

**DE-CONSOLIDATION  
APPLICATION FORM  
INSTRUCTIONS**

**Section A: Refers to information pertaining to the owner/manager making the request.**

Name: Name of the owner / manager  
Address: Mailing address of the owner / manager  
Telephone No.: Telephone number where the owner / manager  
be reached between the hours of 8:00 am to 5:00 pm, Monday  
to Friday.  
Name of Facility: Name of Facility when applicable i.e. Anywhere Apartments,  
Large Shopping Mall etc.  
Account Number: City Water/Sewer billing account number - Master Account

**Section B: Refers to the property where de-consolidation is requested.**

Address: Address of the Property  
Account Number: Account number of the bill where the stormwater charge is  
shown. The account number is printed on your bill.  
Total ERU: This is the total equivalent Residential Unit (ERU) from which  
your stormwater bill is based. 1 ERU is equivalent to 2,600  
sq.ft. of impervious area. The total ERUs are printed on your  
bill.  
Total Imp. Area: The total impervious area measured for your property. This  
can be found in the attached cover letter.

**Section C: Refers to the guidelines for which de-consolidation will or will not be allowed. The following guidelines will let you know whether or not you qualify for**

## **de-consolidation.**

### **De-consolidations may be requested for the following situations:**

- A. Inaccurate property interpretation that caused properties to be consolidated that should receive individual stormwater bills.
- B. Multiple owners/tenants correctly consolidated to one account because the data and information available did not clearly allocate building and parking lots to individual owners. (i.e. shopping malls and apartments etc).

In the case of inaccurate property interpretation it will be the City's responsibility to correct the consolidation misinterpretation. Where multiple owners/tenants request de-consolidations, they must follow the policies and procedures developed by the City of Newark. Those requesting de-consolidation in this case must provide the City with all of the information necessary to implement and maintain the de-consolidation.

### **De-Consolidation Criteria**

The criteria to be used to evaluate a de-consolidation request are outlined in the following paragraphs. This criterion is presented in the form of questions that will validate the need for the de-consolidation. Not all situations or scenarios will be deemed suitable for de-consolidation.

1. Is the owner/manager of the property currently receiving the master bill with all of the consolidated sub-accounts?

If YES, proceed with question 2.

If NO, <STOP>. You do not qualify for a de-consolidation.

2. Is the owner/manager the person requesting the de-consolidation?

If YES, proceed with question 3.

If NO, <STOP>. The owner / manager must request a de-consolidation and/or tenants / occupants of the property must submit a de-consolidation request through the owner/manager of the property.

Does each tenant / occupant currently receive a water and/or sewer bill from the City?

If YES, proceed with question 4.

If NO, <STOP>. Each tenant / occupant must currently receive a water and/or sewer bill

from the City in order to qualify for a de-consolidation.

4. Is the outstanding bill paid in full?

If YES, proceed with question 6.

If NO, <STOP>. De-consolidations will not be allowed if the outstanding bill is not paid.

5. Are all current vacant (no tenants/occupants) sites accounted for?

If YES, proceed with question 7.

If NO, <STOP>. All impervious areas must be accounted for. Applications will be returned to the owner/manager if vacant properties not accounted for are found during processing.

6. Does the owner / manager accept responsibility for paying the stormwater fee for temporary / permanent vacancies caused by tenants vacating the premises?

If YES, proceed to step 7.

If NO, <STOP>. If the site is, or becomes vacant, the owner/manager assumes responsibility for payment of the stormwater bill and must notify the City of Newark Customer Service/Customer Relations Department for billing address changes.

7. The following questions are in regard to any future expansion planned for your business (future expansion plans in terms of increases in impervious area only):

Does your business have plans to expand in the near future?

Will the expansion increase your impervious area?

Are you interested in having your future tenants pay the stormwater charges?

If you answered <YES> to all three of the above questions, you will need to amend your "De-consolidation Application Form". Otherwise, the stormwater section will automatically "consolidate" the new bill to your (the Owner or management agency) bill. Please note that: increases in impervious area due to expansion do not apply to the once in every five-year rule.

8. Is the total ERU of the de-consolidation greater than or equal to the consolidated bill?

If YES proceed to step 9.

If NO <STOP> re-allocate your impervious area. A decrease in total ERU is not acceptable.

9. If all questions are answered satisfactorily, and all procedures are followed accordingly, then the De-Consolidation request will be honored and accepted for approval. The City will reserve the right to take up to 6 months to process the change. The consolidation bill will have to be paid in full prior to final approval. Every effort will be made to complete the change as soon as possible.

Date

Dear \_\_\_\_\_,

As you requested, please find enclosed a de-consolidation application form. Included are instructions for filling out the form. After completing the form, please mail it to the following address:

City of Newark  
Stormwater Utility  
34 South 5th St.  
P.O. Box 4100  
Newark, Ohio 43058-4100

Attn: John Trujillo  
Stormwater Coordinator

The current impervious area measurement for your property is: \_\_\_\_\_ sq.ft.

The total # of ERUs billed for this property is: \_\_\_\_\_ ERU(s).

If you have further questions or inquiries please feel free to call the Department of Engineering at (740) 670-7762.

Very truly yours,

## De-Consolidation Application Form

Section A. Information pertaining to owner/manager making the request.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (between 8:00 am and 5:00 pm)

Facility Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ (Master Account)

Section B. Refers to the property where the de-consolidation is being requested.

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Total ERU: \_\_\_\_\_

Total Imp Area: \_\_\_\_\_

Section C. De-Consolidation Guidelines and Criteria

De-Consolidation may be requested under the following situations:

1. Inaccurate property interpretation causing properties to be consolidated when they should be receiving individual stormwater bills.
2. Multiple owners/tenants were correctly consolidated to one master account because the data and information available did not clearly allocate building and parking lots to the individual owners. (i.e. shopping malls and apartments etc.)

**Owner  
De-Consolidation Agreement**

Explanation Section:

In developing their Stormwater Billing System, the City of Newark used a method called consolidation when they developed the bill for our property. A consolidated bill means that instead of sending individual bills to all parties, they have sent one bill to one party.

This created what is known as a Master - Sub billing relationship. This one bill covers the Stormwater Utility charges for this entire complex, shopping strip mall etc. A request to de-consolidate our bills and have the charges spread evenly amongst all parties was filed with the City. In order to accomplish these changes, all of the involved parties must agree to this change and sign this agreement giving consent to the changes. In the event that all parties agree, the changes will be made within 6 months. If all parties do not agree to the changes the system will remain as it is today. Any change will remain in effect for a period of five years.

A list of all Sub accounts has been given to the City of Newark. Please sign this form below where indicated and return to the following address as soon as possible:

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Owner:

I (we) agree to de-consolidating our stormwater bill so that each individual party may receive a bill and that these parties will be responsible for that charge once the bill has been de-consolidated.

\_\_\_\_\_

\_\_\_\_\_

Owner or Agent Signature

Print Name