



## **INSTRUCTIONS FOR ENVIRONMENTAL FEE WAIVER REQUEST**

1. Obtain a "Request for Waiver" from the utility office.
2. Complete the "Request for Waiver" in its entirety and return to the utility office.
3. Utility Office will submit the request to the Board of Public Works & Safety for review.
4. Your presence is not required at the meeting, but you can attend if you wish to state your case.
5. The Board of Public Works and Safety will sign off on the form with their decision.
6. Copies of the "Request for Waiver" Form will be made and submitted to Mayor's Office, Street Department, Utility Office and to the customer.