

Appendix A

Forms, Instructions and Checklists for Adjustments

A.1 Appeal for Adjustment Form Instructions

Applicants must fill out the Appeal for Adjustment Form contained in Appendix A.1 and submit the items listed in the Checklist. Please note that the City reserves the right to request additional information if necessary to determine the adjustment.

Applicants should fill out the entire form as completely as possible. The following directions apply to each section of the form.

Section A

Please submit the information requested by the Application including Property Owner, Physical Address, Contact Information and a copy of the most recent Fee from the City of Hutchinson.

Section B

Please submit the information requested concerning the Applicant's Engineer or Surveyor (if applicable) including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property. If the property address is different from the Customer address in Section A, please include in Section C.

Section D

Please list your requested change of impervious area in the appropriate spaces. In addition, please attach all documentation needed to justify your claim for an adjustment. Additional information may include:

- a map of the property
- property measurements
- City of Hutchinson topographic data
- a complete site survey by a registered surveyor or engineer

Section E

A checklist for completion of the application is included in Section E. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the City may request that you re-submit the form before making a determination on the adjustment.

Section F

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. This section must be complete in order for your application to be processed.

Section G

Please sign and date that you have completed the application for an adjustment. If multiple owners exist for the property, all owners must sign this form in order to grant the adjustment.

Section H

Section H is for office use only by City of Hutchinson staff.

Hutchinson Kansas
Engineering
1500 S. Plum
Hutchinson, KS 67501
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Stormwater Fee Appeal for Adjustment Application

Section A.

APPLICANT INFORMATION

Customer: _____

Primary Location/Street Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Section B.

APPLICANT'S ENGINEER or SURVEYOR (if applicable)

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Section C.

PROPERTY INFORMATION (attach a copy of your latest utility bill)

Name of Property (e.g. Development or Subdivision): _____

Parcel Identification Number (PIN): _____

Property Address: _____

Section D.

DETAILS OF THE APPEAL FOR ADJUSTMENT

Type of Property (circle): single-family, multi-family, other residential, non-residential

Currently Billed Impervious Area: _____ square feet

Proposed Impervious Area: _____ square feet

Please include a detailed description of the reason for the adjustment as an attachment to this application. Also, please provide the City with any property maps or measurements that may be needed to determine your adjustment. A detailed topographic survey may be required in some cases at the expense of the Customer.

Section E.**APPLICATION CHECKLIST**

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF): If any information is missing from the request package, you will be asked to complete the request and re-submit. Please note that the City reserves the right to request additional information if necessary.

A copy of your most recent City Stormwater Utility Fee

Complete application form requesting an appeal for Adjustment

Evidence supporting the basis for the adjustments including the opinion of a certified professional engineer or surveyor where applicable

Current City topographic map outlining the property and disputed impervious areas, where applicable

Correct parcel identification number (PIN) - see Section F for instructions on obtaining the PIN for your property

Section F.**CERTIFICATION STATEMENTS**

PLEASE INITIAL THE FOLLOWING STATEMENTS CERTIFYING THAT YOU HAVE READ AND UNDERSTAND EACH ONE:

_____ I hereby certify that the information in this application is truthful and accurate.

_____ I hereby grant the City of Hutchinson access to the property referenced in this document to confirm any of the information stated in this application to determine my adjustment.

Section G.

SIGNATURE(S)

Signed this ____ day of _____, 20____, by the owners of the property.

CUSTOMER'S SIGNATURE(S) - If multiple all must sign.

PRINT CUSTOMER NAME(S), ADDRESS(ES), PHONE NUMBERS(S):

Section H.

OFFICE USE ONLY

Received by the City of Hutchinson, Kansas, this ____ day of _____, 20____.

Application reviewed on this ____ day of _____, 20____.

Application reviewed by: _____

Determination of Adjustment: **Currently Billed Impervious Area:** _____ square feet

Revised Impervious Area: _____ square feet

Retroactive Adjustment Required? (Y or N) ____ If yes, then record Retroactive Date: _____