

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

## **Elderly Person Sewer User Charge, Abatement/Exemption Policy and Procedure**

### **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 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 Elderly Person 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 Elderly Person Sewer User Charge Abatement/Exemption" on or before - **June 30<sup>th</sup> of each year for the next fiscal year (July 1 – June 30)**

#### **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 1<sup>st</sup> 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.

##### **(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 and/or Sewer Administrator 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 and/or Sewer Administrator must complete an Elderly Person Sewer User Charge Abatement/Exemption Certificate or an Elderly Person Sewer User Charge Abatement/Exemption Denial Notice signed by the Commissioners 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 and/or Sewer Administrator must issue an Elderly Person Abatement/Exemption Certificate to each qualifying applicant.

**7. Appeal Process**

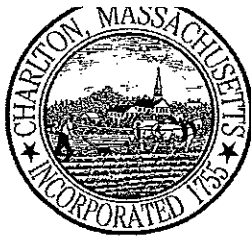
You may appeal a denial of the Elderly Person User Charge Abatement/Exemption by addressing your appeal in writing to the Water and Sewer Commissioners. The appeal must be filed within three months of the date your application was denied by vote of the Commissioners assessing the charges.

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.

**8. 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**

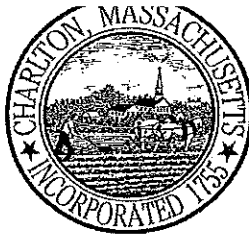
Listed are guidelines for the Elderly Person Sewer User Charge Abatement/Exemption form. Abatement/Exemption from the Sewer User Charges is a privilege conferred to certain qualified elderly persons over the age of 65. The burden of proof is on the applicant to qualify under the provision of this abatement/exemption.

The following 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 Elderly Person 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 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 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 Elderly Person Sewer User Charge Abatement/Exemption by following the instructions as outlined.

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..

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**Application for Elderly Person 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

\_\_\_\_\_ Assessors approval of ownership: \_\_\_\_\_ Owner of property; \_\_\_\_\_ Co-Owner of property  
\_\_\_\_\_ Not owner of property

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

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**For Office Use Only**

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**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 (7.25%)    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 (7.25%)      \_\_\_\_\_ Other \_\_\_\_\_

not to exceed \$200.00 annually, for the Elderly Person 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 Administrator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date approved: \_\_\_\_\_

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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 \_\_\_\_\_ 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 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 #

\_\_\_\_\_  
Location of Property (street and number)

\_\_\_\_\_  
Map-Block-Lot

\_\_\_\_\_  
Water and Sewer Commissioners:

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

