



Hall County Government

PUBLIC WORKS AND UTILITIES

Sewer Availability Letter Process/Package

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ASSISTANT DIRECTOR
Bill Nash, P.E.

Thank you for your interest in Hall County Government. This packet includes the necessary documents required for processing sewer availability letters.

Sewer availability letters are required for rezoning(s), conditional use, variances, and amendments to previously approved zoning conditions.

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

Sewer availability Letters are valid for twelve (12) months.

Should you need further assistance, please free to contact our office between 8:00AM to 5:00 PM, Monday through Friday at (770) 531-6800.

Availability Letter Checklist/Summary

Please complete this form when requesting sewer availability letters. Attach the checklist to the application and sign.

ALL DOCUMENTS ARE REQUIRED IN ORDER TO CONSIDER AVAILABILITY;

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

REQUIRED ITEMS	COPIES	PROCEDURE	(INITIAL)
Application Form (Originals only-No photocopies)	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 timeframe for construction.	
Preliminary Site Plan/Layout (24x36 max.)	01	Preliminary Site Plan drawn to scale that clearly presents the following minimum details. <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 sewer line sizes and locations. If an extension of the sewer system is required, site plan must be accompanied with a preliminary routing of the off-site extension. (Preliminary profiles of the proposed sewer routing may be required.) • Estimate sanitary sewer flow along with the method of calculation. • Building, road frontage, north arrow. • The plan/layout must be dated and correspond with the submittal to the County. • All plans/layouts must include a statement of whether or not the property is within a protected watershed district. 	
Additional site plan/layout requirements	01	If property is within a protected watershed, include proposed minimum lot sizes, estimate of impervious surface, and required stream buffers.	

The reviewer 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 Hall County Department of Public Works and Utilities. This application is valid only for the real property referenced on this application. This application is not transferable or assignable to any party. Hall County 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.

Application for Sewer Availability Letter

Date: _____

Name of Applicant: _____ Contact Number: _____

Address of Applicant: _____

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

Name of Agent: _____ Contact Number: _____

Address of Agent: _____

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.)

AVAILABILITY: General Availability Rezoning Conditional Use Permit

Availability letters will require a minimum of one week from the date of application submittal.

Request from _____ to _____
(Present Zoning) (Requested Zoning)

For the Purpose of _____
(Type of Development)

Address of Property: _____

Nearest Intersection to Property: _____

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

Development Estimate Average Daily Sewer Flow (GPD): _____

Property Tax Parcel Number: _____ Proposed number of Lots: _____

(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: _____

Notary

Signature of Owner(s)/Agent(s)

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

Title of Agent

