City of Belleville

Sewer Billing Department
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(618) 233-6810
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www.belleville.net

Adjustment Request Form
Pool Filling – Watering – Deduct Meter

Date: _____

Name: _____ Telephone Number: _____

Email Address: _____ Account Number: _____

Service Address: _____

Type of Adjustment Requested:

☐ **Pool Filling Adjustment** – Date(s) pool was filled _____ Size of Pool (if known) _____

------------------- **ITEMS BELOW ARE TO BE REQUESTED AT END OF WATERING SEASON** -------------------

☐ **Watering Adjustment** - Per 50.017 (F) (1) The Treasurer and/or his or her designee may make adjustments downward in readings of water usage for sewer billing when there is evidence of a water leak; extensive watering of grass, flowers, shrubs and/or trees; and filling and maintaining a swimming pool. The city's "history" of water usage may be used to substantiate adjustments. *EXTENSIVE* is defined as three or more units of CCF usage, 30 units of DCF usage or 22 units of CGL usage beyond what the "history" shows to be the norm. A CCF unit is 748 gallons, a DCF unit is 74.8 gallons and a CGL unit is 100 gallons. Further, three units of CCF usage, 30 units of DCF usage or 22 units of CGL usage beyond a customer's typical usage during only one billing cycle will qualify for an adjustment.

☐ **Deduct Meter** – Per 50.017(A) Any such meter shall be of approved design, shall be registered with the City Treasurer prior to use, and shall be used only by the user to whom it is registered and at the service location to which it is assigned. (B) Thereafter, the user shall bring said meter to the City Treasurer's office in October of each year where it may be read, and those readings utilized to determine any meter usage since the previous reading.

Meter #1 - Serial Number: _____ Current Reading: _____

Meter #2 - Serial Number: _____ Current Reading: _____

I understand that completion of this form does not guarantee an adjustment. I certify that all the information submitted is true and accurate and applies to the account for which the credit is requested.

Signature: _____ Date: _____