



Henry County Water Authority
Engineering Division

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 HCWA service area).

HCWA 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.

The HCWA charges an application fee for the preparation of a Water/Sewer Availability Letter. A deposit and additional costs may be required for proposed larger developments, industrial projects, or unusual cases that require a feasibility/basin study.

Payment of the fee(s) is due at the time of the submittal of the application for a Water/Sewer Availability Letter. This fee is non-refundable even if it is determined that water and/or sewer service is not available.

Water/Sewer Availability Letters are valid for twelve (12) months.

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.



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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 notarized . OR 2. Signed by owner's agent and notarized .	
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	<p>Preliminary Site Plan <u>drawn to scale</u> that clearly presents the following minimum details:</p> <ul style="list-style-type: none"> • Location of Proposed Development (identify all adjacent roads used to access development) • Overall size of proposed development • Land Lot(s) and District(s) of the proposed development • Current and proposed zoning classification • Proposed improvement for the development, for subdivision, show proposed lot layout, identifying total # of lots • Topography – clearly label contour information • 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>) • Estimated sanitary sewer flow along with the method of calculation. • Buildings, road frontage, north arrow, • The plan/layout must be dated and correspond with the submittal to the County or respective City. • All plans/layouts must include a statement of whether or not the property is within a protected watershed district. 	



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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 \$200.00		Cash or check made payable to <i>Henry County Water Authority</i> for \$200.00 for Availability Letters. A deposit and additional costs will be required for developments requiring feasibility/basin studies.	
Letter from the Health Department (Only if property is not on sewer and located within a protected watershed district)	01	This letter is required only 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 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 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.



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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 _____ to _____
(Present Zoning) (Requested Zoning)

For the Purpose of _____
(Type of Development)

Address of Property: _____ Nearest Intersection to Property _____
(Street Address, if Applicable, Nearest Intersection, Etc)

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

Development Estimated Average Daily Sewer Flow (GPD): _____

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