

**North Lebanon Township  
Stormwater Management Fee Appeal Form  
Instructions**

This form is to be used by North Lebanon Township property owners who believe that one or more aspects of their stormwater management fee bill is/are incorrect to formally file an appeal. The Township Board of Supervisors will review the appeal at the next regularly-scheduled Board of Supervisors meeting if the appeal is received at least ten business days in advance of the meeting. The Board of Supervisors will approve or deny the appeal and transmit the decision to the appellant in writing. If the appeal is accepted, corrections to the stormwater management fee bill will be made on the next bill. The following types of appeals will be considered by the Township Supervisors:

1. **Non-Single Family Residential impervious area/ERU calculation appeal:** an owner of a non-Single Family Residential (non-SFR) property who believes that the impervious area calculation, and thus the ERU calculation, for the property is incorrect may file an appeal to have the impervious area of the property re-examined. The property owner must provide a detailed estimate of the impervious area on the property for the appeal to be considered. A survey or analysis performed by surveyor licensed in the Commonwealth of Pennsylvania is the preferred means of identifying and measuring the impervious area on a parcel. The Township reserves the right to, with the property owner's permission, inspect the property to determine the boundaries of the impervious surfaces upon it.
2. **Incorrect non-SFR classification appeal:** a property owner who believes that the classification of his or her property as non-SFR is incorrect may file an appeal to have the classification changed to SFR. Please note that the classification may only be changed via a land use code change through the Lebanon County Assessment Office, and the Board of Supervisors will not override the decision of the Assessment Office.
3. **Auxiliary parcel appeal:** property owners who own two adjacent SFR parcels may be billed for a separate ERU for each parcel even if there is only one single-family residence between the two parcels. In this instance, the property owner may file an appeal to have one of the two ERUs waived. In order for one of the ERUs to be waived, the total impervious area on both properties must be less than 1.5 times the ERU value of 3,755 square feet, or less than 5,633 square feet.
4. **Other appeals:** The Township Board of Supervisors may entertain other appeals for extenuating circumstances. Please contact the Township office to discuss other appeals in detail. This appeal form should not be used for errors in billing information (customer name, address, phone number, etc.). Please contact the Township directly regarding incorrect billing information.

Please complete all information on the appeal form. Please drop off or mail the completed appeal form and all supporting information to: North Lebanon Township, 725 Kimmerlings Road, Lebanon, PA 17046.



**STORMWATER MANAGEMENT FEE APPEAL FORM**

**Property Information**

Property Owner

Name(s):

\_\_\_\_\_  
*Last* *First* *M.I.*

\_\_\_\_\_  
*Last* *First* *M.I.*

Property Address:

\_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

\_\_\_\_\_  
*Account Number (i.e. Tax Parcel No.)*

Mailing Address:

\_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone:

( ) \_\_\_\_\_

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

**Appeal Information**

**Reason for Appeal:**

- Non-SFR impervious area/ERU Calculation
- Incorrect non-SFR Classification
- Auxiliary SFR Parcel
- Other

**Please provide detailed information below regarding the perceived error with your stormwater management fee assessment. Additional pages may be attached (further description, sketches, maps, impervious area estimates, etc. The more information provided will assist in review of your claim :**

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

Is supporting information attached? Supporting information is required for non-SFR impervious area/ERU calculation appeals.

- Yes
- No

*I attest that the information included in this application is complete and accurate.*

Signature: \_\_\_\_\_

STORMWATER MANAGEMENT FEE APPEAL FORM

**For Township Use Only**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Appeal Determination**

- Appeal application is administratively complete     Appeal application is administratively incomplete

Non-SFR impervious area/ERU calculation:

Assessed Impervious Area (s.f.): \_\_\_\_\_ Assessed ERUs: \_\_\_\_\_  
Adjusted Impervious Area (s.f.): \_\_\_\_\_ Adjusted ERUs: \_\_\_\_\_  
Not Applicable: \_\_\_\_\_

Incorrect non-SFR Classification:

Assessed ERUs: \_\_\_\_\_  
Adjusted ERUs: \_\_\_\_\_  
Not Applicable: \_\_\_\_\_

Auxiliary SFR Parcel:

Assessed ERUs: \_\_\_\_\_  
Adjusted ERUs: \_\_\_\_\_  
Not Applicable: \_\_\_\_\_

Other:

Assessed ERUs: \_\_\_\_\_  
Adjusted ERUs: \_\_\_\_\_  
Not Applicable: \_\_\_\_\_

- Appeal Approved     Appeal Denied

Comments:

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

Reviewed By:

\_\_\_\_\_  
*Name Signature Title Date*

Approved By:

\_\_\_\_\_  
*Chairman, Board of Supervisors Date*