



TOWN OF BEDFORD  
APPLICATION FOR ABATEMENT  
WATER/SEWER USAGE CHARGES

Name \_\_\_\_\_

Account # \_\_\_\_\_

Service Address \_\_\_\_\_

Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

(Only if different from service address)

This application is for an abatement of bill # \_\_\_\_\_

Bill Date \_\_\_\_\_

Reason(s) for which an abatement is requested.

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

Signature of Applicant \_\_\_\_\_

Date of Application \_\_\_\_\_

PLEASE MAIL TO:  
Department of Public Works  
314 The Great Road, Bedford, MA 01730  
Attn: Water/Sewer Billing  
781-275-7605

Please read the following carefully:

- Deadline for submittal of an application for abatement is 30 days after the issuance date of the bill in dispute. Applications will be reviewed by the Water & Sewer Operations Manager. The determination will be submitted to the Director of Public Works for final approval. It is estimated it will take 2 weeks for an application to be reviewed.
- An application for abatement will not be considered unless all prior bills on the account are paid and a payment is made on the bill in dispute in an amount equal to the bill issued for the same period in the prior year. For an applicant who does not have a prior billing history, the Town of Bedford will determine an amount to be paid on the bill in dispute based on the number of occupants in the home during the period in dispute and industry averages of usage per occupant.
- Any interest that accrued on the unpaid balance of a disputed bill while an application for abatement is being considered will be waived. All interest and charges are the responsibility of the applicant.
- Applicants will be notified in writing of the determination of the Public Works Director. Applicants may exercise their right to appeal in writing to the Public Works Director if they disagree with his or her determination. Appeals must be made within 15 business days of the date of the written notification of the Public Works Director's determination. If the applicant does not respond within 15 days, it will be deemed that the Public Works Director's determination is accepted by the applicant.
- Applicants may be asked to submit supplementary information to support the application for abatement.

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(Office Use Only)

Date Received \_\_\_\_\_

Resolution \_\_\_\_\_

Resolution Date \_\_\_\_\_

Date of Notification Sent to Applicant \_\_\_\_\_