



# STORMWATER CREDIT CRITERIA MANUAL

Municipal Services & Operations

March 2, 2026

940.303

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# 1. OVERVIEW

This Stormwater Credit Criteria manual describes the program for City of Lawrence (“City”) customers to request credits to reduce their monthly Stormwater charge as described in Lawrence City Code §16-507 Adjustment to Stormwater System Drainage Charge, defined in 2025 by Ordinance 10167. Approved stormwater credits are provided as a percentage reduction of the monthly stormwater charge, intended to help offset the cost of maintaining privately-owned structural stormwater Best Management Practices (“BMPs”) required per the City’s Stormwater Management Criteria and adopted regional stormwater criteria, Mid-America Regional Council (MARC)/American Public Works Association (APWA) Section 5600: Stormwater Drainage Systems & Facilities.

The remainder of this section defines terms used throughout the Stormwater Credit Criteria manual and provides background on stormwater management. Section 2 details the eligibility criteria for stormwater credit, while Section 3 describes the credit application process. Section 4 lists maintenance and inspection requirements for credited BMPs.

## Stormwater Management

The Lawrence storm sewer system includes all the public or privately-owned natural and structural stormwater facilities including ditches, channels, pipes, culverts, street gutters, inlets, and BMP structures such as retention or detention facilities, which detain runoff or convey drainage through the storm sewer system.

Because developed land has more impervious surface, such as rooftops or concrete, than natural, pre-developed lands, less stormwater is able to infiltrate into the ground. This increase in impervious surface area causes an increase in stormwater runoff to the storm sewer system. Stormwater BMPs are techniques, devices, and practices designed to reduce flooding, prevent pollution, and protect water bodies by delaying runoff, filtering out pollutants, and allowing more water to evaporate or be adsorbed into the ground.

Lawrence’s Development Code, Stormwater Management Criteria (“SMC”) , and adopted regional manual (MARC-APWA Section 5600), set forth criteria, specifications, and standards for stormwater BMPs in connection with land development or redevelopment. The SMC provides uniform procedures for the design of all new public and private BMPs, as well as for the rehabilitation of existing BMPs.

The following words, terms and phrases, when used in this manual, have the meanings ascribed to them in Lawrence City Code or sources noted below, except where the context clearly indicates a different meaning:

**Best Management Practice (BMP)** refers to post-construction, permanent stormwater structure designed to manage stormwater runoff. (§20-1902)

**Developed property** means real property other than undisturbed property. (§16-502)

**Equivalent residential unit or ERU** means the average impervious area of single-family residential properties as determined by the City's stormwater management master plan, and amendments thereto. The ERU shall serve as the basis for determining the Stormwater Drainage Charge for Developed Property. The ERU is 2,800 square feet. (§16-502)

**Impervious area** means that portion of developed property which contains hard surface areas which either prevent or retard the entry of water into soil mantle. These surfaces include but are not limited to: asphalt pavement, concrete, rooftops, and gravel surfaces constructed or utilized for vehicle travel or parking. (§16-502)

**Nonresidential** means developed property which does not contain single family residential property, and includes governmental, not-for-profit, commercial, industrial, multi-family residential and other property including parking lots. (§16-502)

**Peak discharge** means the peak rate of runoff [volume per unit of time, typically cubic feet per second (CFS)] from a drainage area for a given rainfall. (*USDA Part 650 Engineering Field Handbook, 650.0201*)

**Qualified person** means a person who possesses the required certification, license, or appropriate competence, skills, and ability as demonstrated by sufficient education, training, and/or experience to perform a specific activity in a timely and complete manner consistent with the regulatory requirements and generally accepted industry standards for such activity. (§9-1101)

**Runoff volume** is the volume of excess water that leaves a watershed, also referred to as surface runoff. (*USDA Part 650 Engineering Field Handbook, 650.0201*)

**Sewer system** means the terms "stormwater" and "stormwater system." (§16-502)

**Single-family residential** means developed property which has one, two, or three (single family, duplex, or triplex) living units per parcel or service address on it. (§16-502)

