



**CITY OF SANTA BARBARA
ADJUSTMENT TO EXTRAORDINARY WATER CHARGES
APPLICATION**

**IMPORTANT!
BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE FOLLOWING:**

CITY OF SANTA BARBARA RESOLUTION AUTHORIZES PARTIAL RELIEF FROM EXTRAORDINARY WATER CHARGES WHEN AN ACCOUNT HOLDER'S APPLICATION IS:

1. RECEIVED WITHIN 45 DAYS OF A RELEVANT BILLING DATE,
2. SUPPORTED BY DETAILED WRITTEN DOCUMENTATION,
3. SUBMITTED WITH COPIES OF RECEIPTS FOR LABOR & MATERIALS (PLUMBER'S BILLS) DETAILING PERMANENT REPAIRS HAVE BEEN MADE AND / OR A POLICE REPORT DOCUMENTING WATER THEFT.
4. **THE DECISION OF THE FINANCE DIRECTOR, OR SAID DESIGNEE, REGARDING ANY SUCH ADJUSTMENT SHALL BE FINAL.**

NAME ON ACCOUNT	/	ACCOUNT NUMBER
SERVICE ADDRESS		
MAILING ADDRESS	/	PHONE NO.
SUBMITTER	/	TODAY'S DATE

1. BILLING DATES(S) FOR WHICH YOU ARE APPLYING FOR RELIEF (DATES OF WATER BILL)
 FROM: _____ TO: _____
2. APPROXIMATE DATE OF THE INCIDENT: _____
3. DESCRIBE BRIEFLY THE NATURE OF THE INCIDENT THAT CAUSED THE HIGH WATER CONSUMPTION AND WHAT ACTION WAS TAKEN TO RECTIFY THE SITUATION (ATTACH ADDITIONAL INFORMATION/BILLS IF NEEDED):
4. DATE (S) REPAIRS WERE MADE: _____

PLEASE RETURN THIS FORM TO: CITY OF SANTA BARBARA, FINANCE – BILLING & CUSTOMER SERVICE POST
OFFICE BOX 1990
SANTA BARBARA, CA 93102-1990

Print Name: _____ **Signature:** _____

By signing above, I understand and acknowledge that if approved for an adjustment, I will be ineligible for any future relief for a period of five years from the date of approval if the second water loss event is smaller than the first.

The Finance Director or a designee of the Finance Director shall have the authority to make adjustments to extraordinary water charges in the event of hidden leaks, undetected line breaks, or other circumstances that are demonstrated to be beyond the reasonable control of the account holder or the account holder's agent. Such adjustments shall be made in accordance with guidelines approved by the City Administrator's office. However, such adjustments shall in no case result in a cost per HCF that is less than the Block 1 rate for residential customers located within the City limits.



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Who qualifies?

The qualifications are:

1. The account must not have had an adjustment under this program in the last five years that is larger than the current water loss event.
2. The total usage including the loss must be deemed extraordinary compared to regular usage.
3. The loss must not be due to negligence either from the customer or the customer's agent.
4. The completed application must be received within 45 calendar days of the relevant billing date in which the leak occurred.
5. Documentation must be included with the application that explains how the leak occurred and shows repairs were made. These are typically receipts for labor and materials but can also be pictures. If request is due to theft of water a Police report must be attached.

If I am approved what kind of discount will I get?

The amount of your discount will vary greatly based on a number of factors. However, the discount is calculated by taking a six month average of your usage and billing the difference at the block 1 rate. The difference of that rate to what was billed becomes your discount. Effectively, you will still be responsible to pay for all the water usage, even the portion that was lost, but you will do so at the lowest possible adjusted rate.

I didn't use this water. Why am I still being charged for it even though I was approved for the discount?

The rules of the program state we must bill for all the water that passed through the meter, whether it was lost as a result of a leak or otherwise. However, we do charge the lowest averaged amount possible for the water delivered during the subject billing period.

My normal bill is usually around "x" dollars. Will you consider this when calculating my discount?

Yes, for your account a six month average will be used to calculate your adjustment.

Will my sewer charges be affected if I am approved for a discount?

No, the application does not allow for a discounted rate on the sewer charges.

I am filling out the application but my bill is due shortly. What should I do?

We always recommend that you pay your bill in full and if your application is approved, your discount will appear as a credit on future billings. If you cannot afford to pay the entire bill when it's due, call the water billing office immediately to make payment arrangements at 805-564-5343; however, any account with an unpaid balance is subject to late fees.

If I am approved for the discount now and I have another leak later, can I get another discount?

If the second water loss event is larger than the first, you may qualify for an adjustment that would be the difference between the first adjustment and second adjustment.

If approved, how many billings will be adjusted?

The maximum period of time we can take adjust is two months' worth of billings.

What if the same leak reoccurs? Can I get more help?

If the second water loss event is larger than the first, you may qualify for an adjustment that would be the difference between the first adjustment and second adjustment.