



# UTILITY AVAILABILITY REQUEST

## SECTION 1. GENERAL INFORMATION

Date of Request

Project Description

Requestor Name, Address, Telephone Number

## SECTION 2. TYPE OF FACILITY *(Check One)*

Single Family
  Irrigation Only
  Private Fire
  Duplex
  Triplex
  Four-Plex
  Other: \_\_\_\_\_

Project Location/City Limits

Inside

Outside

If parcel is OUTSIDE the City Limits,  
is it adjacent to a City Boundary?

NO

YES

NEW Service Requested

Water

Sewer

Site Address and Parcel Number:

Additional Information (Plot plan required to determine availability)

## SECTION 3. WATER SERVICE *Size of Meter Required*

Std Residential 3/4-Inch Meter

Other Meter Size or Volume Required (Fill In)

## SECTION 4. SEWER SERVICE

Number of Connections Needed:

Size of Service (6-inch minimum standard):

Volume of Sewer Discharge  
(Industrial Only):

## SECTION 5. AVAILABILITY NOTIFICATION RECIPIENTS

City of Longview
  Cowlitz County
  Property Owner
  Lender \_\_\_\_\_  
*(Name and Address)*

The undersigned acknowledges that the provision of City Utilities is subject to conditions that will be identified in the availability notification letter and/or any subsequent permit issued at the time connection made to the utility system.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## -----CITY USE ONLY-----

Staff Signature

Date

Letter Processed.

Date



# RESIDENTIAL PLOT PLAN

Public Works Department 360.442.5200

Dept. of Community Development, 360.442.5086

1525 Broadway, P.O. Box 128, Longview, WA, 98632, Fax 360.442.5953

## PLOT PLAN GENERAL REQUIREMENTS

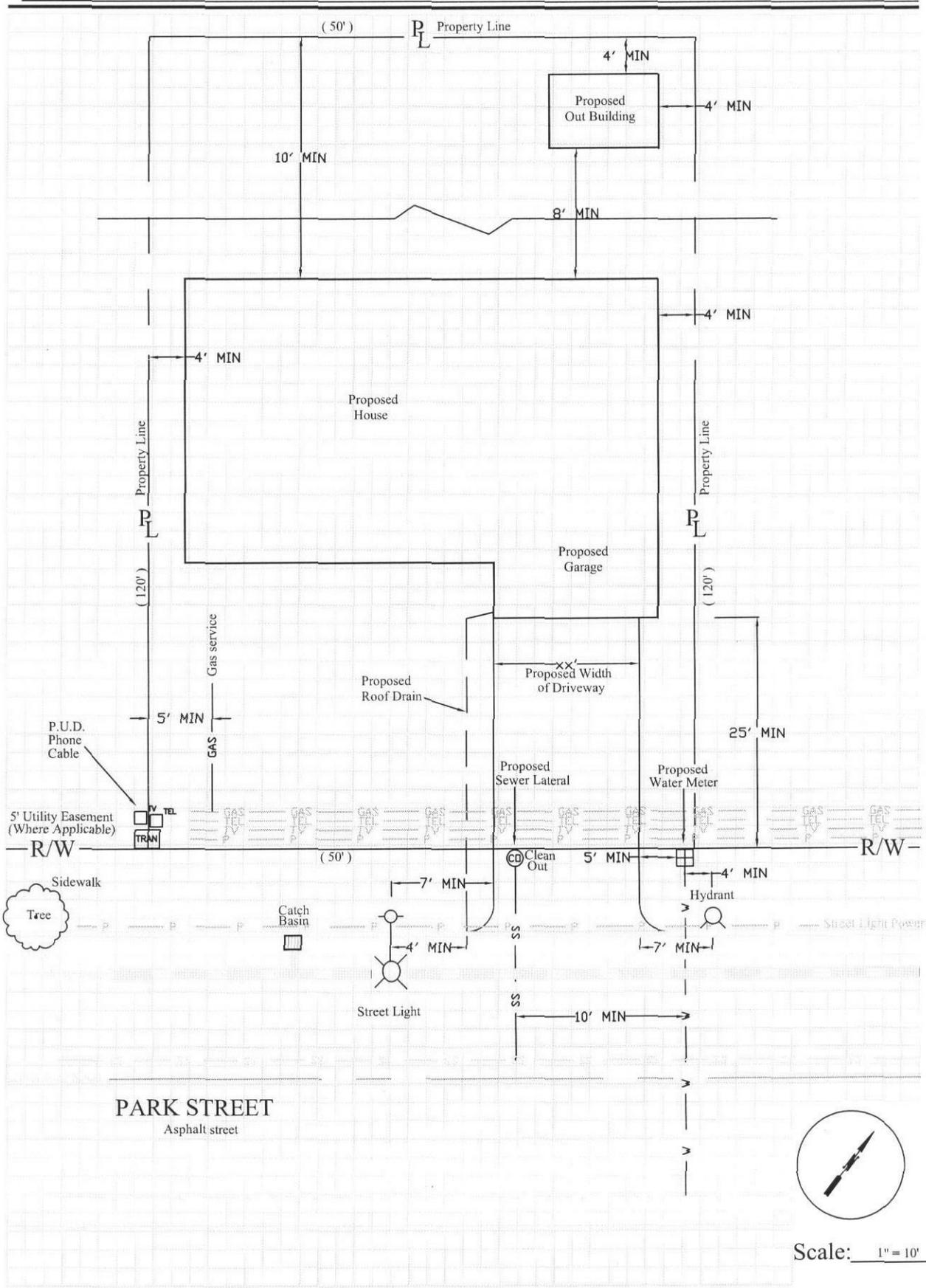
Many different permits require a plot plan (sometimes called a "site" plan), which is a detailed and accurate map of the project's property. A complete and accurate plot plan is important to avoid delays in the review and approval of your project. A complete plot plan will include all the site features and information (depending on your site, of course) listed below. Attached to this sheet is a typical plot plan example.

