WASTEWATER CAPACITY RESERVATION TRANSFER APPLICATION

The Utility Analysis Section is responsible for managing water, wastewater, and stormwater 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.

All transfer applications must be accompanied with:

1. **A site plan or survey indicating the dimensions of the property must be attached to the Wastewater Capacity Reservation Transfer 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.**
2. **A title report less than thirty (30) days old must be submitted for the property from which capacity is to be transferred.**
3. **Written approval of the transfer from any and all lien holders listed on the title report.**
4. **Verification that the Capital Recovery or Impact Fee has been paid for the wastewater to be transferred.**
5. **Application processing fee.**

Please note: When transferring from one site to another, both sites must be located within the same treatment plant area.

It may take one to two weeks to process a Wastewater Capacity Reservation Transfer Application. For questions or additional information, please contact Impact Fee Administration personnel at (832) 394-8888 or wcrtechs@houstontx.gov.

Owner of site from which capacity is to be transferred:					
Name					
Address					
City		**State**		**ZIP Code**	
Email		**Phone Number**			
Original Signature					

Owner of site to which capacity is to be transferred:					
Name					
Address					
City		**State**		**Zip Code**	
Email		**Phone Number**			
Original Signature					

OFFICE USE ONLY			
Impact Fee ILMS Project Number:		**WCR File Number:**	

WASTEWATER CAPACITY RESERVATION TRANSFER APPLICATION

Property Information (to site)					
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 (to site)		Type of Development (to site)							
☐	Water	☐	New Construction	☐	Replacement	☐	Interior Only Remodel		
☐	Wastewater	☐	Additional Building	☐	Exterior Addition	☐	Other: _____		
☐	Stormwater	☐	Tenant Build-Out	☐	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 Total Covered Area and all floors)	

Drainage Information (to site)		
Improvements	**Area of Existing Impervious Cover (Sq. Ft.)**	**Area of Final Impervious Cover (Sq. Ft.)**
Building		
Parking Lot/Driveway		
Sidewalk		
Patio		
Detention Pond/Pool		
Total Area		

OFFICE USE ONLY			
Impact Fee ILMS Project Number:		**WCR File Number:**	

WASTEWATER CAPACITY RESERVATION TRANSFER APPLICATION

Property Description (from site)					
Service Address					
City		**State**		**ZIP Code**	
Property Tax Account Number(s)					
Lot(s)		**Block**		**Reserve**	
Subdivision		**Section**			
Survey		**Abstract #**			
Tract(s)					
Tract Size (Acres or Sq. Ft.)					

Amount of capacity to transfer (from site)			
Service Units		**Gallons per day**	
Additional Information			

OFFICE USE ONLY			
Impact Fee ILMS Project Number:		**WCR File Number:**	