

Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601

Telephone: (540) 667-1815  
FAX: (540) 662-3351  
TDD: (540) 722-0782  
Website: [www.winchesterva.gov](http://www.winchesterva.gov)

### APPLICATION TO FILL SWIMMING POOL

The undersigned applicant hereby requests that their swimming pool, located at \_\_\_\_\_, be filled utilizing a City of Winchester fire hydrant in accordance with the terms of City policy adopted January 13, 1987. The pool to be filled will hold approximately \_\_\_\_\_ gallons of water. The applicant agrees to pay the \$100.00 non-refundable fee and for actual water used at the prevailing City rate. In consideration of the City's agreement to fill said pool, the undersigned hereby releases, holds harmless and agrees to indemnify the City of Winchester, its agents, and employees, from any responsibility, judgment, damages, or other charge for any claim, demand, suit or other action for any and all property damage or personal injury resulting from or related to the pool filling operation.

Signature: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Date Request for Pool Filling: \_\_\_\_\_

For office use only:

Meter reading start \_\_\_\_\_ Deposit rec'd date \_\_\_\_\_

Meter reading finish \_\_\_\_\_ Deposit rec'd by \_\_\_\_\_

Gallons used \_\_\_\_\_ Date of filling \_\_\_\_\_

Water rate \_\_\_\_\_ Utilities staff \_\_\_\_\_

Total billed \_\_\_\_\_ Fire Company \_\_\_\_\_

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## SWIMMING POOL FILLING POLICY

Swimming pools located on City of Winchester water service can be filled using one of the following policies:

For pools requiring less than 10,000 gallons of water:

You must use your own water system to fill your pool and the City of Winchester will bill you accordingly.

For pools requiring 10,000 gallons or more of water:

You can use your own water system to fill your pool and the City of Winchester will bill you accordingly, **OR**

You can fill your pool by use of a City hydrant.

1. Fill out the pool filling application (which can be found here, web link, or by contacting the Public Utilities department at 540-667-1815).
2. Bring the application and \$100.00 non-refundable fee to the customer service desk. Be sure to indicate the date you wish to have the pool filled.
3. Once the application and fee are received, you will be contacted to schedule a date and time for the pool filling. Appointments are available Monday through Friday. We ask that you provide at least **48 hours** of notice so that the appointment can be scheduled with both our Utilities and Fire Departments.
4. The City will bill you for the water required to fill the pool at the current City water rate.

If you have further questions about pool-filling procedures, please contact the Utilities Department at 540-667-1815.