



**Department of Public Works and Engineering  
Planning and Development Services Division  
Utility Planning and Analysis Section**



**Expedited Reservation Process for Six (6) or less Service Units**

The Expedited Reservation procedure ("short form") is designed to expedite receipt of Wastewater and Water Capacity Reservation (WCR) for a project that is equal to or less than six (6) service units in size.

**PLEASE NOTE: Any applicant requesting or applying for the Impact Fee Exemption for Low and Medium Cost Housing Certification cannot use the "short form" and may be required to submit the standard WCR application.**

In order to qualify for approval under this procedure, the proposed development cannot exceed six (6) service units and the property to be developed must front an 8-inch or larger sanitary sewer line and/or a 6-inch or larger water line. If the property does not front a utility line, is served by a community sewer, the lines are smaller than those detailed above, or if the proposed development is larger than six (6) service units, a standard WCR Application must be submitted in order to obtain a WCR reservation letter.

Please note, sewer lines in easements require approval from the Infrastructure Support Group and connections to 20-inch water lines or larger require approval from Jessica L. Dennis, P.E. These approvals may require additional time to process the "short form".

If the proposed development and utility lines comply with the requirements listed above, the attached "short form" of the WCR application can be submitted and Impact Fees paid immediately, without waiting for a WCR letter. **The "short form" application will require the standard application processing fee, proof of ownership\*, and the signed Affidavit of Understanding (see attached) from the fee simple owner (with owner's ORIGINAL signature, in BLUE INK) stating he/she understands that there will be no refund of Impact Fees paid.**

After review of the "short form" application for compliance with the requirements listed above, the City will calculate and collect the application processing fee, Impact Fees, if any, or inform the customer that he/she will be required to submit the standard WCR application. **PLEASE NOTE: ALL FEES MUST BE PAID WITHIN 24 HOURS OF ISSUANCE OF A SALES ORDER, OR APPLICATION WILL BE VOIDED.**

Prior to submittal of plans for a building permit, please contact our Infrastructure Support Group for approval of site utilities (water and wastewater) for any residential developments that exceed two (2) units OR that exceed one (1) unit with a Common Area Agreement. The Infrastructure Support Group is located at 1002 Washington Avenue and available Monday - Friday from 8:00am to 12:00pm. All other issues handled by appointment only, please contact our Infrastructure Support Group at (832) 394-8996.

Payment of Impact Fees and the review of plans will be in accordance with existing procedures and City ordinances.

**\*Please attach proof of ownership: recorded Warranty Deed, recorded Deed of Trust, Title Report, Title Insurance, or other documentation as authorized by Impact Fee Administration.**



# EXPEDITED WASTEWATER CAPACITY RESERVATION

## Dept of Public Works and Engineering – City of Houston

**ALL FEES MUST BE PAID WITHIN 24 HOURS OF ISSUANCE OF A SALES ORDER, OR APPLICATION WILL BE VOIDED.**

### OWNER INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Signature (original/blue ink) \_\_\_\_\_ Phone \_\_\_\_\_  
 Company Name \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Service Address \_\_\_\_\_ Project # \_\_\_\_\_

### LEGAL DESCRIPTION OF PROPERTY

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Reserve \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Section \_\_\_\_\_  
 Tract Size \_\_\_\_\_ Tract(s) \_\_\_\_\_ Abstract No. \_\_\_\_\_  
 Property Tax Account # \_\_\_\_\_ Building Demo Proj. # \_\_\_\_\_

.....  
 (This section to be completed by City)

### DEVELOPMENT INFORMATION

(See Attached Form for Calculations)

Proposed Activity \_\_\_\_\_ Proposed Development \_\_\_\_\_  
 Existing Development \_\_\_\_\_ Removed Development \_\_\_\_\_

### FACILITIES INFORMATION

Sewer Map No. \_\_\_\_\_ GIMS Map No. \_\_\_\_\_ Council Dist. \_\_\_\_\_  
 WWTP \_\_\_\_\_ Pump Sta. \_\_\_\_\_ W/L Size \_\_\_\_\_ Location \_\_\_\_\_  
 Sewer Size 1 \_\_\_\_\_ Location \_\_\_\_\_ Sewer Size 2 \_\_\_\_\_ Location \_\_\_\_\_

### OTHER INFORMATION

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Needs Storm Letter: YES  NO

Sales Order No. \_\_\_\_\_ Impact Fee Project No. \_\_\_\_\_

Questions? [wcrtechs@houstontx.gov](mailto:wcrtechs@houstontx.gov) Tech. \_\_\_\_\_

For properties located outside the corporate limits of the City of Houston, the applicant understands that all ordinances of the City (as now written and as hereafter amended) which relate to water or sewer service or to plumbing matters, including those ordinances which impose criminal sanctions, apply to water and sewer services provided by the City to premises outside of the corporate limits. The applicant also understands that the City may suspend or disconnect such services in the event that the applicant or any other person at the premises to be served fails to comply with such ordinances, without regard to whether or not criminal sanctions are enforceable against any such person. (Houston City Code of Ordinances; Chap. 42, Art. 1, Sec. 47-14 (c))

Log No. \_\_\_\_\_ WCR File No. \_\_\_\_\_



**Department of Public Works and Engineering  
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**Affidavit of Understanding**

I, \_\_\_\_\_, as fee simple owner of the property  
(print name)  
described below, certify that I understand there will be no refund of Impact Fees paid for this project for any reason; including, but not limited to, discovery of prior payment or valid WCR letters, discovery of prior existing development for which credit was not given, cancellation of a project for any reason, and inability to build due to deed restrictions, funding, etc.

