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. # __________________________

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? wrtechs@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. ___________________________
Affidavit of Understanding

I, ______________________________ , as fee simple owner of the property 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: __________________________
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<th>Number of Acres</th>
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<td>$x &gt; 18$</td>
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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: ___________________________

☐ 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 --- DFRM 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) ________

☐ 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

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<tr>
<th>DESCRIPTION</th>
<th>EXISTING AREA OF IMPERVIOUS SURFACE (SQ. FT.)</th>
<th>EXISTING AREA OF IMPROVED PERVIOUS SURFACE (SQ. FT.)</th>
<th>PROPOSED AREA OF IMPERVIOUS SURFACE (SQ. FT.)</th>
<th>PROPOSED AREA OF IMPROVED PERVIOUS SURFACE (SQ. FT.)</th>
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</tr>
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<tr>
<td>Site Disturbed area</td>
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<tr>
<td>&lt;1 Acre</td>
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<td>&gt; 5 Acres</td>
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