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

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

The Expedited Reservation procedure ("short form") is designed to expedite receipt of Wastewater, Water Capacity Reservation (WCR), and Stormwater (LOA) for a project that is equal to or less than six (6) service units on a tract of land that is less than 1 acre 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.

Stormwater letters will only be processed for projects that are more than 15,000 ft^2 and less than 1 acre in tract size, are not located within the 100-year flood plain, and do not require approval from other agencies. Once this short form has been completed, if a correction is required for the project scope or there is a change in the increased impervious area, the applicant must complete the standard WCR Application to obtain a reservation letter.

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) 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. Payment of Impact Fees and the review of plans will be in accordance with existing procedures and City ordinances. **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, wastewater, and storm) 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.

All project documents must be provided by the owner during the application process.

http://www.publicworks.houstontx.gov/planning/development.html

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

Owner Must Provide Project Documents and Complete Owner Information Section:

1. Proof of Ownership (recorded Warranty Deed, Title Report, or other documentation)
2. Harris County Appraisal District (HCAD) Property Tax Information
3. Agent Authorization
4. Survey or site plan
5. GIMS map showing Watershed layer and Storm layer
6. GIMS map showing Utility layer including Water and Wastewater lines

OWNER INFORMATION

(This section to be completed by Applicant)

Last Name _____ **First Name** _____ **M.I.** _____

Signature (original/blue ink) _____ **Email** _____

Company Name _____ **Phone** _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Agent/Company _____ **Email** _____ **Phone** _____

Property Tax Account # _____

Service Address _____ **Zip** _____

Lot(s) _____ **Block** _____ **Reserve** _____

Subdivision _____ **Section** _____

Tract Size _____ **Tract(s)** _____ **Abstract No.** _____

Proposed Activity _____ _____

Removed Development _____

Building Project # _____ **Building Demo Project#** _____

Improvement Type	Area of Existing Impervious Cover	Area of Final Impervious Cover
Building		
Parking Lot/Driveway		
Sidewalk/Patio		
Detention Pond/Pool		
Total Area		

Additional Information _____

_____

_____

_____

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DEVELOPMENT INFORMATION
(This section to be completed by City of Houston Impact Fee Administration Employee)

WCR File No.:	
Log No.:	
Date of App.:	
Impact Fee ILMS:	

Service Address _____ **Zip** _____

Existing Development _____

Proposed Development _____

_____

_____

Council District: _____ **GIMS Map No.:** _____ **Sewer Map No.:** _____

WWTP: _____ **Sewer Size:** _____ **Location:** _____

Pump Station: _____ **W/L Size :** _____ **Location:** _____

Storm Point of Connection: ROADSIDE DITCH ON _____ **OR EXISTING** _____

Total Impervious Cover: _____ **Percentage Impervious Cover:** _____

WATERSHED DRAINAGE IMPACT FEES
Rate is per service unit (1 service unit = 1,000 sf of impervious area) of increased impervious area. Fees must be paid before issuance of certificate of occupancy.

Clear Creek	$0.39	*Greens Bayou*	$13.41	*Buffalo Bayou*	$16.38	*White Oak Bayou*	$16.38
Brays Bayou	$8.63	*Hunting Bayou*	$10.24	*Sims Bayou*	$17.72	*Barker Reservoir*	$0.00
San Jacinto	$0.00	*Vince Bayou*	$17.72	*Addicks Reservoir*	$0.00	*Ship Channel*	$0.00
Other	$0.00						

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.** _____

Sales Order No. _____ Impact Fee ILMS _____

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(This section to be completed by City of Houston Stormwater LOA Group)

Rate of Detention: ____**0.2 ACRE-FT/ACRE**_____ **Flood Zone:** **X** **0.2%(500 YEAR)** **AE(100 YEAR)**

ADDITIONAL INFORMATION: _____

Property Tax Matches: _____

Approved By: _____ Date _____

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Affidavit of Understanding

I, _____ (print name), 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: _____

WASTEWATER CAPACITY RESERVATION

APPLICATION PROCESSING FEE SCHEDULE

Effective 01/01/2017

Number of Acres	Amount Due
$0 < x \leq 1$	$83.86
$1 < x \leq 2$	$111.81
$2 < x \leq 3$	$139.76
$3 < x \leq 4$	$167.71
$4 < x \leq 5$	$195.66
$5 < x \leq 6$	$223.61
$6 < x \leq 7$	$251.56
$7 < x \leq 8$	$279.51
$8 < x \leq 9$	$307.46
$9 < x \leq 10$	$335.41
$10 < x \leq 11$	$363.36
$11 < x \leq 12$	$391.31
$12 < x \leq 13$	$419.26
$13 < x \leq 14$	$447.21
$14 < x \leq 15$	$475.16
$15 < x \leq 16$	$503.11
$16 < x \leq 17$	$531.06
$17 < x \leq 18$	$559.01
$x > 18$	$586.96