by the SMF, and the impervious square footage of all non-residential benefitted properties
    d. Determine OMR that must be performed by the owner(s) of the SMF prior to acceptance if deemed necessary
    e. Obtain any other documentation or information deemed relevant
    f. Provide first class mail notice to all benefitted properties and newspaper notice published once in a local newspaper. The notice shall:
        i. State that an application pursuant to this Chapter has been filed
        ii. Contains the information described in 1.a-1.f and the succeeding three paragraphs
        iii. Indicate how interested persons may provide comments on or object to the proposed conveyance

Not later than ninety (90) days after mailing notice, the City Engineer shall issue a decision whether to grant the application. Notice of the decision shall be sent by first class mail to the applicant(s) and all persons who filed comments or objections. The notice shall include information regarding the procedure for filing an appeal.

The decision of the City Engineer may be appealed to the Utility Commission. Appeals shall be accompanied by a non-refundable money order or certified check in the amount of Five Hundred Dollars ($500.00), made payable to the City of Mount Vernon.

Within 90 days of receipt of an appeal, the Utility Commission shall schedule a hearing and issue a decision on the appeal within thirty days after the hearing.

Within forty-five (45) days following the approval of the application by the City Engineer or, if an appeal has been filed with the Utility Commission, within forty-five (45) days after the decision of the Commission approving the application, whichever is later, the City Engineer shall arrange for the performance of a title search on the SMF and any other properties that the City Engineer determines are necessary for access and the performance of OMR.

If there are material defects in the title, or encumbrances on a property that might impose a material financial obligation to the City or interfere with the City being able to perform OMR, the City Engineer shall notify the applicant. If the applicant does not remedy the defects in the title and remove the encumbrances, or is unable to do so, within 180 days of the date of mailing of notice, the City Engineer may deny the application or request the City Law Director take the necessary actions to remedy the defects and remove the encumbrances.

If the City Engineer determines that easements or rights-of-way on other properties are necessary for access to or the performance of OMR on the SMF, (s)he shall so notify the applicant. If the applicant is unable to secure the necessary easements/rights of way, the applicant may request the City Engineer to commence an action to acquire the necessary easements/rights of way.

Upon the determination by the City Engineer that all items within section 6.1 and any other matters material to the City’s ability to perform OMR, are resolved to his/her satisfaction, the City Engineer shall arrange for the closing and transfer of the SMF to the City.

6.2. Actions Upon Transfer of SMF into the Private SMF Utility

Upon transfer of the SMF to the City, the owner(s) of the SMF shall be relieved of responsibility to perform OMR on the SMF and the City shall assume responsibility.

Upon transfer of the SMF to the City, the City will initiate the SMF Fee to all benefited property(s) by the SMF and the City will create an enterprise fund within the Stormwater Utility to segregate the collection of funds such that these funds are only to be used for AOMR of the specific SMFs in this program.

7. Delinquencies and Collection for the Stormwater Utility and Private SMF Utility

The failure to receive a bill shall not affect the right of the City of Mount Vernon to seek any remedies available to it by law.

Disputing the accuracy of a bill shall not be a valid reason for non-payment of a bill by the customer. Nor shall the filing of an application for a discount or credits stay the customer's obligation to pay stormwater charges when due. The customer may pay a bill under protest, thus giving written notices that redress is being sought. Such written notices must be filed with the City Engineer prior to the due date of the bill.

Delinquent stormwater utility and private SMF utility service bills shall be subject to a collection or late charge of ten (10%) percent on the outstanding balance.

Bills are due 15 days from the issuance of the bill. If a bill is unpaid after 30 days a double bill shall be issued to the customer along with delinquent and additional charges.

Where the property having a delinquent account for charges for stormwater and the charges are not paid within 90 days, the Utility Commission shall certify to the Auditor of the County where the property is located, who shall place the same on the tax duplicate of said County with the interest and penalties allowed by law to be collected as other utility service charges are collected.

