



City of Meadville Pennsylvania

Stormwater Program and User Fee Appeals Manual

January 2013

Stormwater Program and User Fee - Appeals Manual

Issued January 2013

Prepared For:

City of Meadville Stormwater Program

Meadville City Hall

894 Diamond Park

Meadville, PA 16335-2603

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CITY OF MEADVILLE, CRAWFORD COUNTY, PENNSYLVANIA

STORMWATER PROGRAM AND USER FEE

APPEALS MANUAL

1. Introduction

The City of Meadville has established policies and procedures with regard to the appeal of the stormwater fee. The primary goals of the City's appeals program is to establish a process to address inaccuracies and challenges to the stormwater fee calculation.

The process provides owners the ability to appeal their stormwater fee(s) in order to address errors in the billing as well as to address special conditions or circumstances where the stormwater runoff from a parcel does not place the same demand on the City stormwater system or related services.

2. General Appeal Policies

2.1. Billing Error Appeal

Errors in billing include, but are not limited to the following:

- Incorrect parcel information;
- Incorrect parcel classification as Single Family Detached (SFD) or Non-Single Family Detached (NSFD);
- Inaccurate impervious area information/Equivalent Residential Units (ERUs); and
- Human error(s).

2.2. Special Conditions Appeals

Special conditions appeals address circumstances where the owner can demonstrate that the stormwater runoff from their parcel is not placing the same demand on the City system or services provided under the stormwater program as other impervious area.

2.3. Eligibility

Any owner may appeal their stormwater fees with regard to errors or inaccuracies within the billing system.

Any owner may appeal their stormwater fee as a Special Conditions Appeal (SCA), provided the owner can demonstrate that:

- Their parcel(s)'s stormwater runoff impact on the stormwater system or services is significantly less than suggested by its amount of impervious area; and
- Their parcel or a portion thereof drains completely outside of the City.

All applicants must be current with their stormwater fees in order to be eligible for a SCA.

2.4. Application

For all appeals, the parcel owner (or an approved representative thereof) must submit an application as outlined in Section 3 to the City of Meadville regarding the nature of the appeal. Applications and documentation requirements are detailed in the following sections.



3. Application Procedures and Review Process

3.1. Application Forms

Application forms are provided in Appendix A and are available on-line at:

www.cityofmeadville.org/stormwater

3.2. Application Deadline

All appeal applications must be received by the City by September 30th in order to for any approved adjustments to be reflective on the next bill (which is issued in January each year).

3.3. Application Fee

There is no fee for an appeal with regard to errors or inaccuracies within the billing system. The application fee for a Stormwater Special Conditions Appeal is \$25; this fee is non-refundable. Application fees may be paid by check or money order to *The City of Meadville – Stormwater Program*.

3.4. Documentation Requirements

At the time of appeal, the property owner(s) will need to provide the following documentation:

- Completed and Signed Application Form; and
- Written statement regarding the nature of the appeal.

For appeals related to the amount of imperviousness/ERU value, the applicant must provide the following:

- A plot plan, map, aerial image or similar information detailing actual impervious surfaces currently on-site.
- A requested value, in the applicant's opinion, for the correct impervious area/ERU value associated with the property for which an appeal is being requested.

For SCAs, the applicant must provide the following:

- Application Fee (non-refundable) of \$25;
- A plot plan, map, aerial image or similar information delineating the drainage areas or patterns on-site.

The Stormwater Program Staff may request additional documentation including but not limited to additional survey information in order to aid in review of the SCA.

3.5. Application Submission

The completed application, supporting documentation, and any applicable non-refundable application fee must be submitted to:

City of Meadville Stormwater Program
Meadville City Hall
894 Diamond Park
Meadville, PA 16335-2603



3.6. Appeal Determinations

The Stormwater Program Staff will review the required documentation and a written approval or denial of the appeal application will be issued by the City Manager.

3.7. Appeal of Determinations

In accordance with the adopted ordinance, any person aggrieved by any decision of the City Manager, may appeal to the Crawford County Court of Common Pleas within thirty (30) days of receipt of such written decision.

3.8. Billing Error Corrections

Following approval of a billing error appeal, the Stormwater Program Staff will correct the associated billing information.

