



**TRANSPORTATION UTILITY FEE
REQUEST FOR SERVICE CHARGE ADJUSTMENT
NON-RESIDENTIAL**

Nonresidential uses billed the Transportation Utility Fee may file this "Request for Service Charge Adjustment" with Utility Billing within thirty (30) days of the date of the bill. However, submittal of such a request does not extend the period of payment for the charge.

**PLEASE FILL OUT ONE APPLICATION PER EACH MUNICIPAL SERVICES STATEMENT
ACCOUNT NUMBER AND SUBMIT TO THE CITY ENGINEER
PO BOX 970, Newberg, OR. 97132**

Account Information	Site Information
Customer Name	Business / Customer Name(s)
	Newberg, OR. 97132
Billing Address	Service Address
City, State, Zip	Tax Lot:
Email Address	
Business / Home Phone No.	Municipal Services Statement Account No.
Cell No.	
Institute of Transportation Engineers (ITE) Code – Select <u>Primary</u> Site Use (select one only)	
Originally Assigned ITE	Requesting Modified ITE
Basis of Applicant's Appeal (use additional sheets if necessary or attach supporting documentation)	

Generally, items that can be appealed include:

- The Institute of Transportation Engineers (ITE) code assigned to a use.
- Number of units assigned to a use. Unit categories for various uses include:
 - Building square footage (most retail, commercial, and industrial uses)
 - Students (schools)
 - Fueling positions (gas stations)
 - Acres (parks, fields)
 - Beds (nursing homes, hospitals, etc.)
 - Bays or servicing positions (car washes, lube shops)
 - Rooms (hotels)

CONDITIONS FOR ADJUSTMENT (City Code 3.45.140)

- A) A request for service charge adjustment may be granted or approved by the City Manager or his designee, only when one or more of the following conditions exist:
 1. The amount charged is in error; or
 2. The actual trips generated by the parcel, as established by an engineer at the expense of the owner, would result in inclusion in a trip class characterized by greater than or less than the applied average daily trip estimate used in determining the charge; or
 3. The parcel exists in its natural unimproved condition and will remain in its natural unimproved condition with no allowable human activities or manmade improvements that would generate trips to or from the parcel.
- B) Service charge adjustments will only apply to the bill then due and payable (based on date this application was submitted, and bills subsequently issued. The property owner shall have the burden of proving that the service charge adjustment should be granted.
- C) Decisions on requests for service charge adjustments shall be made by the City Manager or his designee, based on information submitted by the applicant and by the City within thirty (30) days of the adjustment request, except when additional information is needed. The City will send a copy of this completed application with the City Manager's (or his designee's) decision.
- D) Decisions of the City Manager or his designee on requests for service charge adjustments shall be final.

APPLICANT SIGNATURE

Printed Name

Signature of Applicant

Date

CITY USE ONLY

Basis for Service Charge Billed by City		Appropriate Service Charge	
ITE Land Use Code	Class Number	ITE Land Use Code	Class Number
Units	Units of Measurement	Units	Units of Measurement

Request for WAIVER is:

APPROVED

APPROVED AS AMENDED

DENIED

“Appropriate Service Charge” above lists the service charge appropriate for this site. This decision is final.

EXPLANATION OF DECISION

CITY AUTHORIZATION

Signature of City Engineer/Designee

Signature of City Manager/Designee

Printed Name

Printed Name

Date

Date

Application Routing Process:

- City Engineer approves/disapproves
- City Manager approves/disapproves
- Original filed in Finance Dept.
- Copies distributed to: City Engineer and applicant