Moving from one location to another in no way absolves the customer from responsibility for any unpaid charges incurred at a previous location.

Checks returned for nonsufficient funds will be subject to reimbursement of the fee the banking institution charges the City of Mount Vernon and an administrative charge of $5.00.

In addition to the foregoing remedies, the Utility may foreclose liens established under Section 920.99.

8. Enforcement and Procedure

In accordance with Section 920.99, the power to enforce the provisions of Chapter 920 not specifically determined elsewhere shall be vested in the City Engineer and such designees as s/he may appoint for such purposes.

Whenever the City Engineer or any such designee shall deem it appropriate to charge any person with a violation of Section 920, s/he may issue to such person a Notice of Violation and/or Summons.

All enforcement actions taken by the City requiring a response by the user shall be made in writing and sent by certified mail, return receipt requested.

The Utility Commission reserves the right, by appropriate action, to amend, modify, delete, change, or otherwise revise these Rules and Regulations as it may deem, from time to time, to be desirable and/or necessary.

Document History

Initial adoption: June 2, 2020

Current version adoption: December 4, 2025

Appendix A: Credit and Adjustment Application Forms

Stormwater Utility and Private SMF Utility Stormwater Control Measure Credit Application

1. Applicant Name
2. Contact Name (if different than applicant)
3. Parcel Number
4. Mount Vernon Water/Sewer/Stormwater Account Number
5. Property Address
6. Mailing Address (if different)
7. Phone Number
8. Email Address
9. Retention/Detention Facility Description
10. Include Documents Signed and Stamped by a Professional Engineer Registered in the State of Ohio
    - Engineering Calculations based on City Ordinance 920.47 (a) 2
    - As-Built
    - Drawings
    - Inspection and Maintenance Plan

In order to maintain credits, reapplication is required biennially to show inspection and maintenance of facilities.

Stormwater Utility and Private SMF Utility Residential Adjustment Request

1. Applicant Name
2. Parcel Number
3. Mount Vernon Water/Sewer/Stormwater Account Number
4. Property Address
5. Mailing Address (if different)
6. Phone Number
7. Email Address
8. Location/Description of the Undeveloped Property with No Impervious Area for Adjustment

Stormwater Utility and Private SMF Utility Non-Residential Adjustment Request

1. Applicant Name
2. Contact Name (if different than applicant)
3. Parcel Number
4. Mount Vernon Water/Sewer/Stormwater Account Number
5. Property Address
6. Mailing Address (if different)
7. Phone Number
8. Email Address
9. Location/Description of the Adjustment

Stormwater Utility and Private SMF Utility Customer Appeal

1. Applicant Name
2. Contact Name (if different than applicant)
3. Parcel Number
4. Mount Vernon Water/Sewer/Stormwater Account Number
5. Property Address
6. Mailing Address (if different)
7. Phone Number
8. Email Address
9. Decision being Appealed Including Date of the Decision
10. Statement with Specific Reasons why the Decision is Incorrect, Provide Additional Documents as necessary

Appendix B: Stormwater Management Plan (SMP) Guidance Manual

STORMWATER MANAGEMENT PLAN (SMP)

GUIDANCE MANUAL

Established by:

THE UTILITIES COMMISSION OF THE CITY OF MOUNT VERNON

December 4, 2025

INTRODUCTION

Well-documented techniques to mitigate the impacts of landscape changes due to development have led to state and local stormwater management requirements, as well as associated technical guidance, to assist with implementation. Effective implementation of post-construction stormwater management requirements depends on accurate estimates of pre- and post-construction runoff that are subsequently used to determine detention requirements for both water quality treatment and peak discharge control.

The City of Mount Vernon (City) requires developers to prepare a Stormwater Management Plan (SMP) whenever one (1) or more acres of land are disturbed, as described in the City of Mount Vernon Codified Ordinances (MVCO) Chapter 920.15. The intention of this guidance document is to aid developers in preparing a SMP that meets the requirements described in MVCO 920.21 and facilitates an efficient review process. The protocols that follow reflect the latest guidance from Natural Resources Conservation Service (NRCS), National Oceanic and Atmospheric Administration (NOAA), and Ohio Environmental Protection Agency (EPA).

