



JIM STRICKLAND
MAYOR

ENGINEERING DIVISION

February 4, 2021

To Whom It May Concern:

In order for us to process requests of sewer availability, we require specific information concerning your property. Please provide the following items:

1. Letter or standard form requesting sewer availability. The letter should indicate the purpose of the request such as-
 - a) the site is to be used for a proposed development
 - b) the site is being refinanced
2. If the project is a proposed development, please indicate in the letter the type of development and proposed loading (for example, the number of apartment units by bedroom.) This will allow us to verify the adequacy of our lines to serve the project.
3. A plat showing the site with the name of the development or project and a distance tie to a cross street and the parcel number. A copy of a "Handy Map" page often causes only confusion and delays.
4. Include the proposed project name with the name and telephone number of a contact person who can clarify any questions that we may have.
5. We especially need the person's name and address who is to receive the letter.

I wish we could respond to telephone requests for these letters, however, because of the possibility for confusion, we must ask that you provide these items to us before we can respond. You may bring your request to our office or fax or e-mail it to us, but please be aware of the limitations of fax machines when transmitting maps. In an effort to speed our response, we are willing to fax these letters to you providing the information supplied is what we need. Needless delays due to lack of information can be avoided if you will provide us with the above items.

If you have any suggestions as to how we may be more responsive to your needs, please do not hesitate to let us know.

Sincerely,

Faraedoon Qaladize, P.E.
Sewer Design Engineer

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