

[Your Letterhead]

[Date]

Board of Directors
Hayden Lake Irrigation District
2160 West Dakota Avenue
Hayden, ID 83835-5122

RE: Request for Water Service to [*location address or parcel number including tract number*]

Dear District board:

This letter is a formal request for a ‘conditional will serve’ by [*property owner*] for the proposed [*subdivision name*] subdivision. The subdivision will consist of [*# lots /parcels*] on [*# total*] acres. *Add following if applicable:* This project is planned for condominium development.
or use following for a lot split

This letter is a formal request for a ‘conditional will serve’ by [*property owner*] for the proposed lot split. This proposed lot split is located at [*original address*]. The lot split will consist of [*# lots /parcels*] on [*# total*] acres.

or use following for development of a single parcel without subdivision

This letter is a formal request for a ‘conditional will serve’ by [*property owner*] for the proposed [*project type ie: residential, light industrial, commercial*] project. This proposed project is located at [*original address*]. The project will consist of [*# water services*] on [*# total*] acres.

Enclosed are the following required documents:

1. Application for water service to proposed project (\$550 plan review fee attached)
2. Preliminary plan of proposed project

I understand that Hayden Lake Irrigation District does not warrant water service infrastructure is currently available to the subject parcel. If adequate water service infrastructure is not currently available I understand it will be the developer’s responsibility to install necessary water mains in accordance with current District standards.

I further understand that this is an initial step in obtaining water service, and a/multiple water connection(s) will need to be purchased to service the proposed project.

Sincerely,

*Signature of property owner or attach separate documentation (from property owner)
authorizing signatory to sign for property owner*

[Name]