SMP NARRATIVE [Chapter 920.21(a)]

The City highly recommends including the following in the SMP's narrative section:

1. **Watershed/Drainage Area Summaries**

   Watershed/drainage area summaries should include a summary of pre- and post-development characteristics for each sub-watershed. A table summarizing A_{total}, A_{imp}, A_{perv}, CN, TC, % impervious (i), R_V and WQ_V for the pre- and post-development conditions of each modeled sub-watershed should be provided to facilitate the review. Maps showing sub-watershed drainage consistent with hydrologic modeling shall be provided for both pre- and post-development conditions. These maps may be provided in a subsequent section and/or appendix as long as their location within the report is referenced in the summary.

2. **Outfall Conveyance Summaries**

   For each discreet City drainage conveyance (e.g., storm sewer, surface channel/ditch, or stream) to which the development discharges, a table should be provided that lists the 1-year through 100-year rainfall depths along with the respective pre- and post-development runoff volume (Acre-ft) and peak discharge (cfs).

3. **Critical Storm Determination**

   The introduction should include determination of the Critical Storm, including pre- and post-construction runoff volume calculations used for that determination.

WATER QUALITY VOLUME (WQ_V)

1. **WQ_V Design Guidance**

   Guidance for determining the water quality volume (WQ_V) and designing an appropriate stormwater control with a water quality outlet is explicitly described in the Ohio EPA 2023 Construction General Permit (CGP) OHC000006 and the Ohio EPA's Rainwater and Land Development manual. The City expects developers to strictly adhere to this guidance. To ensure compliance with Ohio EPA WQ_V requirements, a completed WQ_V best management practice (BMP) spreadsheet provided by Ohio EPA (website) should be submitted.

2. **Redevelopment Treatment Credit**

   Guidance to receive partial WQ_V treatment credit for site redevelopment is detailed in Ohio EPA 2023 CGP OHC000006. For help with redevelopment credit, developers may contact the City Engineer and/or Ohio EPA Division of Surface Water stormwater technical assistance.

3. **Runoff Reduction Method (RRM)**

   It is recommended that developers and their consultants utilize the Runoff Reduction Method (RRM) to lessen or eliminate WQ_V detention volumes, especially for sites located on outwash terraces of the Kokosing River (much of Mount Vernon) or other soils with high infiltration capacity. For help with Runoff Reduction Method credits, contact the City Engineer and/or Ohio EPA Division of Surface Water stormwater technical assistance.

TIME OF CONCENTRATION (T_C)

Developers should apply the following to all Time of Concentration (T_C) calculations:

1. The T_C for sheet flow and shallow concentrated flow should reflect guidance from NRCS (NRCS 2010. NEH 630 Chapter 15 Time of Concentration).

2. Sheet flow length for the velocity method should be limited to 100 ft (NEH 630 Chapter 15 Time of Concentration p15-6) for both pre- and post-development conditions.

3. The shallow concentrated flow velocity equations should reflect current cover/surface (NEH 630 Chapter 15 Time of Concentration p15-8, Table 15-3, Figure 15-4). Note the often misused "unpaved" equation reflects shallow concentrated flow only for graded grass waterways and not pre-developed condition.

4. The T_C for all directly connected impervious area will include only the travel time for impervious drainage—i.e., no pervious area travel time shall be included.

