



# WATER PLAN REVIEW SUBMITTALS GUIDE

## Single Lot

### Step 1. Water Service Availability Request

1. Complete the online application process using the Fayette County Water System (FCWS) online permitting software SagesGov: <https://www.sagesgov.com/fayettecounty-ga>
  - Create a Sages account or login to existing account
2. Click **Water System**, then click **Step 1, Water Service Availability Request**
  - a. Water Service Availability requests must be completed for all projects
3. Enter the property address and parcel number
  - a. Search the parcel number on the Fayette County GIS mapping website, here: <https://qpublic.schneidercorp.com/Application.aspx?App=FayetteCountyGA&Layer=Parcels&PageType=Map>
4. Complete the application
  - a. Billing information must be completed. A monthly bill will be charged once the meter is installed. If no meter is purchased, no monthly bill will be charged
  - b. Include **all** email addresses for those who will need access to the project in Sages to pay fees, schedule inspections, view status, etc.
5. For commercial and subdivision development, attach construction plans when prompted
6. Submit application
  - a. An email will be sent confirming successful submittal and will include a project number
  - b. **Keep up with the project number throughout the plan review process**
7. If water service **is** available through FCWS, an email will be sent prompting you to pay the *Letter of Availability fee*<sup>1</sup>
  - a. To pay with credit card
    - Login to the Sages portal, open your project, then click "Pay Fee Online"
  - b. To pay with check
    - In person at our office location: 245 McDonough Road, Fayetteville, GA 30214, or
    - USPS mail: Fayette County Water System, P.O. Box 190, Fayetteville, GA 30214
  - c. To pay with cash
    - In person at our office location: 245 McDonough Road, Fayetteville
8. A Water Service Availability letter will be sent to the email entered on the application
9. Pay applicable *Accessibility and/or Meter Connection fees*<sup>1</sup>, as advised in the **Water Service Availability letter**
10. Follow the **Next Steps, as advised in the Water Service Availability letter**

<sup>1</sup>All fees are due prior to service/review completion