



# LEAK ADJUSTMENT APPLICATION

UTILITIES DEPARTMENT

Name: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Date Leak Discovered: \_\_\_\_\_ Date of Repair: \_\_\_\_\_

Description of Leak and Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This application is for requesting an adjustment to water utility billing after completing repairs to a broken pipe or leak per RMC 13.12.150. Application must be made within 60 days from the due date of the billing cycle in which the leak was found. Consumption must be double the amount of water used on such premises in the same billing cycle of the previous year and will be calculated as follows:

1. Water consumption will be determined by reviewing the customer's consumption during the same billing cycle of the previous year.
  
2. For new customers with less than one year of billing history with the city, the average water consumption will be determined by reviewing the consumption during the same billing cycle of the previous year for that structure, or a similar type of occupancy if necessary.
  
3. The normal consumption will then be deducted from the total consumption shown on the bill for the billing cycle in which the pipe broke. The difference will be multiplied by ninety percent and then multiplied by the additional volume charge in effect at the time of the break to determine the credit.
  
4. The credit shall apply to a maximum of three billing cycles, including the billing cycle in which the leak was repaired, and only up through the day of repair.

**One or all of the following verification requirements must be met:**

1. A copy of invoice from plumber, contractor, or landscaping company, etc.  
AND/OR
2. Pictures of repair (before & after) if repairs are made by homeowner, along with any receipts for plumbing parts.  
AND/OR
3. Visual inspection by City Staff to confirm repair and no additional leak apparent.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with Title VI of the Civil Rights Act and other applicable laws, the City of Ridgefield does not discriminate on the basis of race, color, national origin, gender, age or disability in decisions, programs or activities.