

**STREET MAINTENANCE FEE (SMF)
CORRECTION / APPEAL REQUEST FORM**

NAME: _____ ACCOUNT NUMBER: _____

ADDRESS: _____

CONTACT PHONE: _____ EMAIL: _____

TYPE OF SERVICE (Check one):

Single Family Residential Multi-family Residential (Individually Metered)

Multi-family Residential (Master-metered) Non-Residential

BILL CORRECTIONS

The following are items which may be corrected if incorrect, but are not appeals. Please indicate the CORRECTION you are requesting (check all that apply):

1. Property is outside city limits and should not be billed SMF.

2. This property is vacant. There are no active city services.

3. The number of water meters billed to this address is incorrect.

4. The number of dwelling units billed is incorrect (Multi-family/Master-metered only)

Billed dwelling units Correct dwelling units*

*Certified documentation from a Texas Registered Design Professional to include an engineer, architect or land surveyor required.

5. This property is adjacent to my location, has the same owner, was billed to me, but is not being used by me or my business, OR I own this property, but it is used by someone else.

Name of business/resident using property (if known): _____

Address: _____

6. This property is adjacent to my location, has the same owner, was billed to me, but is vacant.

7. Other. Describe: _____

APPEALS

I. Only Non-Residential properties may file an appeal. Please indicate the APPEAL(S) you are requesting below (check all that apply):

1. Living area square footage is not correct.

Did you receive a Certificate of Occupancy in the past 6 months? Yes No

Is your property tax exempt? Yes No

(NOTE: Properties for which the Nueces County Appraisal District (NCAD) has no square footage may be estimated. For existing tax exempt properties, certified documentation from a Texas Registered Design Professional to include an engineer, architect or land surveyor may be required in order to adjust estimated values. For new construction, living area square footage may be adjusted when NCAD records are updated.)

2. This property is a single business with multiple meters and a total living area square footage greater than 118,000. It should be treated as a single meter property.

3. The land use designation is incorrect.

(Continued on back.)

II. If you are APPEALLING your LAND USE DESIGNATION, please answer the following questions in order that we may better research your appeal:

- a) Hours of operation: _____ b) Drive- through? _____ Yes _____ No
- c) Do you sell items at your location? _____ Yes _____ No
 If yes, what do you sell? _____
- d) Do you service or repair items at your location? _____ Yes _____ No
 If yes, what do you service or repair? _____
- e) Do you manufacture or assemble items at your location? _____ Yes _____ No
 If yes, what do you manufacture or assemble? _____
- f) Do you rent equipment? _____ Yes _____ No
 If yes, what kind of equipment do you rent? _____
- g) Is your business or organization in the Recreation Sector? _____ Yes _____ No
 If the answer is "Yes", please list some of the activities at your location:

- h) Is your business or organization in the Service Sector? _____ Yes _____ No
 If the answer is "Yes", please list some of the services you provide:

- i) Is your business or organization in the Industrial Sector? _____ Yes _____ No
 If the answer is "Yes", please indicate your industry:

- j.) Are there other businesses at the same location as you? _____ Yes _____ No
 Please provide examples of some of the other businesses at your location:

III. Please provide any other information you think might be useful for us to consider for your APPEAL request:

APPLICANT SIGNATURE REQUIRED:	
_____ Signature	_____ Date

Completed forms may be mailed to: UBO SMF Resolution Officer, P.O. Box 9277, Corpus Christi, TX 78469-9277

FOR INTERNAL USE ONLY

Resolution Officer Validation: _____

Date Received	Dev. Svcs. Contacted (Y/N)	(A)pproved/(D)enied	Date Customer Notified	Date System Updated
UBO:				
Appeals Board:				