

**Village of Libertyville Stormwater Utility**  
**Stormwater Utility Fee Individual Credit Application**

Village of Libertyville Stormwater Utility accounts may be eligible for discharging stormwater completely outside the Village stormwater system. This application form shall be submitted to the Village to initiate the Credit review.

**SECTION I – GENERAL APPLICATION INFORMATION**

Owner/Applicant Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Service Location Information**

Account Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Parcel Identification Number (PIN) requesting credit: \_\_\_\_\_

**Credit Type** (check only one type of credit per application)

- Direct Discharge:** 100% of stormwater runoff from property drains outside the Village's Stormwater System (Credit is 50% off of (bi)monthly stormwater utility fee.)
- Sampling:** 100% of stormwater runoff from property drains outside the Village's Receiving waters (Credit is 50% off of (bi)monthly stormwater utility fee.)

**Credit Review Information**

Credit Application Status:       New Application                       Credit Renewal

If credit renewal, date of approval of last credit application: \_\_\_\_\_

**Certifications**

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the Village of Libertyville to conduct any investigation or site visit of my property as needed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Mail or deliver forms and support documentation to:**

Libertyville Engineering Division  
Attn: Stormwater Credit Applications  
200 E Cook Ave  
Libertyville, IL 60048

Forms and documentation can be scanned and emailed to: [stormwaterhelp@libertyville.com](mailto:stormwaterhelp@libertyville.com) with the subject line “Stormwater Fee Credit Application”.

Credits will be reviewed by Village staff and a response will be mailed to the address indicated in the first section of this form. Please allow 30 days from the delivery date for a reply to any credit application.

**SECTION II – DISCHARGE INFORMATION**

Applicants shall complete this section in its entirety. The Applicant shall include with this application the following materials (at a minimum):

- A site topographical survey prepared by either a Licensed State of Illinois Professional Land Surveyor or Civil Engineer with 1-foot contour elevations (completed within 2 years of the date of credit application), including property lines
- Identification of all impervious areas on property
- Site Drainage & Utility Plan prepared by a Licensed State of Illinois Professional Civil Engineer, showing that 100% of property drainage areas discharge either:
  - Outside the Village’s Stormwater System (Discharge Credit)
  - Into receiving waters outside the Village of Libertyville and discharge points (Sampling Credit)

**Credit Determination**

*(for Village use only)*

Has the applicant provided all required documentation?  Yes  No

Does all impervious area drain outside the Village stormwater utility system?  Yes  No

If the answer to the above questions is “Yes”, then the discharge credit is set at 50%.

Does all impervious area drain outside the Village’s receiving waters?  Yes  No

If the answer to the above question is “Yes”, then the sampling credit is set at 50%.

*If any of the answers above is “No”, then the credit is denied and a letter of determination that identifies the deficiencies will be send to the applicant.*

**Annual Documentation**

*(for Village use only)*

Year 1 Annual documentation submittal due between April 1-30, 20\_\_, Submitted?  Yes  No

Year 2 Annual documentation submittal due between April 1-30, 20\_\_, Submitted?  Yes  No

Year 3 Annual documentation submittal due between April 1-30, 20\_\_, Submitted?  Yes  No

Year 4 Annual documentation submittal due between April 1-30, 20\_\_, Submitted?  Yes  No

Year 5 Annual documentation submittal due between April 1-30, 20\_\_, Submitted?  Yes  No

Application for credit renewal due: April 30, 20\_\_