



City of Boulder Utility Billing  
Water Budget Adjustment Application



**Commercial/Industrial/Institutional (CII)  
Customers Only**

**Customer Number** (located on the top of your bill): \_\_\_\_\_

**Account Number** (located on the top of your bill): \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Water Service Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Please check the CII adjustment option you are choosing and refer to the back of this form for required documentation:**

**Average Monthly Use (AMU) - Revised AMU:** \_\_\_\_\_

**Time period AMU is based upon (ex: Sept 2004 – Sept 2005):** \_\_\_\_\_

**Historical Monthly Use (HMU)**

**Indoor-Outdoor** – Indicate Irrigable Area is Sq Ft: \_\_\_\_\_

**Efficiency Standard** – attach completed **Efficiency Standard Budget Recommendation Form**

**Please explain reason for adjustment:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please read the back of this form before checking the following:**

\_\_\_ **I certify that to the best of my knowledge the above information is true.**

*Please note: The information provided in this application form could be subject to verification by other city departments. Approval of the water budget adjustment does not mean that the city approves your occupancy level or land use related change.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The city of Boulder will contact you regarding the outcome of the adjustment application. If you are billed during the time between your submitted application and the decision, Utility Billing will adjust your next bill accordingly. If the adjustment is approved, it becomes effective the date the city received the application form.

For Office Use:	Account Type: _____
AMU: Current _____ Approved _____	HMU: Approved _____
I/O Irrigable Area Approved: _____	Efficiency Standard: Approved _____
Application Declined _____	Notes: _____

**If you are submitting an adjustment for one of the following, please include the appropriate documentation as listed below. For further assistance with choosing a CII option, please use the model available at [www.boulderwater.net](http://www.boulderwater.net). *A customer can only change CII options one time per calendar year.***

**Commercial Industrial Institutional (CII) customers will be allowed the choice of one of the following options.**

- **Average Monthly Use (AMU)** – Please include an estimated revised AMU on the front of this form (if applicable), the time period used to calculate the AMU, and an explanation for the adjustment. This information will be used in conjunction with historical water usage in reviewing the adjustment application. The AMU is the default option for CII customers. Budget adjustments for AMU do not expire. AMU is defined as the historical average annual use divided by 12 so that every month has the same budget. All water is classified as indoor usage. Wastewater will be charged on all water usage.
- **Historic Monthly Use (HMU)** – This option bases the water budget on your account’s historical monthly water use for each month. (For example, the average of the past three Januarys would become the January water budget; the average of the past three Februarys would become the February water budget; etc.) The three-year average would be based on the most recent three-years average and recalculated every year. All water is classified as indoor usage. Wastewater will be charged on all water usage.
- **Indoor/Outdoor** – *This option is only available for those customers who have irrigable area.* The water budget is the total of an indoor water use component and outdoor water use component. The indoor water use allocation is based on the most recent Average Winter Consumption (AWC), which is the average use calculated during the four-winter month period (December through March). The outdoor allocation is based on irrigable area (including public ROW) and seasonal watering needs. Indoor/Outdoor will result in wastewater charges based on AWC or actual water use, whichever is less.
- **Efficiency-Standard Budget** – This option is determined through a specific technical review of your indoor and outdoor use using reasonable and documented efficiency standards, as determined by a registered professional engineer’s evaluation. The professional engineer’s water budget recommendation will be reviewed and approved by the city prior to its implementation. Please attach a completed **Efficiency Standard Budget Recommendation Form** with this application. Efficiency Standard will result in wastewater charges based on all water usage unless the budget includes an outdoor allocation when it will be based on the indoor allocation or actual water use, whichever is less.

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

- Information contained in this form is subject to audit. Should an audit be necessary, applicant agrees to provide acceptable documentation of actual square footage of irrigable area. Property may also be subject to an inspection.
- If any of the information supplied in this application by the applicant is found to be false, the fees and charges will be adjusted retroactively to the date of this application and appropriate fees and charges added to the next utility service bill for the address.

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**You can submit the application by: (Efficiency Standard Budget Requests must be submitted to Planning & Development Services for approval prior to being received by the Utility Billing Office.)**

**Mail**  
Utility Billing Office  
P.O. Box 791  
Boulder, CO. 80306-0791  
**Fax:** 303-441-4089

**In Person or at the Drop Box**  
Municipal Building  
1777 Broadway  
Boulder, CO 80306  
**Questions: 303-441-3260**