

Utility Availability Letters Engineering Division Process

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Periodically the Engineering Division receives requests to provide **utility availability letters** for proposed private development projects. These availability letters are typically requested by lending institutions to make sure they are lending funds for a project that can and will be served with water and sanitary sewer. If you receive a request for such a letter the process is as follows:

In most cases, the requestor will be required to attend a Pre-Application Meeting prior to issuance of a utility availability letter. If the requestor is planning to occupy a developed, properly zoned facility (such as a warehouse facility or spec building), attendance at a Pre-Application Meeting is encouraged but not required.

Once Pre-Application Meeting attendance has been verified by the Engineering Division, the applicant may request a **utility availability letter by** submitting **in writing** the following information to the City Engineer:

1. Letter of request - this letter should give a description of the property, who is requesting the information, what the planned use of the property is and who the availability letter should be addressed to.
2. Check made out to the **City of Mesquite** in the amount of \$200.00 to cover administrative costs of processing requests (Subdivision Ordinance Article VII, Section D – City Ordinance No. 3969
3. A survey or plat of the subject property.
4. A business card with full contact information of the requestor, including e-mail of the requestor.

The City Engineer or the Civil Engineer will tailor the letter to the specific site and intended use. The letter will not make a determination as to the adequacy of water or sanitary sewer service to the site, nor agree to provide such service upon development of the site. The letter will only state what water and sanitary sewer is currently available as of the date of the letter.

A utility availability letter does not constitute a permit as defined in Local Government Code, Section 245.001(1).

A copy of the letter and above information will be kept on file in the project file (typically in the Civil Engineers office under feasibility) and provided to the Manager, Planning & Zoning.