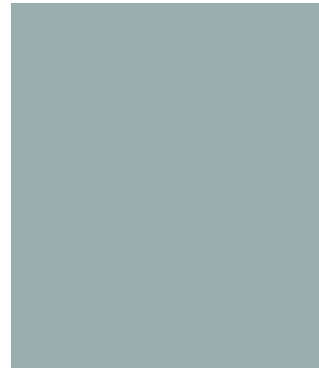
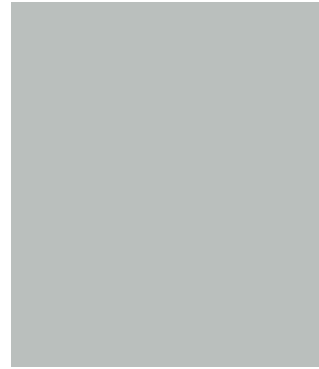


Guide to Obtaining Existing Stormwater BMP

Online Volume Certification Documents



This guide is intended to aid stormwater engineers in obtaining existing volume certification documents from Gwinnett County's online GIS data browser.

In 2006, Gwinnett County Stormwater became a self-funded utility and began charging a stormwater utility fee to all billable parcels that contain impervious surfaces. The Stormwater Division offers credits for actions that improve and/or protect the streams in our watersheds.

The Best Management Practices (BMP) credit applies to developments with Gwinnett County-approved stormwater detention (the original plans are approved by Planning and Development). The BMP credit is for a five-year term; at the end of the term, the credit expires and must be applied for again in order to continue (see Stormwater Credits Manual).

<http://www.gwinnettcountry.com/portal/gwinnett/Departments/PublicUtilities/StormwaterManagement/StormwaterUtility>

To assist with the reapplication, the original documents approved by Planning and Development are now available and accessible through the Gwinnett County GIS Data Browser. This guide is intended to help with accessing those documents.

Please note, the instructions for Step 1 were written for Windows 7. Please consult other help guides for how to perform the same functions on other operating systems.

Windows 8: <http://windows.microsoft.com/en-us/windows-8/choose-programs-windows-uses-default>

Windows Vista: <http://windows.microsoft.com/en-us/windows-vista/change-which-programs-windows-uses-by-default>
Vista does not have Windows Photo Viewer. Please associate TIFFs with Windows Photo Gallery instead.

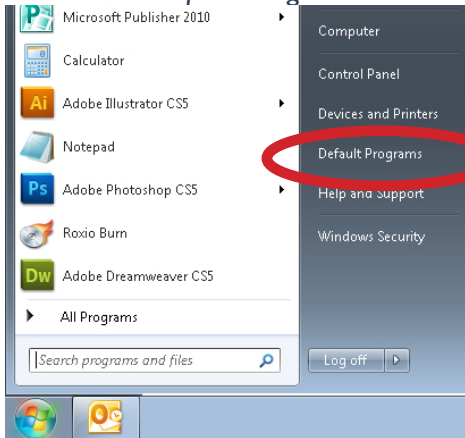
Windows XP: <http://support.microsoft.com/kb/307859>

XP does not have Windows Photo Viewer. Please associate TIFFs with Windows Picture and Fax Viewer instead.

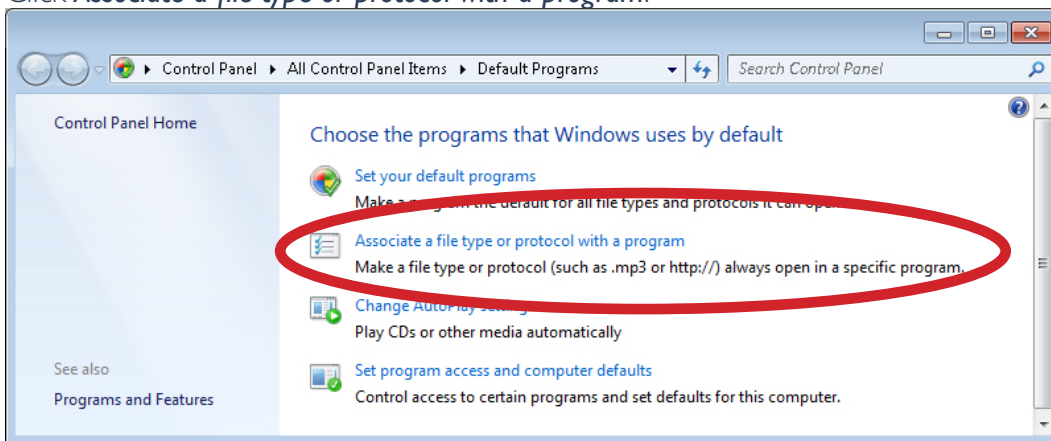
*Last Revision 10.14
New layout, updated instructions*

STEP 1: Set Your Default TIFF Viewer in Windows 7

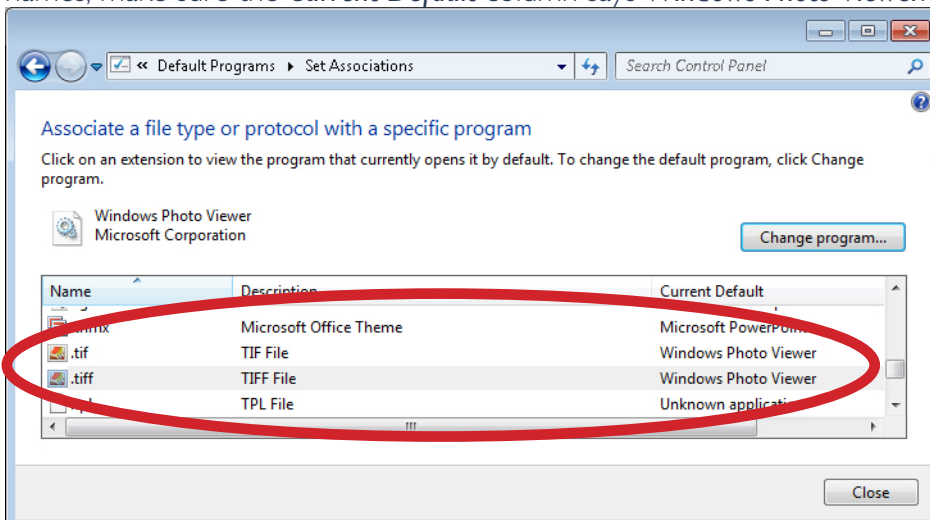
1. Click *Start>Default Programs*.



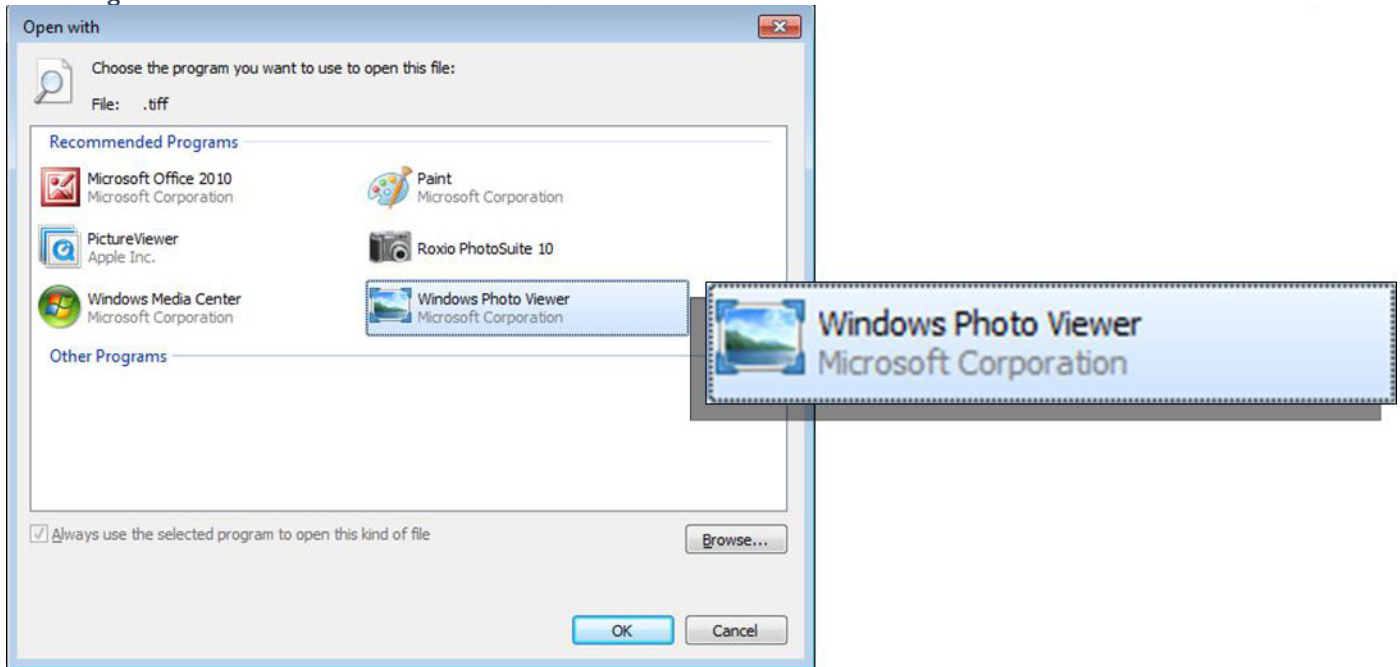
2. Click *Associate a file type or protocol with a program*.



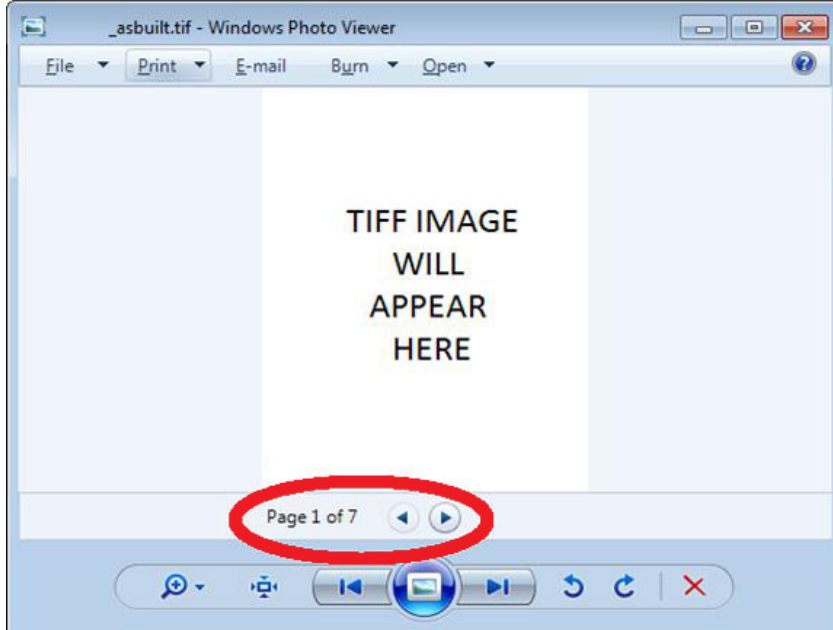
3. Scroll until you see the .tif and .tiff file extensions in the list. They both say *TIFF file* next to them. For both extension names, make sure the *Current Default* column says *Windows Photo Viewer*.



4. If **Current Default** doesn't say *Windows Photo Viewer*, click **Change program**. An **Open with** dialog box will open.
5. In the **Open with** dialog box that opens, select **Windows Photo Viewer**. If it is not listed, you may have to browse for it in **C:\Program Files**. Click **OK**.



6. When you open a TIFF image now, the TIFF should appear in a window that looks like the one below. If it is a multi-page TIFF, make sure that you can actually scroll through the pages.



STEP 2a: Navigate to the GIS Data Browser

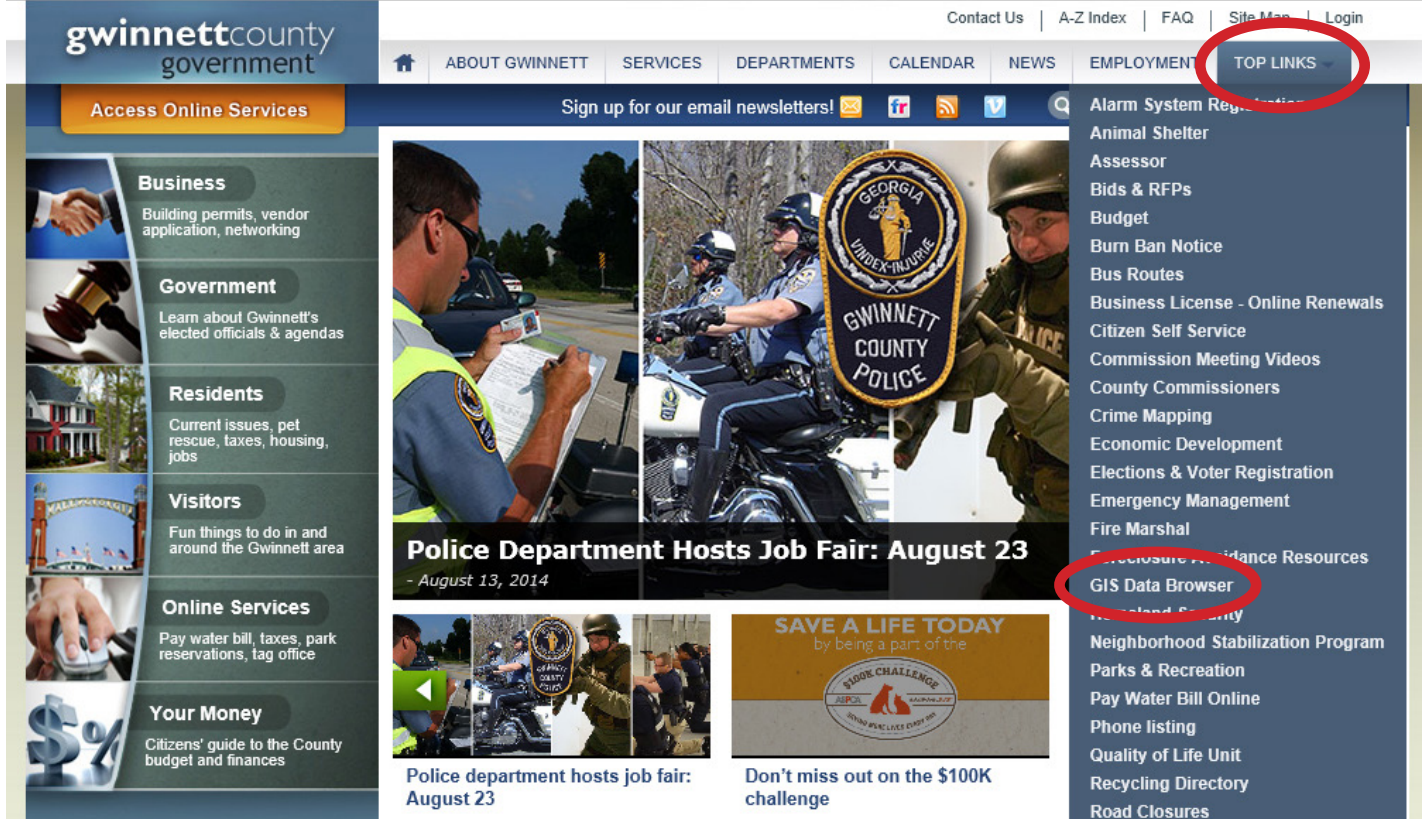
- I. Type the address to Gwinnett County's website in your Web browser: <http://www.gwinnettcountry.com>



NOTE: There are two options to access the GIS Data Browser. See pages 5 and 6 for instructions.

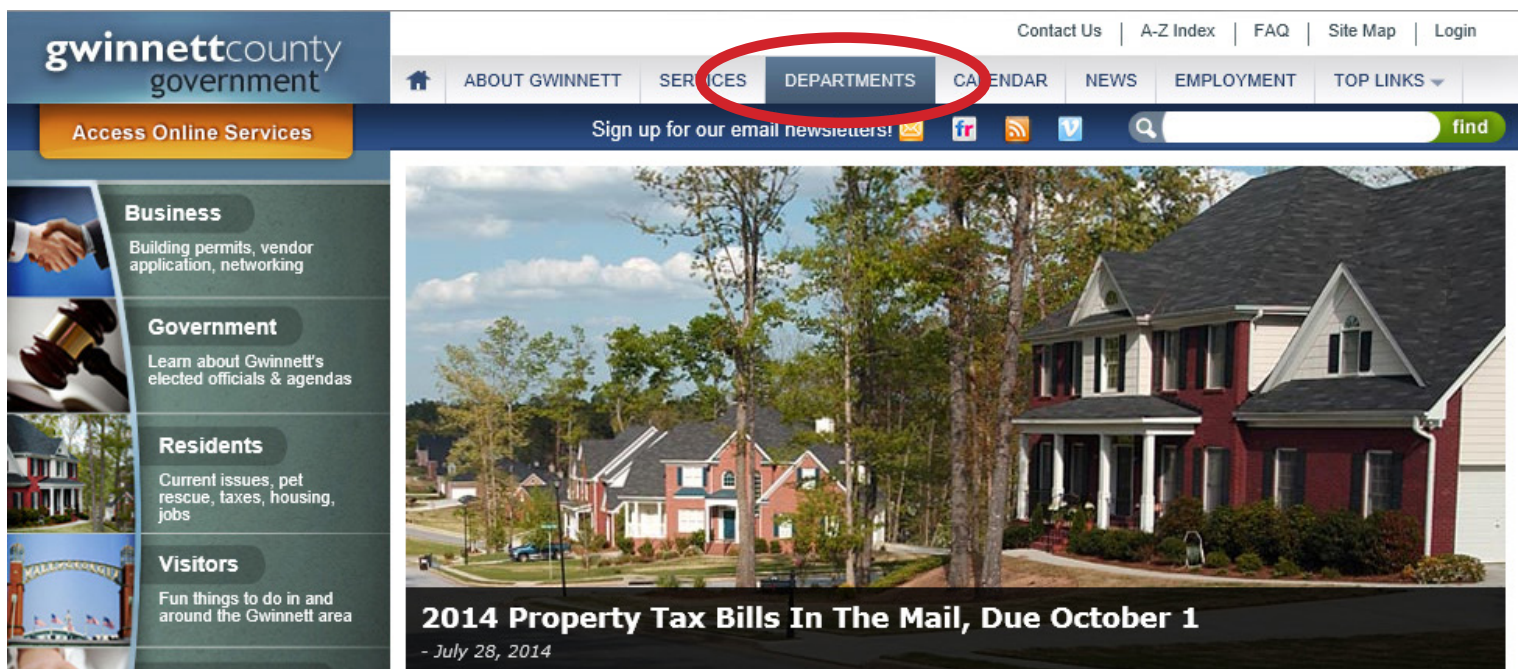
Option 1

- I. At the top right corner, hover over **TOP LINKS** and then select **GIS Data Browser** from the dropdown menu.



Option 2

- I. From the Gwinnett County homepage, select **Departments**.



- On the Departments page, select *Geographic Information Systems* under *Information Technology*.

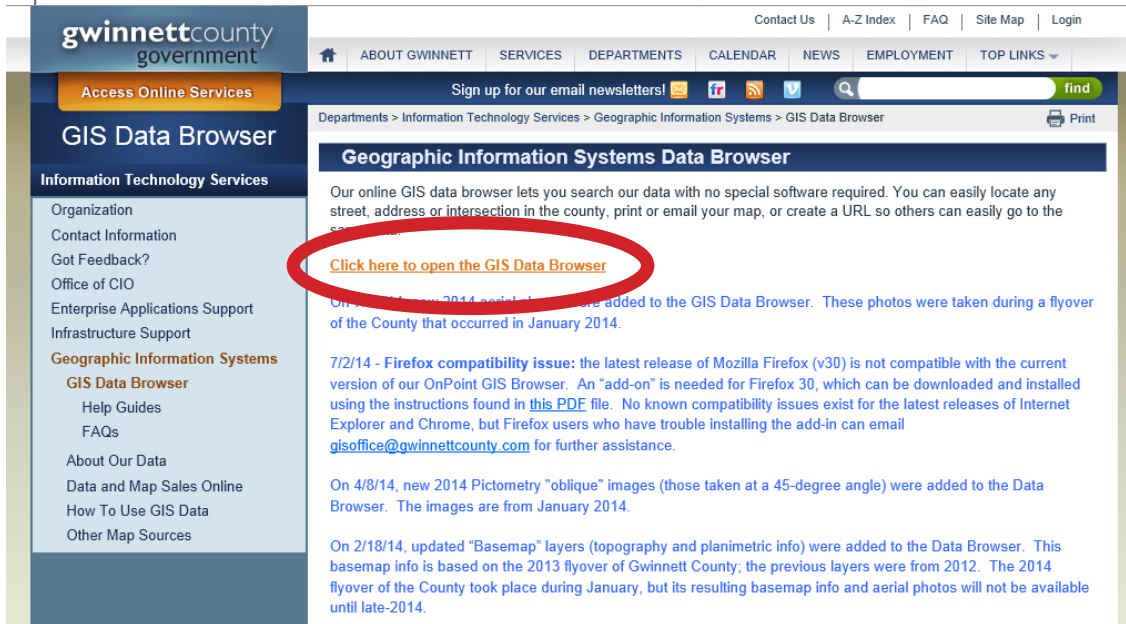
The screenshot shows the Gwinnett County Government website. The left sidebar lists various departments, including 2030 Unified Plan, Animal Shelter, Board of Commissioners, Communications, Community Services, Corrections, County Administrator, County Clerk, Courts, District Attorney, Economic Development, Elections, Financial Services, and Fire and Emergency Services. The main content area features a 'Latest News' section with a headline about a police department job fair. Below this is a 'Departments' section with two tiles: 'Board of Commissioners' and 'Information Technology'. The 'Information Technology' tile is circled in red and contains links for Enterprise Applications Support, Infrastructure/Operations Support, Geographic Information Systems, and a 'More...' link.

- On the *Geographic Information Systems* page, scroll down to *Additional Links* and click *GIS Data Browser*.

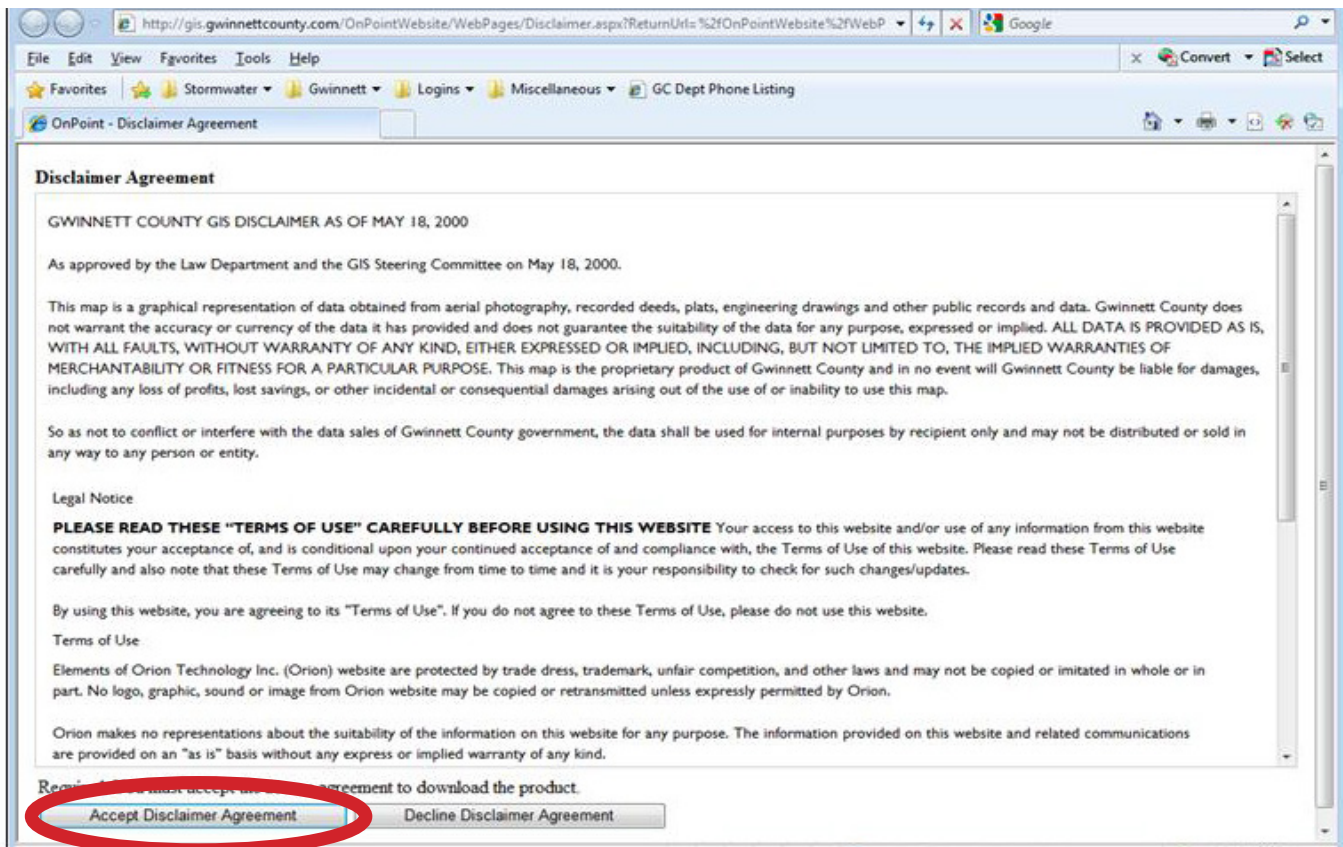
The screenshot shows the Gwinnett County Government website's Geographic Information Systems page. The left sidebar lists various services, including Organization, Contact Information, Got Feedback?, Office of CIO, Enterprise Applications Support, Infrastructure Support, and Geographic Information Systems. The main content area features a 'Geographic Information Systems' section with a headline about GIS integration. Below this is a 'Geographic Information Systems' section with a headline about GIS integration. The 'Additional Links' section at the bottom contains a link for 'GIS Data Browser', which is circled in red.

STEP 2b: Navigate to the GIS Data Browser — continued

1. Open the *GIS Data Browser*.

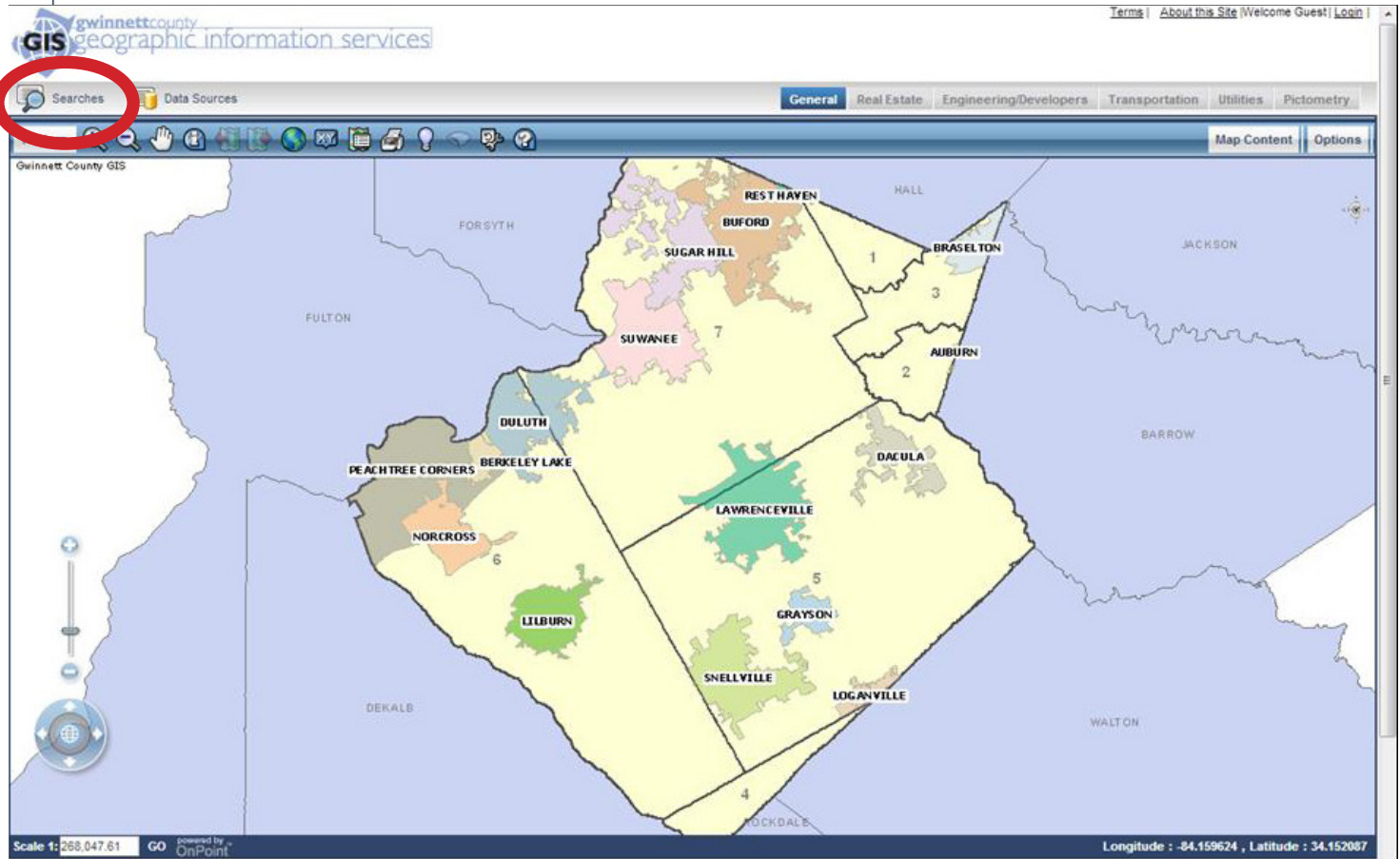


2. Select *Accept Disclaimer Agreement*.

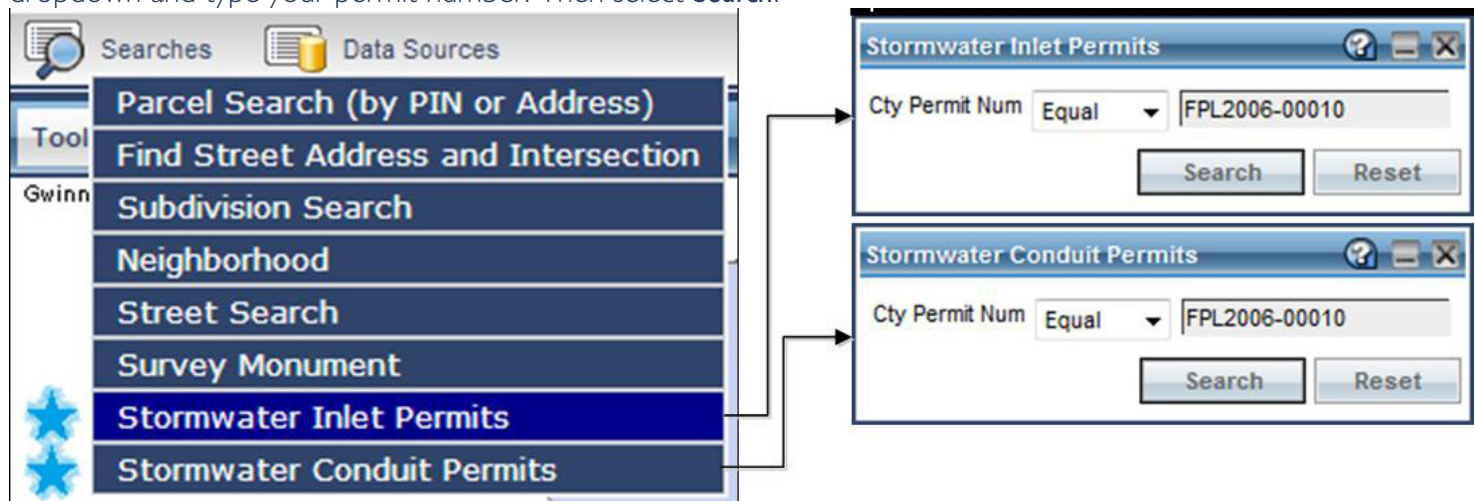


STEP 3: Find the BMP Permit Number in the GIS Data Browser

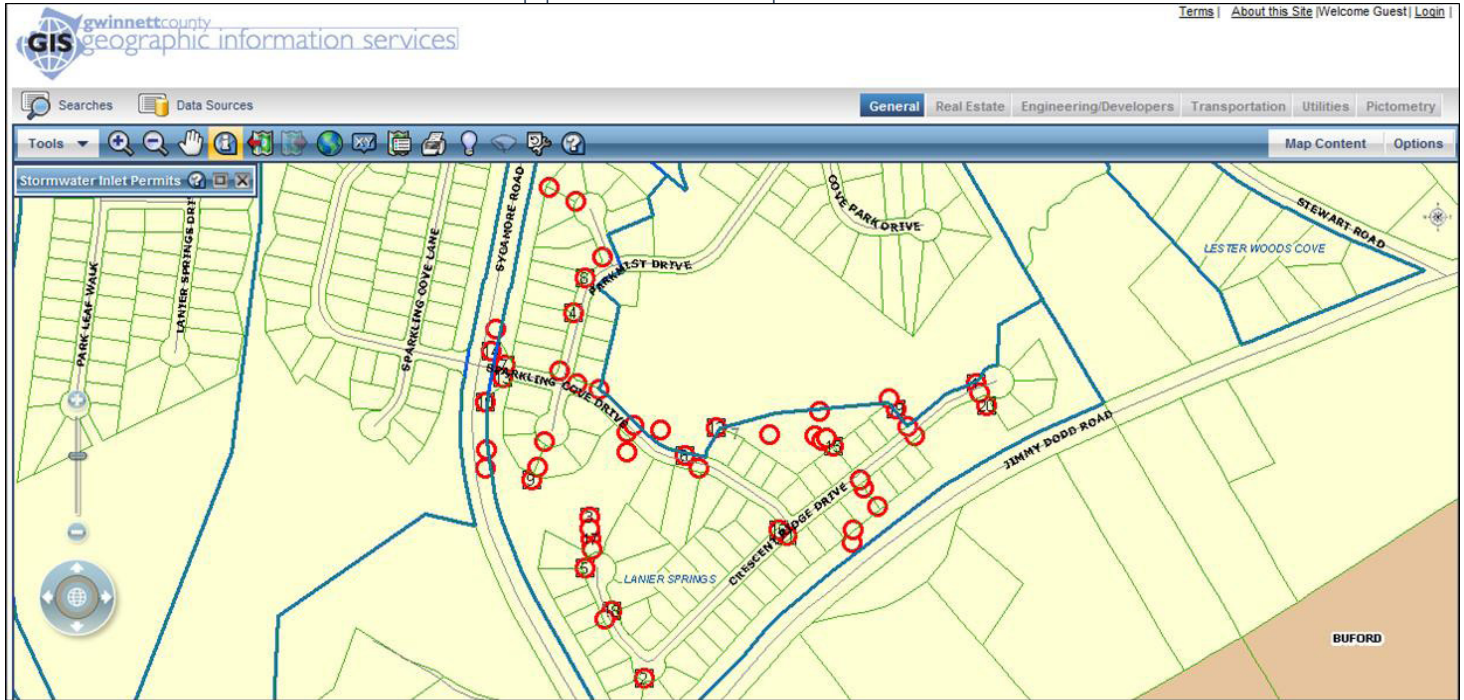
- After the GIS Data Browser opens, hover over the *Searches* tab in the upper left corner of the screen to access a dropdown menu.






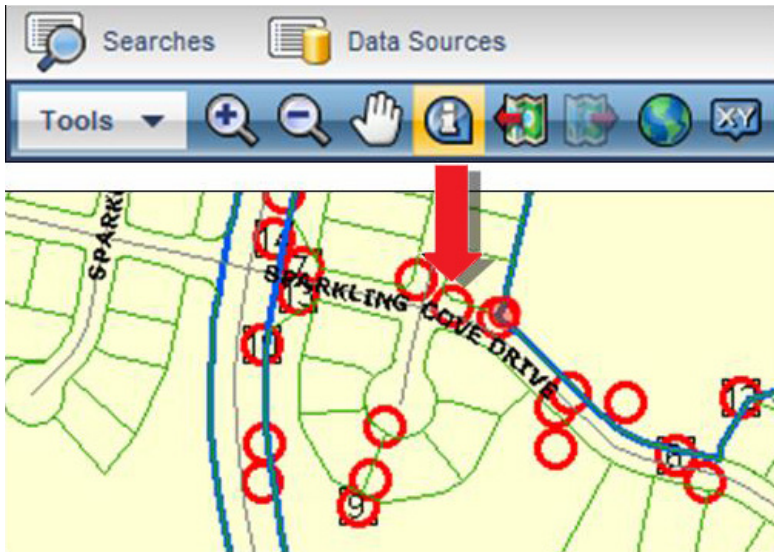
- Select either *Stormwater Inlet Permits* or *Stormwater Conduit Permits*. In the box that appears, select *Equal* from the dropdown and type your permit number. Then select *Search*.



- After executing the query, the map will zoom in to the location of the inlets or pipes. Each one will be numbered. You will also see a list of the numbered inlets/pipes below the map.

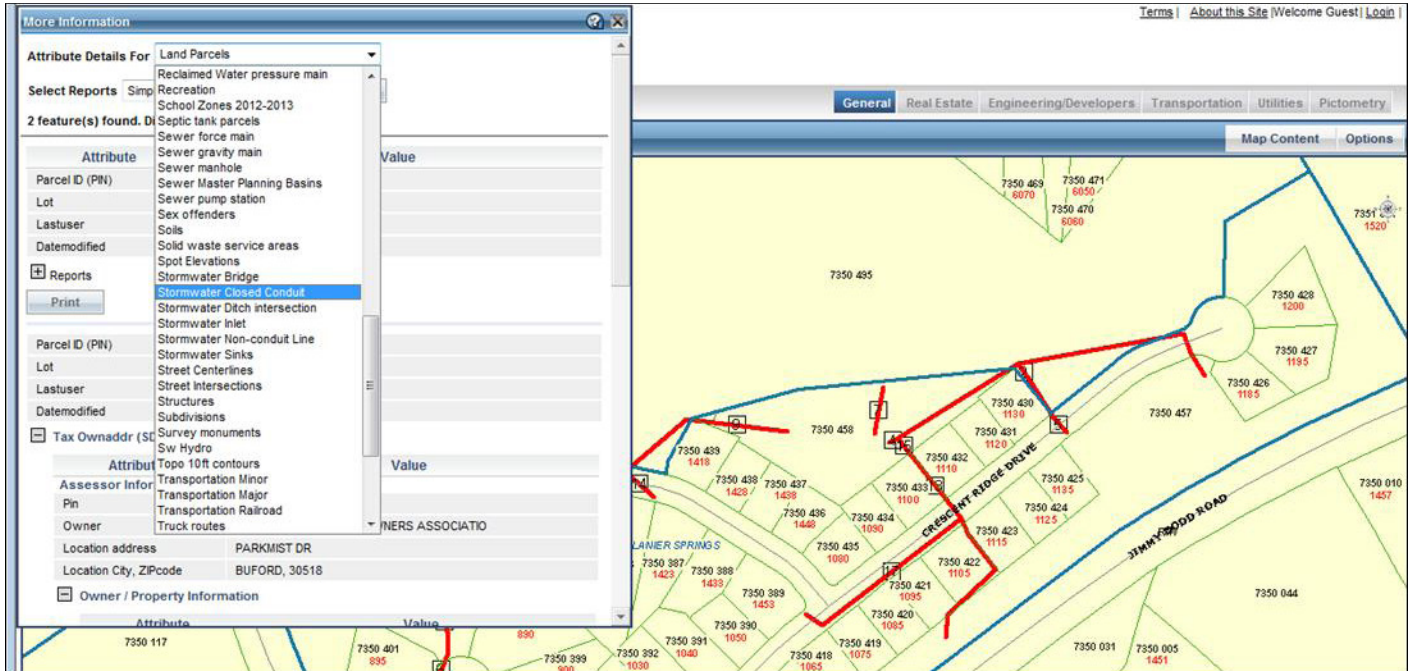


- If you chose *Stormwater Inlet Permits*, red circles will appear . If you chose *Stormwater Conduit Permits*, red lines will appear .
- Select the *Identify* tool  and click on any of the red circles or lines.

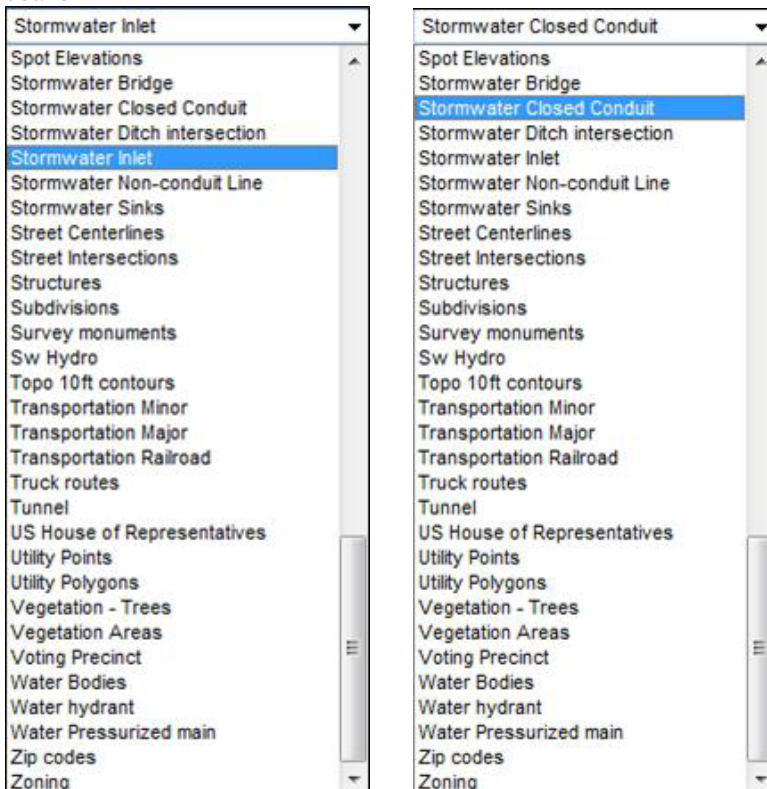


STEP 4: Download Documents from the GIS Data Browser

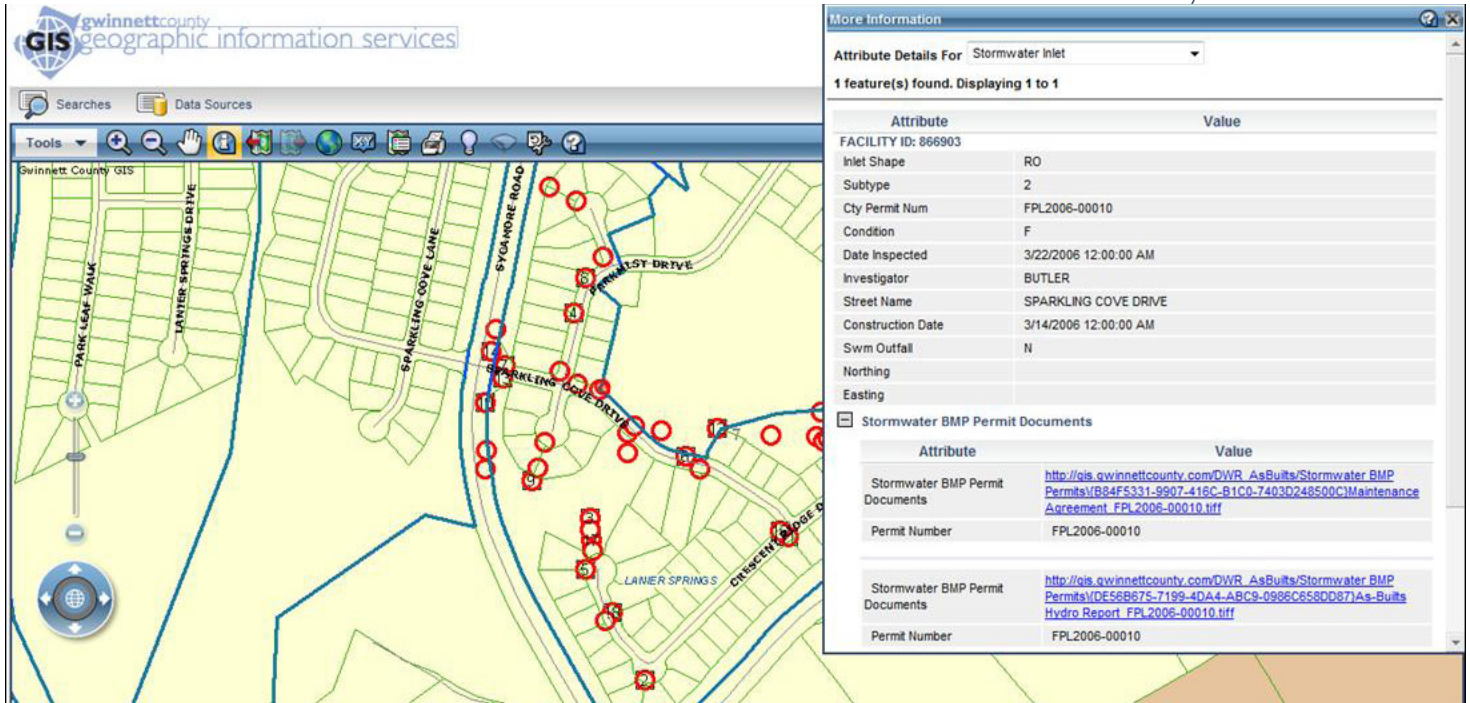
- Once a red circle or line is selected, an information window will appear. Select the dropdown menu next to **Attribute Details For**.



- Select **Stormwater Inlet** or **Stormwater Closed Conduit** from the list, depending on which item you chose in the initial search.



- Once a choice has been selected from the dropdown menu, a window will open with hyperlinks to **Stormwater BMP Permit Documents**. These link to TIFF documents. You will need to save some of these links to your hard drive.



More Information

Attribute Details For: Stormwater Inlet

1 feature(s) found. Displaying 1 to 1

Attribute	Value
FACILITY ID: 866903	
Inlet Shape	RO
Subtype	2
City Permit Num	FPL2006-00010
Condition	F
Date Inspected	3/22/2006 12:00:00 AM
Investigator	BUTLER
Street Name	SPARKLING COVE DRIVE
Construction Date	3/14/2006 12:00:00 AM
Swm Outfall	N
Northing	
Easting	

Stormwater BMP Permit Documents

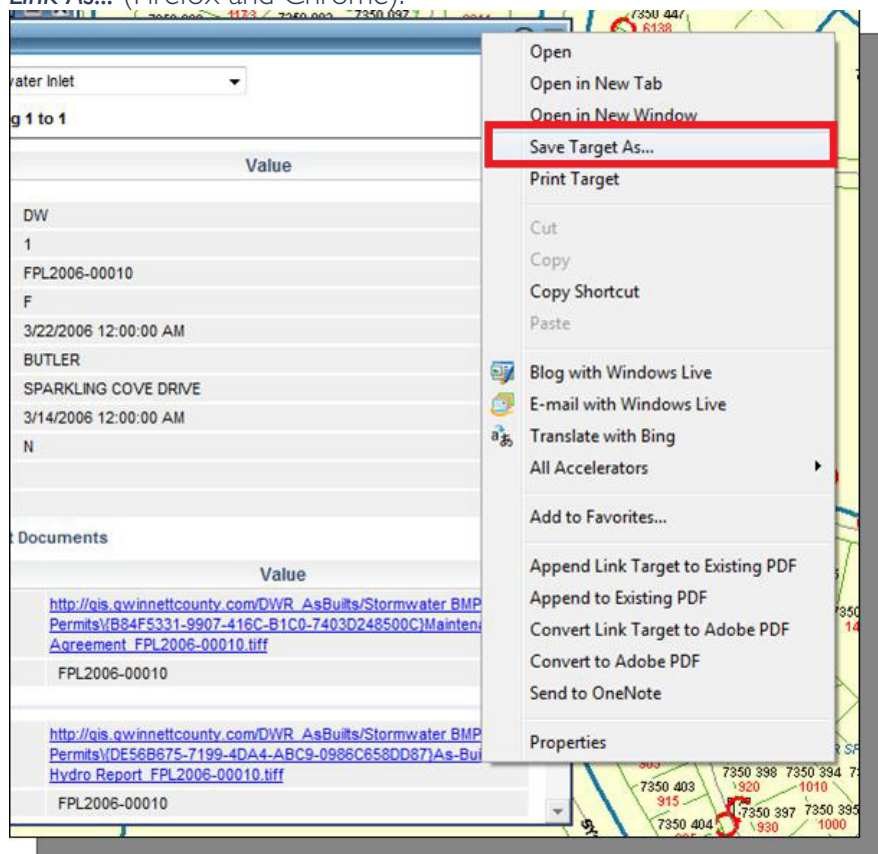
Attribute	Value
Stormwater BMP Permit Documents	http://gis.gwinnettcounty.com/DWR_AsBuilts/Stormwater BMP Permits\B84F5331-9907-416C-B1C0-7403D248500C\Maintenance Agreement_FPL2006-00010.tiff
Permit Number	FPL2006-00010
Stormwater BMP Permit Documents	http://gis.gwinnettcounty.com/DWR_AsBuilts/Stormwater BMP Permits\DE56B675-7199-4DA4-ABC9-0986C658DD87\As-Builts Hydro Report_FPL2006-00010.tiff
Permit Number	FPL2006-00010

- The hyperlinks include the BMP Permit documents needed to submit for BMP Credit. The As-Built Hydrology Reports and 18-Month Volume Certificate (if it exists) are required documents for BMP Credit. The Maintenance Agreement and 15-Month Letter are optional documents.

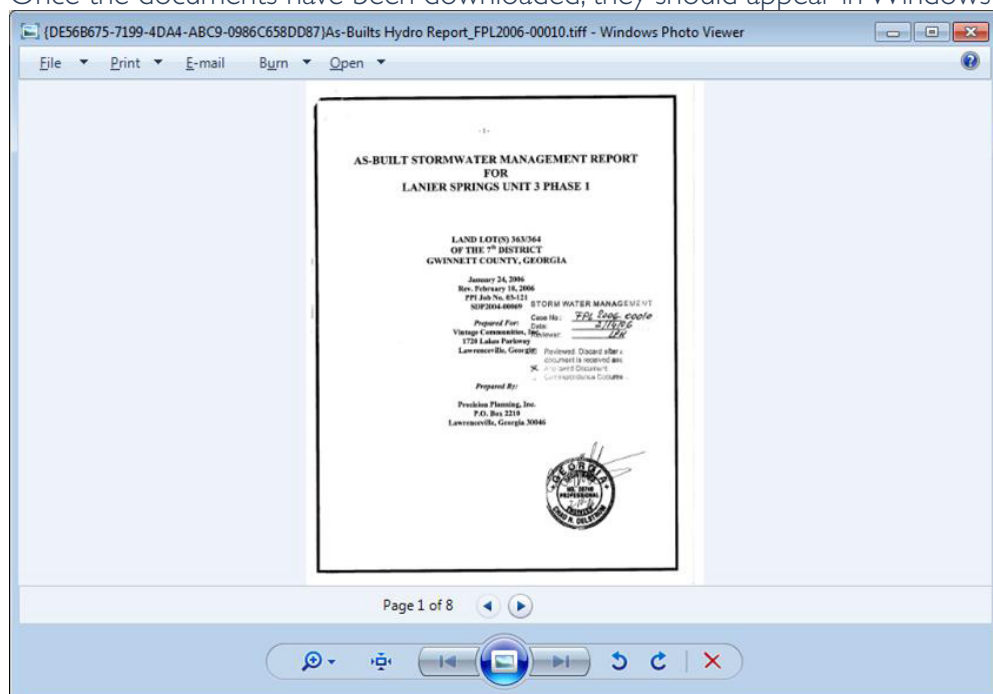
Stormwater BMP Permit Documents

Attribute	Value
Stormwater BMP Permit Documents	http://gis.gwinnettcounty.com/DWR_AsBuilts/Stormwater BMP Permits\B84F5331-9907-416C-B1C0-7403D248500C\Maintenance Agreement_FPL2006-00010.tiff
Permit Number	FPL2006-00010
Stormwater BMP Permit Documents	http://gis.gwinnettcounty.com/DWR_AsBuilts/Stormwater BMP Permits\DE56B675-7199-4DA4-ABC9-0986C658DD87\As-Builts Hydro Report_FPL2006-00010.tiff
Permit Number	FPL2006-00010

- To save the files to your hard drive, right click the hyperlinks and select **Save Target As...** (Internet Explorer) or **Save Link As...** (Firefox and Chrome).



- Once the documents have been downloaded, they should appear in Windows Photo Viewer as shown below:



NOTE: The documents that follow this page are referenced in the renewal notice. They are the BMP Re-Certification form, the Stormwater Credit Application, and a list of potential engineers.

(Company Letterhead)

BMP Volume/Elevation Certification Form

Project Name _____ Date _____

Gwinnett County Permit # _____

BMP Facility Type/Label: _____

In accordance with the 18-Month Best Management Practices (BMP) Volume Certification Requirements (*Unified Development Ordinance* Title III 800-70.15E) a record survey was conducted on **(Provide date)** by **(Provide company)**. I hereby certify that no changes have occurred to the BMP facility that affects either the volume or the outlet control structure since the original as-built storm water management report was finalized for the BMP. I therefore conclude the BMP facility's volume meets or exceeds the minimum required volume in accordance with the original BMP as-built.

BMP's Minimum Required Water Quality Volume _____ (cu. Ft.)

Volume Type	Approved As-Built Surveyed Volume (ft. ³) / Elevation (ft.)	Current Surveyed Volume (ft. ³) / Elevation (ft.)
Available Water Quality Volume and Elevation (at channel protection orifice invert)		
Total Facility Overflow Volume and Elevation (at maximum water surface elevation overflow for BMP)		

Attached to this form are:

- A completed Stormwater Credit Application form signed by the owner;
- A stage/storage table and a current topographical survey drawing with outlet control structure details.

Name: _____

Date: _____

Note: One form per BMP facility

Submit to: DWR, 684 Winder Highway, Lawrenceville, GA 30045

Engineer
Stamp
Here

**GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES
STORMWATER SERVICE FEE - CREDIT APPLICATION FORM**

Applicant's Name: _____ Parcel ID No. (Found on Tax Bill): _____

Property Address: _____

Phone Number: _____ E-mail: _____

Mailing Address (if different): _____

Credit Category	Percent Credit Available		Percent Credit		Term ⁽⁴⁾ (Years)
	Residential	Non-Residential	Requested	Approved	
<i>WATERSHED STEWARDSHIP PRACTICES</i>					
Public Participation	Up to 5%	Up to 5%			1
County-Approved Training Programs	Up to 5%	Up to 5%			1
Non-Residential School Education (3.1 Curriculum @ _____ % (3.2 Activities @ _____ % (3.3 GEHC visits @ _____ %)	-----	Up to 40%			1
Watershed Improvement Project (one 5-yr term only)	Up to 10%	Up to 10%			5 only
Low Impact Parcels =(_____ ft ² impervious/_____ ft ² parcel)=_____ % impervious	Up to 30%	Up to 30%			5
Conservation Use Valuation Assessment (CUVA)	10%	10%			Until CUVA expires
Conservation Easements	Up to 10%	Up to 10%			10
Farmland Deep Tillage =(_____ ft ² deep tilled/_____ ft ² parcel)=_____ %	Up to 10%	Up to 10%			5
Fencing Livestock Out of Stream	5%	5%			5
Stream Restoration/Streambank Stabilization	Up to 30% ⁽³⁾	Up to 30% ⁽³⁾			10
Stream Buffers that Exceed 75' Standards	Up to 10%	Up to 10%			5
Rain Barrels (photos of installed barrels & a map must be submitted)	Up to 3%	Up to 3%			5
Residential Rain Garden/Bioretention Facility	Up to 10%	-----			5
Automatic Sprinkler Sensor Installation (term 1-yr only)	10%	10%			1 only
Direct Discharges to Another County	40%	40%			5
Septic Tank Maintenance (term determined from date on invoice) Date Pumped: _____	10%	10%			Up to 5
Connection to Sanitary Sewers (term 1-yr only)	40%	40%			1 only
<i>BEST MANAGEMENT PRACTICES (BMP Program)</i>					
Water Quality	Up to 10% ^(1,3)	Up to 10% ^(1,3)			5
Water Quality-Cistern (photos of installed cistern must be submitted)	Up to 10%	Up to 10%			5
Channel Protection	Up to 10% ^(2,3)	Up to 10% ^(2,3)			5
Peak Flow	Up to 10% ^(2,3)	Up to 10% ^(2,3)			5
TOTAL PERCENT CREDIT (CANNOT EXCEED 40%)					

⁽¹⁾ Percent credit is based on the portion of Total Suspended Solids (TSS) the practice removed based on the requirements stipulated in the [Gwinnett County Stormwater Systems and Facilities Installation Standards and Specifications](#) and calculated by the spreadsheet tool – [Stormwater Quality Performance](#)

⁽²⁾ Percent credit is based on the portion of calculated volume the practice provides, based on the requirements stipulated in the [Gwinnett County Stormwater Systems and Facilities Installation Standards and Specifications](#).

