



## Request for Allocation Adjustment

The Casitas Municipal Water District's Water Efficiency and Allocation Program is designed to serve as a tool to help meet State mandated water use reductions and to manage local water supply. If you believe you need an adjusted allocation based on the reasons listed below, you must complete and return this form. Adjustments may be approved subject to verification and periodic review by Casitas Staff. Allocation adjustments are based on Stage 1 drought conditions and are subject to further limits due to drought conditions.

NAME: \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_ Email: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Mailing Address: (if different from service address): \_\_\_\_\_

I have read the ALLOCATION ADJUSTMENT GUIDELINES (on back page) and request an adjusted water allocation for the following reason(s):

**CIRCUMSTANCE.** Please explain circumstance, attach additional page if needed. A home water survey and/or verification may be required.

**PLEASE NOTE: Submissions with incomplete information or missing documentation(s) will be returned to applicant. Approval of an allocation adjustment does not constitute a release from conserving in your home and penalties may be incurred if you exceed your water allocation. Processing may take 30 days. Casitas will respond to your request in writing. If approved, new allocation will apply starting with the next bill. For questions, call (805) 649-2251 Ext. 105.**

**RETURN COMPLETED APPLICATION AND ACCEPTABLE DOCUMENTATION BY: (MAIL) Casitas Municipal Water District, Oak View, CA 93022, (FAX) 805-649-3001, or (EMAIL) bsandavol@casitaswater.com.**

I have completed this form and affirm that I am the above account holder and the information contained herein, including attachments, is complete and accurate. I further understand that all variances are subject to change and I may be liable for back charges for providing false information.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

For District Use Only, Date Received: \_\_\_\_\_ Allocation Adjustment Essential \_\_\_\_\_ Non-Essential \_\_\_\_\_

Documentation Submitted \_\_\_\_\_

## **Allocation Adjustment Guidelines**

### **A. GENERAL INFORMATION**

1. The customer is responsible for contacting Casitas and submitting a Request for Allocation Adjustment in writing
2. Documentation subject to verification and review by Casitas' staff.
3. Upon verification and approval of customer's request, the allocation adjustment will be applied to the next bill and will not be retroactive
4. Refusal or failure of applicant to provide documentation acceptable to and requested by Casitas shall result in denial or revocation of adjustment
5. Correction of number of dwelling units on property.
6. Variance applications may be subject to annual review.

### **B. RELEVANT FACTORS THAT MAY QUALIFY FOR ALLOCATION ADJUSTMENTS**

1. Livestock (15 gallons of water per day per animal weighing more than 100pounds)
2. Licensed 24/7 child or adult care facility
3. Correction of irrigable area square feet

### **Before submitting an application, please read the following:**

Information contained on the application form is subject to an audit (Casitas reserves the right to audit Variance Applications). As an applicant subject to an audit, you must agree to: Provide documentation to support claims. If information supplied in the application is found to be false, the fees and charges will be adjusted retroactively to the date of the application and penalty fees may apply. Appropriate fees and charges will be added to the next water service bill for the address on the application.