1. The owner shall submit a written request for a sewer service charge adjustment to the Department of Environmental Services. Please fill out the following information to expedite the adjustment process:

Name on Board of Water Supply Bill: ________________________________
Property Address: ________________________________________________
Daytime Phone Number(s): _________________________________________
Board of Water Supply Account Number: _____________________________
Start Date of New Lawn: __________________________________________
Square Footage of New Lawn: ______________________________________
Print Name: _____________________________________________________
Customer’s Signature: ___________________________ Date: ______________

2. Please submit this form along with diagram of the new lawn and copies of contracts, invoices or receipts that show the work was done after the lawn is established (these will not be returned).

3. The sewer service charge adjustment will be based on the area in square feet of new lawn.  (See attached Start-up lawn sewer charge credit policy December 2011)

4. Please mail the written request to:

   Department of Environmental Services
   Office of Administrative Support
   1000 Uluohia Street, Suite 308
   Kapolei, Hawaii 96707

   Requests may also be faxed to (808) 768-3341.

If there are any questions, please call our Customer Service Section at 768-3330 (Mondays through Fridays except holidays, 7:45 a.m. to 4:15 p.m.).
Start-up lawn sewer charge credit
Office of Administrative Support
Department of Environmental Services
December 2011

The purpose of this document is to establish a policy on a sewer fee credit for irrigation water used to start a new lawn.

Starting up a new lawn requires large amounts of irrigation water for about the first six weeks. This irrigation water does not discharge to the City sewer and a sewer charge credit is appropriate.

The sewer service charge credit is based on:

1. A new lawn takes about six weeks, or 42 days, to establish.

2. The average irrigation rate used to calculate the credit is 5,000 gallons per acre per day (gpad) in accordance with the recommendations from the Hawaii Landscape and Irrigation Contractors Association and Honolulu BWS.

   $\frac{5,000 \text{ gallons/acre/day}}{43,560 \text{ sq feet/acre}} = 0.115 \text{ gallons/square foot}$

3. The area in square feet of new lawn.

Example: Sewer credit calculation for startup of new lawn – 2,500 square feet

1. Calculation of irrigation volume to start up a new lawn

   Irrigation volume = Area (sq feet) x Average irrigation rate x 42 days

   $\text{Irrigation volume} = 2,500 \text{ sq feet} \times 0.115 \text{ gallon/sq foot} \times 42 \text{ days}$
   $\text{Irrigation volume} = 12,075 \text{ gallons}$

2. Calculation of credit:

   Credit = Irrigation volume x appropriate sewer service charge rate

   $12,075 \text{ gallons} \times 3.00 \text{ per thousand gallons} = 36.22$

Approved:

[Signature]

Tim Houghton, Executive Assistant
Department of Environmental Services

Date: 12/11/11