

# REQUEST FOR REFUSE AND SPECIAL SANITATION CREDIT ON MULTIPLE METERED RESIDENCES OR BUSINESSES

SERVICE ADDRESS OF PRIMARY METER <i>404 W. Washington St.</i>	UTILITY ACCOUNT NO. (AS LISTED ON BILL)
SERVICE ADDRESS OF SECOND METER <i>404 1/2 W Washington St.</i>	UTILITY ACCOUNT NO. (AS LISTED ON BILL)
EXACT LOCATION OF SECOND METER (Side of House, Garage, etc.)	
NAME <i>Shane Klingler</i>	
ADDRESS <i>404 W Washington St.</i>	
CITY <i>Napoleon</i>	STATE <i>Ohio</i>
ZIP <i>43545</i>	PHONE <i>419-233-9347</i>
ARE YOU THE PROPERTY OWNER YES - <input checked="" type="checkbox"/> NO - <input type="checkbox"/>	PROPERTY CLASSIFICATION RESIDENTIAL - <input checked="" type="checkbox"/> BUSINESS - <input type="checkbox"/>
IF RESIDENTIAL, IS THIS A SINGLE FAMILY UNIT YES - <input checked="" type="checkbox"/> NO - <input type="checkbox"/> IF NO, LIST NO. OF UNITS _____	IF BUSINESS, IS THIS A SINGLE BUSINESS, ONE LOCATION YES - <input type="checkbox"/> NO - <input type="checkbox"/> IF NO, LIST NO. OF UNITS _____
WAS THIS EVER A MULTI-FAMILY DWELLING YES - <input checked="" type="checkbox"/> NO - <input type="checkbox"/> IF YES, LAST DATE <i>3-30-04</i>	WAS THIS EVER A MULTI-BUSINESS LOCATION YES - <input type="checkbox"/> NO - <input type="checkbox"/> IF YES, LAST DATE _____
PROVIDE DETAILED EXPLANATION FOR REQUESTED CREDIT: <i>Home is no longer a duplex.</i>	
I Hereby Certify The Information Listed Above is True And Correct To The Best Of My Knowledge: <i>[Signature]</i>	
OWNER SIGNATURE	DATE <i>11-9-04</i>
<b>FOR BUILDING INSPECTION ONLY:</b>	
Is Location Listed Correct: YES - <input type="checkbox"/>	<i>Shane will call when he is ready for inspection to make this back into a single family residence  T2 11-29-04</i>
Is Unit Single Family and/or Single Bu	
Should Meter Credit Request Be Appr	
LIST REASONS:	
I Hereby Certify The Information Listed Above is Correct.	
BUILDING INSPECTOR	
CITY MANAGER APPROVAL: YES -	
CITY MANAGER	DATE
DATED FILED WITH FINANCE DIRECTOR	
/ /	/ /
DATE	INITIALS

# **MULTIPLE METERED SERVICE CREDIT POLICY FOR BAG REFUSE AND SPECIAL SANITATION SERVICE CHARGES**

## **PREFACE:**

Ordinance 28-95 established the current Waste Collection Service for the City of Napoleon. Section 13 and Section 17 establishes the rates for Bag Refuse Charges and Special Sanitation Services Charged to each customer or residential establishment utilizing the City's waste collection system. Previous and current practice applies those refuse and service charges to each Service Address with an Electric Meter if located in the City Limits of Napoleon. Some of these locations have multiple Electric Meters.

## **PURPOSE:**

The purpose of this Policy is to establish an application and credit procedure under Ordinance 28-95 for individual residents paying Bag Refuse Charges and Special Sanitation Service Charges on a multiple metered Single Family Residential Property or Single Business at One Location.

## **PROCEDURE:**

- City Residents and/or Businesses may apply for credit on Bag Refuse Charges and Special Sanitation Service Charges on multiple metered locations.
  
- Qualifications to receive credit:
  - Applicant must be Property Owner.
  - Written Application must be made to the City on form provided.
  - Application Form will include the following:
    - Service Address of Meter.
    - Name, Address, Phone Number of Property Owner.
    - Statistical and General Questions on Meter use.
    - Detailed explanation for the Requested Credit.
    - Signed Certification by Owner on correctness of information.
  - Copy of Application will be forwarded to Building Inspection Department who will determine the following:
    - Location of meters requested for said credit.
    - Single Residency status on the location.
    - The use of the meter at the location.
    - Certified by Building Inspection and forwarded to the City Manager.
  - City Manager will Sign his/her approval and forward on to Finance Director.
  - Finance Director will notify Applicant of the Approval and/or Denial.
  - If Approved, Credit will be applied to next Regular Billing Cycle after the Date of Approval.
  
- Applicants NOT APPROVED may Appeal to the Water, Sewer, Sanitation, Refuse Committee of Council. Council may forward to Board of Public Affairs.