



# City of Algoma Application for Sewer Use Credit

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Account No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Reason for Additional Usage: \_\_\_\_\_

Service Period (month/day/year): From \_\_\_\_\_ To \_\_\_\_\_

Total Gallons of Water Used: \_\_\_\_\_

Total Amount Charged: \_\_\_\_\_

### Sewer Credit Calculation

“Total Sewer Charges” (from Utility Bill): \_\_\_\_\_ (A)

Average of previous 12 months “Total Sewer Charges”: \_\_\_\_\_ (B)

Total Credit = 50% x (A-B) = 0.50 x ( \_\_\_\_\_ - \_\_\_\_\_ ) = \_\_\_\_\_

After due consideration, the City of Algoma Public Works Director or Public Works Committee has approved the request for a sewer use credit to (name) \_\_\_\_\_ (acct. no.) \_\_\_\_\_ and gives notice to Algoma Utilities to issue a Sewer Use Credit upon receipt of a signed copy of this document.

The customer hereby certifies that the damage/problem has been corrected and understands that they will be responsible for full payment of future sewer fees.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PW Director/Chairman Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Office Use Only

Proof of Repair Provided? Y N Fee paid by: \_\_\_\_\_

Received by: \_\_\_\_\_ Payment Type: \_\_\_\_\_



# City of Algoma Sewer Use Credit Policy

Adopted by Resolution 962-2019 - May 6, 2019

The City of Algoma is responsible for maintenance and operation of sewer collection and wastewater treatment systems. Each property owner is responsible for installation, maintenance and repair of water piping from the curb stop to the main building and wastewater piping from the main connection to the main building and all plumbing inside the building.

This policy is intended to address high sewer usage charges caused by water pipe breaks (leaks) or appliance failures that develop inside a building. If the sewer usage is from an outside faucet and can be proved what portion of the use did not go down the sanitary sewer, those gallons could be adjusted on the sewer portion of the billing. This policy only addresses usage that is catastrophic in nature and beyond the control of the customer.

- Customers are only eligible for one sewer credit per calendar year under this Policy.
- Customer must have at least twelve months of billing under their account to qualify for this credit.
- Customer will only be eligible for a sewer credit of 50% of the difference between the sewer bill and the average of the previous twelve months' sewer bills.
- Sewer Credit Application must be filed within 30 days of the date of the Utility Bill.
- The Public Works Director has authority to approve credits under \$100.00. Credits of \$100.00 or greater must be forwarded to the Public Works Committee for approval.
- A \$25.00 administrative fee will be charged at the time of application to cover costs associated with the application and approval process.
- A customer may initiate this credit process by contacting the City Clerk to complete an "Application for Sewer Use Credit". Customer must provide proper documentation that repairs were made, if applicable. In addition, at the time of application the customer shall provide copies of the subject month's Utility bill and water usage print-out available from Algoma Utilities.