



**Allocation Adjustment Request Form**

The Meiners Oaks Water District's Allocation Program and Water Shortage Contingency Plan are designed to serve as tools to help meet State mandated reduction measures and help manage our local supply. 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. Adjustments may be approved subject to verification and periodic review by MOWD staff. Allocation adjustments are based on Stage 1 drought conditions and are subject to further limits due to drought conditions. Adjustment requests will be reviewed by MOWD staff and the Board.

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

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

Service address: \_\_\_\_\_

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

*Note: Submissions with incomplete information or missing documentation(s) will be returned to the 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 60 days. MOWD will respond to your request in writing. If approved, the new allocation will apply to start with the next bill cycle. For questions, call (805) 646-2114.*

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

I have completed this form and affirm that I am the above account holder and that 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**

1. Customers are responsible for requesting an allocation adjustment in writing to MOWD.
2. All documentation is subject to verification and review by MOWD staff.
3. Once verification is completed and the request is approved, the new allocation will be applied to the following billing cycle and will not be retroactive.
4. Refusal or failure of the applicant to provide acceptable documentation to and requested by MOWD may result in denial or revocation of the request.
5. Any requests related to water waste will not be accepted.
6. Variance applications may be subject to annual review.

### 2. **Relevant factors that may qualify for allocation adjustments**

1. Livestock (15 gallons of water per day per animal weighing more than 100 pounds)
2. Licensed Care facility (Adult or Child) operating 24/7
3. Correction of irrigable area (sqft)
4. Correction of the number of dwelling units on a property

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

Information contained on the application form is subject to an audit (MOWD reserves the right to audit applications). As an applicant subject to an audit, you must agree to: Provide documentation to support claims. If information supplied in the application is 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.