

**VILLAGE OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

SWIMMING POOL FILLING POLICY

PURPOSE: The purpose of this policy is to provide to the citizens of this Village a mechanism for the filling of a residential above ground and/or in ground swimming pools.

PROCEDURE: The following Procedure has been developed to assist any citizen in obtaining water for the purpose as stated:

1. All requests must be submitted in writing to the Eason Hall and addressed to the Public Works Department, Street Division Superintendent at least 72 hours in advance of the need for water. Request forms will be made available at Eason Hall (23 Elm Street) and on our website at villageofwestfield.org. Cost estimates will be provided upon the pool owner's request; depending on pool size paying normal water and sewer charges may be more economical.
2. In the event that a house meter will be used and in order to prevent additional sewage charges being applied, a Public Works employee will take meter readings before filling is started and when filling is complete. Maximum time allowed will be 48 hours. Any resident who chooses to fill their pool through the house meter without properly notifying the Public Works Department will be liable for the associated sewer charge;
3. Pool owners may also contact independent truckers with the capability to haul water. Water transported in this fashion will be obtained from specific hydrants as directed by and under the direction of the Street Superintendent or his designee.

RESPONSIBILITIES: The following is the costs associated with filling of pools as outlined in the aforementioned procedures:

All pool owners will be responsible for the cost of water obtained; water will be metered and charged to the pool owner at a rate of * \$4.00/1,000 gallons. In addition, a labor charge will be assessed at a rate of \$29.17** per hour with a minimum charge of one hour. This charge will also apply should an independent trucking service be utilized. Charges for residents of the Village will be billed separately for this service;

Village Board approved 2/2/98

* Village Board Approved Rate Increase Effective 11/04/02

**As of 5/03 subject to annual increase

SWIMMING POOL FILLING REQUEST FORM

DATE: _____

OWNERS NAME: _____ **PHONE:** _____

POOL ADDRESS: _____ **DATE OF FILLING:** _____

ACCOUNT NUMBER: _____

SIGNED: _____ **DATE:** _____

METER READING _____

END METER READING _____

DATE _____

DATE _____