



## Procedure for Changes to Sewer Charges

**It is important that you understand the following items for the documenting and reporting changes to sewer charges for a residential or business dwelling:**

- Sewer charges are calculated by the number of units, that is, dwellings or business entities, etc. not by “connections” to the sewer lateral.
- If a building previously housed a certain number of business entities or dwellings and modifications were made to the building so that more\* or fewer were now present, the sewer charges should be changed accordingly.
- An inspection by the Construction Code Official is required to document proof of single residence. If Construction Official requires additional permits, they must be made before change to sewer billing is made.
- The change will be documented through an inspection generated by a permit and any applicable fees thereof.
- If a permit is not needed, upon receiving written notification from the owner requesting a change to the current sewer charges, the Construction Code Official will inspect the property.

### **FOR A SEWER REDUCTION:**

- The applicant must fill out the form: “Request for Change to Sewer Charges” and sign off where required on this form.
- The Construction Code Official will document the findings in a letter to the Municipal Clerk.
- The Municipal Clerk will prepare a resolution for the Council’s consideration.
- Upon an affirmative vote by the Council, the Municipal Clerk will forward the resolution to the Tax and Sewer Collector to amend the Borough sewer records.
- The reduction will be effective with the next sewer bill after the resolution is passed.
- **No credit will be given for sewer charges prior to the resolution being passed.**

Sign/date that you understand this portion \_\_\_\_\_ Date \_\_\_\_\_

### **FOR A SEWER INCREASE:**

The Construction Code official will, in the course of inspecting a permitted change to a structure, document any changes regarding sewer charges. The Construction Clerk will forward the changes to the Tax and Sewer Collector to amend the borough records.

\*it is no longer permitted for homes in Riverton to be converted from single family to multi-family.

**BOROUGH OF RIVERTON**  
**REQUEST FOR CHANGE TO SEWER CHARGES**

If applicant is not the property owner please check here and explain on additional paper.

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Phone number \_\_\_\_\_

Current number of residential dwelling/commercial building units: \_\_\_\_\_

New Number if applicable: \_\_\_\_\_

**Describe changes to the building that will impact the sewer charges OR the reason for the requested decrease:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit number (if applicable) \_\_\_\_\_

**FOR RESIDENTIAL DWELLINGS**

I, \_\_\_\_\_, acknowledge my understanding that the reduction in units in my dwelling is permanent and **may not be increased again in the future. All reductions will be made in the next billing cycle after approval of a resolution by Riverton Borough Council.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

DATE \_\_\_\_\_

**FOR COMMERCIAL BUILDINGS**

I, \_\_\_\_\_, acknowledge my understanding that the reduction in units in my commercial building **may not be increased in the future without approval from the Planning Board. All reductions will be made in the next billing cycle after approval of a resolution by Riverton Borough Council.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY**

Date Received:	Sewer Records provided	Clerk Review for Completeness	Const. Official Inspection
Recommend for Reduction Yes or No	Resolution Number	Resolution Attached	Sewer Record Change Date

**NOTES**

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