3.9. Special Conditions Reduction of Stormwater Fee

If a property owner's SCA is approved, the maximum amount the property's stormwater fee may be reduced is 50%. The reduction in fee will only be applied to the portion of the impervious area that the property owner has demonstrated has less impact on the system or program of services and drains outside of the City.

$$\text{SCA Fee Reduction} = (\text{Impervious Area Impacted}) * (\text{Stormwater User Fee per ERU}) * (50\%)$$

3.10. Administration of Appeals – Initial Program Year

During the initial year of the stormwater program, the City will reimburse appeals which result in a reduction of the property's stormwater fee in the form of a rebate. As payments may be made on a quarterly basis, the rebate will be applied to any of the previous payments received within the calendar year prior to September 30th, 2013. If the property owner has paid in-full their annual stormwater fee prior to the issuance of an appeal, a rebate for the full reduction in the stormwater fee will be issued.



APPENDIX A: APPLICATION FORMS

Submit to
City of Meadville
Stormwater Program
894 Diamond Park
Meadville, PA 16335
Phone: (814) 724-6000

Issued January 2013

City of Meadville Stormwater Program and User Fee Billing Error Appeals Application Form

This application is for parcel owners to appeal their stormwater fee with regard to billing errors or inaccuracies. Pertinent sections must be filled out in their entirety. Please submit one application per parcel. Applications must be received no later than September 30th.

Parcel Owner Information

Date: [Click here to enter text.](#) Applicant Name: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

"I attest that the information included in this application is complete and accurate."

Signature: [Click here to enter text.](#)

Reason for Appeal: (Check Applicable)

Incorrect property information

Inaccurate impervious area

Incorrect property classification as
Single Family Detached (SFD) or Non-
Single Family Detached (NSFD)

information/Equivalent Residential Units (ERUs)

Other: _____

Property Address: [Click here to enter text.](#)

Stormwater Account No. (refer to upper right hand corner of your stormwater bill):

[Click here to enter text.](#)

Checklist (please include the following documents with this application):

Complete and Signed Application Form

Written statement regarding the nature of the appeal (see Page 2); and

Corrected information for errors or inaccuracies

If the appeal is related to the amount of imperviousness/ERU value, the following additional documentation must be provided:

A plot plan, map, aerial image or similar information detailing actual impervious surfaces currently on-site.

A requested value, in the applicant's opinion, for the correct impervious area/ERU value associated with the property for which an appeal is being requested.

Submit to
City of Meadville
Stormwater Program
894 Diamond Park
Meadville, PA 16335
Phone: (814) 724-6000

Issued January 2013

City of Meadville
Stormwater Program and User Fee
Billing Error Appeals Application Form

Appeal Description *(Please provide detailed information as to the error with your stormwater user fee bill and the correct information to your knowledge. Attach additional sheets if necessary):*

For City Use Only

Received By: [Click here to enter text.](#) Date Received: [Click here to enter text.](#)
Reviewed By: [Click here to enter text.](#) Date Reviewed: [Click here to enter text.](#)

Application administratively complete

Appeal Determination

Granted

Denied

Fee Adjustment

Initial Fee: [Click here to enter text.](#) Amount of Adjustment: [Click here to enter text.](#)
 Adjustment due next billing cycle: [Click here to enter text.](#) Rebate due (valid in 2013 only): [Click here to enter text.](#)

Submit to
City of Meadville
Stormwater Program
894 Diamond Park
Meadville, PA 16335
Phone: (814) 724-6000

Issued January 2013

City of Meadville Stormwater Program and User Fee Special Conditions Appeal Application Form

This application is for parcel owners to appeal their stormwater fee asunder the City's Special Conditions Appeal policy. Pertinent sections must be filled out in their entirety and a \$25 application fee must be attached. Please submit one application per parcel. Applications must be received no later than September 30th.

Parcel Owner Information

Date: [Click here to enter text.](#) Applicant Name: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#) Email: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

"I attest that the information included in this application is complete and accurate."

Signature: [Click here to enter text.](#)

Reason for Appeal: (Check Applicable)

The parcels stormwater runoff impact on the stormwater system or services is significantly less than suggested by its amount of impervious area; **and**

The property or a portion thereof drains complete outside of the City.

Note: both conditions must be present for the appeal to be considered.

