

Memo

TO: All Sewer Contractors who participate in the Sewer Assessment Program

FROM: Sewer Utility Division, Public Works

DATE: August 7, 2023

RE: Sewer Assessment Program – Repair Completion Form

This memo is to remind all sewer contractors that the repair completion form attached to the sewer assessment packet is a legal document. It must be filled out by the property owner (not the sewer contractor) after the repair work has been completed.

The city will no longer accept repair completion forms **from sewer contractors** that have been filled out by typing in the required information. Repair completion forms submitted by sewer contractors must be the one containing the handwriting of the property owner with no modification by the sewer contractor. Electronic signatures will no longer be accepted unless the homeowner ('s) are copied on the repair form submittal email.

If the **property owner** (and not the sewer contractor) is sending the repair completion form directly to the city, the form can be handwritten or typed.