



# Request for Sewer Credit/ Pool Fill Adjustment

Page 1 of 1

Updated **AUGUST 2023**

## NOTICE TO APPLICANT

Forms may be submitted by mail, email, or in person at City Hall. Requests must be received within sixty (60) days of the date of the bill for which an adjustment is requested. Once the request has been received, the department will calculate the exact gallons used for the pool fill and adjust the sewage equivalent. The adjustment will be credited on the next available bill.

Continue to pay your bill on time to avoid service interruption. Failure to pay the actual bill in anticipation of the adjustment could result in late fees and water service interruption. Credits for filling swimming pools are limited to two per customer in a calendar year.

## OFFICE USE ONLY

Account: \_\_\_\_\_ Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

## Account Information

Applicant Name \_\_\_\_\_ Account \_\_\_\_\_

Service Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Pool Fill \_\_\_\_\_ Approximate Gallons Used \_\_\_\_\_

By signing below, I acknowledge that I am the account holder and accept all responsibility pertaining to this request.

Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_