Property Address: [Click here to enter text.](#)

Stormwater Account No. (refer to upper right hand corner of your stormwater bill):

[Click here to enter text.](#)

Checklist (please include the following documents with this application):

Complete and Signed Application Form;

Application fee (nonrefundable) of \$25;

Written statement regarding the nature of the appeal (see Page 2); and

A plot plan, map, aerial image or similar information delineating the drainage areas or patterns on-site.

Note: the applicant must be current with their stormwater fees in order for the appeal application to be considered complete.

City of Meadville

Stormwater Program and User Fee

Special Conditions Appeals Application Form

Appeal Description *(Please provide detailed information as to the unique circumstances of your parcel which demonstrate that runoff from the parcel does not have as much impact on the public stormwater system and services as suggested by its impervious area. Attach additional sheets if necessary):*

For City Use Only

Received By: [Click here to enter text.](#)

Date Received: [Click here to enter text.](#)

Reviewed By: [Click here to enter text.](#)

Date Reviewed: [Click here to enter text.](#)

Application administratively complete

Appeal Determination

Granted

Denied

Fee Adjustment

Initial impervious estimate:

[Click here to enter text.](#)

Impervious area reduction:

[Click here to enter text.](#)

Adjusted impervious area:

[Click here to enter text.](#)

Initial Fee: [Click here to enter text.](#)

Amount of Adjustment¹: [Click here to enter text.](#)

Adjustment due next billing cycle: [Click here to enter text.](#)

Rebate due (valid in 2013 only): [Click here to enter text.](#)

¹ Adjustment is applied only to the portion of the impervious area that the property owner has demonstrated has less impact on the system or program of services and drains outside of the City. The total adjustment may not exceed 50% of the initial fee.

Submit to
 City of Meadville
 Stormwater Program
 894 Diamond Park
 Meadville, PA 16335
 Phone: (814) 724-6000

Issued February 2014

City of Meadville internal use only.
Date received: _____
Approved: _____
Posted in System: _____
Adjustment Amount: _____

City of Meadville
Stormwater Program and User Fee
Residential Side Yard Appeal Application Form – Single Family Detached Parcels Only

This application is for parcel owners to apply to appeal their stormwater fee under the Residential Side Yard Appeal Policy. Pertinent sections must be filled out in their entirety. Multiple side yard parcels may be included if associated with the same Single Family Detached parcel. If you own more than one Single Family Detached (SFD) parcel to which this policy may apply, please complete a separate application for the side-yard parcels associated with each separate SFD parcel.

Parcel Owner Information

Applicant Name: _____ Date: _____
 Mailing Address: _____ Email: _____
 Phone Number: _____
"I attest that the information included in this application is complete and accurate."
 Signature: _____

Please complete pages 1 and 2 of this form, sign above and return to the City of Meadville.

Residential Side Yard Appeal - Parcel Information

	Single Family Detached Parcel:	Side Yard Parcel(s):
Parcel Address Information	Address:	Address(es):
Stormwater Account No(s): (refer to upper right hand corner of your stormwater bill)	Stormwater Account No:	Stormwater Account No(s):
Parcel ID No(s): (refer to upper left hand corner of your stormwater bill)	Parcel ID No:	Parcel ID No(s):

Note: Residential side yard appeals are only applicable to parcels located directly adjacent to a separate parcel which has been designated as a single-family detached residential parcel for stormwater fee billing purposes. Additionally, the side yard parcel(s) must be deeded to the same owner as the single-family detached residential parcel. The side yard parcel must be used by the owner for residential related purpose(s). Any accessory buildings such as, but not limited to, garages or service buildings used for commercial, industrial or institutional purposes adjacent to a residence cannot be granted a residential side-yard appeal. This policy may be extended to additional contiguous side yard parcels provided they are deeded to the same owner as the single-family detached residential parcel and are used for a residential purpose(s).

City of Meadville
Stormwater Program and User Fee
Residential Side Yard Appeal Application Form – Single Family Detached Parcels Only

Residential Side-Yard Appeal Description *(Please provide detailed information on the properties for which you are applying for coverage under the residential side yard appeal policy. Please include information on the uses of any adjacent impervious areas including but not limited to garages, sheds, accessory buildings and paved areas. Attach additional sheets if necessary):*

For City Use Only

Reviewed By: Date Received:
Date Reviewed:

Residential Side Yard Appeal Determination

Granted Denied