

Policy for Correcting/Adjusting ERU Calculations

Effective December 1, 2006, a completed and approved Maintenance Change Request must accompany all modified ERU (total) database entries. Changes and/or modification may be initiated as a result of:

1. Errors discovered in a database entry as a result of ongoing quality control efforts.
2. Conversion of a property's use.
3. Impervious surface modifications from construction or demolition.
4. Changes which are a result of an appeal or inquiry from a property owner or ratepayer.

Appeal/Correction Change Procedures: The formal appeals/correction procedure is provided in Article XIII of Ordinance 36-2005. Prior to a formal appeal, the property owner or ratepayer may request an internal review where it is alleged that an error has occurred in the determination of impervious surface area for a parcel. When requested, the internal review will consist of the following:

- The staff will reevaluate the parcel's square footage using aerial photography, site plan data, storm water management plan data, or other permitting/property information deemed reliable. If an error is determined, the staff will report said error to the affected property owner or ratepayer and will submitted a Maintenance Change Request for ERU adjustment.
- If a dispute or alleged error remains after initial evaluation, the staff will conduct an onsite assessment utilizing GPS. If an error is determined, the staff will report said error to the affected property owner or ratepayer and will submitted a Maintenance Change Request for ERU adjustment.
- A dispute or alleged error, which is unresolved by the above activities, will require a formal request for correction as provided in the ordinance.

The internal review process, as described above, is designed to assist the property owner or ratepayer in requesting corrections without incurring additional expense. Nothing herein supersedes the formal process as described in Ordinance 36-2005 nor prevents a property owner or ratepayer from pursuing the formal process devoid of the internal process as described above.

This policy is adopted by the Hopkinsville Surface and Stormwater Utility on _____ and becomes effective _____.

Don Langhi, Chairman