



# RESIDENTIAL PROPERTY ADJUSTMENT APPLICATION

FORM 1 – Page 1 of 2

Use this form to correct the **STORMWATER FEE** and **SOLID WASTE FEE** (if applicable)

Complete this application in its entirety. Incomplete applications will be returned.

Call 630-CITY to report a change in ownership. Do not use for stormwater fee credits; visit [www.coj.net/cityfees](http://www.coj.net/cityfees) to obtain those applications.

## SECTION 1: APPLICANT INFORMATION

[Office Use Only] Application Number: \_\_\_\_\_

APPLICANT NAME [PLEASE PRINT] \_\_\_\_\_

ORGANIZATION [IF APPLICABLE] \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## SECTION 2: PROPERTY DETAILS

REAL ESTATE NUMBER (xxxxxx - xxxx) \_\_\_\_\_

Located in the Property Details section of your bill.

PROPERTY STREET ADDRESS \_\_\_\_\_

(i.e., 1234 N. Main St.; no city or zip required)

## SECTION 3: CORRECTION REQUESTED (Be sure to include documentation to support your request)

CHARGED IN THE WRONG SINGLE FAMILY TIER **OR** THERE IS ONLY ONE SINGLE FAMILY RESIDENCE ON THE PROPERTY

CHOOSE SINGLE FAMILY TIER:

Small ( $\leq 1,549$  sqft)

Average ( $\geq 1,550$  to  $\leq 4,650$  sqft)

Large ( $\geq 4,651$  sqft)

CHARGED THE WRONG NUMBER OF RESIDENCES OR UNITS

Correct # \_\_\_\_\_

PROPERTY TYPE IS:  APARTMENTS

MOBILE HOME PARK

PRIVATE PROPERTY (not commercial)

MOBILE HOME(S) ELEVATED AND TOTAL IMPERVIOUS AREA ONSITE IS  $< 1,550$  SQ.FT. (including dirt/gravel driveways, parking areas, etc.)\*

\*Requires photo(s) to show the elevation of the mobile home(s). Aerial photography and/or site visits will be used to determine total impervious area onsite.

PROPERTY IS VACANT - VOID OF ANY STRUCTURE, INCLUDING SLAB/FOUNDATION

Updated property record from Property Appraiser required. Provide demolition permit/invoice, if applicable.

OTHER – PLEASE EXPLAIN IN DETAIL. USE ADDITIONAL SHEETS IF NECESSARY. SEE PAGE 2 FOR ADJUSTMENT REQUEST GUIDELINES.

## SECTION 4: ATTEST AND SIGNATURE

By signing below, I attest that the information I am providing is true and complete to the best of my knowledge and belief, and that I have fully read and understand the guidelines, terms and conditions listed on both pages of this application.

APPLICANT SIGNATURE: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Received	<b>RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:</b> City of Jacksonville Adjustments 214 N. Hogan Street, 10 <sup>th</sup> Floor Jacksonville, FL 32202
APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
COMMENTS:		

This application is intended for property owners who wish to adjust (correct) a property's details as shown on the city fee bill, thereby changing the amount charged for stormwater and solid waste, when applicable. The 2009 property details are based primarily on information obtained from the Duval County Property Appraiser as of December 31, 2008.

It is important that applicants are familiar with the basis of each charge:

- Stormwater: estimated *total impervious area*; includes not only buildings or structures but walkways, driveways, patios, compacted gravel or dirt drives, etc.
- Solid Waste: charged for each residence on a property, as identified by the Duval County Property Appraiser

The Chief Engineer or his designee(s) will review applications and render a decision within 8-12 weeks of receipt. Successful applicants may receive either a new bill that reflects the adjusted rate, or a refund for the difference between the paid and adjusted amounts. Applicants may not be directly notified when all charges are removed from a property.

The following conditions are not grounds for adjustment:

- Properties on private roads
- Properties with no drainage structures nearby or that drain to natural waterways
- Properties served by sewer or septic, or piped water or well
- Properties that have a large amount of undeveloped or unimproved area
- Changes made to the property at any time during the current bill period (between Jan 1 – Dec 31)

Applications made based on any of the above conditions will be immediately denied. Property owners whose accounts are unpaid and whose applications are denied will receive a bill that reflects the original rate. The new bill must be paid by the due date to avoid late payment penalties. Property owners may appeal denied applications - visit [www.coj.net/cityfees](http://www.coj.net/cityfees) or call 630-CITY for more information about the process or to obtain an appeals form.

#### Terms and Conditions:

- The applicant must be listed as an owner of the property for which an exemption is sought, or otherwise be an appointed representative who is legally authorized to act on behalf of the owner. The applicant must be the signatory of the application.
- Applications submitted with insufficient supporting documentation will be considered based on the best information available to the city. It is solely the applicant's responsibility to ensure that appropriate and sufficient documentation is provided to support the change(s) requested.
- This application should not be used to report a change in property ownership. First, check with the Duval County Property Appraiser to ensure the correct information is on file. Then call 630-CITY (2489) or e-mail [630CITY@coj.net](mailto:630CITY@coj.net) to report the change.
- Late payment penalties will not be assessed on unpaid accounts if an application is received on or before July 31. **However, it is ultimately the property owner's responsibility to ensure payment is made on time.** The city **will not** waive late penalties charged to unpaid accounts because of missing applications.
- Changes made to property characteristics during the bill service period will be considered for the NEXT billing cycle. For example, if a structure is demolished in February 2009, that change would be reflected in the 2010 bill cycle. It would not warrant an adjustment to the fees charged in 2009.