

Town of Charlton
Water and Sewer Commission
8A Worcester Rd.
Charlton, MA 01507
Mailing Address:
37 Main St., Charlton MA 01507



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

Senior Citizen Sewer User Charge, Abatement/Exemption Policy and Procedure

Approved 12/3/18

Senior Citizen Abatement/Exemption

1. Adoption

The Town of Charlton Water and Sewer Commissioners adopted by the vote of the Commission, the Senior Citizen Sewer User Charge Abatement/Exemption policy and procedure, at their meeting held on October 17, 2005 with an effective date of July 1, 2006.

The Town of Charlton Water and Sewer Commissioners adopted the policy which grants the following percentage of up to 15% (fifteen percent) as the percentage allowed, *not to exceed \$200.00 annually*, for the Senior Citizen Sewer User Charge Abatement/Exemption.

2. Annual Certification

Applicants must file an annual application for the sewer abatement/exemption with the Charlton Water and Sewer Commissioners using the "Application for Senior Citizen Sewer User Charge Abatement/Exemption" on or before - **June 30th of each year for the next fiscal year (July 1 – June 30)**

3. Eligibility Requirements

This abatement/exemption is available to qualifying, senior citizen single family homeowners 65 years of age or older, and the qualification date for eligibility is July 1st of the fiscal year the applicant is seeking a sewer Abatement/Exemption. Unlike most personal abatements/exemptions, an eligible applicant may receive the Senior Citizen Sewer User Charge Abatement/Exemption in addition to any other abatement/exemption to which he or she may be entitled.

(a) 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 co-tenant as of July first.

(b) Domicile

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

1. 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 co-tenant 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, Water and Sewer Superintendent or Administrator should compile a list of all applicants who satisfy the age, ownership and resident requirements for the Senior Citizen 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, Water and Sewer Superintendent or Administrator must complete a Senior Citizen Sewer User Charge Abatement/Exemption Certificate or an Senior Citizen Sewer User Charge Abatement/Exemption Denial Notice signed by the Commissioners, Superintendent or Administrator and forward to the applicants.

6. Processing of Exemption

After calculating the amount of the abatement/exemption to which each qualified applicant is entitled, the Commissioners, Water and Sewer Superintendent or Administrator must issue a Senior Citizen Abatement/Exemption Certificate to each qualifying applicant.

7. Appeal Process

You may appeal a denial of the Senior Citizen 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.

8. Payment of Sewer Bills

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

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Guidelines for Completing the Application for the Senior Citizen Sewer User Charge Abatement/Exemption

Listed are guidelines for the Senior Citizen 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 qualifications must be met to qualify for the abatement/exemption annually.

- 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
 - Completed application for the Senior Citizen Sewer User Charge Abatement/Exemption
 - Copy of current driver's license or other proof of age
- 4) Payment of Sewer Bills
During the process of applying for a Senior Citizen Sewer User Charge Abatement/Exemption and/or filing for an appeal of a denial of a Senior Citizen 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 Senior Citizen Sewer User Charge Abatement/Exemption" on or before June 30 of each year for the next fiscal year.
- 6) If an applicant turns 65 during the current fiscal year, you may apply for the Senior Citizen Sewer User Charge Abatement/Exemption by following the instructions as outlined.

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

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Application for Senior Citizen Sewer User Charge Abatement/Exemption

Applicant / Owner (please print)

Customer Account #

Location of Property (Street and number)

Telephone Number

Mailing Address (if different from above)

Map-Block-Lot

Date of Birth

I am the Owner of the property and 65 years of age or over. Yes _____ No _____

The property is a single family home and is my primary residence Yes _____ No _____

There are (is) _____ people (person) residing at this residence.

Will you own the property as of July 1? Yes _____ No _____

If yes, were you: _____ Sole Owner _____ Co-owner with Spouse only _____ Co-owner with others

If co-owner with others, please list who: _____

Do you own more than one property on the sewer line? Yes _____ No _____

If yes, list properties by house number, street and Map-Block-Lot: M ___ / B ___ / L ___

Are all sewer bills paid and current? Yes _____ No _____

The following are presented for consideration:

_____ a copy of current drivers license

_____ proof of voter registration

I authorize parties responsible to release information necessary to confirm my statements included in this application. I also understand that I am responsible to notify the Charlton Water and Sewer Commission in the event that the information on this application is changed. Under the pains and penalties of perjury, I declare that to the best of my knowledge and belief, this return and all accompanying documents and statements are true, correct and complete.

Signature

Date

For Office Use Only

Disposition of Application (Commissioner's and/or representative use only)

Age (65 or older) ()

Ownership () ___ self ___ with spouse ___ with other

Occupancy ()

Discount to be applied: ___ 15% ___ ½ of abatement (7.50%) Etc. ___

___ Other (explain) _____

Application approved: Yes ___ No ___

Application denied: Yes ___ No ___

If denied, date denial notice mailed: _____

If appealed, date appeal received: _____

Sewer User Charge Abatement/Exemption Appeal Denial Notice Mailed: _____

Verified by: _____

Date: _____

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Sewer User Charge Abatement / Exemption Certificate

The Charlton Water and Sewer Commissioners and or their representative, have approved to allow an Abatement/Exemption to the Sewer User Charge in the amount of:

_____ 15% _____ ½ of abatement (7.50%) _____ Other _____

not to exceed \$200.00 annually, for the Senior Citizen Sewer User Charge Abatement/Exemption to:

Applicant / Owner

Customer Account #

Location of Property (street and number)

Map-Block-Lot

Water and Sewer Commissioners:

and/or

Sewer Superintendent or Administrator:

Date: _____

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Sewer User Charge Abatement/Exemption Denial Notice

This notice informs you that your application dated _____ for a Senior Citizen Sewer User Charge Abatement/Exemption of the sewer user charges assessed as of _____ to _____ has been:

() Your application was denied by vote of the Charlton Water and Sewer Commissioners on _____ for the following reason(s): _____

() Your appeal was denied by vote of the Charlton Water and Sewer Commissioners on _____ for the following reason(s): _____

You may appeal this denial in the manner and under the conditions provided by Section 7 of the Senior Citizen 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 #

Location of Property (street and number)

Map-Block-Lot

Water and Sewer Commissioners:

and/or

Sewer Superintendent or Administrator

Date: _____