

POLLUTION CONTROL & FLOOD REDUCTION FEE APPEAL FORM



Please complete and return this form to (submit one form for each property):

Municipality of Monroeville
ATTN: Municipal Manager – PCFR Fee Appeal
2700 Monroeville Boulevard
Monroeville, PA 15146
Phone 412-856-3303; Fax 412-856-3366
Email: brownd@monroeville.pa.us

**** PLEASE NOTE THAT ALL APPEALS MUST BE RECEIVED WITHIN 30 DAYS OF THE DATE THE BILL WAS MAILED ****

Owner's Information

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone: _____ Owner's Fax: _____ Owner's Email: _____

Property Information (all information can be found on your bill)

Property Address: _____

Lot & Block Number: _____ Account Number: _____ CID #: _____ #ERU: _____

General Information

Prior to proceeding with the appeal form please read and understand the information below.

What is an impervious area?

Municipal Ordinance No. 2689 defines impervious surface as "those hard surface areas which prevent or slow the entry of water into the soil in the manner that such water entered the soil under natural conditions existing prior to the development, or which cause water to runoff the surface in greater quantities or at an increased rate of flow than that present under natural conditions prior to development including, without limitation, such surfaces as roof tops, asphalt, concrete, pavers, driveways, parking lots, streets, walkways, patio areas, storage areas or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development."

What is an ERU?

Equivalent Residential Unit (ERU) - The measure of impervious surface for a typical single family detached residential structure and associated hardscapes (sidewalks, driveway, etc.) which shall be used when assessing the fees for each non-single family residential property and which has been decided based on GIS (Geographic Information System) analysis of aerial photographs to be 2,385 square feet. In summary, an ERU approximates the impervious area of an average single family residential property.

How was the number of ERU's on my bill determined?

- Vacant Property - Vacant properties have no impervious area and are assessed as flat 0.25 ERU per the Ordinance as they still generate stormwater runoff. There is no way to achieve a lower rate than this.
- Single Family Residential Accessory Property – These properties have impervious areas which serve as an accessory to an adjacent single family residential property, including but not limited to sheds or driveways. In some cases, the property owner may not be aware of the existence of the shed, driveway, etc. or may not own them or be

agreeable to their existence. These properties are assessed as a flat 0.5 ERU per the Ordinance regardless of their impervious area. The only way to achieve a lower rate would be to prove that the property is vacant.

- Single Family Residential Property - For a property which contains a single family residential home the property is billed simply as 1 ERU regardless of its impervious area. The only way to achieve a reduced rate would be to prove that the property is vacant or only contains an accessory structure (see above).
- Duplex Property – For properties containing a duplex, the property is assessed as 2 ERU’s per the Ordinance, regardless of its impervious area. The only way to achieve a lower rate would be to prove the property is misclassified and should be one of the options above.
- Multiple Single Family Residences Property – These properties contain more than one single family home and thus are assessed 1 ERU per home per the Ordinance, regardless of their impervious. The only way to achieve a lower rate would be to prove there are less homes than calculated or that the property is misclassified and should be one of the options above.
- Not Single Family Residential Property – For these properties that do not fall into one of the categories above, the square footage of impervious area was determined via analysis of aerial photography, divided by 2,385 square feet per ERU (see ERU definition above), and rounded down to a whole number to determine the assessed ERU’s for the property. To achieve a lower rate you would need to prove the property is misclassified and should be one of the options above, or that the calculation of the ERU’s is incorrect due to wrong determination of impervious area or mathematical error.

Appeal Type: (Check all the boxes that apply (could be more than one) and provide documentation where requested)

- Incorrect ERU due to misclassification:**
The appellant believes that the Municipality misclassified the property causing an erroneous ERU assessment. This appeal type is possible for all property classifications above. Please provide explanation and documentation to support the reclassification of the property.
- Incorrect ERU due to incorrect impervious area or mathematical error:**
The appellant believes that the Municipality either determined the impervious area incorrectly or that there was a mathematical error in the ERU calculation. Because all other property types are set at flat ERU assessments this appeal type is only be applicable to the “Not Single Family Residential Property” property class. Please provide an explanation and include maps, drawings, measurements, plans, surveys, etc. to support your case. While not required to submit an appeal the Municipality reserves the right to require a survey sealed by a Professional Land Surveyor.
- Approved Credit/ Discount Improperly Applied:**
The appellant believes that they have been approved by the Municipality for a credit or discount, but said discount has not been properly applied to their fee assessment. Please keep in mind that there are only a few types of credits and discounts available and you must be pre-approved by the Municipality to receive them. If you have not been pre-approved this appeal type will not apply to you and you will need to apply for the credit for the next year. Please provide an explanation and supporting documentation.

Verification of appeal information:

All appeals will be subject to verification via geographic information systems using aerial photography and or satellite imagery. At the discretion of the Municipality of Monroeville staff a site visit may be conducted for ground measurement of the impervious surface in question.

All appeals will be reviewed by Municipal staff, and a response will be mailed to the address as indicated under Owner’s Information above. Please allow 30 days from the date of which the appeal was received.

If it is found that information submitted on your appeal is inaccurate, the original Pollution Control & Flood Reduction will be retroactively instated.

Appeal Description Area: *(please attach additional sheets, or photographs if necessary)*

Certification:

I certify that the information contained in the application is, to the best of my knowledge, correct and represents a complete and accurate statement. By signing below, I agree to allow the Municipality of Monroeville staff or inspectors on site to review and verify the above information.

Print Name: _____

Signature: _____

Date: _____

