

Gary C. Jarvis
Chairman



Frank J. Picozzi
Mayor

BettyAnne Rogers
Executive Director

Michael P. Bedard
Superintendent

Warwick Sewer Authority
125 Arthur W. Devine Boulevard
Warwick, RI 02886
Voice: (401) 739-4949 • Fax: (401) 739-1414

SEWER USE APPEAL INSTRUCTIONS

The Warwick Sewer Authority (WSA) understands that there may be times when extenuating circumstances lead to higher than normal water usage. Examples include, broken or leaking pipes and fixtures, irrigation systems, and reseeding a lawn. Since the sewer portion of your utility bill is based on water consumption, this leads to an increase in the sewer charges. If this occurs, and it can be reasonably be proven that the excess water use did not lead to additional sewer use, you have the ability to appeal the sewer portion of your bill. The WSA will consider appeals for no more than two consecutive quarters.

IMPORTANT NOTE-While your request is under review you are expected to pay your account in full. Submitting an appeal does not prevent the accrual of late charges or collection action. If your appeal is approved, you will receive a credit on your account. If you are unable to pay the increased sewer charges and they represent a significant financial burden please contact the Tax Collectors office in regards to setting up a payment plan.

Appeals will be considered based on the following criteria:

- It must reasonably proven that the excess water did not enter the sewer system,
 - Proof can include, but is not limited to, documentation of damage to plumbing system, documentation of a new irrigation system, documentation of landscaping work done on the premises.
 - Consumption records at the WSA must confirm that the usage for the time period in question is higher than the previous consumption for the prior years' time period.
- Documentation of the steps taken by the property owner to ensure that cause of the excess use is addressed and will be properly measured going forward.
 - In regards to pipe and fixture breaks or leaks, documentation of completed repairs is needed. Repairs must be to current building codes with all proper permits in place before the work begins.
 - For instances of exterior water use (irrigation systems, lawns etc.) a deduct meter must be installed to measure outside water use going forward, Contact the Sewer Authority at (401) 739-4949 for instructions on how to obtain a deduct meter. A permit is required to install a deduct meter.
- All plumbing work relating to the appeal must follow proper procedures. The proper permits must be pulled and, when applicable, the work must undergo the required inspection. For information regarding what requires a permit, please contact the City of Warwick Building Department at (401) 738-2007
- The appeal form needs to be completed, notarized and returned to the Warwick Sewer Authority with any supporting documentation. Failure to properly complete the form, or supply any requested documentation will result in the appeal being denied.
 - If requested documentation is not received within 60 days of the date that the appeal is initially submitted then the appeal will be denied.

Direct any questions regarding appeals to the Warwick Sewer Authority Billing Office at (401) 468-4710.



WARWICK SEWER AUTHORITY
 125 ATHUR W DEVINE BLVD
 WARWICK, RI 02886

SEWER USE APPEAL

DATE FILED: _____
 NAME: _____ PLAT: _____ LOT: _____
 ADDRESS: _____
 PHONE: _____
 ACCOUNT NUMBER: _____
 MAILING ADDRESS (if different): _____

BASIS OF APPEAL Water Leak/ Broken Pipe Professional Lawn Replacement
 New Irrigation System/ Deduct Meter Purchased through City Other

PROPERTY STATUS: Owner occupied or rental: Length of _____
 time property owned: Property _____
 vacant at time of Incident: If YES / NO _____
 vacant, for how long & why: _____

Is there art approval permit for the plumping and/ or irrigation? System
 that failed? YES/ NO DATE: _____
if yes, attach a copy of the permits)

Was a permit pulled for the repair? YES/ NO DATE: _____

Have you since purchased & installed a deduct meter? YES/ NO DATE: _____

If yes, when? Please attach supporting documentation.

Briefly describe the reason for appeal and provide any supporting documentations. In order to address your appeal, the WSA requires **ALL**, supporting documentation relevant to the appeal be submitted within **30 DAYS**. This allows your appeal to be reviewed and a decision rendered in a timely fashion. in excess of 30 days, appeal will have to be resubmitted:

SIGNED UNDER PENALTY OF PERJURY: _____

PRINTED NAME: _____

On the ____ day of 20____, _____ personally appeared
 before me, whose Identity I proved on basis of _____
 to be signer of the above instrument, and he/she acknowledged that he/she signed it.

NOTARY PUBLIC: _____

NOTARY PRINTED NAME: _____

COMMISSION EXPIRES ON: _____