Department of Public Works
City of Takoma Park

STORMWATER UTILITY
FEE REQUEST FOR CORRECTION

Applications can be delivered electronically to the Department of Public Works
at publicworks@takomaparkmd.gov, or delivered in person or by mail to the
Public Works Facility at 31 Oswego Avenue, Silver Spring, MD 20910.

Applications must be completed in full in order to be considered.

This application must be used by a property owner requesting a correction to the stormwater utility fee assessment. The requirement that the request be received within 30 days of the assessment notice or receipt of the bill is being waived in the first year of implementation. Requests for correction will be accepted through March 31, 2022. The City will respond to the written request within 60 days. The decision of the City will be final.

Property Owner Name: _____

Property Address: _____

Mailing Address, if different: _____

Daytime Phone Number: _____   E-mail: _____

TAX ID # (if known): _____

Authorized contact (if different from owner): _____

Please indicate the reasons for the request for correction:

- ○ Incorrect classification of property for purposes of determining the fee

- ○ Error in the square footage total of the impervious surface of the property

- ○ Mathematical errors in the calculation of the fee

- ○ Error in the identification of the property-owner

Please provide an explanation of the specific details to support your request for correction:

_____

_____

The burden of proof is on the applicant to demonstrate, by clear and convincing evidence, that there is an error. The request must include certification by a registered engineer or professional land surveyor if alleging an error in the total square footage of the impervious surface area for multi-family, commercial, or institutional property. If for a single-family property, the documentation must be developed through a reasonably reliable method. Please provide any documentation that will be helpful to review the request, including photographs, easement documents, property survey, etc.

List of documents attached:

_____

_____

_____

_____

Signature: _____   **Date:** _____

Name (Print): _____

For Official Use Only:

Request for Correction: ____Granted   ____Not Granted

Property Address: _____

Correction: _____

If denied, reason for denial: _____

Name: _____

Date: _____

Signature: _____