

**SJWD WATER DISTRICT**  
**Post Office Box 607**  
**Lyman, SC 29365**  
**Telephone (864) 439-4423 • Fax (864) 949-3511**



## COMMERCIAL DEVELOPMENT LETTER OF INTENT FORM

All potential commercial development customers must first complete this Letter of Intent form and submit it to SJWD's Engineering Department. Please review the Developer Guidance Manual to ensure that you have provided all the necessary information. SJWD cannot process your Letter of Intent unless ALL required information has been provided.

**Please indicate you type of Development:**

- Undeveloped Property with Water Immediately Available  
**Complete Section 1 and 2 of this form.**
- Undeveloped Property Requiring Water Extension  
**Complete Section 1 and 3 of this form.**

### **SECTION 1 – GENERAL INFORMATION (PLEASE TYPE OR PRINT):**

#### **Owner/Developer**

|                          |  |        |  |
|--------------------------|--|--------|--|
| Name:                    |  |        |  |
| Current Mailing Address: |  |        |  |
|                          |  |        |  |
| Telephone #:             |  | Fax #: |  |
| Email Address:           |  |        |  |

**Representative of Owner/Developer** (If same as above you may leave blank). This is who SJWD will provide all project correspondence to as the owner/developer's legal representative. It is the representative's responsibility to provide information to the owner/developer including all information pertaining to fees.

|                          |  |        |  |
|--------------------------|--|--------|--|
| Contact Name:            |  |        |  |
| Name of Firm:            |  |        |  |
| Current Mailing Address: |  |        |  |
|                          |  |        |  |
| Telephone #:             |  | Fax #: |  |
| Email Address:           |  |        |  |

#### **Cross-Connection (Backflow) Control Information:**

- Business will only have bathroom facilities:  Yes (If yes, go to question 3)  No (if no, answer below)
- Provide a list of any equipment other than bathroom fixtures that will use SJWD water: \_\_\_\_\_
- FIRE SERVICE** (Complete only if building will have fire suppression system)
  - Type of System:  Dry Sprinkler  Wet Sprinkler
  - Anti-Freeze:  Yes  No
  - Foaming Agents:  Yes  No
  - Pumps Used:  Yes  No
  - Will pumps take direct suction from water service?  Yes  No

**END – SECTION 1**

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**SECTION 2 – UNDEVELOPED PROPERTY WITH WATER IMMEDIATELY AVAILABLE**

Type of Development:       Commercial       Industrial       Mixed-Use

**BUSINESS LOCATION**

|                      |  |
|----------------------|--|
| Name of Development: |  |
| Street Address:      |  |

**BILLING INFORMATION**

|                                   |  |        |  |
|-----------------------------------|--|--------|--|
| Name as it should appear on Bill: |  |        |  |
| Contact Person:                   |  |        |  |
| Billing Address:                  |  |        |  |
|                                   |  |        |  |
| Telephone #:                      |  | Fax #: |  |
| Email Address:                    |  |        |  |

**The following items must be included with the Letter of Intent:**

1. Two (2) copies of preliminary plan showing location of all proposed and existing utility lines
2. Location of all existing easements
3. Layout of streets, parking lots, etc.
4. Proof of Coordination Letter from Local Fire Department

If these items are not included, SJWD will not be able to process your Letter of Intent, and will return it to the designated representative.

Signature: \_\_\_\_\_

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

**END – SECTION 2**

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**SECTION 3 – UNDEVELOPED PROPERTY REQUIRING EXTENSION**

Type of Development:       Commercial       Industrial       Mixed-Use

**Description of new development:**

|                                  |  |                             |  |
|----------------------------------|--|-----------------------------|--|
| Project Name:                    |  |                             |  |
| Tax Map Number (TMS #):          |  |                             |  |
| Describe Project in Detail       |  |                             |  |
|                                  |  |                             |  |
| Estimated capacity needed (gpm): |  | No. of Construction Phases: |  |

**The following items must be included with the Letter of Intent:**

1. Two (2) copies of preliminary plan showing location of all proposed and existing utility lines
2. Location of all existing easements
3. Layout of streets, parking lots, etc.
4. Proof of Coordination Letter from Local Fire Department

If these items are not included, SJWD will not be able to process your Letter of Intent, and will return it to the designated representative.

Signature: \_\_\_\_\_

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

**END – SECTION 3**