**Storm sewer** includes the terms "stormwater" and "stormwater system." (§16-502)

**Stormwater system** includes all terms and definitions as defined as a storm sewer or storm sewer system in Charter Ordinance No. 28, including all facilities and improvements related to the disposing of stormwater or surface water. (§16-502)

**Undisturbed property** means real property which does not have impervious surfaces on it. (§16-502)

## Stormwater System Drainage Charge

The City Commission established the Stormwater System Drainage Charge by Ordinance No. 6895 (2/25/1997), most recently amended by Ordinance No. 10167 (10/21/2025), to collect fees to

construct, manage, and improve the City's storm sewer system. All parcels of land in Lawrence are subject to this fee, including City and other tax-exempt properties.

Fees are based on the area of impervious surface on a developed property. Impervious area means the portion of developed property that contains hard surface areas, which either prevent or slow the entry of water into the soil mantle. These surfaces include but are not limited to asphalt pavement, concrete, rooftops, and gravel surfaces constructed or utilized for vehicle travel or parking.

An Equivalent Residential Unit ("ERU") serves as the basis for determining the Stormwater Drainage Charge for developed property. ERU is defined as the average impervious area of single-family residential properties as determined by the City's Stormwater Management Master Plan and amendments thereto. The monthly stormwater charge is calculated by multiplying the number of ERUs by the current rate (§16-504).

The ERU is established by City Code §16-505, which authorizes the city manager to promulgate rules and regulations for the determination of stormwater drainage charges to ensure their equitable and consistent application.

## **2. STORMWATER CREDIT CRITERIA**

### **Eligibility**

To apply for credit, a completed application form with required supporting documentation must be submitted by the property owner, or a legal representative (e.g., representative of a Homeowners' Association, etc.), for approval by the City. Only property owners, or their designee, of stormwater BMPs within the corporate limits of the City, which meet the technical criteria further outlined in this document, are eligible to apply for stormwater credits.

To remain eligible for credit, applicants must demonstrate through regular inspection reporting and third-party certification that the credited BMP is operating as designed and regularly maintained per an operations and maintenance plan as required by Lawrence Development Code §20-1304(g)(2).

Additionally, the maximum surface area of each stormwater detention or retention basin must be in a drainage easement dedicated to the City by the owner as required by the 1996-2025 Stormwater Management Criteria and the 2025 Development Code, unless otherwise authorized by the MSO Director. Easements for private detention must be dedicated to the City because these systems are considered a critical component of the City's stormwater system impacting downstream development.

Detention or retention basins for pond storage must be designed and accounted for according to design criteria at the stage elevation above the normal water level.

The applicant must also have no currently overdue Lawrence utility fees against the property.

## Summary of Available Credit

Eligible property owners may apply for credit up to a cumulative maximum credit of 50% of that property’s calculated Stormwater fee as set in Ordinance 10167 (2025). Structural BMPs that are maintained by the site owner and designed to control for the rate or volume (quantity) based on 1996 to 2025 stormwater criteria, or that are designed to specifically manage quality of stormwater generated on the property, may be eligible for a stormwater fee credit.

The detention credit shall be based on the calculation of the stormwater fee, multiplied by the maximum credit allowed (0.5), multiplied by the ratio of total current storage volume to total design storage volume per site. The resulting percentage will then be rounded up to the next 10%, up to a maximum 50% credit (e.g. 1-10% becomes 10% credit, 11-20% becomes 20% credit, etc.).

$$\text{Fee Adjustment Calculation} = \text{Fee} \cdot \left( 0.5 \left( \frac{V_{c_{100}}}{V_{d_{100}}} \right) \right)$$

Where:

$V_{c_{storm\ event}}$  = Actual Current maximum retention/detention storage volume per site.

$V_{d_{storm\ event}}$  = Design maximum storage volume documented in the drainage study.

