

**DE-CONSOLIDATION  
APPLICATION FORM  
INSTRUCTIONS**

**Section A:** Refers to information pertaining to the owner/manager making the request.

Name:	Name of the owner / manager
Address:	Mailing address of the owner / manager
Telephone No.:	Telephone number where the owner / manager be reached between the hours of 8:00 am to 5:00 pm, Monday to Friday.
Name of Facility:	Name of Facility when applicable i.e. Anywhere Apartments, Large Shopping Mall etc.
Account Number:	City Water/Sewer billing account number - Master Account

**Section B:** Refers to the property where de-consolidation is requested.

Address:	Address of the Property
Account Number:	Account number of the bill where the stormwater charge is shown. The account number is printed on your bill.
Total ERU:	This is the total equivalent Residential Unit (ERU) from which your stormwater bill is based. 1 ERU is equivalent to 2,600 sq.ft. of impervious area. The total ERU's are printed on your bill.
Total Imp. Area:	The total impervious area measured for your property. This can be found in the attached cover letter.

**Section C:** Refers to the guidelines for which de-consolidation will or will not be allowed. The following guidelines will let you know whether or not you qualify for de-consolidation.

De-consolidations may be requested for the following situations:

- A. Inaccurate property interpretation that caused properties to be consolidated that should receive individual stormwater bills.
- B. Multiple owners/tenants correctly consolidated to one account because the data and information available did not clearly allocate building and parking lots to individual owners. (i.e. shopping malls and apartments etc).

In the case of inaccurate property interpretation it will be the City's responsibility to correct the consolidation misinterpretation. Where multiple owners/tenants request de-consolidations, they must follow the policies and procedures developed by the City of Lancaster. Those requesting de-consolidation in this case must provide the City with all of the information necessary to implement and maintain the de-consolidation.

## De-Consolidation Criteria

The criteria to be used to evaluate a de-consolidation request are outlined in the following paragraphs. This criterion is presented in the form of questions that will validate the need for the de-consolidation. Not all situations or scenarios will be deemed suitable for de-consolidation.

1. Is the owner/manager of the property currently receiving the master bill with all of the consolidated sub-accounts?  
  
If YES, proceed with question 2.  
  
If NO, <STOP>. You do not qualify for a de-consolidation.
2. Is the owner/manager the person requesting the de-consolidation?  
  
If YES, proceed with question 3.  
  
If NO, <STOP>. The owner / manager must request a de-consolidation and/or tenants / occupants of the property must submit a de-consolidation request through the owner/manager of the property.
3. Does the owner / manager have the consent of all of the tenants / occupants that will be affected by the de-consolidation?  
  
If YES, the owner / manager needs to complete an "Owner and Tenant De-Consolidation Agreement". Proceed with question 4.  
  
If NO, <STOP>. Request that the owner / manager meet with the tenants / occupants to explain the stormwater billing process.
4. Is the outstanding bill paid in full?  
  
If YES, proceed with question 5.  
  
If NO, <STOP>. De-consolidations will not be allowed if the outstanding bill is not paid.
5. Are all current vacant (no tenants/occupants) sites accounted for?  
  
If YES, proceed with question 6.  
  
If NO, <STOP>. All impervious areas must be accounted for. Applications will be returned to the owner/manager if vacant properties not accounted for are found during processing.

6. Does the owner / manager accept responsibility for paying the stormwater fee for temporary / permanent vacancies caused by tenants vacating the premises?

If YES, proceed with question 7.

If NO, <STOP>. If the site is, or becomes vacant, the owner/manager assumes responsibility for payment of the stormwater bill and must notify the City of Lancaster Customer Service/Customer Relations Department for billing address changes.

The owner will be required to complete the "Owner and Tenant De-Consolidation Agreement". This is the City's proof that all parties are in agreement and begins the process of gathering the necessary information to bill the tenants/occupants. If all parties involved do not sign this agreement, the de-consolidation request will not be honored.

The "Owner and Tenant" De-Consolidation Agreement" notifies all parties that only once every five (5) years is a consolidation change to a de-consolidation granted or vice versa. This requirement of time restriction is necessary to reduce the administrative burden on the City of Lancaster.

7. The following questions are in regard to any future expansion planned for your business (future expansion plans in terms of increases in impervious area only):

Does your business have plans to expand in the near future?

Will the expansion increase your impervious area?

Are you interested in having your future tenants pay the stormwater charges?

If you answered <YES> to all three of the above questions, you will need to amend your "De-consolidation Application Form". Otherwise, the stormwater section will automatically "consolidate" the new bill to your (the Owner or management agency) bill. Please note that: increases in impervious area due to expansion do not apply to the once in every five-year rule.

8. Is the total ERU of the de-consolidation greater than or equal to the consolidated bill?

If YES proceed to step 9.

If NO <STOP> re-allocate your impervious area. A decrease in total ERU is not acceptable.

The "Owner and Tenant De-Consolidation Agreement" notifies all parties that if the consolidation change to a de-consolidation is granted, the number of ERU's, at a minimum, will not decrease. An increase in ERU's will be acceptable.

