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: ____________________________________________________________
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