1. The property owner's name and phone number, the property's legal description (plat, lot, block), parcel number and the site's address.
2. The map scale whenever possible. A scale of 1" = 20' is typical, but other scales (1/8" = 1' for example), are also acceptable.
3. A north arrow indicating the northerly direction.
4. All property lines, all right-of-ways, all easements (utilities, access, etc.) and site dimensions. Show all proposed and existing structures and their uses, dimensions and distances to each other and property lines.
5. All streets and alleys, including flanking streets, with street names. Show all existing and/or proposed driveways. Include surface types (asphalt, concrete, chipseal, gravel) and driveway width at curb and right-of way.
6. Identify each building by its use (garage, residence, etc). Include decks, retaining walls and the like.
7. Show clear distinction between the existing building & driveways and any proposed addition/changes. Show all curbs, sidewalks and drainage facilities. Also show any buildings to be demolished.
8. Show all power poles, fire hydrants, trees, water meters, catch basins, sewer laterals, transformers, roof drains, vaults, utility pedestals, street lights, water, sewer, gas, power, phone and cable locations, and any other above ground utilities/features located in the public right of way.
9. Show method of storm water disposal including roof run-off and slope of large paved areas.
10. All surface water (creeks, sloughs, drainage ditches, etc.) on or adjacent to the property.

Residential Plot Plan

Owner/Applicant: John & Jane Doe Phone Number: (360) 555-1234  
Legal Description: Lot: 5 Block: 8 Project Address: 1234 Park Street  
Plat: Longview #3 Parcel Number: 05324

