

CITY OF PALATKA BUILDING & ZONING
201 N 2nd Street ~ Palatka, FL 32177
Phone: (386)329-0103 FAX: (386)329-0172

PROCESS FOR REQUESTING WATER & SEWER OUTSIDE CITY LIMITS

Applicant (Owner or Agent) to complete:

- Application for Determination of Water & Sewer Availability
- Submit application to City of Palatka Building Department via mail, fax or in person

City Building Department will:

- Forward application to Water & Sewer Department who will notify Building Department of availability, capacity, and cost estimates for requested services
- Process all applications, determine all fees and notify applicant of requirements.
- Inspect for fixture count – Inspector to complete Plumbing Fixture Count Worksheet
- Notify applicant of fees due and date of Planning Board meeting

If services are not available, the process will either end or a meeting can be set up to determine costs to run necessary lines to obtain service if necessary, at the expense of the applicant.

If services are available and the property is contiguous to the City limits, applicant must complete:

- Application to Annex, amend the Future Land Use map and Rezone
- Schedule inspection with this department for fixture count (for commercial)

If property is not contiguous to City limits and services (water only) are available where a hardship has been determined by the Planning Director;

- A recorded Annexation Agreement will be required. (Applicant agrees to annex into the City limits when property becomes contiguous to City)

NOTE: A permit is required to run the water/sewer line from the building and connect to the tap, you will also need to contact the City Utility Billing department at (386)329-0100 to set a new account.