



City of Alexandria, Virginia  
 Transportation & Environmental Services  
**Application Form for Stormwater Utility Fee Credits – Non-Residential Properties**

**PART 1 Applicant Information**

PROPERTY ADDRESS \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ Lookup at [realestate.alexandriava.gov](http://realestate.alexandriava.gov).

OWNER / APPLICANT NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**PART 2 What do you do to reduce stormwater runoff or improve its quality? Check all that apply.**

<input type="checkbox"/> I/We maintain structural stormwater facilities such as dry ponds or sand filters that were required to be installed during development or redevelopment.	<input type="checkbox"/> This year, I/we planted new native trees on the property.	<input type="checkbox"/> We participated in a Stormwater Utility Litter Cleanup Program.
<p>➡ If checked, complete Part 3. Only one application is required if the maintenance agreement is held by an association or by multiple properties.</p>	<p>➡ If checked, complete Part 4.</p>	<p>➡ If checked, complete Part 5.</p>

**PART 3 Structural Stormwater Facilities**

FACILITY ID(s)	TYPE OF STRUCTURE

This section applies to the credit categories for mandatory stormwater facilities (best management practices and detention facilities) and voluntary green infrastructure facilities. Visit [alexandriava.gov/Stormwater](http://alexandriava.gov/Stormwater) to access the Stormwater Utility Fee Credit Policy Manual and learn more. Contact [stormwater@alexandriava.gov](mailto:stormwater@alexandriava.gov) if you are interested in voluntary green infrastructure credits.

**Documentation & Certifications:**

- I am submitting with this application a [Certification of Proper Functioning and Maintenance Form](#) that has been completed by a qualified professional within the prior year.
- The owner/applicant has or will execute and record an Operation & Maintenance Agreement.

**PART 4 New Native Tree Planting**

SPECIES	CALIPER (MINIMUM 1")
TREE #1	
TREE #2	
TREE #3	

Trees must be locally or regionally native, as indicated on the [City of Alexandria Plant Lists](#) that are found with the City of Alexandria 2019 Landscape Guidelines.

**Documentation:**

- I am submitting with this application the following documentation for each tree: receipt of purchase, a photo of the location where each tree is to be planted prior to planting, and a photo of the tree after it is planted.





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**PART 5 Litter Cleanup Program Participation for Non-Residential Properties**

	NUMBER OF VOLUNTEERS	DURATION (HOURS)	ESTIMATED POUNDS OF BULK TRASH
EVENT #1			
EVENT #2			
EVENT #3			
EVENT #4			

ATTACH ADDITIONAL PAGES, IF NEEDED.

Prior registration is required. Contact [stormwater@alexandriava.gov](mailto:stormwater@alexandriava.gov) if you are interested in starting a new or restarting a lapsed registration. If you are renewing a current registration, provide contact information below for the coming year.

Check if you are renewing:  Adopt-A-Waterway (AAW)  Adopt-A-Block (AAB)  Adopt-A-Storm Drain (AAS)

GROUP NAME

GROUP CONTACT

GROUP CONTACT PHONE

GROUP CONTACT EMAIL

**Documentation:**

I am submitting with this application the following documentation for each event: [tally sheets](#), [signed waivers / sign-in sheets](#), and date stamped photos.

**PART 6 Signature**

By submitting this SWU Fee Credit Application, I certify that the information provided is true, accurate, and complete to the best of my knowledge and belief.

SIGNATURE

DATE

Return completed form with supporting documentation:

By mail:  
 Stormwater Management  
 2900-B Business Center Drive  
 Alexandria, VA 22314

By email:  
[stormwater@alexandriava.gov](mailto:stormwater@alexandriava.gov)



If you are having trouble viewing or using the fillable form, try these tips at: <https://portal.ct.gov/DEEP/About/Tips-for-Viewing-and-Using-Fillable-PDFs>