



STORMWATER UTILITY FEE PETITION FOR ADJUSTMENT

Any property owner may request an adjustment of the stormwater utility fee by submitting a request in writing to the 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 this division;
- (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;

The property owner shall complete a stormwater utility fee adjustment application form available on the Town's website or supplied by the director.

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 Town 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 Town's impervious area database.

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;

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 Town. In such case, the Town shall be responsible for recalculating the impervious area of the property.

The Director shall make a determination within forty-five (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 sixty (60) days to supply the missing information. The forty-five-day (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 sixty (60) days of the original request, 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 Town of Warrenton.

Reference to the [Ordinance 2020-03 – An Ordinance creating Chapter 18 “Stormwater Management Utility”](#), of the Code of the Town of Warrenton.

STORMWATER UTILITY FEE PETITION FOR ADJUSTMENT

1. SITE INFORMATION ⁽¹⁾:

Property Name:			
Property Address:			
Map/Parcel #:		Account #:	

2. APPLICANT INFORMATION ⁽²⁾:

Property Owner of Record:			
Address:			
Email Address:		Phone #:	

Applicant Name ⁽³⁾ :			
Address:			
Email Address:		Phone #:	

3. LICENSED PROFESSIONAL (PROFESSIONAL ENGINEER OR LAND SURVEYOR):

Firm Name:			
Address:			
Contact Name:		Professional License #:	
Email Address:		Phone #:	

Select Grounds for Adjustments	
<input type="checkbox"/>	Impervious area of the property was measured incorrectly
<input type="checkbox"/>	The property is exempt under the provisions of the ordinance
<input type="checkbox"/>	There is a mathematical error in calculating the stormwater utility fee
<input type="checkbox"/>	The identification of the property owner invoiced is in error
<input type="checkbox"/>	An approved credit was incorrectly applied

4. SIGNATURES:

If applicant is not property owner of record, the Affidavit of Representation is required (find attached).

Print Name	Daytime phone number contact
Signature of Owner, Contract Purchaser, Agent	Date

- ⁽¹⁾ The site and facility information are provided as reference data for staff; please be advised that the information in the staff checklist above (page 1) will also be required for a complete application.
- ⁽²⁾ There is no fee to submit this application. A separate application must be submitted for each facility on a parcel, and the sum of the credit amounts shall not exceed forty (40) percent of the fee for the parcel.
- ⁽³⁾ If applicant is not property owner of record, the Affidavit of Representation is required (find attached).

Submit application via e-mail to stormwater@warrentonva.gov or in person:

TOWN OF WARRENTON
 Att. Stormwater Utility Fee (Petition for Adjustment)
 21 Main Street/PO Box 341
 Warrenton, VA 20186-0341