

**STORMWATER CAPACITY RESERVATION APPLICATION**  
**Department of Public Works and Engineering**  
**City of Houston**

**Procedure for Completing Stormwater Capacity Reservation Application**

1. *The attached Stormwater Capacity Reservation Application is a six pages form which must be completed by the current property owner or by an authorized representative of the owner. Please note that if the applicant is not the current owner of the subject property, a notarized Letter of Authorization from the property owner must accompany the application.*
2. *A site plan or survey(prepared by registered Surveyor), indicating the dimensions and size of the property must be attached to the Stormwater Capacity Reservation Application when the site is:
  - a. *Not located in a subdivision,*
  - b. *Located on a portion of a lot or reserve in a subdivision, or*
  - c. *An acreage tract,*
  - d. *Residential lot,*
  - e. *Commercial lot.**
3. *The application must be filled out completely and accurately. The application will be returned to the applicant if incorrect and/or incomplete. This will increase processing time for your application.*

*Please confirm you have included the following:*

- a. *The street address (Page 2 of application).*
  - b. *The tract size (Page 2).*
  - c. *Is the property Vacant? Yes or No (Page 4).*
  - d. *Whether existing development will be removed or remodeled. (Page 3).*
  - e. *Prior letters regarding this site must be attached and their relationship to the present request must be indicated.*
  - f. *An acceptable form of proof of ownership of the property, i.e. warranty deed, deed of trust, title report, or title opinion.*
4. *Two weeks may be required to process a Stormwater Capacity Reservation Application.*
  5. *The completed application and supporting documentation should be submitted to the following:*

*Public Works and Engineering Department  
Impact Fee Administration Section  
P.O. Box 131927  
Houston, Texas 77219-1927*

6. *For any additional information concerning the submittal of the Stormwater Capacity Reservation Application, please contact Impact Fee Administration personnel at [wcrtechs@cityofhouston.net](mailto:wcrtechs@cityofhouston.net) or:*

2102 Austin Street  
Gholam Namaki (832)395-4373  
Christine Robinson (832)395-4354  
Ava Mickle (832)395-4352  
Tu Lu (832)395-4351

3300 Main Street  
Regina Otu (713) 535-7888

**STORMWATER CAPACITY RESERVATION APPLICATION**  
**Department of Public Works and Engineering**  
**City of Houston**

**PLEASE SUBMIT PROOF OF PROPERTY OWNERSHIP: Recorded Deed, Title Report or Title Insurance**

To: *Public Works and Engineering, Impact Fee Administration*  
*611 Walker, P.O. Box 131927, Houston, Texas 77219-1927*

Date: \_\_\_\_\_

Title Owner \_\_\_\_\_ Agents Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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

*\*Application submitted by anyone other than the property owner must be accompanied by a notarized letter of Authorization from the property owner that designates the applicant as an "authorized representative".*

**PLEASE NOTE: SUBMITTAL OF FALSE INFORMATION WILL RESULT IN INVALIDATION OF RESERVATION.**

**LEGAL DESCRIPTION**

**PLEASE SUBMIT A PROPER LEGAL DESCRIPTION OF THE PROPERTY IN QUESTION:**

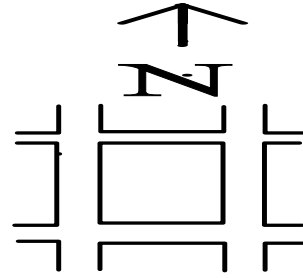
Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Reserve(s) \_\_\_\_\_  
\_\_\_\_\_

Subdivision \_\_\_\_\_ Tract(s) \_\_\_\_\_ Survey \_\_\_\_\_  
\_\_\_\_\_ Key Map # \_\_\_\_\_ GIMS Map \_\_\_\_\_ Zip Code \_\_\_\_\_

Abstract# \_\_\_\_\_ Tract Size \_\_\_\_\_

Property Tax account#(s) \_\_\_\_\_ Street Address \_\_\_\_\_  
\_\_\_\_\_

**A SURVEY MUST BE SUBMITTED FOR ALL PROPERTY NOT LOCATED IN SUBDIVISION OR FOR PROPERTY LISTED AS A TRACT OR PORTION OF A LOT WITHIN A SUBDIVISION**



**LOCATION MAP**  
**INDICATE ALL STREETS**

**BELOW THIS LINE COMPLETED BY CITY** \_\_\_\_\_  
\_\_\_\_\_

**Identification No.** \_\_\_\_\_ **Fee Paid** \_\_\_\_\_

**Log In No.** \_\_\_\_\_ **Receipt No.** \_\_\_\_\_



## **EXISTING DEVELOPMENT**

**Existing Commercial Development**

Street Address	City of Houston Water Account Numbers	Type of Development (i.e. office, retail, Warehouse, mfg.)	Square footage of Each type of Development	Internal Existing Drainage

(attach additional sheets if more space is needed)

**Existing Residential Development**

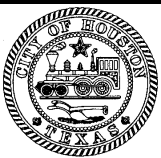
Number of Units	Type of Units	Number of Units	Type of Units
	Houses		Apartments
	Townhouses		Other
	Condominiums		Other

**Additional Information**

Name and address of existing development \_\_\_\_\_

What portion of the above existing development will be removed or remodeled? \_\_\_\_\_

Additional Information: \_\_\_\_\_



**PROPOSED DEVELOPMENT**

Is the proposed development new construction? \_\_\_\_\_ remodeling? \_\_\_\_\_ repairing? \_\_\_\_\_  
 replacement? \_\_\_\_\_ conversion? \_\_\_\_\_ other?(specify) \_\_\_\_\_

Additional Information \_\_\_\_\_

**Proposed Residential Development**

**Proposed Commercial Development**

No. of Units	<u>Type of units</u>
	Houses Size (approx. s.f.)
	Townhouses
	Condominiums
	Apartments
	Other:
	Other:
	Other:

Type of Development (i.e.. office, retail, warehouse, mfg.)	Square footage Of each type of Development

If the proposed development cannot be approved, would you like to construct the maximum allowable development? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Information \_\_\_\_\_

**PRIOR CORRESPONDENCE**

(Attach copies of any prior correspondence with the City concerning this request.)

Is this request in place of any previous requests? \_\_\_\_\_ If so, explain \_\_\_\_\_

**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:

IS IN ZONE AE (100 YR FLOOD PLAIN) -- FEMA FIRM PANEL NUMBER: \_\_\_\_\_

IS NOT IN ZONE AE (100 YR FLOOD PLAIN) -- FEMA FIRM PANEL NUMBER: \_\_\_\_\_

**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.

SERVED BY EXISTING DETENTION (Submit a copy of approved storm sewer layout map with ILMS # \_\_\_\_\_ and Log # \_\_\_\_\_ or City Drawing # \_\_\_\_\_.)

**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 by P.E.

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 Feet or Acres			Sq Feet or Acres		
Building						
Parking Lot						
Sidewalk						
Site Disturbed area						
< 1 Acre						
1 Acre to 5 Acres						
> 5 Acres						
Site Total Area						
TOTAL IMPERVIOUS COVER =						
	EXISTING			PROPOSED		