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BOB KEPLAR

**Village of Maryville**  
**Swimming Pool Adjustment Policy**  
**Effective January 1<sup>st</sup>, 2022**

Beginning January 1<sup>st</sup> 2022, the Village of Maryville Water Department will no longer make adjustments to water / sewer bills in reference to the filling / topping off of public or private swimming pools. The three instances below are when an adjustment can be applied for with the Village Water Clerk. An adjustment request must be requested and approval must be completed before the filling of any pool should take place.

1. If a new swimming pool is installed the owner of the pool must provide a bill of sale that includes all dimensions of said pool and the total gallons of water that the pool will hold when completed. If the pool is not a standard shape of round, oval, or rectangle then the owner also must include a letter from the manufacture or pool designer stating the total gallons of water that the swimming pool will hold when completed.
2. If a new liner is installed in an existing swimming pool the owner of the pool must provide a bill of sale that includes all dimensions of said pool and the total gallons of water that the pool will hold when completed. If the pool is not a standard shape of round, oval, or rectangle then the owner also must include a letter from the manufacture or pool designer stating the total gallons of water that the swimming pool will hold when completed.
3. If a repair is made to the swimming pool and there is a need to completely fill the pool then the owner of the pool must provide an invoice from a swimming pool repair company that includes a list of the parts that were used to make the repairs and a brief statement on what was repaired. The invoice must include on it all dimensions of said pool. If the pool is not a standard shape of round, oval, or rectangle then the owner also must include a letter from the manufacture or pool designer stating the total gallons of water that the swimming pool will hold when full.

Steps for Requesting a Billing Adjustment

1. Please verify that your adjustment request meets one of the criteria as stated above and that you have of the required paperwork that will be needed to start the process.
2. Request a billing adjustment with the Village Water Clerk at least 48 hours in advance of when you would like to start adding water to your pool, 618-345-7028 ext. 2321. At this time, you will need to provide the required paperwork as stated above in the situation that pertains to your pool. You can present the required paperwork in person or you may email it to the Water Clerk, [waterclerk@maryville-il.us](mailto:waterclerk@maryville-il.us) . The 48-hour notice will start when all required items have been received.
3. If an adjustment is approved a Village of Maryville Water Department employee will come on site to verify the measurements that were provided. Please make sure that all gates are unlocked and animals are secured during your appoint time periods. Appointment times will be either an am appointment or a pm appointment, 7:30 am – 11:30am or 1:00pm - 3:00pm. There will be no specific time set. Please decide what will work best for you when calling to make you adjustment request.
4. After your appointment is completed, you may start adding water to your pool. When you have completed your filling process there is nothing else that is needed. You approved adjustment will be credited to you billing account. Should you have questions about your adjustment please call the Water Clerk, 618-345-7028 ext. 2321.

Should you have any questions during this process please contact the Water Clerk.

**2520 North Center Street, Maryville, IL 62062 ● Telephone 618-345-7028 ● Fax 618-345-3627**