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## STORMWATER FEE TRANSFER REQUEST

### MULTI-FAMILY PROPERTIES with FIVE OR MORE UNITS

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### *Section A.*

#### *QUALIFICATION STATEMENT*

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Do all individual units / tenants in the complex have individual water meters from the City of Raleigh?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is **yes**, continue with application.

If the answer is **no**, you may not distribute stormwater fees to individual tenants, do not complete this application.

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### *Section B.*

#### *SUBMITTAL 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, so please check the list below carefully before you submit:

- PARCEL MAP** from the City of Raleigh & Wake County internet mapping system, iMAPS. The subject parcel must be highlighted and the parcel data displayed. See Section G for iMAPS instructions. An example map is attached.  
**iMAPS Web Address:** <http://maps.raleighnc.gov>
  - MAP OF PROPERTY / COMPLEX** showing existing buildings and structures with their addresses or building number clearly shown. This must correlate in some manner to the required address list. An example is attached.
  - ADDRESS LIST** of units that have existing individual City of Raleigh water meters and billing accounts.
  - STANDARD LEASE AGREEMENT** for rentals within this complex.
  - COPY OF DEED** showing current ownership of complex / property.  
**Wake County deed information is also available on-line at:** <http://rodweb01.co.wake.nc.us/books/genext/help.htm>
  - THIS APPLICATION FORM** completed, dated and signed by the property owner(s), submitted by the deadlines noted in Section B of this application.
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**REQUIRED, BUT OFTEN MISSING INFORMATION. PLEASE MAKE SURE TO INCLUDE THE FOLLOWING:**

- CORRECT PARCEL IDENTIFICATION NUMBER (PIN).** This number will be included with the iMAPS printed information, therefore it is very important that you have selected and displayed the correct parcel to view. **THIS INFORMATION IS VERY IMPORTANT!**
  - ALL OWNER'S SIGNATURES AND DATE OF SIGNATURE.** See Page 3 of this application. All real property owners must sign the application, and the date of signature MUST be filled in!
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## ***Section C.***

### ***SUBMITTAL DEADLINES***

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Requests to transfer stormwater utility fees to individual tenants are accepted by Stormwater Management Services at any time. There are no fees required for submittal of a fee transfer request. Requests must be received by the 15<sup>th</sup> of the month in order to be in place for the next month's billing.\*

\*The City reserves the right to make exceptions to this general processing schedule where necessary.

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## ***Section D.***

### ***SUMMARY INFORMATION***

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**NAME OF COMPLEX OR PROPERTY:** \_\_\_\_\_

\_\_\_\_\_

**PRIMARY LOCATION / STREET ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PERSON TO CONTACT IF THERE ARE QUESTIONS ABOUT THIS APPLICATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**NUMBER OF BUILDINGS ON THIS PROPERTY:** \_\_\_\_\_

**NUMBER OF DWELLING UNITS IN THIS COMPLEX:** \_\_\_\_\_

**ARE ALL UNITS IN THIS COMPLEX LOCATED ON THE SAME SINGLE LOT OR PARCEL?** \_\_\_ YES \_\_\_ NO

If **NO**, an additional Stormwater Fee Transfer Request form must be completed for each parcel or lot.





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## ***Section G.***

### *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>. On-line help is available if you need it.

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 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.

Once you have found your property and it is highlighted in the map, select the print button on the left side of the screen (looks like a printer). This will create a new window that formats the information, including the map onto one 8 ½ x 11 piece of paper. Select print from the File Menu to print the map and information to your printer (make sure your printer is set to print Landscape). Submit this map along with this application.

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## ***Section H.***

### *Office Use Only*

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Received by the City of Raleigh, North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Database modifications completed on:

\_\_\_\_\_

Database modifications completed by:

\_\_\_\_\_

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