



209 S Main Street • Marysville, Ohio 43040
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UTILITY CLAIMS BOARD - REQUEST FOR APPEAL

****The board meets on the third Wednesday of the following months: February, May, August, and November. Applicants and/or knowledgeable representatives may be required to attend the meeting****

Please Print Clearly

Applicant: _____ Account Number: _____

Applicant's Address (street): _____

City, State, and Zip Code: _____

Applicant's Telephone Number: _____ E-mail Address: _____

Address of property for which the credit is being requested: _____

This property is (check one): My Primary Residence My Business Location A Rental Property I Own

Amount of Credit Requested: \$ _____ Bill(s) Referring to: _____

**Appeal requested can be for one event spanning no longer than two consecutive months*

Please describe in detail why a credit is being requested; attach a separate sheet if necessary:

A credit is requested in the matter of the following (examples: Installation of new landscape (lawns, trees, and nursery shrubs) if not in month when summer sewer credit given, excess water was used as a result of an exterior water problem and the water did not get processed by the City's sanitary sewer system, etc.)*.

***Attach invoices or proof of work that was performed. If there is no proof, explain why above.**

Have you filed an appeal with the Utility Claims Board previously? Yes / No

If yes please list when and what appeal was for: _____

****Appeals can only be filed once every three (3) years after an approved appeal****

I hereby attest to the truth and exactness of all information supplied on and with this application.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received (stamp):

DECISION OF THE UTILITY CLAIMS BOARD:

- Approved for \$ _____ Adjustment done
- Disapproved

Utility Claims Board Representative

By: _____

Date: _____



City of Marysville

Utility Claims Board Rules of Procedure

1. The day and hour of the Utility Claims Board of Appeals meetings shall be the third Wednesday at 4:00 pm in each of the following months: February, May, August, and November. Special meetings shall be posted at least 48 hours ahead of time.
2. Unless conflicts of interest are recognized, each member of the Board shall be required to vote upon all questions before the Board. When such conflicts are recognized the Member shall refrain from any conversation or discussion of the issue. Board Members shall notify the other Members prior to any discussion on a subject where a conflict of interest may exist where the Member's personal interest or concerns may affect his/her decision to the public interest. The Board Member shall then exclude him/herself from any discussion or vote on the subject.
3. The deadline for agenda items is ten(10) business days prior to the regularly scheduled meeting
4. An agenda and notice for each meeting shall be delivered to each Board Member five (5) business days prior to the meeting.
5. Motions do not require a second.
6. All motions shall be made in the affirmative.
7. At a minimum, the motion must have a majority of two (2) affirmative votes in order to pass excluding abstentions.
8. All applicants shall receive notice of the meeting at least five (5) business days prior to the meeting.
9. An applicant may only submit an appeal for one event. An event cannot exceed more than 2 consecutive months. The event must be within nine months from filing date of appeal. One appeal will only be accepted within a three (3) year period of the final approval of a prior appeal.
10. Number 9 does not apply if property ownership changes.
11. Appearance before the board by the applicant is not required, if the applicant is requesting a credit for sewer usage only & it is obvious that the water used did not go into the City sewer system.
12. In other cases applicants, or their representative, shall be required to attend the meeting. The representative shall have sufficient knowledge of the situation and be able to articulate what the applicant is requesting and why. At the request of applicant, attendance can be handled on a case by case basis. If an applicant, or his/her representative, is not present or made prior arrangements, the Board, at their discretion, may deny the application or table the application until the next regularly scheduled meeting.
13. The Finance Department shall develop a standard method to calculate potential credit for accounts. This method shall be reviewed yearly and approved by the Finance Director.
14. A written copy of the decision made by the Board shall be sent to the applicant within ten (10) business days of the meeting.