TOWN OF SALEM STORM WATER UTILITY
REQUEST FOR ADJUSTMENT FORM

TYPE OF ADJUSTMENT:

_____ Adjustment of User Fee
_____ Storm Water Utility Credit – Internally Drained
_____ Storm Water Utility Credit – Water Quality Measures
_____ Storm Water Utility Credit – Other
_____ Appeal Denial for Adjustment to Town Board

Applicant Information (Financially Responsible Entity):
Name: __________________________________________________________
Address: ______________________________________________________
City: ____________________________ State: ________________ Zip Code: __
Contact Person: ________________ Email: ________________ Telephone: (_____) ___ - ______

Property Owner Information (If Different from Above):
Name: __________________________________________________________
Address: ______________________________________________________
City: ____________________________ State: ________________ Zip Code: __
Contact Person: ________________ Email: ________________ Telephone: (_____) ___ - ______

Property Information:
Property Location/Address: ______________________________________
Tax Key: ____________________________________ Storm Water Utility Fee: ________________
Reason for Adjustment Request: ______________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Note: Storm Water Utility User Fee Credits shall be determined on a case-by-case basis up to a
maximum of a 50% reduction.

Supporting Review Information:
Please indicate the supporting review information that you are attaching to this application:

☐ Narratives  ☐ Runoff Calculations  ☐ Routing Calculations
☐ Site Plans  ☐ As-Built Plans  ☐ Stage/Storage Discharge Tables
☐ Survey Plat  ☐ Maintenance Agreement  ☐ Outlet Structure Details

The applicant may be required, at his/her own expense, to provide supplemental information to the Town
Chairman or designee, including, but not limited to, survey data approved by a Registered Land Surveyor
(R.L.S.) and engineering reports approved by a Professional Engineer (P.E.). Failure to provide such
information may result in a delay in the process or denial of the adjustment request.

Type or Print Name ______________________________ Title or Authority ______________________________

Signature ______________________________ Date ______________________________