

Village of Libertyville Stormwater Utility Appeal Form

Homeowner's Associations should skip Sections 1, 2, and 5 and complete the HOA Addendum on Page 3

Section 1 - Owner/Applicant Name

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone Number: _____

Section 2 - Service Location Information:

Account Number: _____ Property Address: _____

Parcel ID Numbers (P.I.N.): _____

Section 3 - Reason for Appeal: (Check all that apply and attach documents and descriptions as indicated)

Billing Error or Fee Calculation

Billing Error: Bill has been sent to wrong address.

Describe on the attached sheet why you are not responsible for the stormwater fee.

Fee Calculation: The impervious surface is correct, but the fee has been miscalculated.

Describe on the attached sheet how the fee has been miscalculated.

Impervious Surface

Existence: Impervious surfaces have been removed or do not exist.

Describe on the attached sheet the structure or surface that has been removed, or area where the structure or surface in question does not exist. This includes identification of areas that are wrongly designated as impervious (see note below regarding impervious surfaces).

Location: Impervious surfaces are not located on this parcel.

Describe on the attached sheet where the structure or surface is located.

Amount: Impervious surfaces on parcel have a different area than reported.

Provide an up-to-date plat of survey (2019 or newer) prepared by a Licensed State of Illinois Professional Land Surveyor that shows impervious surface measurements of the subject parcel. Measurements must be made by the licensed survey professional. Self-measurement of surveys will not be accepted. All measurements are subject to verification by use of both geographic information systems/aerial photography and by actual ground measurements by Village staff. Surveys conducted before 2019 may be accepted, but are subject to field inspection at the discretion of Village staff.

Note: Appeals contesting the types of surface areas designated by the Village as impervious will not be considered.

Other Appeal Types

Unique Circumstances: There are unique features of, or unique circumstances affecting, the property, such that the amount of the stormwater utility fee does not approximately reflect the impact of the property on the Village stormwater system. In order to receive an adjustment, the unique features or circumstances must not be generally applicable or present to other properties in the Village.

Describe in detail the unique circumstances that may exist and the specific type of relief being requested. Please be prepared to provide additional evidence supporting the appeal upon request by Village staff. Applicants should also be prepared to show disparate impact on an objective basis with a direct nexus to stormwater conveyance.

Section 4 - Appeal Description and Documentation: Describe the billing error, fee miscalculation, or the structure / local conditions as indicated above. Use the space provided to describe the appeal and attach additional narrative if necessary. Appeals missing required information will be returned to the applicant without review. Attach any required or additional documentation (plats, surveys, photos, etc.) as needed.

Section 5 – Attestation

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the Village of Libertyville to conduct any investigation or site visit of my property as needed.

Applicant Signature

Date

Mail or deliver form and supporting documentation to:

Village of Libertyville
Attn: Stormwater Fee Appeals
118 W Cook Ave
Libertyville, IL 60048

Form and documentation can be scanned and emailed to: stormwaterhelp@libertyville.com with the subject line “Stormwater Fee Appeal”. Appeals will be reviewed by Village staff and a response will be mailed to the applicant address provided. Please allow 30 days from the delivery date for a reply to any appeal.

Village of Libertyville Stormwater Utility Appeal Form
Homeowners Association Addendum

Association Name

Association Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone Number: _____

In order to process an appeal on behalf of a homeowner's association, the Village requires the following supplemental exhibits:

1. List of all properties represented by the homeowner's association. The list should include:
 - a. Complete property addresses
 - b. Individual Property Parcel Index Numbers (PIN) matched to the addresses
 - c. PIN numbers for any accessory/non-address parcels owned by the association

2. Evidence demonstrating the homeowner's association's specific authority to lodge a stormwater utility fee appeal on behalf of all of its members. This documentation should include one or more of the following (if missing or unclear, the appeal will be returned without review):
 - a. Association bylaws
 - b. A resolution adopted by the association board at a duly authorized meeting
 - c. Meeting minutes

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I further acknowledge that I have been granted the authority by my homeowner's association to execute this document. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the Village of Libertyville to conduct any investigation or site visit of any of the properties included as part of this application.

Association Authorizing Officer Signature and Title

Date

Mail or deliver form and supporting documentation to:

Village of Libertyville
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Libertyville, IL 60048

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