



## Stormwater Utility Fee Credit Application

### Instructions and Documentation Checklist

Fill out this form completely. One application must be submitted for each separate property location. Attach all required and relevant documentation to support this request. All drawings should be submitted in both AutoCAD and pdf format. Documentation shall include:

- Facility Assessment Form
  - Site plan (including detention basin and finish grade contours)
  - Contributory drainage area map
  - Technical report including all referenced calculations
  - Seal by professional engineer licensed in Kansas
- Completed and signed Permanent Stormwater System Maintenance and Inspection Agreement
  - Stormwater Facility Maintenance and Inspection Plan
- Survey verifying current detention volume, signed by a professional surveyor licensed in Kansas

Mail or deliver completed application package to:

City of Eudora, KS  
ATTN: Public Works  
4 E. 7<sup>th</sup> Street  
PO Box 650  
Eudora, KS 66025

Questions should be submitted to Public Works Director, Branden Boyd, at 785-542-2153 or [bboyd@cityofeudoraks.gov](mailto:bboyd@cityofeudoraks.gov).

### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Office Use

Credit Granted (10% - 50%): \_\_\_\_\_ Date Credit Approved: \_\_\_\_\_ Authorized: \_\_\_\_\_

**Property Information**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Property with Detention Basin)

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Property Size (acres): \_\_\_\_\_

Eudora Utility Account Number: \_\_\_\_\_

**Acknowledgement and Signature**

I hereby request the City of Eudora to review this application for a stormwater utility fee credit. I further authorize the City of Eudora to inspect the above-identified stormwater facility for the purpose of assessment for a stormwater utility fee credit. I certify that I have the authority to make such a request and grant such authority for this property. The attached information is true and correct to the best of my knowledge and belief. (This form must be signed by an officer, director, partner, or registered agent with authority to execute instruments for the financially responsible person.) I agree to provide corrected information should there be any change in the information provided herein.

By signing below, I understand that receipt of a stormwater utility fee credit is contingent upon my actions as follows:

1. I (or my representative) must operate and maintain the detention basin as described in the Permanent Stormwater System Maintenance and Inspection Agreement.
2. I (or my representative) must submit a completed annual inspection form to the City of Eudora by September 30<sup>th</sup> of each year. This report must be certified by a Kansas registered professional engineer, landscape architect, or land surveyor.
3. I (or my representative) must correct any deficiencies identified in the annual inspection report.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_