



# STORMWATER UTILITY PETITION FOR ADJUSTMENT

CITY OF WAYNESBORO, STORMWATER MANAGEMENT

Reference City Code Chapters 30 & 86

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The Stormwater Utility Fee was established by Waynesboro City Council to provide a sustainable source of revenue for stormwater management in the City.

Any property owner may request an adjustment of the stormwater utility fee by submitting a request in writing to the Director of Public Works (director) within thirty (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 the ordinance;
- (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.

If you feel this fee has been charged in error please complete the attached stormwater utility fee adjustment application form. If you feel there was an error in the amount of the impervious area measured, 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. **Please remember that fees for Single Family Residences are only based on the roof outline of dwellings, attached structures, and outbuildings; the other impervious areas on the property were not used to determine the fee.**

If you feel the assessment was made in error, you may:

- (1) Request a meeting with City staff; 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.

The City will not require a plan view of the property's impervious area if 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.

The City shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment. If the City finds that the appeal is deficient or incomplete, the director shall offer the owner sixty (60) days to supply the missing information. The forty-five-day time for a decision will begin at such time as the requested information is provided. The information requested must be provided to the director within sixty (60) days of the original request, or the petition will be deemed withdrawn.

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 Waynesboro.

# STORMWATER UTILITY FEE PETITION FOR ADJUSTMENT

## A.) SITE INFORMATION:

Property Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Account Number \_\_\_\_\_ Land Key Number: \_\_\_\_\_

## B.) APPLICANT INFORMATION (THERE IS NO FEE TO SUBMIT THIS APPLICATION.):

Property Owner of Record: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*Applicant Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

*\*If applicant is not property owner of record, the Power of Attorney Form is required (Form A-2 from City Plan Review Forms).*

## C.) LICENSED PROFESSIONAL (Professional Engineer or Land Surveyor):

Firm Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Professional License # \_\_\_\_\_

### Select Grounds for Adjustment Below

- Impervious area of the property was measured incorrectly
- The property is exempt under the provisions of the ordinance
- There is a mathematical error in calculating the stormwater utility fee
- The identification of the property owner invoiced is in error
- An approved credit was incorrectly applied

## D.) SIGNATURES:

*If applicant is not property owner of record, the Power of Attorney Form is required (Form A-2 from City Plan Review Forms).*

\_\_\_\_\_  
Print Name Daytime phone number of contact

\_\_\_\_\_  
Signature of Owner, Contract Purchaser, Agent Date

### FOR CITY USE ONLY- APPROVED BY

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

Submit via e-mail to [stormwater@ci.waynesboro.va.us](mailto:stormwater@ci.waynesboro.va.us)