Stormwater BMP Type	BMP Benefit Description	Maximum Credit
Detention – 100-yr storm	On-site stormwater detention with an approved drainage study designed to meet 1996 Stormwater Management Criteria for a 100-year event.	50%

## Technical Criteria

The goal of constructing a BMP is to maintain pre-development peak flows, runoff volumes, and water quality from a developed property. All proposed and existing BMPs must be approved by the City and comply with the applicable guidelines and design standards set forth in the Lawrence Stormwater Management Criteria and the most recent version of the adopted MARC-APWA regional stormwater criteria manual.

Future stormwater credit may be based on detention basins designed to meet the stormwater allowable rates adopted by the Kansas City APWA chapter in December 2025, provided in table 5602-7 below:

MARC-APWA regional Standards Table 5602-7: Detention Maximum Allowable Release Rates

Design Storm	Required Release Rate (cfs/acre)	Allowable Release Source
100-yr storm	3	Secondary control structure + overflow spillway/weir
10-yr storm	0.6	Secondary control structure
2-yr storm	0.2	Secondary control structure

Since the implementation of the 1996 Stormwater Management Criteria, most documented BMPs in the City that are eligible for credit are detention basins designed for the 100-yr storm with an allowable release rate of 1.8 CFS per acre.

Prior stormwater credits were based on actual realized release rate in proportion to the design release rate for the 100-yr storm. Since the actual, realized release rate of the 100-yr storm is difficult to measure, the capacity or volume component of the detention with outflow designed to meet the allowable release rate(s) will be the basis for the credit calculation. This assumes that the outflow structure is operating as designed so that the storage volume may be reduced due to siltation.

Owners applying for a detention credit may accept the City calculation of volume based on the 2021 Lidar elevation data and assumptions made in the drainage study provided at the time of development. The City expects to obtain new lidar in 2026 and will update the volume calculations for credits when that data becomes available. The City does not guarantee all stormwater detention information. If the City has incomplete or outdated detention information, then the credit applicant must submit a Stormwater Management Criteria compliant drainage study prepared by a registered professional engineer for each site to determine the impact of the development on the existing drainage system and the applicability for the stormwater credit.

Additional levels of credit may require additional designs or drainage study revisions. New BMPs implemented to obtain the credit shall submit designs for approval prior to construction following applicable development code and processes. BMPs must be constructed and inspected and approved by a City inspector prior to application of credit. Modifications to existing detention

basins must include new or revised drainage studies to be submitted prior to implementation. Modifications shall be inspected and approved by a City inspector prior to application of a credit.

Alternative compliance may be allowed using the KC Compliance Calculator from the adopted MARC-APWA criteria. For questions about alternative compliance for credit or to discuss potential credit application variances, submit a stormwater credit application describing the request for alternative compliance to qualify for the credit.

Technical specifications for standard BMPs are described in the most recent version of the adopted MARC-APWA regional stormwater criteria manual and are included in 2026 City Standard Details.

### 3. APPLYING FOR CREDIT

To request a new credit or to change an existing credit, the applicant must submit a completed application form. The following table outlines documentation that may be required to support the credit application:

Documentation	Description
BMP Maintenance Agreement; Operations & Maintenance Plan	An executed BMP Maintenance Agreement and BMP-specific operations and maintenance plan as required by Lawrence City Code §20-1304(g)(2). An updated agreement or plan may be required as a condition of receiving the credit. A copy of the BMP Maintenance Agreement shall be filed with the county Register of Deeds.
Drainage Easement	If BMP is already within an existing easement, provide the book and page of the existing easement. Lawrence Development code requires BMPs to be located within a drainage easement dedicated to the city and filed with the county Register of Deeds. A drainage easement can be identified on a Plat or can be identified using a legal description with an exhibit and filed by separate instrument with the county. Easement instruments with legal descriptions and exhibits shall be submitted with the credit application for approval prior to filing with the

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county unless otherwise approved by the MSO Director.

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Drainage Study

An approved Drainage Study, if not already on file, demonstrating compliance with the Stormwater Management Criteria, must be on file with the City. For structures constructed between 1996-2025, performance may be documented to the 1996 Criteria allowable rate or retrofitted to meet the 2025 MARC/APWA regional criteria design allowable rates.