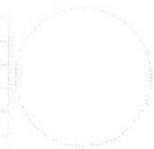
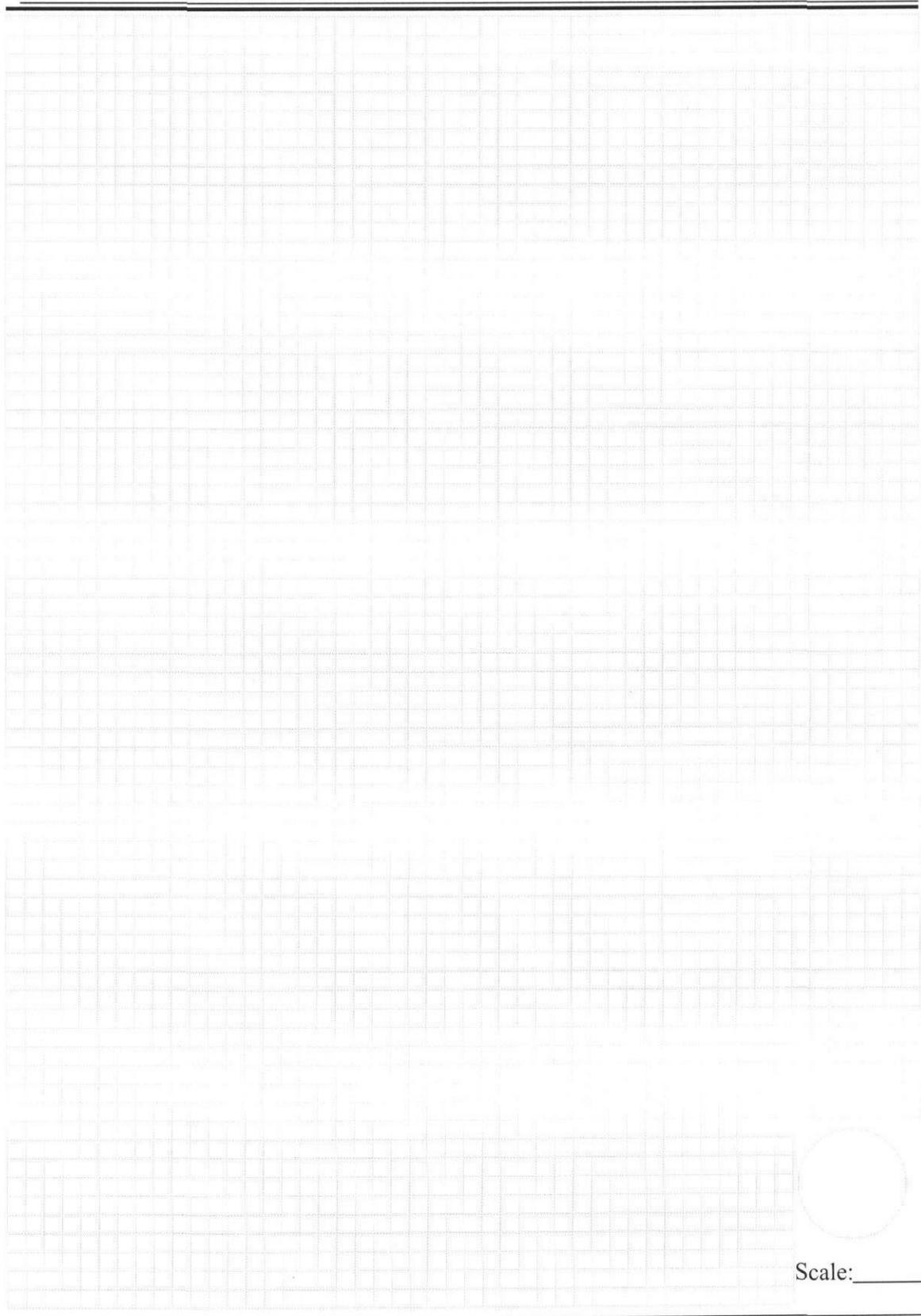
Project Description: (new house, replace driveway, new sidewalk, new garage, new water service, new sewer service, etc.) Building New house w/ attached garage, new driveway, new water service, new sewer service, new sidewalk, new garden shed (10 x 12)



Scale: 1" = 10'

Residential Plot Plan

Owner/Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Project Address: \_\_\_\_\_  
Plat: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Project Description: (new house, replace driveway, new sidewalk, new garage, new water service,  
new sewer service, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Scale: \_\_\_\_\_