



**Combined Application for Plan Review  
and Utility Service Agreement  
Commercial and/or Multi-Family**

Effective Date:  
1.14.2026 Page 1 of 2

**\*\*\* Only Fully Completed and Signed Applications Will Be Processed \*\*\***

**Project Name:** \_\_\_\_\_ **CCU File #:**

**Application Date:** \_\_\_\_\_ **Parcel ID#:** \_\_\_\_\_

**Legal Description:** Short Legal: \_\_\_\_\_ Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_

**Project Address:**  
(As Listed on Property  
Appraiser Records)

STREET ADDRESS:		
CITY:	STATE:	ZIP:

**Title Holder of Property:**  
(Proof of Ownership  
Required)

NAME:	
Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> State: Other:	
STREET ADDRESS:	
CITY:	STATE: ZIP:
PHONE#:	CELL#:
EMAIL ADDRESS :	
SIGNATURE :	NAME AND TITLE:

**Project Engineer:**

NAME:	
STREET ADDRESS:	
CITY:	STATE: ZIP:
PHONE#:	CELL#:
EMAIL ADDRESS :	
SIGNATURE :	NAME AND TITLE:

**Project Developer:**

NAME:	
STREET ADDRESS:	
CITY:	STATE: ZIP:
PHONE#:	CELL#:
EMAIL ADDRESS :	

**PLEASE FORWARD TO:**  
 CHARLOTTE COUNTY UTILITIES  
 Attn: Engineering Project Coordinator  
 3280 South Tamiami Trl, Unit 505  
 Port Charlotte, FL 33952  
 Email: eng.services@charlottecountyfl.gov  
 Phone: (941)764-4300 option 3, FAX: (941)764-4319



# Combined Application for Plan Review and Utility Service Agreement

## Commercial and/or Multi-Family

Effective Date:  
1.14.2026 Page 2 of 2

**Project Description  
And Purpose:**

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WATER:	
Existing Stub-Out?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Project Involves Water Main Extension?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Line Size, If Applicable:	_____
FDEP Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SEWER:	
Existing Lateral?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Project Involves Sewer Main Extension?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grease Trap Required?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, call Pretreatment Dept 941.764.4599</i>
FDEP Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is Reclaimed Water Proposed for Irrigation*:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, Average Daily Demand for Reclaimed Water:	_____ gpd
Is Reclaimed Water Storage Available On-Site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Chapter 3-8 Article VI of the Charlotte County Code requires all new developments make an evaluation of the incorporation for use of reclaimed water.

**TYPE OF BUILDING:**

- |                                    |                                         |
|------------------------------------|-----------------------------------------|
| Multi-Family _____ Units           | Hospital _____ Beds                     |
| Retail _____ Square Feet           | Nursing Home _____ Beds                 |
| Hotel or Motel _____ Units         | Restaurant _____ Seats                  |
| Office Building _____ Square Feet  | Bar/Cocktail Lounge _____ Seats         |
| Warehouse _____ Square Feet        | Theater/Church _____ Seats              |
| Self Storage _____ # of Units      | Day School _____ Students+Staff         |
| Medical/Dental _____ # of Employee | Convenience Store _____ Sq Ft of Retail |
| _____ # of Practitioners           | _____ Sq Ft of Food Prep                |
|                                    | _____ # of Restrooms                    |

METER REQUEST:	Quantity:
3/4"	_____
1"	_____
1 1/2"	_____
2"	_____

SEWER CONNECTION:
Size: _____
Quantity: _____

**REQUIRED ATTACHMENTS CHECKLIST:**

- Proof of Ownership (Warranty Deed)
- Water Meter Sizing Form - <https://www.charlottecountyfl.gov/core/fileparse.php/529/urlt/meter-sizing.pdf>
- One set of signed and sealed engineering plans (Engineer must be licensed in the state of Florida). Plans must be submitted in conformance with the Utilities Engineering Services current Minimum Drawing and Submittal Requirements and Standard Drawing Details available on-line at <https://www.charlottecountyfl.gov/departments/utilities/engineering/design-compliance.stml>
- \$500 check for the plan review fee (made to Charlotte County Utilities). Any more than 3 reviews will require an additional fee.

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