⁽³⁾ Development Permit Numbers associated with credit application must be identified below.

⁽⁴⁾ In last year of term, credit will expire without notice unless a new application is submitted. Some credits are limited to one term only. See [manual](#) for full requirements. Conditions of approval must be maintained for credit to continue during term.

Development Permit Number(s) (if applicable; see note 3 above): _____

Applicant's Signature

Date

APPROVED _____
Gwinnett County Department of Water Resources

Date

Please return completed form, along with all supporting documentation, to:



Department of Water Resources
c/o Stormwater Billing/Credits
684 Winder Highway
Lawrenceville, GA 30045-5012

www.gwinnettstormwater.com
<mailto:swservice@gwinnettcountry.com>
Ph: 678.376.7193
Fax: 678.376.7131

CreditForm.doc
modified 7/14/2015

Appendix A

BMP Volume Certification Engineers

BMP Volume Certification: List of Stormwater BMP Engineers, Land Surveyors, Associates

For Informational Purposes Only: Updated 07.17.14 KLL

This is not a complete list of individuals or companies able to perform this type of work. Check other sources for additional listings. Mention of individual names, company names, trade names or commercial products for vendors does not constitute endorsement or recommendation for use. Please note that the individual or company information may have changed.

Professional Licenses can be verified at <https://secure.sos.state.ga.us/myverification/>

Name	License #	Phone	Email
Harkleroad Jr., Donald PE	LS001578 PE005854	770.982.1996	donjr@harkleroad.com
Boutwell, Cleve PE	LS001704 PE007017	706.692.3148	cleve@boutwellengineering.com
Gudger, Ronald RLS	LS002089	770.396.6011	gudgersurveying@bellsouth.net
Shepherd, Seaton RLS	LS002136	770.418.9823	grant.shepherd@gsasurveying.com
Krieger, P.J. PE	LS002299 PE017339	770.236.9240	kriegerp@bellsouth.net
Schmitt, Phil PE	LS002387 PE018150	770.867.6744 770.380.9994	philschmitt@windstream.net
Whitley, Christopher RLS	LS002672	770.318.5140	cwhitley@gomda.net
Pruitt Jr., Travis PE	LS002809 PE019115	770.695.1001	tpj@travispruitt.com
Bullard, Robert RLS	LS002901 LA000885	770.554.8714	blpbobby@bellsouth.net
Hunter, Warren "Grey" RLS	LS003010	770.962.4125	ghunter@mckimcreed.com
McGaughey, Caleb RLS	LS003174	404.384.9577	cam@galandsurveyor.com
Lancaster, Joseph PE	PE008296	770.955.2421	jlancaster@jlainc.com
Gooch, Macon PE	PE008889	678.442.1198	rw@macongooch.com
Bentley, Michael PE	PE013772	770.923.1600	mbentley@hayesjames.com
Maxey, Gregory PE	PE014685	470.299.7045	greg.maxey@kimley-horn.com
Abernathy, Guy PE	PE015252	770.962.8456 770.231.9013	guya@ringoabernathy.com
Ellis, Michael PE	PE015677	770.241.5424	mleengineering@windstream.net
McMillan III, Charles PE	PE015942	770.641.1942	chm@aecat1.com
McClimans, Stuart PE	PE016671	404.316.4015	sam@bluelandworks.com
Garrison, James PE	PE018727	678.730.1871	jgarrison@dpengr.com
Houston, Jason PE	PE019750	770.761.1280	jrhouston@houston-engineering.com
Lewis, Rex Clay PE	PE020390	770.491.7550	clay.lewis@hainesgipson.com
Sewell, Howard PE	PE020423	770.932.6550	hsewell@gomda.net
Space, Steven PE	PE020430	678.634.2381	space_s@bellsouth.net
Mansur, Ayyed PE	PE021055	770.476.7014 770.527.8327	mansreng@bellsouth.net
Kopro, Timothy PE	PE021224	770.831.9122	tdk@tdkengineers.com
Woolridge, David Mark PE	PE022072	770.447.8999	mark.woolridge@wolverton-assoc.com
Barge, James PE	PE022082	770.778.5854	jimmybarge@msn.com
Amsberry, Jon PE	PE022320	770.713.6186	jonamsberry@gmail.com
Genn, Larry PE	PE022481	770.312.2674	lgenn@lbgmassociates.com

Belyea, Jeff PE	PE023700	770.447.8999	jeff.belyea@wolverton-assoc.com
Bowen, Kyle PE	PE024501	678.730.1870	kbowen@dpengr.com
Wintermeyer, Daniel PE	PE024620	404.873.5874 x 301	dwintermeyer@urbanengineers.net
Foster, David PE	PE025059	770.815.2622	david@brewerengineering.com
Hunnicutt, Wade PE	PE025218	770.447.6400	whunnicutt@pharrencengineering.com
Arceneaux, Byron PE Peterson, Dane	PE025785	678.858.3842 Byron 770.736.7666 SCI	byron@primusatlanta.com ; dane@surveyconcepts.net
Merder, John PE	PE025942	678.380.6007 x 101	jmerder@essentialengineers.com
Awuku, George PE	PE026654	404.597.6745	elminaengineer@gmail.com
Day, Gina PE	PE026674	770.271.4676 x 1	gina@daydesigngroup.com
Evans, Jon PE	PE026681	678.207.6830	jevans@evansdg.com
Durden, Casey PE	PE026829	770.622.9858	cdurden@hfraa.com
Boomer, Terry PE	PE027020	678.462.4072	bhdterry@bellsouth.net
Whigham, Kevin PE	PE027123	770.932.6550	kwhigham@gomda.net
Smith, Jason Mark PE	PE027840	706.894.2331	jmsmith@jmsmithengineering.com
Harwell, Kenneth PE	PE028409	678.442.8540	kenneth0484@att.net
Sullins, Matthew PE	PE028445	678.687.6219	mattsullins@gmail.com
Anderson, Taylor PE	PE028657	678.551.2583 x 101	ta@bluelandworks.com
Olivo, Jenni PE	PE028741	770.241.5931	jenni@ppi.us
Matkovic, Durdica PE	PE029260	770.923.1122	gmatkovic@ray-engineering.com
Nagy, John PE	PE029270	770.932.6550	jnagy@gomda.net
Campbell, Robert (BJ) PE	PE030028	404.828.0817	rcampbell@campbellcivil.com
Gutherie, Corey PE	PE030049	770.597.8813	corey.gutherie@gmail.com
Elmasry, Raouf PE	PE031604	404.455.0667	raoufselfmasry@aol.com
Abbott Jr., Charles (Chuck) PE	PE031674	770.815.7160	chuck@abbottconcepts.com
Breedlove, Richard PE	PE032186	770.962.1692	richard@dovetailcivil.com
Maddox, Mike PE	PE032237	678.380.6007 x 105	mmaddox@essentialengineers.com
West, Brian PE	PE032966	404.201.6127	brian.west@kimley-horn.com
Parker, Reed PE	PE034671	770.271.2868	rparker@dpengr.com
Devereux, Patrick PE	PE036084	770.753.9800	pdevereux@dce-eng.com
Glazer, Kaysie PE	PE036114	770.925.0357	kglazer@columbia-engineering.com
Pressley, Luke PE	PE036163	770.271.2868	lpresley@dpengr.com
Houston, Erik PE	PE038772	770.437.8850 x 107	ehouston@gc-inc.com