

Section 2.0 – Letter of Intent

MPW Guidelines for Development

2.1 The Letter of Intent Process

§2.1.1 Letter of Intent Form: The first step required for any commercial or residential development project is to file a Letter of Intent. This request shall be submitted on MPW's Standard Letter of Intent Request Form, which can be found in Section 4.0 – Commercial Development or 5.0 - Residential Development.

§2.1.2 MPW Response to the Letter of Intent (Figure 2.1):

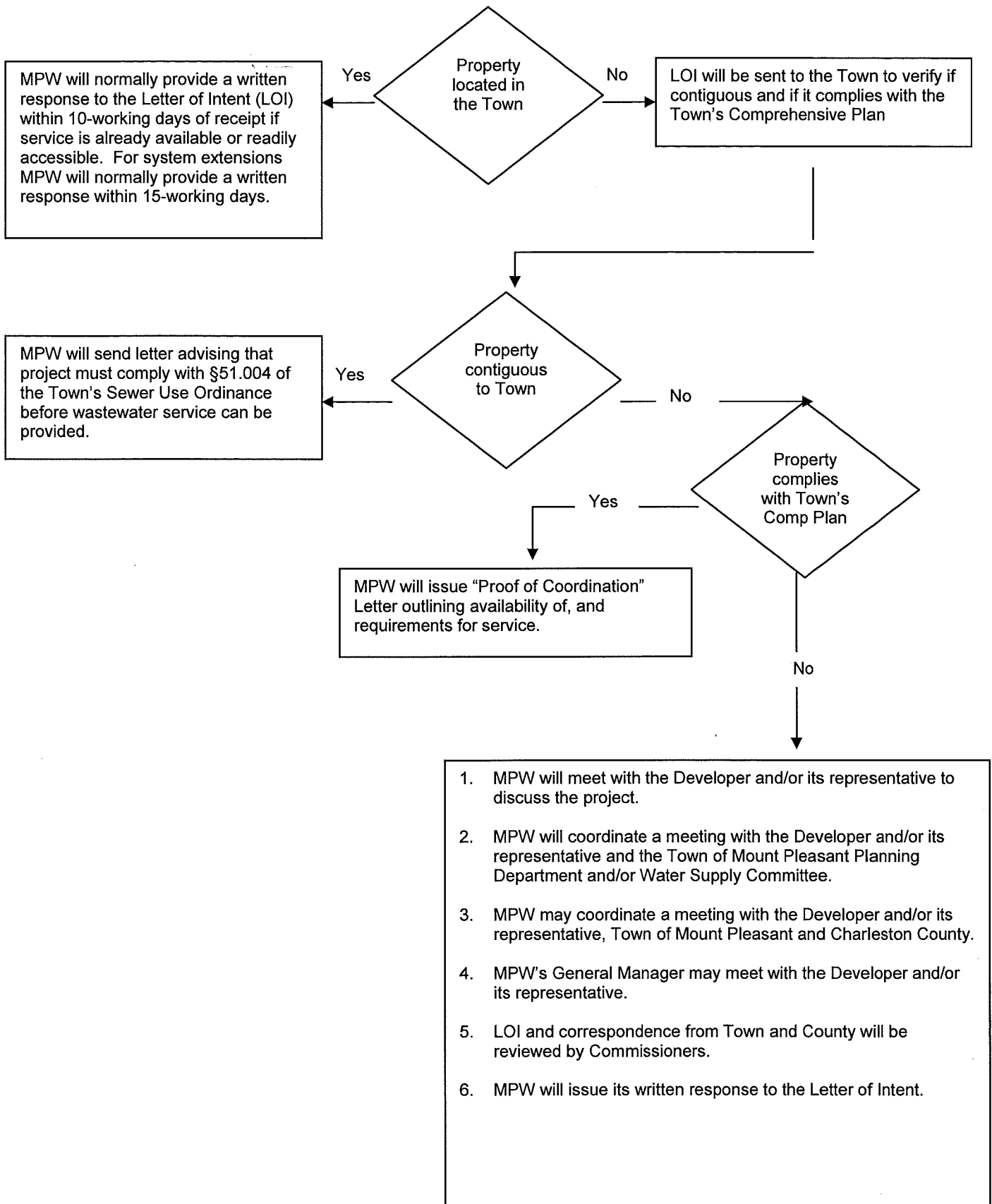
1. MPW will generally not provide service to a proposed development that is not in compliance with the Town of Mount Pleasant Comprehensive Plan, as may be amended from time to time.
2. If MPW, upon review of the Letter of Intent, decides that a project is of sufficient magnitude to require a preliminary plan or conceptual utility plan, MPW may require submittal of two (2) sets and one electronic copy of the preliminary plan.
3. A master plan showing layout of all lots including phase lines and proposed water and wastewater systems may be required. If multiple pump stations are shown in the plan, the engineer shall submit alternative designs minimizing pump stations for MPW's review.
4. Any project, where no Developer action has been taken within six months after MPW's response to the Letter of Intent, will be removed from active status.
5. Properties Located within the Town of Mount Pleasant:
 - a. Properties with service already available: MPW will normally provide a written response to the Letter of Intent within ten (10) working days of receipt of the Developer's Letter of Intent. At that time, MPW will brief the Developer on the requirements for, service.
 - b. Properties requiring system extensions: A preliminary plan must be included with the Letter of Intent. MPW will normally provide a written response within fifteen (15) days of receipt of the Developer's Letter of Intent and preliminary plan. At that time, MPW will brief the Developer on the availability of, and the requirements for, service.
6. Properties Located outside of the Town of Mount Pleasant: MPW will provide a written response to the Letter of Intent in accordance with the process outlined below:
 - a. Water Service (Wastewater not available):
 - Properties with service already available: MPW will normally provide a written response to the Letter of Intent within ten (10) working days of receipt of the Developer's Letter of Intent. At that time, MPW will brief the Developer on the requirements for, service.
 - Properties requiring system extensions: A preliminary plan must be included with the Letter of Intent. MPW will normally provide a written response within fifteen (15) days of receipt of the Developer's Letter of Intent and preliminary plan. At that time, MPW will brief the Developer on the availability of, and the requirements for, service.

