

City of Poulsbo
Sewer Forgiveness Application
One Time Relief of Short Term Water Overages



Requestors Information:

Date of Request: _____
Property Owner: _____
Account Number: _____
Mailing Address: _____
Service Address: _____
Email Address: _____ Daytime Phone: _____

**Residential Sewer is automatically adjusted for the billing months of June-October as part of the seasonal averaging program and therefore no adjustment request will be granted during these billing cycles on residential properties.*

Water Loss Description:

Location on Premises Where Loss is Believed to Have Occurred: _____
Approximate Length of Time Water Loss Occured: _____
Description of Water Loss - Additional Space Provided on Page 2:

Applicant Declaration:

By signing this application I am attesting the information provided above is true and correct to the best of my knowledge. I certify I am the legal Owner of the above listed real property. I understand this is a one time forgiveness for the length of my Ownership of the affected property; as I believe this is a one time occurrence of water loss and will ensure, to the best of my ability, to avoid such water loss in the future and am aware I will be charged for wastewater on all future similar water loss. I understand my request may be denied if it does not meet the criteria for an adjustment as stated in the Poulsbo Municipal Code.

Please Read PMC Provided on Page 2 Before Signing

Applicant's Signature _____
Date
Do Not Sign Until Notary is Present

STATE OF WASHINGTON
COUNTY OF _____

I certify that I have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he or she signed this instrument, and acknowledged it to be of his or her free and voluntary act for the uses and purposes mentioned in this instrument.

DATED: _____

(Notary Signature)

(Print Name)

NOTARY PUBLIC in and for Washington

My commission expires: _____

PMC 13.80.90(B) Adjustments:

An adjustment of sewer fees may also be granted to a property owner for an unexpected water loss not attributable to a broken or leaking water pipe if the property owner can demonstrate that the water was not discharged into the city sewer system. The adjustment shall be limited to one adjustment per property owner for the life of the property ownership. The adjustment shall be requested in writing. Reduction shall be in accordance with the current adjustment policy and applied to the sewer billing only.

Description of Water Loss - Continued:

To be completed by City PW Department:

Date Applicant Notified of Status _____ **Signature:** _____

*Must be done within 10 business days

Date Applicant Notified of Denial: _____ **Signature:** _____

*Must be done within 15 business days

APPROVED APPLICATIONS

Recommended Action To Be Taken:

Recommended By: _____ **Date** _____
Utilities Forman or Asst. Public Works Superintendent

Adjustment Authorized: _____ **Date** _____
Asst. PW Superintendent or Public Works Superintendent

To be completed by City Finance Department:

Total Dollar Amount to be Credited to UB Account: _____

Date Credit Posted to UB Account: _____

Completed By: _____