9. If all questions are answered satisfactorily, and all procedures are followed accordingly, then the De-Consolidation request will be honored and accepted for approval. The City will reserve the right to take up to 6 months to process the change. The consolidation bill will have to be paid in full prior to final approval. Every effort will be made to complete the change as soon as possible.

**Tenant/Occupant List and Approval:** This is the form that each tenant / occupant must sign to show that the tenant / occupant is in agreement of the de-consolidation.

1. Account No. (on top left of page): this is the same account number found on the owner's / manager's bill.
2. Name of Tenant / Occupant: Each tenant / occupant name must be listed, one line per tenant. All tenants / occupants must be listed.
3. Account No.: If a particular tenant / occupant is already receiving a water bill write the tenant's / occupant's account number (found on the tenant's / occupant's bill) in the 2nd column. If not, then leave the 2nd column blank.
4. Billing Address: This is the mailing address of the tenant / occupant. This must be filled out completely for each tenant / occupant in order for the request to be processed (Street Number, Street Name or P.O. Box, City, State and ZIP code). This should be filled out whether or not the tenant / occupant has an existing water bill.
5. Total: This is the portion of the total impervious area and total ERU's shown on the first page of the de-consolidation form that will be paid by the tenant / occupant. The total shown below for all tenants / occupants should not be less than the total ERU shown on the first page. The minimum ERU for each tenant / occupant is 1 ERU. ERU's are always written in whole numbers. Partial ERU's will not be accepted. Refer to section B. for calculations.
6. Tenant / Occupant signature: The tenant / occupant or it's duly authorized representative must sign in the space provided. This signature indicates that the tenant / occupant agrees to the de-consolidation of the property and the number of ERU's that the tenant / occupant will pay.

## De-Consolidation Application Form

### Section A. Information pertaining to owner/manager making the request.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (between 8:00 am and 5:00 pm)

Facility Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ (Master Account)

### Section B. Refers to the property where the de-consolidation is being requested.

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Total ERU: \_\_\_\_\_

Total Imp Area: \_\_\_\_\_

### Section C. De-Consolidation Guidelines and Criteria

De-Consolidation may be requested under the following situations:

1. Inaccurate property interpretation causing properties to be consolidated when they should be receiving individual stormwater bills.
2. Multiple owners/tenants were correctly consolidated to one master account because the data and information available did not clearly allocate building and parking lots to the individual owners. (i.e. shopping malls and apartments etc.)
3. LCO 918.06(d) states "Rates and charges shall be billed to the owner of the property unless otherwise requested in writing by the owner, but such change of billing shall in no way relieve the owner from the liability in the event payment is not made as herein required." All unpaid rates and charges shall be certified to the property taxes in accordance with LCO 918.07.

**Owner and Tenant  
De-Consolidation Agreement**

**Explanation Section:**

In developing their Stormwater Billing System, the City of Lancaster used a method called consolidation when they developed the bill for our property. A consolidated bill means that instead of sending individual bills to all parties, they have sent one bill to one party. This created what is known as a Master - Sub billing relationship. This one bill covers the Stormwater Utility charges for this entire complex, shopping strip mall etc. A request to de-consolidate our bills and have the charges spread evenly amongst all parties was filed with the City. In order to accomplish these changes, all of the involved parties must agree to this change and sign this agreement giving consent to the changes. In the event that all parties agree, the changes will be made within 6 months. If all parties do not agree to the changes the system will remain as it is today. Any change will remain in effect for a period of five years.

A list of all **Sub** accounts has been given to the City of Lancaster. A comparison of that list to the Owner and Tenant De-Consolidation Agreements will indicate if all parties agree to the de-consolidation. Please sign this form below where indicated and return to the following address as soon as possible:

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Owner:**

I (we) agree to de-consolidating our stormwater bill so that each individual party may receive a bill and that these parties will be responsible for that charge once the bill has been de-consolidated.

\_\_\_\_\_

Owner or Agent Signature

Print Name

**Tenant:**

I (we) agree and give permission to the City of Lancaster to de-consolidate the above named "Owner's" stormwater bill and to split the bill in a manner that permits me (us) to absorb and pay my (our) equal share of that bill. I (we) understand that this change cannot be altered for a period of five years.

\_\_\_\_\_

Tenant or Agent Signature

Print Name



Date

Dear \_\_\_\_\_,

As you requested, please find enclosed a de-consolidation application form. Included are instructions for filling out the form. After completing the form, please mail it to the following address:

City of Lancaster  
Department of Engineering  
121 W. Chestnut Street  
Lancaster, Ohio 43130

Attn: Denise Crews  
Stormwater Coordinator

The current impervious area measurement for your property is: \_\_\_\_\_ sq.ft.

The total # of ERU's billed for this property is: \_\_\_\_\_ ERU(s).

If you have further questions or inquiries please feel free to call the stormwater customer service center at (740) 681-5070 .

Very truly yours,