- b. Water and/or Wastewater Service: MPW will provide a written response to the Letter of Intent in accordance with the process outlined below:

MPW will forward the Letter of Intent to the Town of Mount Pleasant to determine if the property is contiguous to the Town and if it is in compliance with the Town's Comprehensive Plan:

1. Contiguous Property: For properties that are contiguous, the Developer must comply with § 51.004 of the Town's Sewer Use Ordinance before receiving wastewater service.
2. Non-Contiguous Property **IN** Compliance with the Town's Comprehensive Plan: MPW will provide a written response briefing the Developer or its representative on the availability of, and the requirements for, service.
3. Non-Contiguous Property **NOT IN** Compliance with the Town's Comprehensive Plan:
 - a. MPW staff will meet with the Developer and/or its representative to discuss the project.
 - b. MPW staff will coordinate a meeting with the Developer and/or its representative and the Town of Mount Pleasant Planning Department and/or Town of Mount Pleasant Water Supply Committee. As a follow up to the meeting, MPW will request the Town provide a written response stating whether the Town objects or does not object to MPW providing service, and why.
 - c. MPW staff may coordinate a meeting with the Developer and/or its representative, Town of Mount Pleasant Planning Department and Charleston County Planning Department. As a follow up to the meeting, MPW will request that the Town and County provide written responses stating their positions regarding MPW providing service to the proposed project.
 - d. MPW's General Manager may meet with the Developer and/or its representative.
 - e. Letter of Intent and correspondence from Town and County will be reviewed by
 - f. Commissioners.
 - g. Staff will issue its written response to the Letter of Intent

FIGURE 2.1 – MPW Letter of Intent Process



2.2 Determining Your Type of Development

MPW's Guidelines for Development were formally adopted in 1990 and apply to both residential and commercial development. Each development scenario is covered by this document. Please review the following to determine which scenario applies to your project and proceed to that section.

§2.2.1 Commercial Development (Section 4.0):

1. Existing commercial business (already connected to MPW's water and/or wastewater system);
2. Undeveloped property (vacant lot/out parcel) with water and wastewater readily accessible; and
3. Undeveloped property with no water and wastewater infrastructure in place. Property developer is responsible for all costs and permitting involved in installing the water and wastewater system.

§2.2.2 Residential Development (Section 5.0):

1. Undeveloped property with water and wastewater readily accessible;
2. Existing residential home currently connected to a private well and/or septic tank that wishes to connect to the public systems or to subdivide an existing parcel; and
3. Undeveloped property with no water and wastewater infrastructure in place. Property developer is responsible for all costs and permitting involved in installing the water and wastewater system.