



TRANSPORTATION UTILITY FEE REQUEST FOR FEE WAIVER

**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	
() Business / () Home Phone No. Cell No.	Municipal Services Statement Account No.
TYPE OF WAIVER REQUESTED (CHECK ONLY ONE)	
<p>VACANCY (100% WAIVER) – Water/Sewer Service Discontinued As defined in Newberg Municipal Code 3.45.20. <u>Waiver expires in 1 (one) year or when site becomes occupied.</u></p> <p>VACANCY (Minimum Charge) – Water/Sewer Service Continued As defined in Newberg Municipal Code 3.45.20 and 130 B: When any developed property within the city becomes vacant, as defined in NMC <u>3.45.020</u>, and water service remains in effect, upon application from the property owner, the TUF will be billed at the lowest rate upon the approval of the city manager (ITE 240). <u>Waiver expires in 1 (one) year or when site becomes occupied.</u></p> <p>HARDSHIP (50% WAIVER) – MUST re-apply each year Households earning less than 80 percent of the HUD median household income in Newberg - OR - Multi-Family residential properties identified as low income qualified housing by the Housing Authority of Yamhill County</p> <p>UNEMPLOYMENT (50% WAIVER) Available if household's responsible party has been laid off. Provide evidence of current unemployment benefits and proof of residency at the service address. <u>Waiver expires after 6 months.</u></p> <p>MOTOR VEHICLE DISCOUNT (50% WAIVER) For residential class households in which no one owns a motor vehicle. Waiver expires when a vehicle is acquired. <u>Waiver must be reapplied for each year.</u></p>	
Describe Reason for Waiver Application (attach additional pages/supporting documentation as necessary)	

Describe Reason for Waiver Application - Continued

CONDITIONS FOR WAIVER (Newberg Municipal Code 3.45.130)

- A) Any person desiring a waiver must submit a completed application not less than 14 days prior to the billing date of the period for which the waiver will be applied.
- B) Waivers will only apply to future bills (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) The applicant shall be responsible to keep the account paid/current while the application is being processed.
- D) Decisions on requests for Waivers 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 Waiver 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.
- 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

ITE Land Use Code

Class Number

ITE Land Use Code

Class Number

Rate/Unit

Number of Units

Monthly TUF Fee

Rate/Unit

Number of Units

Monthly TUF Fee

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