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Photographs of outflow structures Recent digital photographs showing:

- The pipe or outflow structure with a ruler, yard stick, or tape measure documenting the size of the outflow inner diameter or outflow structure dimensions. Outflow structures must be relatively free of obstructions to stormwater flow and visually appear to be in working condition to be eligible for the credit.
- Outflows to open channels should include a photo of the downstream end of the outflow device.
- A date the photo was taken must be indicated in the credit application.

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Certification Statement

A certification completed under the authority of a licensed professional engineer, landscape architect, or other qualified professional as determined by City Code [§9-1101(d)], attesting the BMP is installed and performing as designed. (See Appendix C for statement template.)

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An application may be submitted at any time, and there is no application fee. If the application is approved, the credit will be applied to the next billing cycle following the approval.

If the application for credit is denied or approved with conditions or for a different amount than what was requested, the City will provide written notification that includes the reason for the decision and/or any supplemental conditions. If the applicant disagrees with the City's decision, the owner may submit a written appeal.

## Property Owner Change

Approved credits will automatically continue whenever property ownerships changes, provided the new owner understands and continues the operation and maintenance activities required per the BMP-specific operations and maintenance plan. The Stormwater Maintenance Agreement filed with the county Register of Deeds is binding upon all subsequent owners of the property. Credit shall be reduced or terminated if the credited BMP is not maintained as designed.

## Credit Term & Expiration

Existing stormwater fee credits are valid for five (5) years unless a term is otherwise explicitly indicated. To continue receiving an existing credit, the property owner must submit a certification completed by a qualified professional, confirming that the BMP continues to operate in good condition and is maintained per the maintenance agreement, by October 31 of the fifth year following the prior approval. (i.e., Certification for a credited BMP approved in 2025 must be submitted to the City by October 31, 2030).

Example certification forms for detention BMPs (Appendix A) and retention/water quality BMPs (Appendix B), are available in the appendices of this manual.

The magnitude of the credit or the credit criteria may change based upon changes to the City's regulatory requirements. Owners of credited BMPs will receive notification of any changes to the credit criteria with a specified timeframe by which compliance must be achieved to maintain the existing credit.

To seek renewal of a lapsed credit, (i.e., credit not certified by the expiration date or the stated timeline for new criteria), the property owner must submit a completed application form and provide required documentation verifying that the BMP is currently operating as designed, is maintained according to the maintenance agreement, and that any previous deficiencies have been corrected.

## Credit Termination

The City may at any time may revoke the credit for non-compliance with the eligibility requirements in this document or the BMP maintenance standards stated in the Lawrence Stormwater Manage Criteria or adopted MARC-APWA regional manual. The City reserves the

right to change the criteria or require additional information for the owner of the BMP to continue receiving credit.

## 4. MAINTENANCE & INSPECTIONS

### Inspection Reporting

Property owners receiving credit for a structural BMP must perform periodic inspection and certification of the credited BMP as follows:

Required Documentation	Description	Frequency
Inspection Report	A signed inspection form completed by the property owner or designee confirming that the BMP is in good condition and performs as designed.	Annually, on or before the last day of October Submit to Lawrence MSO Stormwater
Certification Form	A certification completed under the authority of a licensed professional engineer, landscape architect, or other qualified professional as determined by City Code [§9-1101(d)], including a statement that the facility is in good condition and performs as designed.  Example certification forms for detention BMPs (Appendix A) and retention/water quality BMPs (Appendix B), are available in the appendices of this manual.	Every 5 years, on or before the last day of October Submit to Lawrence MSO Stormwater

### Right of Entry

Per submission of a completed stormwater credit application form, the applicant agrees that City of Lawrence staff or inspectors may at reasonable times enter the applicant property to inspect the condition and operation of the stormwater infrastructure for which credits are requested. Failure to permit City inspection will nullify the credit application.