I understand that I am paying these fees in an effort to expedite the processing of water/wastewater approval of my building permit, and that I can submit a standard Wastewater Capacity Reservation Application for this development, if I so choose.

**ALL FEES MUST BE PAID WITHIN 24 HOURS OF ISSUANCE OF A SALES ORDER, OR APPLICATION WILL BE VOIDED.**

By my signature below, I acknowledge agreement with the conditions and terms outlined above.

\_\_\_\_\_  
Signature of Fee Simple Property Owner (original/blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Legal Description of property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Number: \_\_\_\_\_



## WASTEWATER CAPACITY RESERVATION APPLICATION PROCESSING FEE SCHEDULE

<u>Number of Acres</u>	<u>Dollars</u>
<b>0 &lt; x ≤ 1</b>	<b>55.00</b>
<b>1 &lt; x ≤ 2</b>	<b>80.00</b>
<b>2 &lt; x ≤ 3</b>	<b>105.00</b>
<b>3 &lt; x ≤ 4</b>	<b>130.00</b>
<b>4 &lt; x ≤ 5</b>	<b>155.00</b>
<b>5 &lt; x ≤ 6</b>	<b>180.00</b>
<b>6 &lt; x ≤ 7</b>	<b>205.00</b>
<b>7 &lt; x ≤ 8</b>	<b>230.00</b>
<b>8 &lt; x ≤ 9</b>	<b>255.00</b>
<b>9 &lt; x ≤ 10</b>	<b>280.00</b>
<b>10 &lt; x ≤ 11</b>	<b>305.00</b>
<b>11 &lt; x ≤ 12</b>	<b>330.00</b>
<b>12 &lt; x ≤ 13</b>	<b>355.00</b>
<b>13 &lt; x ≤ 14</b>	<b>380.00</b>
<b>14 &lt; x ≤ 15</b>	<b>405.00</b>
<b>15 &lt; x ≤ 16</b>	<b>430.00</b>
<b>16 &lt; x ≤ 17</b>	<b>455.00</b>
<b>17 &lt; x ≤ 18</b>	<b>480.00</b>
<b>x &gt; 18</b>	<b>505.00</b>

**STORM WATER CAPACITY RESERVATION APPLICATION  
 ADDITIONAL INFORMATION  
 CITY OF HOUSTON STORM WATER LETTER OF AVAILABILITY**

APPLICATION NO: \_\_\_\_\_

**LEGAL DESCRIPTION**

TRACT ADDRESS: \_\_\_\_\_ TRACT SIZE (ACRES): \_\_\_\_\_

PROPERTY IS PLATTED. PROVIDE PLAT NAME: \_\_\_\_\_

TOTAL AREA WITHIN PLAT: \_\_\_\_\_

PROPERTY IS UNPLATTED. PROVIDE LEGAL DESCRIPTION: \_\_\_\_\_

PROPERTY IS PART OF A DEVELOPMENT GREATER THAN 5 ACRES.

**FLOOD PLAIN INFORMATION**

PROPERTY IS:

WITHIN FEMA 100-YEAR FLOOD PLAIN --- FIRM PANEL NUMBER: \_\_\_\_\_

WITHIN TSARP 100-YEAR FLOOD PLAIN --- DFIRM PANEL NUMBER: \_\_\_\_\_

NOT WITHIN THE 100-YEAR FLOOD PLAIN

**STORM SEWER INFORMATION**

PROPERTY IS:

SERVED PRESENTLY BY ON-SITE STORM SEWER SYSTEM.

SERVED BY PUBLIC STORM SEWER SYSTEM IN: \_\_\_\_\_ (STREET NAME) \_\_\_\_\_ (PIPE SIZE)

SERVED BY ROADSIDE DITCH.

**REQUIRED ATTACHMENTS**

DEED OR TITLE REPORT

STORM WATER SYSTEM FROM GIMS MAP

**ADDITIONAL ATTACHMENTS (IF APPLICABLE)**

PREVIOUS STORM WATER LOA  COPY OF DRAINAGE STUDY/HYDRAULIC ANALYSIS

COPY OF RECORDED PLAT  COPY OF DETENTION WAIVER ANALYSIS

COPY OF EXISTING STORM WATER QUALITY PERMIT SERVING THIS PROPERTY

\_\_\_\_\_  \_\_\_\_\_

**DESCRIPTION OF DEVELOPMENT**

DESCRIPTION	EXISTING			PROPOSED		
	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PERVIOUS SURFACE	AREA OF IMPROVED PERVIOUS SURFACE	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PERVIOUS SURFACE	AREA OF IMPROVED PERVIOUS SURFACE
	(SQ. FT.)			(SQ. FT.)		
Building						
Parking Lot						
Sidewalk						
Site Disturbed area						
<1Acre						
1 Acre to 5 Acres						
> 5 Acres						
Site Total Area						
TOTAL IMPERVIOUS COVER (SQ. FT.)	EXISTING			PROPOSED		
TOTAL IMPERVIOUS COVER (ACRES)						