
P.O. Box 1087
Griffin, GA 30224



Wade Cannon
Chairman

Joseph Johnson, PE
General Manager

Water & Sewer Availability Letter Request Form

Availability letters are required for rezoning(s), conditional use/exception, variance, and modifications to Zoning Conditions of properties that are heard by the Spalding County Planning and Zoning Commission Board and/or the Spalding County Board of Commissioners.

The Spalding County Water and Sewerage Facilities Authority (SCWSFA) will verify that water and sewer service is, or will be, available to serve a particular development. The requested information in this packet is used for determining the existing water/sewerage system capacity, planning for future water and sewerage system needs, and for the protection of the water sources within Spalding County.

The SCWSFA 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. Please note that 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.

NOTE: All applicants must comply with all the terms and provisions of the SCWSFA Standards and Specifications.

Application Fee Due: \$200

(Paid at Spalding County Water and Sewerage Facilities Authority Office – 119 East Solomon Street, Griffin, GA 30223)

*Online payment currently not accepted. Payment must be completed in-person at SCWA Office or mailed check.

As a condition of authorizing the addition of water flow into the Spalding County Water and Sewerage Facilities Authority System, SCWSFA engineer must:

- Certify availability of adequate capacity to provide required treatment for increased water and/or sewage flow or,
- Require the completion of offsetting water and sewer improvements to the Spalding County Water and Sewerage Authority System and/or,
- Assure that the applicant has received all required approvals for alternative sewer disposal techniques where adequate capacity is not available.

Should adequate capacity require the completion of offsetting water and/or sewer improvements, approval of applications for building permits and/or Certificates of Occupancy shall not be given until the offsetting water and/or sewer improvements are completed.

If the project scope and/or calculation of water and/or sewage flows referenced herein are revised, the Applicant must amend this Application and any pending application for the proposed project in a timely manner.

Building permits will not be issued until all necessary fees are paid and all other requirements are met.

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WATER/SEWER 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.

<u>REQUIRED ITEMS</u>	<u>COPIES</u>	<u>PROCEDURE</u>	<u>INITIAL</u>
Application Form <i>(Originals only. No photocopies will be accepted.)</i>	One (1)	1. Signed by owner and notarized. OR 2. Signed by owner's agent and notarized.	
Letter of Intent	One (1)	The letter must clearly state the proposed use, development intent, and estimated period for construction.	
Preliminary Site/Plan Layout (24" x 36" max)	One (1)	Preliminary Site/Plan Layout must be drawn to scale and clearly presents the following minimum details: <ul style="list-style-type: none">• Location of the Proposed Development (identify all adjacent roads used to access development)• Overall size of the proposed development• Land Lot(s) and District(s) of the proposed development• Current and Proposed Zoning Classifications• Proposed improvements for the development, for subdivisions, show the proposed lot layout, identifying the total number of lots• Topography – clearly label contour information• Existing water and sewer line's locations including size. If a water/sewer system extension is required, the Preliminary Site/Plan Layout must be accompanied with a preliminary routing of the off-site extension. <i>Note, for sewer extensions preliminary profiles of the proposed routing may be required.</i>• Estimated sanitary sewer flow along with method of calculation• Detailed flow calculations for proposed development project: average annual daily flow (gpm), peak flow (gpm) for all commercial, and mixed-use projects, instantaneous peak flow (gpm) for all	

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		<p>industrial projects, batch discharges from processing facilities, and private pump station flow rates.</p> <ul style="list-style-type: none">• If applicable, past 24-month water bills from equivalent use and sized building, estimated employee count, and floor plans.• Buildings, road frontage, north arrow• The Preliminary Site Plan must be dated and correspond with the submittal to Spalding County• All Preliminary Site/Plan Layouts must include a statement of whether or not the property is within a protected watershed district.	
Additional Site Plan/Layout Requirements	One (1)	If the proposed development lies within a protected watershed, include the proposed minimum lot sizes, estimate of impervious surface, required stream buffers, and a statement of whether or not the property is within the Water Quality Critical Area.	
Payment \$200.00		Cash or Check may be payable to the Spalding County Water and Sewerage Facilities Authority for \$200.00 for WATER/SEWER availability letters. A deposit and additional costs will be required for developments requiring a feasibility/basin study.	
Letter from the Health Department (<i>only if the property is not on sewer and located within a protected watershed district</i>)	One (1)	This letter is required ONLY if the development lies 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 houses/building sizes.	

The SCWSFA Engineer or authorized representative may require additional information different from the above depending on the type of development and/or system requirements. The terms and conditions of an availability letter are subject to all rules and regulations of Spalding County Water and Sewerage Facilities Authority. This application is valid only for the real property referenced in this application. This application is not transferable or assignable to any party. The SCWSFA 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.

Submit 1 digital copy and 1 hard copy completed, signed, sealed form, and documents to:

Emails (1 digital copy) – development@scwa.us

Mailed (1 hard copy): ATTN: SCWSFA
119 E. Solomon St.
Griffin, GA 30223

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PLEASE ALLOW A MINIMUM OF 10 BUSINESS DAYS FOR PROCESSING

APPLICATION FOR WATER/SEWER AVAILABILITY LETTER

DATE: _____

Applicant Agreement: the filing of this form by the Applicant, in the capacity of legal representative of the Owner and Developer of the parcel or property, places no obligation on Spalding County Water and Sewerage Facilities Authority, its officers, employees, agents and assigns, to issue a building permit, conditional or otherwise. Any misrepresentations in this application, failure to provide new, revised, or updated information regarding the estimated water flow, or subsequent violation of the conditions of the capacity certification process, will result in revocation of the building permit and other remedies available in equity and law for the improper filing of legal documents. I (the applicant) further acknowledge and agree to comply with all the terms and provisions of the SCWSFA Standards and Specifications (as amended from time to time).

Full Name of Applicant: _____ Phone: _____ Mobile: _____

Address of Applicant: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Full 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 the 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

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Availability letters will require a **minimum** of four (4) 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: _____
(Street Address, if Applicable, Nearest Intersection, etc)

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

Water: Est. Avg. Daily Flow (GPD): _____ Max Hourly (GPM): _____ Peak (GPD): _____

Sewer: Est. Avg. Daily Flow (GPD): _____ Max Hourly (GPM): _____ Peak (GPD): _____

Max Instantaneous Flow: [**Water** GPM] _____ [**Sewer** GPM] _____ Duration (mins): _____

Hours of Operation (Days of week & timeframes) _____ Water Storage Tank On-Site? Y N

Property Tax Parcel #s: _____ Sewer Type? Domestic Commercial Industrial Pre-Treatment Req'd

Proposed number of lots: _____ Est. Rezoning Dates: _____ Begin Construction: _____

☐ Any required capacity for amenity center? Projected Completion Date: _____

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: _____

Application Fee Due: \$200 Date Fee Paid: _____

Witness Receipt # Check #

Witness

Printed Name of Witness

Printed Name of Owner(s)/Agent(s)

Notary

Signature of Owner(s)/Agent(s)