

BEFORE THE CHARLESTOWN SANITARY SEWER BOARD

RESOLUTION NO. _____

**RESOLUTION OF THE CHARLESTOWN SANITARY
SEWER BOARD ESTABLISHING PROCEDURES FOR
ISSUING LETTERS OF INTENT AND APPROVING
CAPACITY REQUESTS**

WHEREAS, the City of Charlestown, Indiana (the “City”), owns and operates a sanitary sewage utility works (the “Utility”) for purposes of collecting and treating wastewater;

WHEREAS, the Charlestown Sanitary Sewer Board (the “Board”) has been created as a body corporate and politic, in and under the authority of I.C. 36-9-23, to supervise and control the Utility;

WHEREAS, from time to time developers, property owners, or agents thereof (the “Requesting Parties”) seek confirmation from the Board that the Utility is accessible for a particular lot or parcel of land for which the Board may issue a preliminary letter of intent to serve said lot or parcel pending further approvals and the grant of capacity (“Letters of Intent”);

WHEREAS, the Utility is operated by an employee of the City who is a licensed operator (the “Operator”); and

WHEREAS, the Board wishes to clarify the processes by which the (i) City issues Letters of Intent and (ii) approves capacity requests for multi-lot or multi-structure developments within the Utility’s service area.

NOW, THEREFORE, BE IT RESOLVED BY THE CHARLESTOWN SANITARY SEWER BOARD, THAT:

1. The Operator, or if the Operator is unavailable, the Chairperson of the Board (“Chairperson”), may provide upon reasonable request Letters of Intent to Requesting Parties for each lot or parcel of property.
2. Letters of Intent shall be brought before the Board by the Operator or Chairperson and ratified at the next regularly scheduled meeting.
3. Any and all capacity requests shall be in compliance with City ordinances and approved by the Board at a duly called meeting of the Board.

ADOPTED BY THE CHARLESTOWN SANITARY SEWER BOARD this ____ day
of _____, 2022.

Mayor Treva Hodges, Chairperson

ATTEST:

Ryan Hodskins, Secretary/Treasurer

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