

BOOTHBAY HARBOR SEWER DISTRICT
27 Sea Street
Boothbay Harbor, Maine 04538
Telephone (207) 633-4663 ■ Fax (207) 633-4663 ■ crhiggins@gwi.net

LETTER OF INTENT REQUEST

(PLEASE PRINT)

Developer Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Email Address: _____

Contact Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Email Address: _____

Description of Property: Please attach. (Include all pertinent information such as tax map number, lot number, name of subdivision, address, unit number, and/or street name of adjacent streets as needed to identify the property.)

Property within Town Limits of Boothbay	YES ____	NO ____
Town Limits of Boothbay Harbor	YES ____	NO ____

If no, please be advised that the Boothbay Harbor Sewer District will forward this request to the appropriate Town to determine if the property is contiguous.

Is the property being subdivided **YES** ____ **NO** ____

Are you requesting sewer service **YES** ____ **NO** ____

Type of Development **Residential** ____ **Commercial** ____ **Industrial** ____

Description: Please Attach. (Include all pertinent information such as number and type of units proposed, construction phases, and/or type of commercial use, attach site plan)

Estimated hydraulic loading in gallons per day: _____ (consult BBHSD Guidelines for Development)

Signature: _____ **Date:** _____

\$100.00 LETTER OF INTENT FILING FEE MUST BE ATTACHED IN ORDER FOR THIS REQUEST TO BE PROCESSED

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LETTER OF INTENT REQUEST

Instruction for completing BBHSD's standard Letter of Intent form.

SECTION 1: Must be completed in its entirety by all applicants.

SECTION 2: Complete this section if you are an individual property owner that is requesting service for an existing residence currently being served by well and/or septic tank.

SECTION 3: Complete this section if you are a commercial customers applying for service in an existing commercial building.

SECTION 4: Complete this section if you planning to develop property that is currently undeveloped (vacant land).

You must sign the applicable section in order for the request to be processed.

SECTION 1

Must be completed by all applicants (PLEASE PRINT):

Name of Developer or Owner:

Current Mailing Address:

Telephone #

Fax #

Email Address:

Contact Name:

Current Mailing Address:

Telephone #

Fax #

Email Address:

PROPERTY LOCATION:

Tax Map and Lot Number:

Name of Subdivision (if applicable):

Lot Number:

Street Address:

Unit Number (existing commercial units)

Property within District limits? ☐ **Yes**

☐ **No**, if no, BBHSD will forward this request to the Town of Boothbay Harbor to determine if the property is contiguous before we will process your request.

END- SECTION 1

**SECTION 2
INDIVIDUAL PROPERTY OWNERS**

Type of Service: ☐ Residential ☐ Commercial

Are you subdividing the property or creating a new plat?

- ☐ **Yes**, if yes, a copy of the preliminary plat must be submitted, along with the \$50.00 filing fee.
- ☐ **No**, if no, you are exempt from paying the \$50.00 filing fee.

What do you need?

- ☐ Wastewater Availability Letter for Town of Boothbay Harbor, or other agency
- ☐ Wastewater Service
- ☐ Other: _____

Signature: _____

Date: _____

END -SECTION 2

**SECTION 3
EXISTING COMMERCIAL BUILDING**

Detailed description of business:

What do you need?

- ☐ New Service, please include \$50.00 filing fee.
- ☐ Change of Billing Information (owner remains same). Exempt from filing fee.
- ☐ Change of Ownership (business remains same). Exempt from filing fee.

Name of Business: _____ Federal ID #: _____

Signature: _____

Date: _____

END- SECTION 3

**SECTION 4
UNDEVELOPED PROPERTY**

Type of Development: ☐ Residential ☐ Commercial ☐ Industrial

Detailed description of new development:

Type of Units Proposed _____

Construction Phases

Type of Commercial Use

Estimated hydraulic
loading in gallons per day

1. \$50.00 filing fee must be attached in order for this request to be processed.
2. Attach site plan, and any other pertinent information.

Signature: _____

Date: _____

END- SECTION 4