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May 28, 2024

Kim Fischer
Cycorp Engineering
1614 White Dove Drive
Winter Springs, FL 32708

RE: Potable Water and Sanitary Sewer Service

Proposed Development: Multi-Family/Condos
Development Location: Hillview Drive
Seminole County Parcel No: 22-21-29-300-0180-0000
Application No.: ULTR-2024-0110

Dear Ms. Fischer:

This letter is written to confirm that the City of Altamonte Springs has the ability to provide municipal potable water and sanitary sewer to the above referenced property. However, the proposed project is located outside of the municipal boundaries of the City of Altamonte Springs, and therefore all work must be approved by, and permitted through Seminole County.

A general outline of the applicable procedures for obtaining municipal utility service outside of the City limits is as follows, but please note that the process may be subject to change with input from Seminole County and/or upon submittal of more detailed project information to the City:

- 1) **Pre-application Meeting:** The City's utility only plan review process begins with a pre-application meeting with the City's Development Review Committee (DRC). The Request for Pre-Application Conference form can be downloaded from the City's website: <http://www.altamonte.org/412/Developers-Guide> (see Section 2). The form and all applicable support documents are to be submitted to the City's Growth Management Department.
- 2) **Supplemental Utility Plan Submittal and Review:** The engineering plans submitted to Seminole County for permit issuance are also subject to supplemental review and approval by the City as a condition of municipal utility service. The proposed project will be reviewed to ensure consistency with the City Land Development Code and City Ordinances pertaining to City utility design requirements.

Due to the location of the properties in relation to the nearest utility mains, off-site main extensions and easements dedications may be required.

- 3) **Annexation Agreement:** In order for properties outside the City limits to receive municipal utility services, it is the City's policy that the property either annex into the City or enter into an annexation agreement and complete a supplemental plan review process with the City. Since it is not the intent of the City to annex the subject property at this time, it has been determined that the owner/developer will be required to enter into an annexation agreement for future annexation into the City as a prerequisite to obtaining municipal utility services. The owner/developer shall be responsible for any and all fees associated with the annexation agreement process.
- 4) **Utility Construction and Extensions:** The City's review of the engineering plans will determine whether main line extensions or other system improvements may be required to adequately serve the site. The owner/developer shall be responsible for the construction or extension of on-site and off-site utility improvements, at the owner's expense, as identified as being necessary to provide service to the site as demonstrated by the engineering plans approved by the City. City site inspections shall also be required for all utility related work.
- 5) **Agency Permits:** The owner/developer shall be responsible for obtaining, through the services of a Florida Registered Professional Engineer, the necessary permits or letters of exemption from the Florida Department of Environmental Protection, and any other applicable regulatory agencies, for the project and the construction of any on-site and/or off-site utility improvements.
- 6) **City Site Improvement Permit, Utility Connection Fees, and Pre-Construction Conference:** The owner/developer shall be responsible for obtaining the required City Site Improvement Permit for utility extensions and connections. Utility connection fees are paid concurrent with the issuance of the City Site Improvement Permit. In addition, a pre-construction conference with the City, limited to City utility issues, is required.
Note: The cost of the City's Site Improvement Permit will be based on the engineer's estimate of all work associated with utility construction activities.
- 7) **Activation of Services:** The activation of municipal utility service is subject to all of the items listed above; the owner/developer's payment of all applicable City utility connection fees, including security deposits and meter fees; and, upon satisfactory completion of the project with the City including close-out submittals (e.g., Final Construction Record Drawings, etc.) as identified in Article XVI of the City's Land Development Code.

Please note that the release of this letter does not constitute the reservation of utility capacity.

I hope this information provides a better understanding of the application process for obtaining municipal utility services, outside of the City limits. Should you have any questions or need additional information, please do not hesitate to contact me directly at (407) 571-8344 or via email at jmack@altamonte.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Janelle Mack", is written over a circular stamp or seal.

Janelle Mack
Utilities Coordinator

cc: Bruce Doig, PE, Director of Public Works & Utilities
Saurabh Srivastava, PE, Division Director of Utilities/City Engineer
Daniel Buckland, Public Works & Utilities Development Manager
Jason Burton, Director of Growth Management
Dean S. Fathelbab, Development Services Manager, Growth Management