



City of Boulder Utility Billing Water Budget Adjustment Application



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 reason(s) for adjustment and refer to the back of this form for required documentation:

- Number of People in Household** (*single-family accounts only*): _____ **people**
- Irrigable Area Square Footage** (e.g., landscaping): _____ **sq. ft.**
- Number of Dwelling Units and Number of Bedrooms** (*multifamily accounts only*)

For the definition of a "bedroom", please reference the back of this form.

If appropriate, please submit a copy of your rental housing license.

Revised Total Number of Units: _____ Number of Units with **2** bedrooms: _____

Number of Units with **1** bedroom: _____ Number of Units with **3** bedrooms: _____

Number of Units with **4** bedrooms: _____ Number of Units with **5** or more bedrooms: _____

- Licensed In-Home Childcare or Eldercare Facility or Co-Op** - Number of Children, Elders or Residents: _____
- Other (medical needs, etc.):** _____

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. Any changes in occupancy numbers or dwelling units for a rental housing unit are reviewed as part of the rental housing license application process. Any changes in a licensed childcare facility are reviewed by the state and by the city as part of the specific land use approval process.

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.

For Office Use:	Account Type: _____
# People: Current _____ Approved _____	# Units: Current _____ Approved: _____
Irrigable Area: Current _____ Approved _____	# Units with 1 BR: _____
Irrigable Area ROW Current _____ Approved _____	# Units 2BR: _____
Care Facility: Current _____ Approved _____	# Units 3BR: _____
Medical: Current _____ Approved _____	# Units 4BR: _____
Other: _____ Current _____ Approved _____	# Units 5BR and up: _____

Please read the following and include the appropriate documentation as listed below:

- **Number of People in Household** (*single-family accounts only*) – Water budgets for single-family residential customers are calculated assuming four people per household. **If you have more than four people living in your household year round, you can apply for an adjustment.** Customers will receive an additional 1,000 gallons/person/month for each additional person. Please include the number of people living in the household and the first and last name of each person on the front of this form under “reason for adjustment.” This type of adjustment expires one year from the adjustment approval date.
- **Irrigable Area Square Footage** (e.g., landscaping) – Irrigable area is calculated by measuring your lot size in square feet and subtracting the impervious area, which is defined as any area that is paved, covered by your house, garage, deck or patio. The budget has been calculated to accommodate efficient watering of landscape in the public right-of-way in most cases. Because water is billed per 1,000 gallons, small changes or differences in your lot size or irrigable area are unlikely to change your monthly budget. Please check your property on the city’s map by visiting www.boulderwater.net, to determine your current irrigable area. To request an adjustment, include the mapped area of your property (printed from the city’s Web site) and mark the actual irrigable area. Or submit other documentation such as a true survey or improvement location certificate (ILC), which is typically included with loan closing documents. The adjustment application for irrigable area must be submitted by either the property owner or the property manager. If a Homeowner Association (HOA) is requesting an adjustment, then the HOA must provide signed written agreement (between HOA and homeowner) or by-laws which state irrigation responsibilities. If the adjustment is approved, the approval letter will state that the adjustment was requested by the HOA and will reference the agreement and/or by-laws. Budget adjustments for irrigable area do not expire.
- **Number of Dwelling Units and Number of Bedrooms** (*multifamily accounts only*) – Please include the total number of dwelling units and list the number of units with 1 bedroom, 2 bedrooms, 3 bedrooms, 4 bedrooms, and 5 or more bedrooms. **A “bedroom” means a room that is not a garage, kitchen, bathroom, dining area, or living room, that has over seventy square feet of floor area, and that is used for sleeping or capable of being used for sleeping.** Customers will receive an additional 1,000 gallons/unit/month for each unit with over 2 bedrooms not to exceed 7,000 gallons/unit/month, which is the indoor allocation for single-family residential accounts. The adjustment application for number of bedrooms must be submitted by either the property owner or the property manager. *If appropriate, please include a copy of your rental-housing license.* Budget adjustments for units and number of bedrooms do not expire.
- **Medical Needs** – Please provide verification from a healthcare provider. All medical information will be kept confidential. This type of adjustment expires one year from the approval date.
- **Licensed In-Home Childcare or Eldercare Facility or Co-Op** – If a residential dwelling is being used as a licensed childcare, eldercare facility or Co-Op, please include a copy of your business license along with the number of children or elders being cared for at your facility or the Co-Op license with the number of residents licensed to live at the Co-Op. This type of adjustment expires one year from the approval date.

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 the actual household population, number of dwelling units, or actual square footage of irrigable area. Such documentation may include, but is not limited to, copies of Federal 1040 tax forms, driver's licenses, leases, or other records that show proof of residence. Property is also 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:

Mail

Utility Billing Office
P.O. Box 2140
Boulder, CO. 80306-2140

Fax: 303-441-4089

Email: utb@bouldercolorado.gov

In Person or at the Drop Box

Municipal Building
1777 Broadway
Boulder, CO 80302

Questions: 303-441-3260

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