



**Utility Billing
Water Budget Adjustment
Application**



**Commercial/Industrial/Institutional (CII)
Customers Only**

Customer Number (located on the top of your bill): _____

Account Number (located on the top of your bill): _____

Name of Applicant: _____

Water Service Address: _____

E-mail Address: _____ **Phone:** (____) _____

Please check the CII adjustment option you are choosing and refer to the back of this form for required documentation:

- Historical Monthly Use (HMU)**
- AWC with Irrigation** – Indicate Irrigable Area is Sq Ft: _____
- Efficiency Standard** – attach completed **Efficiency Standard Budget Recommendation Form**

Please explain reason for adjustment: _____

Please read the back of this form before checking the following:

___ I certify that to the best of my knowledge the above information is true.

Please note: The information provided in this application form could be subject to verification by other city departments. Approval of the water budget adjustment does not mean that the city approves your occupancy level or land use related change.

Signature of Applicant: _____ **Date:** _____

The city of Boulder will contact you regarding the outcome of the adjustment application. If you are billed during the time between your submitted application and the decision, Utility Billing will adjust your next bill accordingly. If the adjustment is approved, it becomes effective the date the city received the application form.

Office:	Account Type: _____
HMU: Current _____	Approved _____
Approved Irrigable Area Approved: _____	Efficiency Standard Approved: _____
Application Declined: _____	Notes: _____

If you are submitting an adjustment for one of the following, please include the appropriate documentation as listed below. A customer can only change CII options one time per calendar year.

Commercial Industrial Institutional (CII) customers will be allowed the choice of one of the following options.

- **Historic Monthly Use (HMU)** – This option bases the water budget on your account’s historical monthly water use for each month. (For example, the average of the past three Januarys would become the January water budget; the average of the past three Februarys would become the February water budget; etc.) The three-year average would be based on the most recent three-years average and recalculated every year. All water is classified as indoor usage. Wastewater will be charged on all water usage.
- **AWC with Irrigation** – *This option is only available for those customers who have irrigable area.* The water budget is the total of an indoor water use component and outdoor water use component. The indoor water use allocation is based on the most recent Average Winter Consumption (AWC), which is the average use calculated during the four-winter month period (December through March). The outdoor allocation is based on irrigable area (including public ROW) and seasonal watering needs. Indoor/Outdoor will result in wastewater charges based on AWC or actual water use, whichever is less.
- **Efficiency-Standard Budget** – This option is determined through a specific technical review of your indoor and outdoor use using reasonable and documented efficiency standards, as determined by a registered professional engineer’s evaluation. The professional engineer’s water budget recommendation will be reviewed and approved by the city prior to its implementation. Please attach a completed **Efficiency Standard Budget Recommendation Form** with this application. Efficiency Standard will result in wastewater charges based on all water usage unless the budget includes an outdoor allocation when it will be based on the indoor allocation or actual water use, whichever is less.

Before submitting the application, please read the following:

- Information contained in this form is subject to audit. Should an audit be necessary, applicant agrees to provide acceptable documentation of actual square footage of irrigable area. Property may also be subject to an inspection.
- If any of the information supplied in this application by the applicant is found to be false, the fees and charges will be adjusted retroactively to the date of this application and appropriate fees and charges added to the next utility service bill for the address.

You can submit the application by: (Efficiency Standard Budget Requests must be submitted to Planning & Development Services for approval prior to being received by the Utility Billing Office.)

Mail

Utility Billing Office
P.O. Box 791
Boulder, CO. 80306-0791
Fax: 303-441-4089
Email: utb@bouldercolorado.gov

In Person or at the Drop Box

Municipal Building
1777 Broadway
Boulder, CO 80306
Questions: 303-441-3260