



**STATE OF TENNESSEE**  
**Utility Management Review Board**

James K. Polk State Office Building  
505 Deaderick Street, Suite 1700  
Nashville, Tennessee 37243-1402  
Phone (615) 747-5260 Fax (615) 741-1551

**INFORMAL HEARING FORM**

**Project Complaint – Developers or Customers, Tenn. Code Ann. § 7-82-702(a)(9)<sup>1</sup>**

**Contact Information:**

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Customer       Developer

Name: \_\_\_\_\_

Utility District: \_\_\_\_\_

Telephone – Primary: \_\_\_\_\_

Telephone – Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Zip Code: \_\_\_\_\_

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<sup>1</sup>Tenn. Code Ann. § 7-82-702(a)(9) provides: “Review and conduct an informal hearing of any decision of any utility district upon a written request of any utility district customer or an affected developer concerning the justness and reasonableness of the utility district’s requirement that the customer or the developer build utility systems to be dedicated to the utility district or the justness and reasonableness of fees or charges against the customer or the developer related to the utility systems. The written complaint must be filed within thirty (30) days after the utility board has taken action upon a written complaint to the board of commissioners of the utility district. In making its decision as to whether the requirements, fees, or charges are just and reasonable, the utility management review board shall take into account the reasonableness of the utility district’s rules, policies, and cost of service as well as any evidence presented during the hearing. Any judicial review of any decision of the board will be held by common law certiorari within the county in which the hearing was held”.

**Jurisdiction:**

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Has the Utility District Board of Commissioners heard the complaint at a public meeting?

Yes       No

Please provide the date of the complaint and attach a copy of it (i.e. minutes of the meeting and/or written description of your remarks) to this form.

Date: \_\_\_\_\_

**Allegation of Facts:**

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Provide a detailed account of facts that led to this complaint. Please lay the case out chronologically and highlight the most important facts.

**Causes of Action:**

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Please explain why you believe the utility district's requirements, fees, or charges are reasonable or unreasonable.

Did the utility district follow its policies or procedures? Does the utility district lack policies and procedures that address this type of complaint?

**Relief Sought:**

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Please provide detailed information related to the remedy(ies) that you are seeking.

*I hereby certify that the information provided above is true and correct to the best of my knowledge.*

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Please mail, e-mail, or fax copies of any documentation, such as bills, that the Board would need to review when hearing the case, to:

Utility Management Review Board  
505 Deaderick Street, Suite 1700, James K. Polk Building  
Nashville, TN 37243  
Phone: (615) 747-5260  
Fax: (615) 741-1551  
utilities@cot.tn.gov

If you will be represented by an attorney, please provide his/her contact information below:

Name: \_\_\_\_\_  
Telephone – Primary: \_\_\_\_\_  
Telephone – Secondary: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_

***Under Tenn. Code Ann. § 7-82-702(a)(9), any judicial review of any decision of the Utility Management Review Board will be held by common law certiorari within the county in which the informal hearing was held.***

***PLEASE READ BEFORE SUBMITTING: Once you hit the "Submit Form" button, a dialog box will be prompted asking you to select your choice of an email client (ie. Microsoft Outlook, Yahoo, Gmail, etc.) Once you have made your selection, your email message will appear. Please attach any necessary documents to your email before sending. This form will automatically attach itself, but any additional documents will need to be manually attached.***