



City of Revelstoke  
 PO Box 170, 216 Mackenzie Avenue  
 Revelstoke, BC V0E 2S0  
 (250) 837-2161  
 finance@revelstoke.ca

### Request for Discontinuance or Alteration in Commercial Utility Fees

Per the *Commercial Utility Services Amendment Bylaw No. 2274*, I/we request a discontinuance or alteration in commercial water and sewer fees, for the period of time between March 16, 2020 and May 30, 2020 when operations ceased, or were reduced, in response to COVID-19. Submitting this form indicates that my/our business in the City of Revelstoke was closed or had limited operations due to Covid-19. This form needs to be received by the Finance Department no later than 4:30pm on September 30, 2020.

#### Business Information

<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Utility Account Number</b>	

Do you prefer to be contacted by phone or by email in relation to this request?  Email  Phone

#### Period Requesting Relief – indicate dates between March 16, 2020 and May 30, 2020, inclusive

	Classification (from utility invoice)	Dates	
		From	To
<input type="checkbox"/> Ceased Operations			
<input type="checkbox"/> Reduced Operations			

**Requested Relief –** briefly describe how your business was impacted, in accordance to your operations status between March 16, 2020 and May 30, 2020, inclusive

By checking this box, I declare that the business stated above was closed or had reduced operations due to the Covid-19 pandemic.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Please return signed Request for Reduction in Utility Billing form to: City of Revelstoke PO Box 170, Revelstoke, BC V0E 2S0 or in person: 216 MacKenzie Ave or by email: [finance@revelstoke.ca](mailto:finance@revelstoke.ca)

Phone: (250) 837-2161  
[www.revelstoke.ca](http://www.revelstoke.ca)