



HOUSTON WATER UNTREATED WATER APPLICATION

1. APPLICATION REQUEST

Applicant Name (legal name of entity or person to receive water): _____

Facility Address (where water will be used): _____

Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from facility address): _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Application is for the following use of water (check only one): _____

Untreated water for government entity (city, utility district, water authority)

Untreated water for industry SIC code: _____

Untreated water for irrigation, agriculture

Request Amount of Water

Maximum Daily Quantity (in millions of gallons per day): _____ mgd

(If this is for an untreated water contract, it will be referred to as the Contract Quantity)

Will water be taken continuously or intermittently? Continuously Intermittently

**Authorized quantities in letters or executed contracts may differ from requested amounts*

Requested Service Dates

Non-Contract

Desired service commencement date: _____

Desired Length of Service: _____ # of Years OR _____ # of Months

Contract

Contracts are for a term of 15 years

Desired service commencement date if not immediately upon the *effective date* of the contract: _____

Explanation/Justification for not taking all of the Contract Quantity on the *effective date* (required): _____

2. EXISTING CONNECTIONS AND ACCOUNTSIs the applicant an existing City of Houston water customer? Yes No

If Yes, list account numbers _____

Does the applicant have existing water contracts with the City of Houston? Yes No

If Yes, list contract numbers and expiration dates _____

3. CONTACT INFORMATION**Primary Contact Person** (person who can answer questions regarding this application)

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Person Authorized on Behalf Of Applicant to Sign Untreated Water Supply Contract (if applicable)

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Other Contacts

Law Firm: _____

Attorney: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Engineering Firm: _____

Engineer: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Emergency Contact: Available by phone 24/7

Name: _____

Title: _____

Phone: _____

4. REQUIRED APPLICATION DOCUMENTS

Map

8 ½ X 11, signed and sealed by a Texas Registered Professional Land Surveyor¹, and an electronic shape file depicting the following:

- **Service/Facility Area** - area to be served by the applicant as referenced by the street name and location of the applicant facilities.
- **Point of Delivery** - the location point in Geographic Coordinates where the applicant will draw water from the City of Houston/Coastal Water Authority system.
- **Point of Measurement** - location of the meter in Geographic Coordinates where the water will be measured by the City of Houston.

Record easements for pipeline connections

Please note this map must be approved by the City of Houston and will be attached as Exhibit B to the contract, if a contract is required. An example of a map meeting these requirements is available. All geographic coordinates are to be State Plane, Texas South Central Zone 5401, FIPS 4204, NAD83.

¹If this application is not for a contract, the requirement for a signed and sealed map by a Texas Registered Professional Land Surveyor may be waived. However, all other map requirements must be met.

Engineering Plans

Existing Customer - include any drawings of facilities previously constructed by the applicant to receive water from the City of Houston or the Coastal Water Authority for this application.

New Applicants - should provide an electronic copy of plans for facilities to be constructed in order to receive water from the City of Houston. Please note engineering plans must be approved by the City of Houston and the Coastal Water Authority before commencing construction, along with any permitting requirements that may be applicable.

5. Applicant Signature and Acknowledgement

I hereby certify that the information supplied above is true and correct to the best of my knowledge. I am aware that information supplied to the City of Houston will not be confidential and can be examined upon request by a member of the public pursuant to the Texas Open Records Act.

Signature

Printed Name

Title

Date

6. Submittal Instructions

Please submit a digital or electronically signed application and required documents to watercontracts@houstontx.gov. Please include "Application for Untreated Water" in the subject line.