



City of Salisbury
Department of Public Works

125 N. Division Street, Room 202, Salisbury, MD 21801
Telephone (410) 548-3170

Stormwater Utility Fee
Administrative Appeal Application

A property owner who wishes to challenge the imposition of a Stormwater Utility Fee shall appeal to the Director. The Appeal shall be submitted on or before October 1 in order to receive a correction of the Stormwater Utility Fee for the taxable year. If one (or more) of the following Grounds of Appeal is applicable, please proceed with filling out this application.

GROUND(S) FOR APPEAL (please check)

- Incorrect identification of use on real property for purposes of determining the Stormwater Utility Fee. (The property owner shall provide proof of the use on the property.)
- For properties subject to the fee impervious unit, errors in the calculation of the impervious surface of the property. (The property owner shall supply documentation prepared and certified by a registered professional engineer or professional land surveyor of the impervious surface of the property.)
- Mathematical errors in calculating the Stormwater Utility Fee.
- The real property is not subject to the Stormwater Utility Fee under Salisbury City Code _____ as amended. (State, County, Municipality owned, unimproved property; or property that is able to demonstrate substantial hardship as a result of the imposition of the fee.)
- Errors in the identification of the property owner of real property subject to the Stormwater Utility Fee.

PROPERTY DESCRIPTION

Property Address: _____

_____	_____	_____	_____
Tax Id No.	Liber/Folio	Parcel #	Tax Map/Grid

APPLICANT/OWNER(S) INFORMATION

OWNER(S)

APPLICANT

Name

Name / Title

Address

Address

City, State, Zip Code

City, State, Zip Code

Telephone

Email Address

Telephone

Email Address

PROPERTY OWNER SHALL INCLUDE A DETAILED STATEMENT OF THE GROUNDS FOR THE APPEAL AND ALL INFORMATION OR SUPPORTING DOCUMENTATION AS REQUIRED BY THE DEPARTMENT. FAILURE TO PROVIDE ALL INFORMATION REQUIRED ON THE APPLICATION FORM OR TO ATTACH ANY RELEVANT DOCUMENTATION IS A BASIS FOR A DENIAL OF AN APPEAL. PLEASE REMIT TO OFFICE OF THE DIRECTOR OF PUBLIC WORKS AT 125 N. DIVISION STREET, SALISBURY, MARYLAND 21801.

Date

Owner

Date

Owner

FOR DPW USE ONLY

After further review of this Appeal Application for the aforesaid property identified in "Property Description" and supporting documentation related thereto, it is the Department of Public Work's decision that this Appeal is hereby:

- Approved Denied

Reason for Denial: _____

DEPARTMENT OF FINANCE, CITY OF SALISBURY:

PLEASE MODIFY THE EXISTING STORMWATER UTILITY FEE FOR THE AFORESAID PROPERTY IN "PROPERTY DESCRIPTION" BASED UPON THE APPROVED APPEAL AS NOTED BELOW.

- Incorrect identification of use on real property.
- Mathematical errors in calculating the Stormwater Utility Fee.
- The real property is not subject to the Stormwater Utility Fee under Salisbury City Code _____.
- Errors in the identification of the property owner of real property subject to the Stormwater Utility Fee.
- There was an error in the calculation of the impervious surface. The correct impervious surface amount should be _____ square feet.
- The correct fee is _____.

Date

DPW Representative

Distribution List:

Property Owner(s)
Counsel of Record
Mike Moulds, P.E., Director of Public Works
Amanda Pollack, P.E., Deputy Director
Keith Cordrey, Finance Director
John O'Brien, GIS Coordinator of Public Works