



## Mixed Use Building Proration Petition Checklist

In accordance with MGO 35.02(f)7, if it is impractical to separately meter a multi-use building to accurately reflect the volume subject to Restaurant Class billing, the customer may petition the City Engineer for a reduction based on the mixed uses of the building. If the petition is approved, the customer shall be billed a flat monthly fee of \$10 plus a calculated percentage of the total volume based on industry averages as follows:

| Estimated Percentage of Total Volume (gallons) to Restaurant Class Facility | Percentage of Total Volume (gallons) Billed at Restaurant Class Rate |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------|
| Less than or equal to 10%                                                   | 10%                                                                  |
| 11% to 20%                                                                  | 20%                                                                  |
| 21% to 30%                                                                  | 30%                                                                  |
| 31% to 40%                                                                  | 40%                                                                  |
| 41 to 50%                                                                   | 50%                                                                  |
| 51 to 60%                                                                   | 60%                                                                  |
| 61 to 70%                                                                   | 70%                                                                  |
| 71 to 80%                                                                   | 80%                                                                  |
| 81% and above                                                               | 100%                                                                 |

All mixed use properties should provide the following, at a minimum, to Megan Eberhardt at [SanitarySewerBilling@cityofmadison.com](mailto:SanitarySewerBilling@cityofmadison.com) for review and determining the estimated percentage of total flow.

1. Address of facility: \_\_\_\_\_
2. Account number(s), as shown on utility bill: \_\_\_\_\_
3. Name of petitioner: \_\_\_\_\_
4. Relationship to property: \_\_\_\_\_
5. Email address and phone number: \_\_\_\_\_
6. Does facility have a grease trap (Yes/No): \_\_\_\_\_
7. For residential units:
  - a. Number of apartment bedrooms: \_\_\_\_\_
  - b. Number of condo bedrooms: \_\_\_\_\_
8. Names and uses of all businesses, as well as the following for **each** use:
  - a. Sit down restaurant or bar: number of seats
  - b. Takeout restaurant, commercial kitchen, grocery store, retail business with food: square footage
  - c. Retail or office space: square footage
  - d. Hotel: number of bedrooms, square footage of kitchen space, does hotel have pool?
  - e. Schools: the number of students and the number of seats in the cafeteria
  - f. Hospitals and nursing homes: number of beds and number of seats in the cafeteria
  - g. Salon: number of booths

*Example: Yoga Studio, 1200 sf. Takeout Restaurant ABC, 1200 sf.  
Sit down Restaurant XYZ, 2000 sf. Convenience store DEFG, 850 sf.*

9. Site plans, utility plans, or any other pertinent plans that can confirm the values provided for #4 and #5.