CITY OF SALEM

ENGINEERING DEPARTMENT
120 WASHINGTON STREET, 4TH FLOOR
SALEM, MA 01970
Phone: (978) 745-9595
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER

APPLICATION FOR ABATEMENT OF WATER/SEWER CHARGES

Abatement requests for water/sewer charges must be submitted in writing (on the attached form) to the City of Salem Engineering/Water Department within 30 days of the last bill date.

You may apply for an abatement of water/sewer charges for the reasons listed below:

1) Water Leak/Break. An abatement will be issued up to 50% of the sewer charge on your bill if there was a leak/break in your house (ex. hot water heater) and after confirming the leak/break was repaired providing a copy of the licensed plumber's receipt. PLEASE NOTE: We will not issue an abatement for a faulty toilet, filling up a swimming pool or leaving a faucet or outside spigot on.

2) You received a high estimated reading on your water bill because the meter was not working properly and want to be billed to an actual reading. Must be confirmed that meter has been repaired.

3) Building unoccupied – water turned off at street. If the water is turned off at the street, you will not be billed the minimum charges after confirmation from the DPW.

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Name: _____ **Account:** _____

Address: _____ **Date:** _____

Reason for abatement (see attached documentation)

_____

_____

_____

_____

Signature: _____ **Phone No:** _____

Final amount to be certified by the Finance Director

**********Office Use Only**********

Date Received: _____

Initial Approval from Engineering Department: _____

Bill #: _____ **Water Abatement: $** _____ **Sewer Abatement: $** _____

City Engineer/Business Manager Approval: _____

Finance Director Approval: _____