## APPEAL BY NON-RESIDENTIAL PROPERTY OWNERS

This document is created for an appeal of the Stormwater Assessment by non-residential property owners. Please read the following information carefully as there are only limited grounds for such appeal:

Ordinance Number 4-2010 of the City of Vincennes, An Ordinance Establishing Rates, Charges, and Regulations for the Vincennes Stormwater Utility, provides for the appeal of ERU (Equivalent Residential Unit) pursuant to Section 8 of the Ordinance which is found at 53.106. This appeal must be filed within thirty (30) days after the date of the assessment notice or the bill is mailed or issued to the property owner.

The Ordinance provides four (4) grounds for appeal.

- 1. Incorrect classification of the property.
- 2. Errors in the square footage of the impervious surface area of the property.\*
- 3. Mathematical errors in calculating the Fee to be applied to the property.
- 4. Errors in the identification of the owner of the property subject to the Fee.

\*If a property owner alleges an error under subsection (A)(2) of this section, the request for correction must include a certification by a professional engineer or land surveyor of the impervious surface area of the property. Failure to comply with the provisions of this subsection shall be grounds for denial of the request.

After you have reviewed the above information, if you believe you have an appeal under one of the four (4) grounds set out above, please complete the following:

1. In the blank space below, provide all parcel numbers and street addresses for all property which you believe is affected by your appeal.

2. Attach copies of the most recent deed of record for each tract of real estate affected by your appeals showing the legal description and record owner.

3.	By making reference to the four (4) grounds for appeal, explain why your appeal comes under the four (4) enumerated grounds for appeal and why the City's assessment is wrong and how it should be changed or corrected.
4.	If your appeal claims there are errors in determining the square footage of the impervious surface area of your property, attach a certification by a professional engineer or land surveyor showing the impervious surface area of the property.
5.	Submit any other documents or drawings which you believe will be helpful to the Board in considering your appeal.
6.	Pursuant to the Ordinance, the form must be filed within thirty (30) days after the date of the assessment notice or the day it is mailed or issued to the property owner. When you file this with the Vincennes Water Utilities Office, 403 Busseron Street, Vincennes, Indiana, the document will be stamped with the date it is received and a copy will be made for you to keep for your records.
7.	This document must be signed. The person signing this document affirms under penalties of perjury that the facts and statements set out are true to the best of his or her knowledge, information, and belief.
	Name
	Mailing Address
	Cell Phone Number
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(C:UtilityS