



**Allocation Adjustment Request Form**

The Meiners Oaks Water District’s Drought Contingency Plan was developed and implemented to meet State mandated reduction measures and help manage our local supplies. If you believe that your allocation is not set at an appropriate amount and should be adjusted for the reasons stated below, you must complete this form. Allocations are based on the average use for your property minus the appropriate required reduction in that declared stage of drought, during the years 2010, 2011, 2012. Any allocation adjustment may be reviewed by MOWD staff or the board, and subject to periodic review and change due to drought conditions.

NAME: \_\_\_\_\_ Account Number: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Mailing address: *(If different from service address):* \_\_\_\_\_

I have read the Guidelines for allocation adjustments (On the back page) and request an allocation adjustment for the following reason(s):

Please explain reason(s) below; attach any additional sheets if needed. An inspection of your property will be required for verification.

Note: Any request form submitted that is incomplete or has missing information, will be returned to the applicant. Any approval of an allocation does not relieve that customer from conserving water on their property, or from over allocation and conservation penalties. MOWD could take up to 30 days to respond to your request in writing. If approved, your new allocation will start at following billing cycle.

All applications can be sent to: Meiners Oaks Water District, 202 W. EL Roblar, Ojai Ca, 93023 (Fax) 805-646-2297 or by Email: [moh2odist@sbcglobal.net](mailto:moh2odist@sbcglobal.net)

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: \_\_\_\_\_

Do not write below this line (District use only) -----

Date received: \_\_\_\_\_ Current Allocation: \_\_\_\_\_ Documentation submitted: \_\_\_\_\_

## **Guidelines for Adjustment**

### 1. **General Information**

- Customers are responsible for requesting an allocation adjustment in writing to MOWD
- All documentation is subject to verification and review by MOWD staff
- Once verification is completed and your request is approved, your new allocation will be applied to the following billing cycle
- Failure to supply or the refusal to produce any documentation requested by MOWD may result in denial or revocation of request
- Any requests related to water waste will not be accepted
- All applications are subject to annual review

### 2. **Qualifying reasons for an adjustment**

- An increase of livestock weighing greater than 200 lbs. requiring 15 gallons of water per day
- Care facility (Adult or Child) operating 24/7
- Correction of number of dwelling units on a property

### **Upon submittal of your application, please understand the following:**

As an applicant, you are agreeing to verification and/or audit of your request by MOWD staff and agree to provide all documentation and/or access to support your request. If the information you have supplied is false, all fees and charges will be adjusted retroactively as of the date of the application and additional administrative fees may apply. All appropriate fees and charges will be added to a subsequent water bill associated with the account number provided within the application.