

## Instructions for Completing Application for Service Availability

**General Instructions:** Careful attention to providing the required application information expedites the **FLORIDA GOVERNMENTAL UTILITY AUTHORITY (FGUA)** review process and enables it to respond within a **10-working day time frame**. Furthermore, the information provided by applicants is needed to calculate and notify them of service availability charges due and to prepare applicable agreements which are necessary prior to commencing construction. Ensure that legal documents provided as part of the application are duly recorded as necessary.

**Specific Instructions:** All items must be fully answered or furnished. Answers may be described in detail on continuation sheets, if necessary, and referred to on the application.

- Item 1: Specify full legal name and address of the **property owner(s)**.
- Item 2: Mark appropriate box describing applicant. If the applicant is a legal or commercial entity, furnish a copy of the respective registration, statement of partnership authority, or respective certificate of limited partnership, status, authorization, or organization, and amendments thereto, filed with the Florida Department of State ([www.sunbiz.org](http://www.sunbiz.org)).
- Item 3: Mark appropriate boxes describing required service and specify and enhanced services (i.e., irrigation/reclaimed water, fire protection lines, etc.)
- Item 4: Specify project's name, proposed usage and planned or projected date(s), by phase.
- Item 5: This item is used in conjunction with Item 6 to ensure that adequate capacity and flow rates are available and allocated to applicant's development. Specify estimates, if available; otherwise, Utility may rely solely on Item 6 and Utility's Tariff to calculate capacity requirements.
- Item 6: Specify recorded legal description of property. If legal description is too lengthy to be described on face of application, furnish a legible description suitable for reproduction. Property address and STRAP (Property ID) No. must also be provided. This information can be obtained on the county property appraiser's website.
- Item 7: Graphic depiction or survey of property showing its location and boundaries. Plat map of property if platted.
- Item 8: Sign, date and provide contact information for the person completing the application. If this person is an agent acting on behalf of the property owner, please be sure to provide all requested contact information.

### **\*INCOMPLETE APPLICATIONS MAY DELAY RESPONSE TIME\***

Upon completion, please return the application package to:

Via email (preferred method) to Janelle Kusiolek, Contract Services Team Leader

[JKusiolek@govmserv.com](mailto:JKusiolek@govmserv.com)

**OR**

FGUA Operations Office  
280 Wekiva Springs Road, Suite 2000  
Longwood, FL 32779

Phone: 407-629-6900

Fax: 407-629-6963



# FLORIDA GOVERNMENTAL UTILITY AUTHORITY

## APPLICATION FOR SERVICE AVAILABILITY

1) Name and address of **PROPERTY OWNER**:

a) NAME and COMPANY NAME (if applicable):

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b) MAILING ADDRESS (including City, State and Zip):

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c) PHONE NUMBER and/or EMAIL ADDRESS:

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2) Property Owner is a(n): (Attach copy of current registration with the State of Florida - [www.sunbiz.org](http://www.sunbiz.org))

- Individual     Corporation     Partnership     Limited partnership  
 Trust     Political Entity     Other \_\_\_\_\_

3) Service requested:     Water     Wastewater     Reclaim     Fire Protection

4) Project name, phases, and estimated date(s) service is required:

a) PROJECT NAME: \_\_\_\_\_

b) PROPOSED USAGE (i.e. medical center, office building, salon, etc.)

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c) SIZE (square footage): \_\_\_\_\_

d) PHASES (if applicable): \_\_\_\_\_

e) ESTIMATED DATE SERVICE IS REQUIRED: \_\_\_\_\_

5) Engineer's estimate of average daily flows on an annual basis:

WATER: \_\_\_\_\_ GPD      WASTEWATER: \_\_\_\_\_ GPD

RECLAIMED WATER: \_\_\_\_\_ GPD      FIRE PROTECTION: \_\_\_\_\_ GPD

6) Legal description of property and Property ID (Strap No.): (a separate sheet may be attached)  
*\*This information is available on the county property appraiser's website\**

a) LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) PROPERTY ID (STRAP NO.): \_\_\_\_\_

c) PROPERTY PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

7) **ATTACH** a location/vicinity map to this application

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address (including City, State and ZIP): \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Comments:** Please use this area to indicate any specific information you wish to convey to FGUA.

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