



WASTEWATER CAPACITY RESERVATION APPLICATION

The Utility Analysis Section is responsible for managing water and wastewater flow through the Wastewater Capacity Reservation (WCR) process, which allows the City of Houston to understand the long- and short-term impact on existing infrastructure. A WCR application must be submitted when a property owner proposes new development or redevelopment of property that may increase the demand on existing infrastructure. The guidelines determining capacity, assessing impact fees, and issuing points of connections are located within Chapter 47 of the [City of Houston Code of Ordinances](#) and the [Impact Fee Service Unit Equivalency Table](#).

The Expedited Reservation application procedure is designed to expedite receipt of a water and wastewater capacity reservation letter. To qualify for approval under this procedure, the proposed development:

- Cannot exceed fifteen (15) service units
- Must have an assigned address (i.e. not a 0 or vacant address), email permits_office@houstontx.gov to obtain
- Must be minimum 8-inch to maximum 36-inch sanitary sewer line fronting the property or in the rear or side easement and must not be served by a community sewer line
- Must be minimum 6-inch water line but not 20-inch or larger fronting the property or in rear or side easement
- Must have a tenant list if it is a multi-tenant commercial property (i.e. retail and shopping center)

All applications must be accompanied with 1) a recorded deed in the owner’s name, 2) HCAD printout, 3) survey (survey should have cross streets), and 4) a site plan for the proposed development. An HCAD printout is acceptable as ownership information if the ownership shown is consistent with the ownership on the application. Please note that documents cannot exceed 11” x 17” in dimensions.

PLEASE NOTE: Any applicant requesting or applying for the Impact Fee Exemption for Low and Medium Cost Housing Certification cannot use the expedited reservation approval and may be required to submit the standard WCR letter.

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 am to 12 pm. All other issues handled by appointment only, please contact our Infrastructure Support Group at (832) 394-8996.

The expedited reservation application will address points of connection for water and wastewater (as necessary). It will also include a sales order with all applicable impact fees and application fees. Please direct all questions to (832) 394-8888 or wcrtechs@houstontx.gov.

Fee Simple Title Owner Information				
Name				
Address				
City		State		ZIP Code
Email		Phone Number		
Signature*				

**As the fee simple owner of the property referenced in this application, I hereby authorize the referenced agent on page 2 of this application (if applicable) to submit a WCR application on my behalf. My representative is also authorized to make changes or corrections and may obtain a copy of the WCR letter when available. I understand all impact fees are non-refundable, including but not limited to discovery of prior payment, discovery of past credits not received, cancellation of the building project, and the inability to construct due to deed restrictions, funding, etc.*

OFFICE USE ONLY

Impact Fee ILMS Project Number:		WCR File Number:	
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WASTEWATER CAPACITY RESERVATION APPLICATION

Agent Information				
Name				
Company				
Address				
City		State		ZIP Code
Email			Phone Number	
Signature				

Property Information				
Service Address				
City		State		ZIP Code
Property Tax Account Number(s)				
Lot(s)		Block		Reserve
Subdivision			Section	
Building Project Number			Demo Project Number	
Tract Size (Acres or Sq. Ft.)				

Service Requested	
<input type="checkbox"/> Water	<input type="checkbox"/> Wastewater

Type of Development					
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Interior Only Remodel
<input type="checkbox"/>	Additional Building	<input type="checkbox"/>	Exterior Addition	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Tenant Build-Out	<input type="checkbox"/>	Conversion		

Please review the [Impact Fee Service Unit Equivalency Table](#) and describe the project below.

Existing Development (Sq. Ft., Occ Load)	
Development to be Removed (Sq. Ft.)	
Proposed Development (Sq. Ft.) (If SFRES-provide <u>Total Covered Area</u> and all floors)	

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