



**Tri County Joint Municipal Authority**  
**Request for Will-Serve Instructions**

Instructions for completing the attached WILL SERVE LETTER REQUEST FORM:

1. Applicant Name / Phone Number of Applicant
2. Mailing Address of Applicant
3. City / State / Zip Code
4. Property address for which you are applying for the Will-Serve Letter
5. Assessor's Parcel Number (APN) of property you are applying for
  
6. Type of construction: Existing or Proposed
  - a. New Building
  - b. Tenant Improvement
  - c. Building Replacement/Correction
7. Type of structure
8. Attachments as required:
  - a. Map (8 1/2 x 11) showing the site location and project layout including a vicinity map, building layout with water connection details, and the APN.
  
9. In which Township or Borough is the property located?
10. Signature of Applicant

**RETURN THE COMPLETED FORM TO:**

Tri County Joint Municipal Authority, PO Box 758, Fredericktown, PA 15333



Tri County Joint Municipal Authority

## Will-Serve Letter Request Form

1. Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. Property Address: \_\_\_\_\_  
(if different from Mailing Address)
5. APN: \_\_\_\_\_
6. Will Serve Request for:  Water
7. Type of Construction:  Existing Construction or  Proposed Construction  
 New Building  Tenant Improvement  Building Replacement / Correction
8. Type of structure to be served by TCJMA services (check all that apply):  
 Residential Development  Commercial/Industrial Development  
 Food Establishment

Project Description: Brief description of existing structure(s)/project that will receive TCJMA water service (i.e. units, restrooms, etc). Limit 350 characters - if more room is needed, please submit a separate Letter: A sample letter is provided on the next page.

9. Attachments are required:  
 Map (8 1/2 x 11) showing the site location and project layout including a vicinity map, building layout with water connections details, and the APN.
10. In which Township or Borough is the property located? \_\_\_\_\_
11. Signature of Applicant \_\_\_\_\_

**For TCJMA use only:**

- In Water District Limits
- In Sphere of Influence

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

Date

Tri County Joint Municipal Authority  
PO Box 758  
Fredericktown, PA 15333

RE: Request for Will-Serve Letter

Dear Sir or Madam:

I would like to request a will-serve letter for the property located at **(INSERT CROSS STREET OR ADDRESS)**. The Assessor Parcel Number (APN) is **(INSERT APN NUMBER OF THE SITE)**. The property's legal description is **(INSERT TRACT/PARCEL MAP NUMBER AND LOT NUMBER OR LEGAL DESCRIPTION AS NOTED ON PROPERTY TAX BILL)**.

The business conducted at this site is **(INSERT BUSINESS DESCRIPTION, I.E. RESTAURANT, BAKERY, ETC.)**. The property elevation is **(INSERT ELEVATIONS FOR AT LEAST TWO PARTS OF THE BUILDING)**.

A completed restaurant questionnaire is attached, as well as an 8 1/2" x 11" exhibit.

Please contact me at **(INSERT PHONE NUMBER)** if you have any questions.

Sincerely,

**(INSERT NAME)** encl