## Enforcement

The City reserves the right to review all plans, materials, reports, and documentation for accuracy and inspect the applicant stormwater BMP and its features for proper function related to the credit program at any time. If documentation is found to be inaccurate or incomplete, or deficiencies are observed regarding the installation or operation of the BMP, or with the operation and maintenance plan, the property owner will be notified in writing and given (90) days to correct the deficiency. Other enforcement actions may apply.

The owner must provide written documentation to the City within (90) days of the original notice confirming the deficiency has been corrected. If the City determines the deficiency is not satisfactorily corrected, the credit currently applied to the property will be terminated, effective the following billing cycle.

# 5. APPROVAL & VERSION CONTROL

\_\_\_\_\_  
*Melissa Sieben, MSO Director*

\_\_\_\_\_  
*Date*

NAME	DATE	Changes to the previous version
Meredith Falkenstien	03/02/2026	Policy created and approved.

**Appendix A. Stormwater Detention BMP Certification Form**

RETURN completed FORMS and REQUIRED documentation to:

**Municipal Services & Operations** | Regulatory & Environmental Services



6 E. 6<sup>th</sup> Street, PO Box 708, Lawrence, KS 66044-0708

785-832-7800 | [stormwater@lawrenceks.gov](mailto:stormwater@lawrenceks.gov)

## Stormwater Detention Certification

Certification of stormwater BMPs is required every 5 years, on or before the last day of October. Certifications must be completed by a licensed professional engineer or other qualified professional as defined by Lawrence City Code (§9-1101).

### OWNER INFORMATION

Property Owner:

Contact Name:

Owner Mailing Address:

Owner Phone:

Owner Email:

### STORMWATER BMP INFORMATION

BMP Property Address:

BMP Type:\*  Dry Detention Basin  Wet Detention Basin  Other:

For retention basin, underground storage, water quality/green infrastructure BMPs, use Stormwater Retention/Treatment BMP Certification Form.

INSPECTION CHECKLIST:	YES	NO	N/A
ACCUMULATED TRASH OR DEBRIS PRESENT IN BASIN OR PIPE STRUCTURES?			
ACCUMULATED SEDIMENT PRESENT IN BASIN OR PIPE STRUCTURES?			
EROSION OCCURRING ON BASIN FLOOR, BERMS, OR AROUND INLET OR OUTLET STRUCTURES?			
ALL INLET/OUTLET STRUCTURES ARE VISIBLE AND CLEAR OF TREES AND WOODY VEGETATION?			

AREAS OF BARE SOIL NOT COVERED WITH VEGETATION (grass, native plants, etc.), MULCH OR OTHER NON-ERODIBLE MATERIAL?			
	YES	NO	NA
NOXIOUS WEEDS OR WOODY VEGETATION PREVENTING DESIRED VEGETATION FROM GROWING?			
BASIN VEGETATION MOWED REGULARLY?			
ANIMAL BURROWS, SETTLING, OR SPILLWAYS PRESENT ON/AROUND BASIN BERMS OR STRUCTURES?			
STAGNANT/STANDING WATER PRESENT IN BASIN OR STRUCTURES?			
UNPLEASANT ODORS FROM BASIN OR STRUCTURES?			
IF PRESENT, CONCRETE CHANNELS, RETAINING WALLS, TRASH RACKS, OR OTHER STRUCTURES FUNCTION PROPERLY?			
DOES FLOW IN/OUT OF BMP CAUSE EROSION OR DAMAGE TO ADJACENT PROPERTY?			
BASIN APPEARS TO FUNCTION AS DESIGNED?			

COMMENTS AND CORRECTIVE ACTIONS REQUIRED FOR INSPECTIONS ITEMS NOTED ABOVE:

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CERTIFICATION OF CAPACITY

1. ASSESSMENT OF PIPES, STRUCTURES, OR RIPRAP:

Maintenance or repair needed for pipe structures, trickle channels, or basin components?

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2. ASSESSMENT OF THE BASIN:

Does the basin appear to function properly? Any modifications recommended for improved function?

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3. ASSESSMENT OF BASIN ELEVATIONS:

Have inflow, outflow, or spillway elevations changed from the plans? Are there areas of erosion or settling that need repair?

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4. ASSESSMENT OF BASIN VOLUMES:

4a. Design Actual 100-yr Flow Rate (CFS):

4b. Design Allowable 100-yr Flow Rate (CFS):

4c. Design Volume for Q100 Actual (CuFt):

4d. Current Existing Volume (CuFt):

4e. If existing volume is less than design volume, will the capacity be increased or will new allowable flow rates be met?

Attach an updated drainage study if the basin needs to be re-designed.

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5. ASSESSMENT OF REQUIRED VEGETATION:

Is there adequate vegetative ground coverage (at least 70% of the basin)? Are trees present on the basin floor or berms that need to be removed? Are trees or vegetation blocking flow?

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6. CORRECTIVE ACTIONS NEEDED/RECOMMENDED & PROPOSED TIMELINE FOR COMPLETION:

Provide a timeline for completion for each needed corrective action noted above (i.e. 1 month, 3 months, 6 months, etc.)

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INSPECTED & CERTIFIED BY

Printed Name

Date

Signature

Qualification or Stamp

Phone

Email

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REQUIRED DOCUMENTATION CHECKLIST

PLEASE INCLUDE A COPY OF EACH OF THE FOLLOWING WITH YOUR COMPLETED CERTIFICATION FORM:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Photos: Overall basin structure (at least 2)           |
| <input type="checkbox"/> | Photos: Of each inlet, outlet, and control structure   |
| <input type="checkbox"/> | Photos: Of each noted maintenance item listed in #6    |
| <input type="checkbox"/> | Copy of approved plan sheet used for the certification |
-

**Appendix B. Stormwater Retention/Treatment BMP  
Certification Form**

RETURN completed FORMS and REQUIRED documentation to:

**Municipal Services & Operations** | Regulatory & Environmental Services



6 E. 6<sup>th</sup> Street, PO Box 708, Lawrence, KS 66044-0708

785-832-7800 | [stormwater@lawrenceks.gov](mailto:stormwater@lawrenceks.gov)

## Stormwater Retention/Treatment BMP Certification

Certification of stormwater BMPs is required every 5 years, on or before the last day of October. Certifications must be completed by a licensed professional engineer, landscape architect, or other qualified professional as defined by Lawrence City Code [§9-1101(d)].

### OWNER INFORMATION

Property Owner:

Contact Name:

Owner Mailing Address:

Owner Phone:

Owner Email:

### STORMWATER BMP INFORMATION

BMP Property Address:

- BMP Type:
- Bioretention
  - Infiltration Trench
  - Wet/Extended Wet Detention Basin
  - Cistern
  - Permeable Pavement System
  - Wetland
  - Blue/Green Roof
  - Subsurface/Underground Storage
  - Other: \_\_\_\_\_

### INSPECTION CHECKLIST:

INSPECTION CHECKLIST:	YES	NO	N/A
ACCUMULATED TRASH OR DEBRIS PRESENT IN BASIN OR STRUCTURE?			
ACCUMULATED SEDIMENT PRESENT IN BASIN OR STRUCTURES?			
EROSION OCCURRING IN BMP OR AROUND INLET OR OUTLET STRUCTURES?			
ALL INLET/OUTLET STRUCTURES ARE VISIBLE AND CLEAR OF TREES AND WOODY VEGETATION?			
ARE NATIVE/REQUIRED PLANTS PRESENT IN ADEQUATE NUMBER?			

NOXIOUS WEEDS PRESENT, PREVENTING DESIRED VEGETATION FROM GROWING?			
IS VEGETATION REGULARLY WEEDED/MAINTAINED?			
AREAS OF BARE SOIL NOT COVERED WITH VEGETATION, MULCH, OR OTHER NON-ERODIBLE MATERIAL?			
ANIMAL BURROWS, SETTLING, OR SPILLWAYS ON BERMS OR AROUND STRUCTURES?			
STAGNANT WATER PRESENT IN BASIN OR STRUCTURES?			
UNPLEASANT ODORS FROM BASIN OR STRUCTURES?			
IF PRESENT, CONCRETE CHANNELS, RETAINING WALLS, TRASH RACKS, OR OTHER STRUCTURES FUNCTION PROPERLY?			
DOES FLOW IN/OUT OF BMP CAUSE EROSION OR DAMAGE TO ADJACENT PROPERTY?			
BMP APPEARS TO FUNCTION AS DESIGNED?			

