

**Public Works Committee  
UTILITY RELIEF REQUEST  
Request for Adjustment Due to a Leak**

The City of Cannon Beach has a policy of issuing partial credits for leaks that are repaired in a timely manner. The City expects leaks to be repaired within ten days of discovery. This relief request must be filed within 60 days of repair, and the relief amount shall not exceed 90 days usage.

Credits granted are only for the sewer portion of the utility bill and only for mechanical failures of the living space plumbing system including the main line from the meter to the house, such as broken water line, frozen pipes, interior fixture failures, etc., and excludes any exterior plumbing system component failure. No relief will be granted for exterior faucets left on or irrigation system failures. Exterior hose bibs that have a removable key operation handle will be considered on a case by case basis.

**Credits are based on your average sewer usage for the same period the previous year. This average is deducted from the total sewer consumption used during the time of the leak, provided the leak did not impact the Wastewater Treatment Facility.** The Public Works Committee will review the adjustment request at their next meeting.

**Please describe the specific circumstances of your request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

**Date leak found:** \_\_\_\_\_ **Date leak repaired:** \_\_\_\_\_

**Location of Service:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Street Address                      City                      State      Zip                      Phone**

**DOCUMENTATION: YOU MUST SUBMIT COPIES OF PLUMBER'S BILLS AND/OR  
RECEIPTS FOR PARTS REQUIRED FOR FIXING THE LEAK**

**For office use only**

Sewer amount in Leak Period: \_\_\_\_\_ minus seasonal average usage: \_\_\_\_\_ = \_\_\_\_\_

Total Credit: \$ \_\_\_\_\_ Date Issued: \_\_\_\_\_ By: \_\_\_\_\_

Staff recommendation: \_\_\_\_\_ Approve      \_\_\_\_\_ Deny

Rev: 12/15/15

