



Instructions
Utility Availability Request
for Vacant Property
Single-Family Residential

Form CCU-Eng-I001

Effective Date: 11/13/07

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The attached form **must** be completed as follows:

REQUESTER NAME: Provide the name of the individual requesting the information.

DATE: Provide the date of the request.

REQUESTER ADDRESS: Provide mailing address – street number, street name, city, state and zip code of requester.

PHONE NUMBER: Provide area code + telephone number of requester.

FAX NUMBER: Provide area code + fax number of requester.

E-MAIL ADDRESS: Provide e-mail address of requester.

LEGAL DESCRIPTION OF VACANT LOT: Can be found on Deed, Tax Bill, [Appraiser's Page](http://www.ccappraiser.com) (www.ccappraiser.com), etc. Example of Short Legal Description: *PCH 001 0002 0003* would be *Section PCH 001, Block 0002, Lot 0003*.

ADDRESS OF PROPERTY: Provide street number, street name, city, and zip code of vacant lot.

The application should be forwarded to:

Charlotte County Utilities
Attn: Engineering Department
25550 Harbor View Road, Suite 1
Port Charlotte, FL 33980

FAX: 941.764.4319

Questions should be directed to Charlotte County Utilities at 941.764.4516.



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Form Z – Eng. – Qual. Control
– Forms - CCU-Eng-F001-6.doc

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Requester Name: _____ Date: _____

Requester Address: _____

Phone #: _____ Fax #: _____

E-mail Address: _____

Legal Description: The complete "Short Legal" from the tax record found at www.ccappraiser.com

Lot: _____ Block: _____ Section: _____
(ONLY ONE LOT PER FORM) (MUST INCLUDE 3-LETTER IDENTIFIER)

Address of Property: _____

City, Zip Code: _____

>>>> FOR CCU OFFICE USE >>>> FOR CCU OFFICE USE >>>> FOR CCU OFFICE USE >>>>

- This property is in the CCU water service area. Water is available.
- This property is not in the CCU water service area. Water is not available.
This property appears to be in the _____ water service area.
- This property is in the CCU sewer service area. Gravity sewer is available.
- This property is not in the CCU sewer service area. Gravity sewer is not available.
This property appears to be in the _____ sewer service area.
- This property is in the CCU sewer service area. LPS is available.
- This property is not in the CCU sewer service area. LPS is not available.
This property appears to be in the _____ sewer service area.

CCU Representative

Date

This form shall not be construed as a commitment for CCU to provide service or the location of any existing services. A locate request must be submitted to CCU for verification of the service location.

Only valid for three months from date of confirmation.

Please forward to: Charlotte County Utilities Phone: 941.764.4516
25550 Harbor View Road, Suite 1 Fax: 941.764.4319
Port Charlotte, FL 33948-1098