

INSTRUCTION SHEET

Application for Adjustment to Storm and Surface Water Utility Charges

Section I. Property Information

Provide the Parcel Number Identifier. This information is found on your property tax statement.

The address of the site where you want the adjustment.

The legal description of the parcel (for instance Lot 2, Block 7 of Fairhaven Addition to Bellingham). This information is on your property tax statement or your property deed.

Your utility account number. This number is on the face of your water/sewer/storm utility bill.

Section II. Type of Adjustment

First check the appropriate box if you are applying for adjustment to the monthly rate or adjustment to the system development charge. If you have checked the box for "adjustment to monthly utility rate" check one or more of the three boxes below indicating the type of adjustment that you are requesting. See the attached copy of a portion of the utility ordinance for details on available credits and requirements.

Section III. Information Section

- Describe the adjustment you are requesting and the reason for the request. You must provide information to support the request. (For instance you may state that you believe that the amount of impervious surface is in error based upon your own, submitted, measurements.)
- If you are applying for a credit for an on-site storm facility, you must provide an engineer's certification for the facility showing that the facility has been constructed in accordance with the 1992 Department of Ecology stormwater design standards and that it is currently maintained and operational.
- If you are applying for a credit for compliance with NPDES permitting, provide a copy of the permit application along with the Stormwater Site Plan (SSP) for the property in question.
- Additional credits may be available if the site drains directly to Bellingham Bay or if it discharges to a certified infiltration facility. Provide information on discharge location for the City to evaluate.
- If you are applying for credit for gravel surfacing, provide, at a minimum, a scaled map of the site showing the areas of gravel surfacing that are to be evaluated for adjustment along with a tabulation of the square footage. The area being requested must be more than 6,000 square feet in size to qualify. If you are applying for a 50% gravel credit, you must provide a geotechnical evaluation showing that the minimum infiltration rate is present.

Signature Block

Fill out the signature and contact information section. The applicant should be either the legal owner of the parcel, the designated rate payer/s for the parcel or a legal representative.



DEPARTMENT OF PUBLIC WORKS, 2221 Pacific St., Bellingham, Washington 98229
Telephone (360) 778-7700 FAX (360) 778-7701

Date Received: _____

Application for Adjustment to Storm and Surface Water Utility Charges

I, _____, hereby apply for a reduction in the storm water charge pursuant to BMC 15.16.060 for the following described property, for the specified utility charge and for the following reason(s):

I. Property Identification

(Provide Parcel Number, Address, Lot and Block Number, Utility Account Number)

II. Type of Adjustment Being Sought (check one):

Adjustment to Monthly Utility Rate
(if monthly rate, specify type below)

Adjustment to System Development Charge

Application for Review of Impervious Surface Determination
Application for Credit for Storm Facility/NPDES Permit
Application for Reduction for Gravel Surfacing

III. Information Section

This application for adjustment/review is based on the following: (attach additional sheets as necessary along with any required supporting data)

Signature _____
Print Name _____
Address _____
Home Phone _____ Other Phone _____