5. The minimum T_C that may be used is five (5) minutes.

PEAK DISCHARGE (Q_{peak})

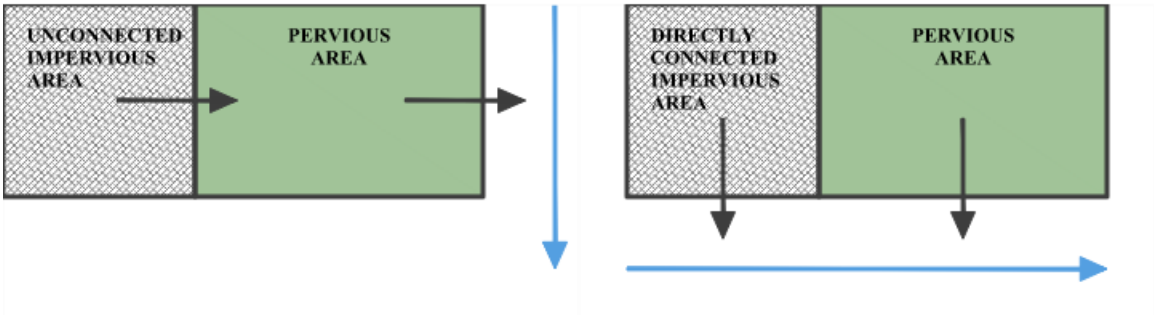
Hydrologic analyses for the 1-year through 100-year recurrence interval (RI) storm events that present inaccurate or incomplete pre- and/or post-construction site hydrology will complicate reviews and delay permit approval. The following outlines the NRCS curve number approach for calculating pre- and post-construction flow peaks used to determine the Critical Storm and size stormwater detention facilities to meet post-construction peak discharge requirements outlined in the City of Mount Vernon development regulations. This approach applies to NRCS-specific models TR-55 and TR-20 (NRCS, Urban Hydrology for Small Watersheds) as well as all proprietary software (e.g., HydroCad, Intellisolve, PondPack, etc.) that utilizes either TR-55 or TR-20 as their model engine.

1. **Peak Discharge Design Table**

   A table summarizing the site's pre-construction, post-construction, allowable and design peak discharge rates (cfs) for each RI should be provided to facilitate the review.

2. **Directly Connected Impervious Area**

   Pre- and post-development peak discharge hydrology must be appropriately modeled. At minimum, to accurately estimate discharge to each stormwater BMP, directly connected impervious area must be modeled separately from pervious area and unconnected impervious area for each storm drainage network outlet that discharges to the BMP.



3. **Curve Number (CN) Selection**

   Frequently, not enough information is provided to evaluate or comment on the CNs selected for either pre-development or post-development conditions. Use of CNs that result in reduced stormwater treatment capacity must be supported by field tests or other supporting documentation. At minimum, a table should be provided to summarize the area and CN for all areas with a unique CN, with documentation that supports the selections. For example: What are the HSG and land cover? What assumptions were made about the hydrologic condition of post-development pervious areas? How much of the pervious area is HSG-C or HSG-B? What pre-development land cover type was selected?

4. **Pre-Development Soil Assumptions**

   Unless supported by field evaluations that show otherwise, all pre-development soils should be assumed to have good hydrologic condition and all pre-development agricultural land covers should assume crop residue (CR) cover.

5. **Post-Development Soil Assumptions**

   Compaction during construction should be assumed unless soil preservation areas are explicitly noted in design plans and strictly enforced during construction. All post-development soils are assumed to be HSG-D in poor hydrologic condition unless the soil profile has been restored, or supported by field evaluations. If soils have been graded and/or compacted during construction, soils with loamy sand, sandy loam, silt loam and loam surface textures must have the surface soil profile restored to a minimum 12" rooting depth following "Soil Restoration" guidance in Rainwater and Land Development (Ohio EPA, 2021) to be classified as HSG A, B or C; otherwise, post-development soil shall be classified as HSG D.

MULTI-PHASE PROJECTS

For multi-phase projects, the developer shall provide stormwater designs and calculations for final build-out as well as the current phase of construction. While the City is aware that design plans may change, SMP reviewers need to be able to evaluate the current phase and management of its Municipal Separate Storm Sewer System (MS4) within the context of the full project.

Stormwater calculations and stormwater BMP outlets must be modified at each phase, unless construction is continuous across phases, to meet WQ_V and Q_{peak} requirements at completion of each phase.