

City of Poulsbo
Sewer Bill Adjustment Request
Due To Water Leak/Pipe Breakage



Requestors Information:

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

PMC 13.80.90 Adjustments:

In the event of excessive registration of the water meter caused by broken or leaking water service pipes upon the premises of any customer, without knowledge or fault of the customer, an adjustment may be requested in writing. The request must be submitted within a three-month period and submitted after complete and satisfactory repairs together with documentation of satisfactory repair. Reduction shall be in accordance with the current adjustment policy of the city. If a customer disputes an adjustment, an appeal may be filed as set forth in Chapter 13.85. Adjustment shall be limited to the two previous billing cycles

****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.***

Service Leak Information:

Location on Premises Where Leak Occurred: _____
Approximate Length of Time Leak Continued: _____
Description of Repairs Made: _____

Date Repairs Were Completed: _____

Request for adjustment should be accompanied by a copy of a receipt for purchased materials or contractor repair invoice.

Is Receipt and/or Invoice Attached? ☐ Yes ☐ No

Applicant Declaration: *I state the information provided above is true and correct to the best of my knowledge. I understand my request may be denied if it does not meet the criteria for an adjustment as stated in the Poulsbo Municipal Code.*

Applicant's Signature

Date

To be completed by City Staff:

Recommended Action To Be Taken: _____

Recommended By: _____
Utilities Supervisor

Date

Adjustment Authorized: _____
Public Works Superintendent

Date