WATER SHUT-OFF HEARING REQUEST
Sanitation Department
1240 North Boo Road • Burns Harbor, IN 46304
P 219-787-1165 • F 219-787-1353
sanitationclerk@burnsharbor-in.gov • www.burnsharbor-in.gov

A hearing must be requested in writing or in person at the Burns Harbor Town Hall, 1240 N. Boo Road., Burns Harbor, IN 46304, or by calling the Sanitation Clerk at 787-1165. Your request must be received no later than 12:00 p.m. two (2) business days prior to the shutoff date. In the event that you fail to request a hearing, you will be deemed to have waived your right to a hearing and your right to contest the water shutoff. If you request a hearing, you will be notified of the date, time and location of the hearing. At the hearing, you will have the right to present evidence or witnesses, be represented by council, and to cross-examine witnesses.

Name: ____________________________ Date: ________________ Time: ____________
Address: __________________________
Phone: ____________________________ Email: ____________________________
Sanitation Account Number: __________ Date water is scheduled to be shut off: __________
Reason water shut-off is contested: ____________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Appellant __________________________ Printed Name of Appellant __________________________ Date ____________

— THIS BOX FOR OFFICE USE ONLY —

Total due: ______________ as of __________________ Number of days past due: _____
Scheduled shut off date: _____________ Date of shut off warning: _______________________
Last payment received: ________ on ______________
Hearing scheduled: ________ a.m./ p.m. on __________________________

Signature of Personnel Member accepting form __________________________ Date ____________ Time ____________

Revised February 2017
--- THIS SIDE OF FORM FOR SANITARY BOARD USE ONLY ---

FINDINGS AND DECISIONS

Public Hearing held the ______ day of ____________, 20___.

Board Comments: ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Reason(s) for Decision: ______________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

THE BURNS HARBOR SANITARY BOARD NOW DECIDES:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Dated this _________ day of ____________, 20__.  

Sanitary Board President Signature                                      Sanitary Board President Printed Name

Voted YES □ NO □

Sanitary Board Vice President Signature                                Sanitary Board Vice President Printed Name

Voted YES □ NO □

Sanitary Board Member Signature                                         Sanitary Board Member Printed Name

Voted YES □ NO □

Sanitary Board Member Signature                                         Sanitary Board Member Printed Name

Voted YES □ NO □

Sanitary Board Member Signature                                         Sanitary Board Member Printed Name

Voted YES □ NO □

Revised February 2017