Annual Variance Request for Increased Water Allocation

Please review, complete, and include the required documentation requested below for consideration for an increase in water allocation. Applications received that do not contain the requested supporting documentation will be returned to the customer and not considered. Variances may be approved **ONLY** based on the criteria found within this application.

Account Holders Name: _____ Account # _____

Tenant's name (if applicable) _____

Service Address: _____ Phone #: _____

I request an increase in water allocation for the following reason(s):

☐ 1. More than 4 Full-time residents in household Total Persons in Home:_____

Please provide the names and relationship of residents in household

	Name:	Relationship		Name:	Relationship
1			5		
2			6		
3			7		
4			8		

☐ 2. Licensed Child Care (in home) Facility Please submit a copy of a valid Family Child Care Home License
Total number of children:_____

☐ 3. Adult Day Care Facility (in home) Please submit a copy of a valid Adult Day Care license
Total persons currently cared for:_____

☐ 4. Medical Needs (Please submit verifiable medical documentation)

☐ 5. Other Circumstance(s) Explain:_____

_____

I affirm, under penalty of perjury, that the information contained herein, including supporting documentation, is complete and accurate. I further understand that all variances are subject to change and I may be liable for back charges if I provide incorrect information.

Signature _____ Date:_____

Daytime Phone (Required): _____ Email:_____

Submit this completed form along with the proper documentation to the PWD. Please allow 4 to 5 weeks to process your variance request. Once approved and processed, variance changes will be applied to future billings. Variance requests must be submitted annually. After one (1) year of an increased allocation, a new application with supporting documentation must be submitted to the PWD.

Variance Application Information

Number of people in household:

The indoor water budget for single family residential customers is calculated assuming an occupancy of four (4) people per household. If you have more than four people living in your household year round, you may apply for a variance to increase your household's water allocation. Customers may receive an additional 55 gallons per person per day for each additional person living at the residence. Please include the number of individuals living in the household, their names, and their relationships. List their first and last names on the "Variance" form. The information provided, **WILL NOT** be used for any other purpose other than to verify occupancy of the household.

Documentation must be presented with the Variance Application in order to be approved. Acceptable documents displaying the occupancy address of the requested increase are as follows:

- Copy of last year's Federal or State income tax return (listing dependents)
- Valid California Driver's license
- Formal change of address form from USPS
- Lease agreement
- Voided blank checks with preprinted name and address
- (For Children) -A child's Birth Certificate, current year student I. D. card, or current year report card

Licensed In-Home Childcare or Eldercare Facility:

Any residence used as a licensed childcare or eldercare facility must include a copy of your business license upon submission of this application. Please list the number of children or elderly which occupy the household on a daily basis. Approval is based upon either the number of full-time residents or the number of clients that are regularly cared for at the listed address on this application; whichever is greater. Each person will receive an additional 55 gallons of water per person per day.

Medical needs:

Please provide verification from a healthcare provider. **All medical information will be kept confidential.**

Before submitting the application, please read the following:

Information contained within this application is subject to an audit (PWD reserves the right to audit Variance Applications). If an audit is necessary, you must provide the required documentation of the actual household population. Such documentation may include, but is not limited to, the items listed above. If the submitted information is found to be false, fees and charges will be adjusted retroactively to the date of the application was submitted and additional penalty fees may apply and assessed to the next water service bill for the address listed on this application.

For District Use Only:

Date Received & Initials _____

Documentation Submitted _____

Total Adjustment $_____

Date Completed & Initials _____

Please return completed form and required documents to:

Palmdale Water District
2029 East Avenue Q
Palmdale, Ca 93550
FAX: 661-947-8604
Electronicall