



Rushern L. Baker, III
County Executive

CLEAN WATER ACT PROGRAM

FEE APPEAL REQUEST FORM



CWA FA-2015

DATE: _____

Please fill in the following information to appeal your Clean Water Act Fee. Only requests that have been logged into the CountyClick 311 website will be considered. To expedite your appeal, please include additional documentation if possible such as site plans, plats, surveys or maps. The County will review fee appeal requests continuously throughout the taxable year (July 1 – June 30). However, only appeal requests submitted prior to October 1 will be eligible for a fee credit for the current taxable year which ends June 30. All other requests will be eligible for a fee credit in the following taxable year.

Property Owner Name:

Property Mailing Address:

Daytime Phone Number w/Area Code:

Property City, State, Zip Code:

Email Address:

Request ID in CountyClick 311:

Property tax account number(s) which you are appealing:

Please select one or more of the following grounds for appeal:

- A. ☐ Error made regarding the impervious surface measurement of the property (applies to multi-family residential [apartments] and non-residential properties [industrial, commercial, institutional]).

Indicate the amount of impervious area you are requesting (square feet): _____

- B. ☐ Error in the zoning classification of the property (only applies to single-family residential properties)

Please indicate which zoning classification you are requesting:

- ☐ Detached single-family residential
☐ Multi-family residential (apartments)
☐ Condominium
☐ Commercial
☐ Industrial
☐ Institutional (schools, churches, etc.)
☐ Agricultural (principal residence)
☐ Agricultural (non-residential)
☐ Other, describe: _____

- C. ☐ Error in mathematical calculation of the fee

Describe error: _____

- D. ☐ Misidentification of the property owner

Provide correct owner (if known): _____

- E. ☐ Impervious area has been removed from the property

Please attach a map or site plan if available.

Indicate the amount of impervious area that has been removed (square feet): _____

- F. ☐ Other grounds for appeal

Describe: _____

Note: Please attach additional documentation as needed to support your fee appeal request. Site plans, maps, plats or surveys indicating the amount of impervious area on your property are helpful when processing fee appeals. Plats or surveys must have been done in the last 12 months to be considered.

Certification:

I certify that the above information is, to the best of my knowledge, correct and represents a complete and accurate statement. By signing below, I agree to allow County staff or inspectors on my property (if needed) to review and verify the information. Further, I understand that my fee may potentially be adjusted upwards if it is determined that there is additional impervious area on the property beyond what was billed.

Signature of Property Owner

Print Name

Date

Prince George's County will process your fee appeal form and, if necessary, send an inspector out to verify the existing condition of the property. Requests submitted prior to **October 1st** will be eligible for a fee credit for the current taxable year which ends June 30th.

Please submit completed forms as an attachment through the County Click 311 website at:

<http://countyclick.princegeorgescountymd.gov/>

OFFICE USE ONLY - FINAL DETERMINATION

- ☐ Appeal Approved

QAlert ID: _____

Recommended % Impact Fee Reduction: _____

Current CWAF: \$ _____

Adjusted CWAF: \$ _____

- ☐ Appeal Denied

Reason: _____

- ☐ Not enough information to make determination

Comments: _____

Reviewer Initials: _____

DoE Director or Designee Signature: _____

Date: _____