

Town of Charlton
Water and Sewer Commission
37 Main Street
Charlton, MA 01507



Phone: (508) 248-4953
Fax: (508) 248-0917

Elderly Person Sewer User Charge Abatement/Exemption Policy and Procedure

Required Forms:

Charlton Water/Sewer Form - Application for Elderly Person Sewer User Charge Abatement/Exemption
Charlton Water/Sewer Form - Elderly Person Sewer User Charge Abatement/Exemption Certificate
Charlton Water/Sewer Form - Elderly Person Sewer User Charge Abatement/Exemption Denial Notice

Required Documentation:

Completed Application for Elderly Person Sewer User Charge Abatement/Exemption
Copy of current Driver's License
Copy of Property Deed

Elderly Person Sewer Abatement/Exemption

1. Adoption

The Town of Charlton Water and Sewer Commissioners adopted by the vote of the Commission, the Elderly Person Sewer User Charge Abatement/Exemption at their meeting of October 17, 2005, effective date of July 1, 2006.

The Town of Charlton Water and Sewer Commissioners adopted by the vote of the Commission, the Policy and Procedures, the Application for Elderly Person Sewer User Charge Abatement/Exemption, the Elderly Person Sewer User Charge Abatement/Exemption Certificate and the Elderly Person Sewer User Charge Abatement/Exemption Denial Notice regarding the Elderly Person Sewer User Charge Abatement/Exemption at their meeting of October 17, 2005, effective date of July 1, 2006.

The Town of Charlton Water and Sewer Commissioners adopted by the vote of the Commission, to grant the following percentage of 15% (fifteen percent) as the percentage allowed, and not to exceed \$200.00 annually, for the Elderly Person Sewer User Charge Abatement/Exemption at their meeting of October 17, 2005, effective date of July 1, 2006.

2. Annual Certifications

Applicants must file an annual application for the sewer abatement/exemption with the Charlton Water and Sewer Commissioners, using the "Application for Elderly Person Sewer User Charge Abatement/Exemption" on or before December fifteenth, or three months from the date the actual sewer bills are mailed, whichever is later.

3. Eligibility Requirements

This abatement/exemption is available to qualifying, elderly single family homeowners 65 years of age or older, and the qualification date for eligibility is July first of the fiscal year the applicant is seeking a sewer Abatement/Exemption. Unlike most personal abatements/exemptions, an eligible applicant may receive the Elderly Person Sewer User Charge Abatement/Exemption in addition to any other abatement/exemption to which he or she may be entitled.

1. Age and ownership

The applicant must be 65 years of age or older as of July first, and own the property alone, either with a spouse, or with another cotenant, as of July first.

2. Domicile

The applicant must occupy the property as his or her domicile, as of July first.

A. Property Jointly owned by Non-Spouses

If the domicile is owned by the applicant as a joint tenant or a tenant in common with a person other than his or her spouse, the abatement/exemption is reduced to an amount which corresponds to the applicant's ownership interest in the property. For example, if a qualified applicant owns one-half of the property, he or she would be entitled to one-half of the abatement/exemption amount. Where more than one cotenant applies and qualifies for the abatement/exemption, each tenant would be granted an abatement/exemption proportionate to his or her ownership share. For example, if the property is jointly owned by three persons, two of whom qualify for the abatement/exemption, each would be entitled to one-third of the abatement/exemption amount.

4. Board of Water and Sewer Commissioners' Review of Applications

Based upon a review of all applications timely submitted to them, the Commissioners should compile a list of all applicants who satisfy the age, ownership and resident requirements for the Elderly Person Sewer User Charge Abatement/Exemption.

5. Board of Water and Sewer Commissioners Certification of Approval and/or Notice of Denial

Upon completion of qualified applicants, the Water and Sewer Commissioners must complete an Elderly Person Sewer User Charge Abatement/Exemption Certificate or an Elderly Person Sewer User Charge Abatement/Exemption Denial Notice and forward to the applicants.

6. Amount of Exemption

The following percentage of 15% (fifteen percent) is the percentage allowed, and the total amount of the abatement/exemption is not to exceed \$200.00 annually, for the Elderly Person Sewer User Charge Abatement/Exemption

7. Processing of Exemption

After calculating the amount of the abatement/exemption to which each qualified applicant is entitled, the Commissioners must issue an Elderly Person Abatement/Exemption Certificate to each qualifying applicant.

