TOWN OF CASTLE ROCK COLORADO

Utilities Department

Non-Residential Water Budget Adjustment Application

Customer Account Number:_____ Date:_____

Name of Applicant:_____

Water Service Address:_____

Phone:_____ E-mail Address: _____

Please check reason(s) for adjustment request and refer to the back of this form for required documentation:

Multi-Family Customers Only
□ Revision of number of units Number of units:_____ Number of bedrooms/unit:_____
□ Revised number of occupants from last AWMC allocation:_____
□ Other (medical needs, etc.):_____

Commercial Customers Only
□ Average Winter Monthly Consumption (AWMC) - Estimated Revised AWMC:_____
□ Historic Monthly Use (HMU) – Base water budget on historical monthly water use
□ Irrigable Area Square Footage (e.g. landscaping):_____ square foot

Dedicated Irrigation Customers Only
□ Irrigable Area Square Footage (e.g. landscaping):_____ square foot

Please explain the reason for adjustment request:_____

_____

_____

Please read the back of this form before checking the following:

_____ I certify that to the best of my knowledge the above information is true.

Please note: The information provided in this application form could be subject to verification by other Town of Castle Rock departments. Approval of the water budget adjustment does not mean that the Town approves your occupancy level or land use related change. Please see the appropriate department for such associated revisions.

Signature of Applicant:_____ Date:_____

The Town of Castle Rock will contact you regarding the outcome of the adjustment application. If you are billed during the time between your submitted application and the decision, Utility Billing will adjust your next bill accordingly. If the adjustment is approved, it becomes effective the date the Town received the application form.

For Office Use:
Request Type Account Type:_____

- □ **AWMC** Approved:____
- □ **Irrigable Area** Approved:_____
- □ **Other** Approved:_____

Please read the following and include the appropriate documentation as listed below:

- **Number of Dwelling Units and Number of Bedrooms** *(multifamily accounts only)* – Approved construction drawings required. Please include the total number of dwelling units and list the number of units with 1 bedroom, 2 bedrooms, 3 bedrooms, 4 bedrooms, and 5 bedrooms or more. Include engineering fixture calculations for requested revision. Customers may receive an additional 1,000 gallons/unit/month for each unit with over 2 bedrooms not to exceed 7,000 gallons/unit/month. The adjustment application for number of bedrooms must be submitted by either the property owner or property manager. *If appropriate, please include a copy of your rental-housing license.* Budget adjustments for this type of approved request will expire once a revised AWMC is established, not to exceed one year from the approval date.

- **Medical Needs** – Please provide verification from a healthcare provider. All medical information will be kept confidential. This type of adjustment expires one year from the approval date.

- **Revised Number of Occupants** *(multifamily accounts only)* – Please include number of occupants for which current AWMC was established and number of occupants for which adjustment is requested. The adjustment application for number of occupants must be submitted by either the property owner or property manager. *If appropriate, a copy of rental agreements may be requested.* Budget adjustments for this type of approved request will expire once a revised AWMC is established, not to exceed one year from the approval date.

- **Average Winter Monthly Consumption (AWMC)** – Please include an estimated revised AWMC on the front of this form, the time period used to calculate the AWMC, and an explanation for the adjustment. This information will be used in conjunction with historical water usage in reviewing the adjustment application. The AWMC (average of December, January, February, and March billed consumption) is the default option for multifamily and commercial customers that have indoor use only. All water is classified as indoor usage. Budget adjustments for AWMC will expire once a revised AWMC is established, not to exceed one year from the approval date.

- **Historic Monthly Use (HMU)** – This option bases the water budget on your account's historical monthly water use for each month. All water is classified as indoor usage. Budget adjustments for HMU will be recalculated each year and will not expire.

- **Irrigable Area Square Footage** (e.g. landscaping) – Irrigable area adjustment requests must be submitted by either the property owner or the property manager. Documentation for adjustment shall include approved construction drawings. Budget adjustments shall be based on the square footage. Budget adjustments for irrigable area do not expire.

Before submitting the application, please read the following:

- Information contained in this form is subject to audit. Should an audit be necessary, applicant agrees to provide acceptable documentation. Property may also be subject to an inspection.
- If any of the information supplied in this application by the applicant is found to be false, the fees and charges will be adjusted retroactively to the date of this application and appropriate fees and charges added to the next utility service bill for the address.

Please submit the application and associated information at:

Utility Billing
Town Hall
100 Wilcox St.
Castle Rock, CO 80109

Utilities Department
175 Kellogg Court
Castle Rock, CO 80104