



Street Maintenance Fee Appeal Form

Information on Appeal Process including required documentation below.

Reason for Appeal:

Please check all that apply **and attach appropriate documentation as required.**

- _____ PROPERTY HELD AND MAINTAINED IN ITS NATURAL STATE
- _____ PROPERTY IS EXEMPT
- _____ LAND USE MIS-CATEGORIZATION _____ DEVELOPMENT UNITS INCORRECT
- _____ THE CALCULATION OR DETERMINATION IS INCORRECT

Relief Sought: _____

Hearing Requested: YES NO

Owner Applicant

Name: _____ Mailing Address: _____
 City: _____ State: ____ Zip: _____ Email: _____
 Daytime Phone: _____

Service Location Information

Physical Address: _____
 Parcel ID: _____ Account Number: _____

***I certify that the information I have given on this application is complete and correct.**

Signature _____ Date _____

Fill out all applicable sections and return the form **and all supporting documentation** to:

Email: streetfee@wacotx.gov
Or Mail to: **City of Waco Public Works Department**
P.O. Box 2570
Waco, Texas 76702-2750
Attn: Street Fee Appeal

If you have any questions or need additional information, email streetfee@wacotx.gov or call (254) 750-7009.

City of Waco Use Only

Date Received: _____ Reviewed by: _____

_____ Insufficient Information _____ Approved _____ Denied _____ Hearing Required, Date _____ Other: _____

Parcel Type	Prior To Appeal	After Appeal/Final Determination
Parcel Type (Res, Com, Exp)		
Land Use		
Calculation		

Staff Notes/Comments _____

CITY OF WACO ORDINANCE NO. 2023-625
Article VII. STREET MAINTENANCE FEE

Sec. 22-270. Appeal.

(a) Subject to the restrictions set forth in this section, any customer/owner who believes the calculation or determination of the street maintenance fee assessed against them to be incorrect may appeal the fees to the director; and the director shall evaluate the appeal based on the methodologies for calculating the street maintenance fee set forth in this Article VII.

(b) The appeal shall be in writing and set forth, in detail, the relief sought, the grounds upon which relief is sought and whether the petitioner requests a hearing on its appeal.

(c) The appeal shall be filed with such director within 15 business days of the customer/owner receiving the billing statement from the city. The billing statement shall be deemed received five days after it is placed in a mail receptacle of the United States Postal Service.

(d) Failure to submit a timely written appeal for reconsideration shall be deemed to be a waiver of any further right to administrative reconsideration or reviews on such billing statement.

(e) The customer/owner requesting an appeal may be required, at the customer/owner's cost, to provide supplemental information to the director, **including but not limited to survey data approved by a Texas licensed professional land surveyor, engineering reports approved by a Texas licensed professional engineer, or other documentation the director deems necessary.** Failure to provide requested information in a timely manner may result in the denial of the appeal request.

(f) Within a reasonable time of the submittal of an appeal, the director shall either grant the petition and modify the street maintenance fee assessed; deny the petition if no appeal is warranted; or, if a hearing is deemed necessary by the director, set a hearing on the petition for appeal.