

TOWN OF MORRISTOWN SEWER BILLING ADJUSTMENT FORM FOR PRIVATELY METERED NONCONTRIBUTORY WATER

FORMS SUBMITTED AFTER THE DUE DATES WILL NOT BE CREDITED.

The form must be filled out completely. Forms that are missing information and/or signatures will be returned. To simplify your future submissions, consider filling out “Property Address Information” and “Private Meter Information” and make copies for future use.

PROPERTY ADDRESS INFORMATION FOR PRIVATE METER READS

Property Owners Name:	Phone #:
Email:	Block: Lot:
Sewer Account Number:	
Sewer Account Address:	Water Account Number:

PRIVATE METER INFORMATION

Meter Manufacturer:	Model #:
Serial #:	
Installation Date:	Dial Reading When Installed:
*METER DIAL/READING PICTURE MUST BE ATTACHED WITH EVERY SUBMISSION. Picture should show units of measurement (gal / cf / ccf)	
*INITIAL SUBMISSION MUST INCLUDE: a) Sketch of property (plan view) or copy of current property survey showing road, building, SMCMUA water service and meter location; b) Meter location picture; and c) Meter dial/reading picture with units of measurement (gal / cf / ccf)	

SMCMUA PRIVATE METER MONTHLY READ ACCOUNT

Sewer Bill Quarter	Based on SMCMUA Readings Generated From	Submission Due Date	Last Read Date / Dial Reading w/ Units		Present Read Date / Dial Reading w/ Units	
1 st	October 1 - December 31	January 5				
2 nd	January 1 – March 31	April 5				
3 rd	April 1 - June 30	July 5				
4 th	July 1 – Sept 30	October 5				

UNITS: gal = gallon cf = cubic feet ccf = 100 cubic feet **Unit Conversions: 7.48 gal = 1 cubic feet (cf); 748 gal = 100 cubic feet**

I CERTIFY UNDER PENALTY OF LAW THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND ACCURATE, THAT THE METER READING UNITS AND NUMBERS ARE PROVIDED AS READ FOR THE PRIVATE METER ABOVE AND THAT THE INFORMATION PROVIDED HEREIN IS FOR WATER USED BUT DID NOT ENTER THE SANITARY SEWER SYSTEM. **RETURN THIS FORM TO THE TAX COLLECTOR, 200 SOUTH STREET 1ST FLOOR**

PROPERTY OWNERS SIGNATURE: _____

PRINT NAME: _____ **DATE:** _____

Sewer charges based upon the above rates shall be adjusted for a user who can demonstrate and certify to the Town the actual metered non-contributory water that is not being discharged into the sanitary sewer system of the Town. The user shall be credited quarterly at the applicable rate times the number of units metered, provided that the metering device is satisfactory, and measurements are reasonably accurate in the judgment of the Town Engineer. Meters shall be available for inspection by the Town and meters shall be calibrated if/as required by the Town.