

**CITY OF PALATKA BUILDING & ZONING**  
**201 N 2<sup>nd</sup> Street ~ Palatka, FL 32177**  
**Phone: (386)329-0103 FAX: (386)329-0172**

## **PROCESS FOR REQUESTING WATER & SEWER OUTSIDE CITY LIMITS**

### **Applicant (Owner or Agent) to complete:**

- Application for Determination of Water & Sewer Availability
- Submit application to City of Palatka Building Department via mail, fax or in person

### **City Building Department will:**

- Process completed application
- Forward to Water & Sewer Department who will notify Building Department of availability, capacity, and cost estimates for requested services

If services are not available, the process will either end or a meeting can be set up to determine costs to run necessary lines to obtain service at the expense of the applicant.

### **If services are available and the property is contiguous to the City limits, applicant must complete:**

- Annexation Agreement
- Application to Annex
- Application to Amend the Future Land Use Designation & Rezone
- Application for Concurrency
- Schedule inspection for fixture count – Inspector to complete Plumbing Fixture Count Worksheet

### **If services (water only) are available, the property is not contiguous to the City limits but a hardship has been determined by the City Manager and City Commission, the applicant must complete:**

- **Annexation Agreement** (Applicant agrees to annex when property becomes contiguous to City)

### **City Building Department will:**

- Process all applications
- Determine all fees and notify applicant
- Notify Water Department to process work order for water hook-up
- Inspect for fixture count – Inspector to complete Plumbing Fixture Count Worksheet
- Notify applicant of fees due and date of Planning Board meeting

### **Applicant (Owner or Agent) to:**

- Obtain permit and connect to City water and/or sewer line
- Contact City Utility billing at (386)329-0100 if new account. A deposit will be required.

# Application for Determination of Water and Sewer Availability

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

This application must be **typed or printed in black ink** and submitted to:

**City of Palatka Planning & Zoning**  
**201 N 2<sup>nd</sup> Street**  
**Palatka, FL 32177**

**FOR INFORMATION REGARDING THIS FORM, CALL (386) 329-0103**

TO BE COMPLETED BY APPLICANT	
<b>1. Date:</b>	<b>2. Property Address:</b>
<b>3. Parcel Number:</b>	<b>3. Current Property Use:</b>
<b>4. Type of Service Requested (check one)</b>  <input type="checkbox"/> <b>Water</b> <input type="checkbox"/> <b>Sewer</b> <input type="checkbox"/> <b>Water &amp; Sewer</b>	<b>Reason(s) for Request:</b>
<b>Owner(s) of Record:</b>	
<hr/> <b>Owner Address</b>  <hr/>	
<hr/> <b>Phone Number</b>  <hr/>	
<hr/> <b>Owner(s) signature</b> _____ <b>Date</b> _____	

FOR OFFICIAL USE ONLY			
<b>1. Date Submitted</b>	<b>2. Received By:</b>	<b>3. Preliminary review by:</b>	<b>4. Forwarded to Water &amp; Sewer:</b>
<b>5. Water &amp; Sewer (check)</b> <input type="checkbox"/> Water Available <input type="checkbox"/> Sewer Available <input type="checkbox"/> Extension Required (see map) <input type="checkbox"/> Costs		<b>6. Comments from Water &amp; Sewer:</b> <hr/> <hr/>	
<b>7. Reviewed by:</b>  (From Water & Sewer Dept.)		<b>8. Date BZ Received from Water/Sewer:</b>	<b>5. Call/Letter to Applicant:</b> Date: By: