

**Town of Great Barrington
Board of Sewer Commissioners**

SEWER ABATEMENT POLICIES

1. There are two classifications of abatements:

Temporary – Typically the result of a water shut off or long-term vacancy.

Permanent – Typically caused by a structural change to the building, such as the conversion of a multifamily home to a single family home.

2. Request for abatement must be submitted on the appropriate application form available in the Department of Public Works.
3. Abatement request forms must be received by the Department of Public Works office **prior to the due date of the sewer bill** in question and **may not be retroactive** beyond the period covered by the bill.
4. The minimum charge for each equivalent dwelling unit connected to the sewer system is \$412.50 per six month billing cycle. As sewer rates are adjusted, this minimum charge will be changed to equal one half of the new bill.
5. New units which are connected to the sewer system may apply for a partial abatement if connected for less than three months of the billing period.
6. An equivalent dwelling unit which is unoccupied for the entire billing period is eligible for an abatement of one half of the regular bill. **The vacant status of the dwelling must be verifiable by the Town and the burden of proof rests with the applicant.**
 - A) The best proof of vacant status is water shut off record, although some applications may require visual inspection by staff of the Department of Public Works. Such inspection should be requested as soon as possible after commencement of such a vacancy. Likewise, should unit resume occupancy during a billing cycle without inspection by the Town, no abatement shall be granted for that billing period.
 - B) **Required Documents**, Proof of usage for 6 month billing period.
Water Bill's or Electric Bill and Paid Current Sewer Bill.
7. The approval of a permanent abatement, which includes the visual inspection of structural conversion of the dwelling, will result in a change to the billing status and no further abatement will be necessary.
8. If the abatement is approved credit will be applied in the next billing cycle.

COPY RECEIVED BY
APPLICANT _____

Town of Great Barrington
334 Main Street, Town Hall
Great Barrington, MA 01230

REQUEST FOR ABATEMENT OF SEWER USE FEE

Name _____ Phone _____ Email _____

Mailing Address _____

Street Address of Sewer Use Property _____

Current Sewer Bill Date _____ Amount _____ Bill. No. _____

Residential _____ Single Family _____ Multi-Family _____ Apartment Other: _____

_____ Up to 2-2 1/2 baths _____ More than 2 1/2 baths

Business Type: _____

Reason for abatement request. Please be as specific as possible. Attach extra paper if necessary.

REQUIRED ATTACHMENTS: BILL IS PAID PROOF OF USAGE (WATER/ELECTRIC BILL)

Regardless of the outcome of this request, your sewer bill payment is due within 30 days from the date of issue. The DPW Superintendent may contact you to schedule a meeting to review any documentation (legal papers, receipts, records etc.) and discuss your abatement request.

Signature: _____ Date: _____

REQUIRED: Attach a copy of your **paid sewer bill, proof of water or electric bill** and send or bring this completed form to the Department of Public Works, Sewer Commission, 334 Main Street, Great Barrington, MA 01230.

App. No. _____

Permanent _____ OR Temporary _____ Abatement

Recommendation of DPW Superintendent/ Town Manager

We recommend this application be:

() Approved () Disapproved for reasons stated below

DPW Superintendent's Signature: _____ Date: _____

Town Manager's Signature: _____ Date: _____