

City of Charlottesville –Stormwater Utility Fee Adjustment Application

This form is for property owners to use to petition to have their stormwater fee adjusted with regard to billing errors or inaccuracies. Pertinent sections must be filled out in their entirety. Please submit one application form per parcel to STORMWATER@charlottesville.org or to:

Melissa Orndorff Stephens
Stormwater Utility Administrator
City of Charlottesville, Dept. of Public Utilities
305 4th Street N.W.
Charlottesville, Virginia 22903

Completed forms must be received within 30 days of the date the bill is mailed or issued to the property owner.

Date: _____ **Parcel Number:** _____

Property Owner Information:

Applicant Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Property Address: _____

Reason for Petition (Check Applicable):

- Error in the square footage of impervious area on the property
- Property is eligible to be "fee waived"
- Mathematical error in the Stormwater Utility Fee Calculation
- The property owner invoiced is not the owner of the property
- An approved Credit was incorrectly applied

Application Checklist: Please include the following documents with this application:

- Complete and Signed Application
- Written statement regarding the nature of the petition (see Page 2)
- If the impervious area calculation is in question, a plot, plan, or map showing areas believed to be incorrect. If there are areas shown as impervious that the applicant believes do not meet the impervious area definition, photo-documentation may be accepted.
- Requested value, in the applicant's opinion, for the correct Stormwater Utility Fee associated with the property.

Appeal Description: (Please provide detailed information as to why you believe your stormwater utility fee is in error. Include requested value, in the applicant's opinion, for the correct Stormwater Utility Fee associated with the property. Attach additional sheets if necessary):

"I attest that the information included in this application is complete and accurate."

Signature _____

Note: the applicant must be current with their stormwater fees and the owner of the property in question in order for the petition for adjustment application to be considered complete.



FOR CITY USE ONLY

Received by: _____ Date received: _____

Reviewed by: _____ Date received: _____

Application administratively complete

Petition for Adjustment Determination

Granted Denied

Fee Adjustment

Initial Impervious Area: _____ Amount of Adjustment: _____

Initial Fee: _____ Amount of Adjustment: _____

Excerpt from City of Charlottesville's Stormwater Utility Ordinance:

Sec. 10-102. Definitions

Impervious area means area covered by hard surfaces such as structures, paving, compacted gravel, concrete, or other man-made features that prevent, restrict, or impede the downward passage of stormwater into the underlying soil.

Sec. 10-108. Petitions for adjustments.

(a) *Any property owner may request an adjustment of the Stormwater Utility Fee by submitting a request in writing to the Director within 30 days after the date the bill is mailed or issued to the property owner. Grounds for adjustment of the Stormwater Utility Fee are limited to the following:*

(1)An error was made regarding the square footage of the impervious area of the property;

(2)The property is exempt under the provisions of Sec. 10-103(d) above;

(3)There is a mathematical error in calculating the Stormwater Utility Fee;

(4)The identification of the property owner invoiced is in error; or,

(5)An approved credit was incorrectly applied.

(b) *The property owner shall complete a Stormwater Utility Fee Adjustment application form available on the City's website or supplied by the Director.*

(c) *If the application alleges an error in the amount of the impervious area, a plan view of the property's impervious area will be provided by the City with labeled dimensions of all impervious areas within the property boundaries, including buildings, patios, driveways, walkways, parking areas, compacted gravel areas, and any other separate impervious structures identified in the City's impervious area database.*

(d) *If the applicant is not satisfied with this assessment, the applicant may:*

(1)Request a meeting with the Director; and/or,

(2) Submit an appeal with a revised plan signed and sealed by a Professional Engineer or Professional Land Surveyor licensed in the Commonwealth of Virginia attesting to the accuracy of the impervious area measurements.

(e) *The requirement for a plan view of the property's impervious area required in subsection (c) above may be waived by the Director, if at the sole discretion of the Director the error is obvious and is the result of a technical error or oversight by the City. In such case, the City shall be responsible for recalculating the impervious area of the property*

(f) *The Director shall make a determination within 45 days of receipt of a complete submittal for the request for adjustment. In the event that the Director finds that the appeal is deficient or incomplete, the Director shall offer the owner 60 days to supply the missing information. The 45 day time for a decision will begin at such time as the requested information is provided. If the information requested is not provided to the Director within 60 days of the original request, the petition will be deemed withdrawn.*

(g) *The Director's decision on a Stormwater Utility Fee adjustment petition is a final decision from which an aggrieved party may appeal to the Circuit Court for the City of Charlottesville.*

