

Brooklyn Water Pollution Control Authority  
SANITARY SEWER FEE WAIVER POLICY

Objective:

The purpose of this policy is to establish guidelines and procedures for granting waivers for future sanitary sewer fees to eligible individuals or entities facing financial hardship or specific circumstances.

Eligibility Criteria:

Sewer fee waivers may be considered for the following reasons:

1. Financial Hardship: Property owners experiencing documented financial hardship, including property vacancy may be eligible for a sewer fee waiver.
2. Natural Disasters: Property owners affected by natural disasters resulting in significant property damage may be eligible for a temporary waiver.

Application Procedure:

To apply for a sewer fee waiver, individuals or entities must submit a written application to the Brooklyn Water Pollution Control Authority (BWPCA) using the applicable Sewer Fee Waiver Form. The application should include the following:

1. Completed application form.
2. Documentation supporting the eligibility criteria (e.g., income statements, medical certificates, disaster-related documentation).
3. Any additional information deemed necessary by the Brooklyn Water Pollution Control Authority.
4. Evidence that any past due sewer fees and current year fees are paid in full.

Waivers for the Fiscal year beginning in July, should be received no later than 1 May.

Review Process:

The BWPCA will acknowledge via email within 2 business days receipt of the application. The BWPCA will review each application on a case-by-case basis, but no later than the next regular meeting of the Authority. The review process may include:

1. Verification of eligibility criteria.
2. Assessment of supporting documentation.
3. Consideration of the overall financial impact on the applicant.

Decision and Notification:

Upon completion of the review, the BWPCA will notify the applicant in writing via postal mail of the decision within 30 days. If approved, the notification will include the duration of the fee waiver, if applicable. Notification will also be made to the other appropriate entities, as necessary, to ensure compliance with the waiver, i.e. tax collector, building official, etc.

Expiration of Waiver:

Unless the application has been renewed, as required, the sanitary sewer fee shall be reinstated at the beginning of the next fiscal year for which fees can be collected.

**Appeals Process:**

Applicants have the right to appeal a denial of a sanitary sewer fee waiver. The appeals process will involve a reevaluation of the application by a designated appeals committee.

**Confidentiality:**

All information provided by applicants will be treated confidentially and used only for the purpose of evaluating the sewer fee waiver application.

**Policy Review:**

This policy will be reviewed periodically to ensure its effectiveness and may be amended as necessary.

**Contact Information:**

For inquiries or to obtain an application form, please contact the Brooklyn Water Pollution Control Authority at [WPCA@Brooklynct.org](mailto:WPCA@Brooklynct.org).

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