COMMENTS AND CORRECTIVE ACTIONS REQUIRED FOR INSPECTIONS ITEMS NOTED ABOVE:

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CERTIFICATION OF CAPACITY

1. ASSESSMENT OF ANY PIPES, PUMPS, STRUCTURES, OR RIPRAP:

Maintenance or repair needed for structures or Components?

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2. ASSESSMENT OF THE BMP:

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Does the BMP appear to function properly? Any modifications recommended for improved function?

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3. ASSESSMENT OF BMP ELEVATIONS:

Have inflow, outflow, or spillway elevations changed from the plans? Are there areas of erosion or settling that need repair?

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4. ASSESSMENT OF BMP VOLUMES:

Has storage volume changed from the plans? Has accumulated sediment affected BMP functionality?

Estimated amount of sediment that should be removed to restore capacity? Would a structure be needed to meet new flow rate criteria? Attach a Drainage Study if any flow rates and volumes are changed from design, or a structure is designed to alter flow rates.

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5. ASSESSMENT OF REQUIRED VEGETATION:

Is there adequate vegetative ground coverage (at least 70%)?

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6. CORRECTIVE ACTIONS NEEDED/RECOMMENDED & PROPOSED TIMELINE FOR COMPLETION:

Provide a timeline for completion for each needed corrective action noted above (i.e. 1 month, 3 months, 6 months, etc.)

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INSPECTED & CERTIFIED BY

Printed Name

---

Print Name and Date

---

Signature

---

Qualification or Stamp

---

Phone

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Email

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REQUIRED DOCUMENTATION CHECKLIST

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PLEASE INCLUDE A COPY OF EACH OF THE FOLLOWING WITH YOUR COMPLETED CERTIFICATION FORM:

- Photos: Overall basin structure (at least 2)
  - Photos: Of each inlet, outlet, and control structure
  - Photos: Of each noted maintenance item listed in #6
  - Copy of approved plan sheet used for the certification
-

**Appendix C. Stormwater BMP Certification Statement  
Template**

Municipal Services & Operations | Lawrenceks.gov

6 E. 6<sup>th</sup> Street, PO Box 708, Lawrence, KS 66044-0708

785-832-7800 | [stormwater@lawrenceks.gov](mailto:stormwater@lawrenceks.gov)



## Stormwater BMP Certification Statement

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To apply for a stormwater fee credit, a certification statement, signed/stamped by a licensed professional engineer, landscape architect, or other qualified professional as defined by City Code [§9-1101(d)], attesting that the BMP is installed and performing as designed, is required to be submitted to Municipal Services & Operations as part of the stormwater fee credit application.

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### BMP INFORMATION

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BMP Site Address:

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Property Owner:

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### CERTIFYING PROFESSIONAL

---

Certifier Name:

---

Certifier Phone Number:

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Certifier Email Address:

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Certifier Qualification(s)/Stamp:

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### CERTIFICATION STATEMENT

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I hereby certify on behalf of the property owner that I have reviewed design information and based upon inspection of the existing stormwater BMP(s), all related components including inlet(s), outlet(s), and control structure(s), are functioning as designed per the approved plans and the BMP is maintained and working as intended.

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Signature

Date

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Submit completed statement to:

Municipal Services & Operations

Attn: Regulatory & Environmental Services

City of Lawrence

6 E. 6<sup>th</sup> Street

PO Box 708

Lawrence, KS 66044-0708

**OR BY EMAIL TO:** [stormwater@lawrenceks.gov](mailto:stormwater@lawrenceks.gov)

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