

South Lebanon Township
Stormwater Management Fee Appeal Form
Instructions

This form is to be used by South Lebanon Township property owners who believe that one or more aspects of their stormwater management fee bill is/are incorrect to formally file an appeal. The Township Board of Supervisors will review the appeal at the next regularly-scheduled Board of Supervisors meeting if the appeal is received at least ten business days in advance of the meeting. The Board of Supervisors will approve or deny the appeal and transmit the decision to the appellant in writing. If the appeal is accepted, corrections to the stormwater management fee bill will be made on the next bill. The following types of appeals will be considered by the Township Supervisors:

1. **Non-Single Family Residential impervious area/ERU calculation appeal:** an owner of a non-Single Family Residential (non-SFR) property who believes that the impervious area calculation, and thus the ERU calculation, for the property is incorrect may file an appeal to have the impervious area of the property re-examined. The property owner must provide a detailed estimate of the impervious area on the property for the appeal to be considered. A survey or analysis performed by surveyor licensed in the Commonwealth of Pennsylvania is the preferred means of identifying and measuring the impervious area on a parcel. The Township reserves the right to, with the property owner's permission, inspect the property to determine the boundaries of the impervious surfaces upon it.
2. **Incorrect non-SFR classification appeal:** a property owner who believes that the classification of his or her property as non-SFR is incorrect may file an appeal to have the classification changed to SFR. Please note that the classification may only be changed via a land use code change through the Lebanon County Assessment Office, and the Board of Supervisors will not override the decision of the Assessment Office.
3. **Auxiliary parcel appeal:** property owners who own two adjacent SFR parcels may be billed for a separate ERU for each parcel even if there is only one single-family residence between the two parcels. In this instance, the property owner may file an appeal to have

one of the two ERUs waived. In order for one of the ERUs to be waived, the total impervious area on both properties must be less than 1.5 times the ERU value of 3,507 square feet, or less than 5,261 square feet.

4. **Other appeals:** The Township Board of Supervisors may entertain other appeals for extenuating circumstances. Please contact the Township office to discuss other appeals in detail. This appeal form should not be used for errors in billing information (customer name, address, phone number, etc). Please contact the Township directly regarding incorrect billing information.

Please complete all information on the appeal form. Please mail the completed appeal form and all supporting information to: South Lebanon Township, 1800 South 5th Avenue, Lebanon, PA 17042.



STORMWATER MANAGEMENT FEE APPEAL FORM

Property Information

Property Owner

Name(s):

Last First M.I.

Last First M.I.

Property Address:

Street Address Apartment/Unit #

City State ZIP Code

Account Number (i.e. Tax Parcel No.)

Mailing Address:

Street Address Apartment/Unit #

City State ZIP Code

Phone:

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Email Address:

Appeal Information

Reason for Appeal:

- Non-SFR impervious area/ERU Calculation
Incorrect non-SFR Classification
Auxiliary SFR Parcel
Other

Please provide detailed information below regarding the perceived error with your stormwater management fee assessment. Additional pages may be attached (further description, sketches, maps, impervious area estimates, etc. The more information provided will assist in review of your claim :

Multiple horizontal lines for providing detailed information.

Is supporting information attached? Supporting information is required for non-SFR impervious area/ERU calculation appeals.

- Yes
No

I attest that the information included in this application is complete and accurate.

Signature:



STORMWATER MANAGEMENT FEE APPEAL FORM

For Township Use Only

Received By: _____ Date Received: _____

Appeal Determination

Appeal application is administratively complete Appeal application is administratively incomplete

Non-SFR impervious area/ERU calculation:

Assessed Impervious Area (s.f.): _____ Assessed ERUs: _____
Adjusted Impervious Area (s.f.): _____ Adjusted ERUs: _____
Not Applicable: _____

Incorrect non-SFR Classification:

Assessed ERUs: _____
Adjusted ERUs: _____
Not Applicable: _____

Auxiliary SFR Parcel:

Assessed ERUs: _____
Adjusted ERUs: _____
Not Applicable: _____

Other:

Assessed ERUs: _____
Adjusted ERUs: _____
Not Applicable: _____

Appeal Approved Appeal Denied

Comments:

Reviewed By:

Name Signature Title Date

Approved By:

Chairman, Board of Supervisors Date