

# Application for Water/Sewer Availability Letter



Thank you for your interest in Henry County, Georgia. This packet includes the necessary documents required for processing water/sewer availability letters.

Availability letters are required for rezoning(s), conditional use/exception, variance, and modifications to Zoning Conditions of properties that are heard by the Henry County Planning and Zoning Board and/or the Henry County Board of Commissioners (or respective cities that are within HCWSA service area).

HCWSA will verify that water and sewer service is, or will be, available to serve a particular development. The requested information in this package is used for determining the existing water/sewerage system capacity, planning for future water and sewerage system needs, and protection of Henry County water sources.

***Please note: All fees are non-refundable. There are no exceptions.***

Should you need further assistance, please feel free to contact our office between 8:00AM to 5:00PM, Monday through Friday at (770) 914-3688.



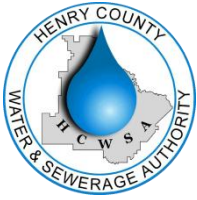
## Henry County Water & Sewerage Authority Availability Letter Checklist/Summary

**PLEASE COMPLETE THIS FORM WHEN REQUESTING WATER/SEWER AVAILABILITY LETTERS. ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN. (THIS DOES NOT APPLY TO EXISTING SERVICE VERIFICATION LETTERS OR LETTERS FOR CONDITIONAL USE/EXCEPTION AND SOME VARIANCES).**

**ALL DOCUMENTS ARE REQUIRED IN ORDER TO CONSIDER AVAILABILITY;  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

REQUIRED ITEMS	COPIES	PROCEDURE	(INITIAL)
Application Form <i>(Originals only. No photocopies accepted.)</i>	01	1. Signed by owner and <b>notarized</b> . OR 2. Signed by owner's agent and <b>notarized</b> .	
Letter of Intent	01	The letter must clearly state the proposed use, development intent, and estimated time period for construction.	
Preliminary Site Plan/Layout (24 x 36 max.)	01	Must show minimum details: Buildings, road frontage, correct scale, north arrow, present zoning classification, topography, proposed lot layout, existing water and sewer line sizes and locations. If an extension of the water/sewer system is required, site plan must be accompanied with a preliminary routing of the off-site extension. <i>Preliminary profiles of the proposed sewer routing may be required.</i> The plan/layout must be dated and correspond with the submittal to the County or respective City. <b>All plans/layouts must include a statement of whether or not the property is within a protected watershed district.</b>	
Additional site plan/layout requirements	01	If property is within a protected watershed, include proposed minimum lot sizes, estimate of impervious surface, required stream buffers, and statement of whether or not the property is within the water quality critical area.	
Payment		Cash or check made payable to <i>Henry County Water &amp; Sewerage Authority</i> in the amount of <b>\$200.00</b> for Availability Letters. A deposit and additional costs will be required for developments requiring feasibility/basin studies.	
Letter from the Health Department <b>(Only if property is not on sewer and located within a protected watershed district)</b>	01	This letter is required <b>only</b> if the development is within a protected watershed district and the proposed minimum lot size is less than the requirements set forth in the Watershed Protection Ordinance. Letter must indicate that septic systems will be adequate for proposed lots and house/building sizes.	

The Engineering Manager may require additional information different from the above depending upon the type of development and/or system requirements. The terms and conditions of an availability letter are subject to all rules and regulations of Henry County Water & Sewerage Authority. This application is valid only for the real property referenced on this application. This application is not transferable or assignable to any party. Henry County Water and Sewerage Authority reserves the right to discontinue processing applications at any time without prior notice for any reason, including limited, diminished, or lack of supply and/or demand considerations. If no development activity commences within 365 days from issuance of a letter, the letter shall be invalid, and the Applicant will be required to repeat the application process. If the applicant is unable to commence development within 365 days, a written request for a six-month extension will be considered.



# Henry County Water & Sewerage Authority

Engineering Department  
1695 Highway 20 West McDonough, GA 30253  
(770) 914-3688 (770) 914-3359 Fax

## Application for Water/Sewer Availability Letter

Date: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Agent \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Agent: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT FOR THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS: (PLEASE CHECK THE PURPOSE OF LETTER REQUEST AND FILL IN ALL APPLICABLE INFORMATION LEGIBLY AND COMPLETELY).

VERIFICATION OF SERVICE:  Conditional Use/Exception  Variance  In-law Suite/Addition  Bank Loan

AVAILABILITY:  General Availability  Rezoning

Availability letters will require a **minimum** of three weeks from the date of payment and application submittal.

Request from \_\_\_\_\_ (Present Zoning) to \_\_\_\_\_ (Requested Zoning)

For the Purpose of \_\_\_\_\_ (Type of Development)

Address of Property: \_\_\_\_\_ Nearest intersection to the property: \_\_\_\_\_  
(Street Address, if Applicable, Nearest Intersection, Etc.)

Size of Tract: \_\_\_\_\_ acre(s), Land Lot Number(s): \_\_\_\_\_, District(s): \_\_\_\_\_

Property Tax Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Proposed number of lots: \_\_\_\_\_

**Information beyond this point is not required for service verifications.**

*(Below: For properties within protected watershed districts only)*

Gross Density: \_\_\_\_\_ units per acre Net Density: \_\_\_\_\_ units per acre

Estimated amount of impervious surface: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner(s)/Agent(s)

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name of Owner/s

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Agent