



TRANSPORTATION UTILITY FEE REQUEST FOR SERVICE CHARGE ADJUSTMENT RESIDENTIAL

Residential users billed the Transportation Utility Fee may file this "Request for Service Charge Adjustment" with their Municipal Services Statement 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)	
Billing Address	City, State, Zip	Service Address	Suite/Unit No.
Email Address		Municipal Services Statement Account No.	
Business /	Home Phone No.	Cell No.	
Type of Residential Use Single-Family Detached Housing Duplex/Townhouse (2 units) Tri-Plex (3 units) Quad-Plex (4 units) Apartment Building (greater than 4 units) Condominium (greater than 4 units) Manufactured Home Park		Basis of Applicant's Appeal (use additional sheets if necessary or attach supporting documentation)	
Generally, items that can be appealed include: <ul style="list-style-type: none"> • Number of units assigned to a use. 			
CONDITIONS FOR ADJUSTMENT (Newberg Municipal 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: <ol style="list-style-type: none"> 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) The applicant shall be responsible to keep the account paid/current while the application is being processed.			
E) NO RETROACTIVE WAIVER OR REFUND WILL BE ISSUED.			
F) 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
Units	Units

DECISION

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