8. Appeal Process

You may appeal a denial of the Elderly Person User Charge Abatement/Exemption by addressing your appeal in writing to the Water and Sewer Commissioners. The appeal must be filed within three months of the date your application was denied by vote of the Commissioners assessing the charges.

The board assessing the charges may grant an abatement in final settlement of your application during the period for filing an appeal. However, if a settlement is not reached and an abatement granted during that period, you must file a timely appeal for the board to be able to take any further action on your application.

9. Payment of Sewer Bills

During the process of applying for an Elderly Person Sewer User Charge Abatement/Exemption and/or filing for an appeal of a denial of an Elderly Person Sewer User Charge Abatement/Exemption, all sewer bills must be paid in full

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Guidelines for Completing the Application for the Elderly Person Sewer User Charge Abatement/Exemption

Listed are guidelines for the Elderly Person Sewer User Charge Abatement/Exemption form. Abatement/Exemption from the Sewer User Charges is a privilege conferred to certain qualified elderly persons over the age of 65. The burden of proof is on the applicant to qualify under the provision of this abatement/exemption.

The following FY 2010 qualifications must be met to qualify for the abatement/exemption.

- 1) **Age** - Must be a person 65 years of age or older. (Either Husband or Wife)
- 2) **Domicile** - Must own and occupy the property as his/her domicile as of July first. If owned with a person other than his/her spouse, the abatement/exemption is reduced to an amount which corresponds to the applicant's ownership interest in the property.
- 3) **Required Documentation**
 - 1) Completed application for the Elderly Person Sewer User Charge Abatement/Exemption
 - 2) Copy of current driver's license or other proof of age
 - 3) Copy of property deed
- 4) **Payment of Sewer Bills**

During the process of applying for an Elderly Person Sewer User Charge Abatement/Exemption and/or filing for an appeal of a denial of an Elderly Person Sewer User Charge Abatement/Exemption, all sewer bills must be paid in full in order to avoid any interest and/or demands from being applied.
- 5) **Annual Application**

Applicants must file an annual application for the sewer abatement/exemption with the Charlton Water and Sewer Commissioners, using the "Application for Elderly Person Sewer User Charge Abatement/Exemption" on or before December fifteenth, or three months from the date the actual sewer bills are mailed, whichever is later.

Completed application and documents should be returned to the Water and Sewer Commissioners. If additional assistance is needed, please call our office at (508) 248-4953 or (508) 248-4699.

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Sewer User Charge Abatement/Exemption Certificate

The Charlton Water and Sewer Commissioners voted at the meeting of _____,
to allow an Abatement/Exemption to the Sewer User Charge in the amount of 15% (fifteen percent) not to
exceed \$200.00 annually, for the Elderly Person Sewer User Charge Abatement/Exemption to:

Applicant/Owner

Customer Account ID

Location of property

Street and number

Map-Block-Lot

Water and Sewer Commissioners

Date

Date

Date

Date

Date

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Sewer User Charge Abatement/Exemption Denial Notice

This notice informs you that your application dated _____, for an Elderly Person Sewer User Charge Abatement/Exemption of the sewer user charges assessed as of _____, to _____.

() Your application was denied by vote of the Charlton Water and Sewer Commissioners on _____.

() Your appeal was denied by vote of the Charlton Water and Sewer Commissioners on _____.

You may appeal this denial in the manner and under the conditions provided by Section 8 of the Elderly Person User Charge Abatement/Exemption Policy and Procedures.

Under this section, your appeal may be made to the Water and Sewer Commissioners. The appeal must be filed within three months of the date your application was denied by vote of the Commissioners assessing the charges.

The Commissioners assessing the charges may grant an abatement in final settlement of your application during the period for filing an appeal. However, if a settlement is not reached and an abatement granted during that period, you must file a timely appeal for the board to be able to take any further action on your application.

Applicant/Owner

Customer Account ID

Location of property

Street and number

Map-Block-Lot

Water and Sewer Commissioners:

_____	Date
_____	Date