



# Town of Warrenton Public Works

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Warrenton, NC 27589  
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warrenton.nc.gov

## Sewer Adjustment Request

Name \_\_\_\_\_ Account Number \_\_\_\_\_

Phone Number \_\_\_\_\_ Service Address \_\_\_\_\_

*A sewer adjustment may offset the sewer cost associated with increased water usage from pool filling, outdoor watering, or plumbing leaks. To be eligible for sewer adjustment, consumption for the requested billing cycle must exceed the account's 12-month average by more than 1,000 gallons. All requests should be submitted before the due date. Eligible requests will be forwarded to the Town Administrator for review. If a request for a sewer adjustment is pending as of the due date, the full invoice amount remains payable to prevent late penalties and/or service disconnection. Any approved adjustment will be subsequently credited to the account.*

Billing Cycle \_\_\_\_\_

Reason for Request:

- ☐ Leak – To be eligible, please clearly identify the location of the leak and submit documentation of repair with this request. Ongoing leaks will not be considered for adjustment.

Location of Leak \_\_\_\_\_

Documentation Included \_\_\_\_\_

- ☐ Outdoor Watering

- ☐ Pool Filling – To be eligible, please provide exact date(s) pool was filled. Additional requests made due to refilling the pool within the same calendar year require photographic documentation confirming the pool was not drained into the sewer system.

Date(s) Pool was Filled \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Town of Warrenton Use Only

12-Month Consumption Average \_\_\_\_\_

Billing Cycle Usage \_\_\_\_\_

Requested Adjustment in Gallons \_\_\_\_\_

Sewer Usage Rate \_\_\_\_\_

Total Requested Adjustment \_\_\_\_\_

Eligible for Adjustment? ☐ Yes ☐ No

Clerk Initials \_\_\_\_\_ Date \_\_\_\_\_

Adjustment: ☐ Approved ☐ Denied

Entered in FMS By: \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_