

*City of Raleigh, North Carolina*

**Stormwater Management**  
P.O. Box 590 Raleigh, NC 27602-0590  
Telephone: (919) 996-3940

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**Stormwater Fee Appeal for Adjustment Application**

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**Section A.**  
***APPLICANT INFORMATION***

Property Owner:

Primary Location/Street Address:

Telephone:

Fax:

Email Address:

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**Section B.**  
***APPLICANT'S ENGINEER or SURVEYOR (if applicable)***

Name:

Address:

Telephone:

Fax:

Email Address:

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**Section C.**  
***PROPERTY INFORMATION (attach a copy of your latest utility bill)***

Name of Property (e.g. Complex or Development):

City of Raleigh Water Billing Number:

Parcel Identification Number (PIN):

Property Address:

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**Section D.**  
***DETAILS OF THE APPEAL FOR ADJUSTMENT***

Type of Property (check one):  Single-Family  Townhouse  Multi-Family  Other Residential  Non-residential

PLEASE CHECK THE BOX NEXT TO THE TYPE OF ADJUSTMENT:

- Impervious Area Measurement Adjustment
- Less than 400 Square Feet of Impervious Area Land Adjustment
- Partial Discharge Adjustment

Currently Billed Impervious Area: \_\_\_\_\_ Square Feet

Proposed Impervious Area: \_\_\_\_\_ Square Feet

*Please include a detailed description of the reason for the adjustment as an attachment to this application. Also, please provide the City with any property maps or measurements that may be needed to determine your adjustment. A detailed topographic survey may be required in some cases at the expense of the Owner.*

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**Section E.**  
**APPLICANT CHECKLIST**

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PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF): If any information is missing from the request package, you will be asked to complete the request and re-submit. Please note that the City reserves the right to request additional information if necessary.

- A copy of your most recent City of Raleigh Utility Bill.
- Complete application form requesting an Appeal for Adjustment.
- Evidence supporting the basis for the adjustments including the opinion of a certified professional engineer or surveyor where applicable.
- Current City of Raleigh topographic map outlining the property and disputed impervious areas, where applicable.
- Correct parcel identification number (PIN) – See Section F for instructions on obtaining the PIN for your property.

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**Section F.**  
**iMAPS INSTRUCTIONS**

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iMAPS is the City of Raleigh and Wake County on-line property information and mapping system. You can access iMAPS from both the City and County GIS websites, the direct link is <http://maps.raleighnc.gov>.

Once you are at the iMAPS home page, click on the “Start iMAPS” button. This will bring up the map display.

You can search for property by owner, address, intersection, or parcel id number. These buttons are on the left side of the screen. Select the search method you would like to use. Empty search criteria boxes will display. For example, if “Address” is selected, several empty boxes are available. You can enter just the street name and click on “Search” or you can fill in the street number and name and select “Search.”

A list of parcels matching the criteria chosen will be displayed on the right side of the screen. Click the parcel number of the property you are interested in. A map of the property will be displayed with the property highlighted. The correct parcel identification number (PIN) can be located here.

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**Section G.**  
**CERTIFICATION STATEMENTS**

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PLEASE INITIAL THE FOLLOWING STATEMENTS CERTIFYING THAT YOU HAVE READ AND UNDERSTAND EACH ONE:

\_\_\_\_\_ I hereby certify that the information in this packet is truthful and accurate.

\_\_\_\_\_ I hereby grant the City of Raleigh access to the property referenced in this document to confirm any of the information stated in this application to determine my adjustment.





## **A.2 Appeal for Adjustment Form Instructions**

Applicants must fill out the Appeal for Adjustment Form contained in Appendix A.1 and submit the items listed in the Checklist. Please note that the City reserves the right to request additional information if necessary to determine the adjustment.

Applicants should fill out the entire form as completely as possible. The following directions apply to each section of the form.

### **Section A**

Please submit the information requested by the Application including Property Owner, Physical Address, Contact Information and a copy of the most recent Utility Bill from the City of Raleigh.

### **Section B**

Please submit the information requested concerning the Applicant's Engineer or Surveyor (if applicable) including the Name, Physical Address, and Contact Information.

### **Section C**

Please submit the information requested concerning the Applicant's Property. The City of Raleigh Water Billing Account Number may be found on the latest statement of the Applicant's bi-monthly utility bill from the City. The Parcel Identification Number (PIN) may be found using the City of Raleigh & Wake County iMAPS system. Instructions for the iMAPS system are contained in Section F of the application. If the property address is different from the Owner address in Section A, please include in Section C.

### **Section D**

Please check the box next to the type of adjustment for which you are applying and list your requested change of impervious area in the appropriate spaces. In addition, please attach all documentation needed to justify your claim for an adjustment. Additional information may include:

- a map of the property
- property measurements
- City of Raleigh topographic data
- a complete site survey by a registered surveyor or engineer

### **Section E**

A checklist for completion of the application is included in Section E. Please check the boxes next to each item to signify that you have completed the entire form. If the form is

not complete, the City may request that you re-submit the form before making a determination on the adjustment.

## **Section F**

Section F includes instructions for the City of Raleigh & Wake County iMAPS system. The system can be used to obtain the property's parcel identification number (PIN). This number is VERY important for the City to track the adjustment of your fee. Please make sure to record your PIN accurately.

## **Section G**

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. This section must be complete in order for your application to be processed.

## **Section H**

Please sign and date that you have completed the application for an adjustment. If multiple owners exist for the property, all owners must sign this form in order to grant the adjustment.

## **Section I**

Section I is for office use only by City of Raleigh staff.