

# REQUEST FOR SEWER USE ADJUSTMENT

(Please read the Village's Adjustment Policy to determine if you qualify)

<b>Customer Name:</b>	
<b>Account Number:</b>	<b>Daytime Phone:</b>
<b>Service Address:</b>	
<b>Date high usage was first noticed:</b>	
<b>Describe how you noticed or discovered the high usage:</b>	
<b>Describe the location or cause of the high usage:</b>	
<b>Was the water used discharged to the sanitary sewer?</b>	
<b>If not, explain why the water was not discharged to the sanitary sewer:</b>	
<b>Describe actions taken to repair the high usage and attach a copy of repair receipts:</b>	
<b>Have you received a previous adjustment?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If so, provide approximate date:</b> ____/____/____	
<b>List the billing period date for which you are requesting adjustment:</b> <b>Please attach a copy of the bill for the period in question.</b>	

By signing this request, I agree to the following statements:

1. I understand that I must pay the amount of an "average bill" at this time.
2. I understand that I must remain current on future bills during the time an application for adjustment is being reviewed.
3. I understand the terms and conditions of the Sewer Adjustment Policy.
4. I am notifying the Sewer Utility that I have sustained high usage and the leak has been repaired.
5. I agree to allow utility personnel access for verification of repairs.
6. I understand that submittal of this form does not guarantee an adjustment will be made.
7. I understand that if approved, I will receive a credit on the next billing cycle following the approval.
8. I agree that all statements of this form and any attachments are true and correct to the best of my knowledge and understand that making false statements on a governmental record may result in legal action.

**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

<b>Office Use Only</b>	
<b>Date Application Received:</b> _____	<b>Average Usage:</b> _____
<b>Date Reviewed by Committee:</b> _____	<b>Adjustment Amount:</b> _____
<b>Committee Findings:</b> _____	<b>Date Applied to Account:</b> _____

## **Belleville Municipal Water and Sewer Utility**

24 West Main Street  
Post Office Box 79  
Belleville, WI 53508  
Phone (608)424-3341  
Fax (608)424-3423

### **SEWER USE ADJUSTMENT POLICY**

#### **Policy**

The Belleville Municipal Water and Sewer Utility are responsible for maintenance and operation of water and wastewater treatment and distribution systems. Each property owner is responsible for installation, maintenance and repair of water piping from the curb stop to the main building and wastewater piping from the connection to the service lateral to the main building and all plumbing inside the building.

This policy is intended to address high sewer usage charges caused by water pipe breaks (leaks) or appliance failures that develop inside a building. If the sewer usage is from an outside faucet and can be proved what portion of the use did not go down the sanitary sewer, those gallons could be adjusted on the sewer portion of the billing. This policy only addresses usage that is catastrophic in nature and most of the time beyond the control of the customer.

An adjustment may be considered if usage is at least 150% above the customer's average usage determined by the previous twelve billing cycles. Where a customer has not occupied or owned the property for a least twelve cycles, an average of any cycles available will be used.

#### **Applicability**

A sewer charge adjustment will be considered if the high usage is a result of:

- A cracked or broken water pipe inside of a building. Such a leak would typically result from a frozen pipe during the winter, a deteriorated pipe or pipe fitting.
- A defect or malfunction in appliances or plumbing fixtures such as toilets, faucets, water softeners, water heaters, boilers, or furnace humidifiers located in a building or an area where the leak or failure may go unnoticed until a high bill occurs.
- An outside faucet not used for watering and it can be proven what portion of the gallons used did not go down the sanitary sewer.
- When the utility informs you to keep your water running so the pipes do not freeze. When this occurs, the water and sewer bill will be adjusted.
- An error in the meter reading.

A sewer charge adjustment will not be considered in the following cases:

- Customer failed to make repairs to a pipe, appliance or fixture known to have defects or be in need of repair.
- High usage occurred more than 30 days after customer received a high bill or high usage notice.
- Customer is unwilling to allow the Utility staff access or entry to inspect the reported leak/or repairs made.
- High usage is because of watering of lawns, trees or gardens.
- High usage is because of failure to turn off sprinklers, hoses, or sprinkler systems.

- High usage is due to negligent water use or other incident within the customer's control.
- The customer has an outstanding delinquent balance. The customer must submit payment for the outstanding delinquent balance or sign a deferred payment agreement prior to requesting adjustment.

### **Application Process**

In order for any adjustment to be made, a customer must apply for a billing adjustment by completing a Request for Sewer Use Adjustment. Customers must submit Request to the Village Hall within 20 days of the billing date where the excessive use was included. Customers must pay at least the amount of the previous 12 month's average bill and continue to pay subsequent bills during the time the application is under review.

### **Application Review Process and Appeals**

The Public Works and Parks Committee shall review the Request for Sewer Use Adjustment at its monthly meeting. As part of the review process, the Committee may request an inspection by Utility staff of the property where the usage occurred.

The Committee will notify the applicant of its determination whether or not the case is eligible for an adjustment within 30 days of receiving the Request. If the case is determined to be eligible for an adjustment the Committee will authorize the adjustment to be applied to the next billing cycle or a revised bill will be sent.

Applicants may appeal a Committee decision to the Village Board. If the customer appeals to the Village Board, the Board shall consider the application within 30 days of the date of appeal and issue a decision within 30 days of hearing the appeal.

### **Adjustment Terms**

#### **Sewer Usage Charges**

In cases where a customer shows sufficient evidence to the Committee that water usage was not discharged to the sanitary sewer system, full credit of sewer usage charges *above the customer's previous 12 months average usage* will be considered.

In cases where water usage was discharged to the sanitary sewer system, an adjustment of sewer usage charges above the customer's previous 12 months average usage will be considered with limitation to the number of adjustments allowed during the customer's tenancy and/or ownership of the property during a five-year period as follows:

- First occurrence is eligible for adjustment of 100% of sewer amount above the monthly average of the previous 12 months.
- Second occurrence is eligible for adjustment of 75% of sewer usage amount above the monthly average of the previous 12 months.
- Third occurrence is eligible for adjustment of 50% of sewer usage amount above the monthly average of the previous 12 months.
- Fourth and subsequent occurrences are not eligible for an adjustment.

#### **Water Usage Charges**

The State of Wisconsin Public Service Commission regulations require customer to pay for water usage. Water charges will not be reduced in the event of a leak. The Utility will only adjust the customer's water charges if it requires them to run water for some reason or if the meter is found to be defective.