



STORMWATER UTILITY ADJUSTMENT APPLICATION

Chesterfield County Environmental Engineering
9800 Government Center Parkway
Chesterfield, VA 23832
804.748.1035

GENERAL INFORMATION

An application for adjustment must be submitted to the Department of Environmental Engineering within 30 calendar days after the date the bill was mail.

Applications may be submitted in the following ways:

- **Emailed to:**
StormwaterUtility@chesterfield.gov
- **Mailed to:**
Chesterfield County
Department of Environmental Engineering
P.O. Box 40
Chesterfield, VA 23832-00400
- **Hand-delivered to:**
Chesterfield County Community
Development Building (3rd Floor)
Department of Environmental Engineering
9800 Government Center Pkwy
Chesterfield, VA 23832-00400

Once a signed application and all other required information is received, the Department of Environmental Engineering will process the application and contact the property owner within thirty (30) days. The property owner has an obligation to provide missing information when requested by the Department or the application may be deemed withdrawn. If the fee adjustment is determined to be warranted, the real estate tax bill will be re-issued for the correct amount.

PROPERTY INFORMATION

An application will not be considered valid unless the Tax ID# is provided.

Only one Tax ID# per adjustment application may be submitted.

The Tax ID# can be obtained in the following ways:

- By reviewing your real estate tax bill
- By visiting <http://citizengis.chesterfield.gov/> and completing a parcel inquiry by using the property address or GPIN found on your real estate tax bill

INSTRUCTIONS: REASON FOR ADJUSTMENT REQUEST

An application will be deemed deficient or incomplete unless the supporting documentation required below is provided.

Incorrect Property Owner: Select this option if the property owner is incorrectly identified. If known, provide the name and contact information of the property owner with this application.

Incorrect Property Classification: Select this option if the parcel is exempt or undeveloped (i.e. has ≤ 250 square feet of impervious area). See section 8-44(c) of Chapter 8, Article IV of the Code of Chesterfield County for the list of exempt properties. If you believe your property is exempt, provide the stormwater permit number with this application or information showing the square footage of the impervious area.

Incorrect Impervious Area: Select this option if you believe the impervious area is incorrect. If you believe that the impervious area should be modified, provide a plot, plan or map of the parcel labeling the dimensions of all impervious areas within the property's boundaries and identifying the areas believed to be incorrect. Refer to www.chesterfield.gov/stormwaterutilityfaq for more information on how the impervious area was determined.

Incorrect Fee Calculation: Select this option if you believe the stormwater utility fee calculation is incorrect. Refer to www.chesterfield.gov/stormwaterutilityfaq for more information on how the fee was calculated.

Incorrect Credit Application: Select this option if an approved credit was incorrectly applied, or not applied, to your bill. If so, provide a description and location of the stormwater management facility and documentation of county acceptance or facility certification. Please contact the Stormwater Utility Staff at StormwaterUtility@chesterfield.gov for more information on the credit program.



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FOR OFFICE USE ONLY

Property Information

Tax ID # (required): _____
Property Address (if available) : _____
Property Owner or Owner's Representative* : _____
Mailing Address: _____
Telephone (required): _____ Email Address: _____

** Please include an executed and properly notarized letter from the property owner designating you as the property owner's representative.*

Reason for Adjustment Request

Check one or more of the following and attach the applicable supporting documentation.

- Incorrect Property Owner**—Check this box if you do not own the property for which you are being billed. Please indicate below the reason for the error.
 Incorrect Mailing Address Property Sale Other: _____
- Incorrect Property Classification**—Check this box if you believe your property is exempt from the utility fee. In the space below, state the exemption that you believe applies and stormwater permit number, if applicable. If the property is exempt as undeveloped, provide documentation of ≤250 square feet of impervious area.
- Incorrect Impervious Area**—Check this box if you believe an error was made regarding the square footage of the impervious area attributed to your property. Documentation **MUST** be provided labeling the dimensions of all impervious areas within the property's boundaries and identifying the areas believed to be incorrect. Please indicate the type of documentation attached:
 Plot Plan Map
- Incorrect Fee Calculation**—Check this box if you believe there is a mathematical error in calculating the fee. Provide a description below.
- Incorrect Credit Application**—Check this box if an approved credit was incorrectly applied or left off your bill. Provide a description and location of the stormwater management facility and documentation of county acceptance or facility certification.

Please provide any additional information that is required based on your reason for adjustment.

Applicant Signature

I hereby certify that I have the authority to make the foregoing application and understand the adjustment may result in an increase of the stormwater utility fee.

Signature: _____ Date: _____
Print Name: _____