

**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 are based on your average sewer usage for the same period the previous years. 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 TO FIX THE LEAK.**

For office use only

Sewer amount in Leak Period: _____ minus seasonal average usage: _____ = _____

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

Staff recommendation: _____ Approve _____ Deny