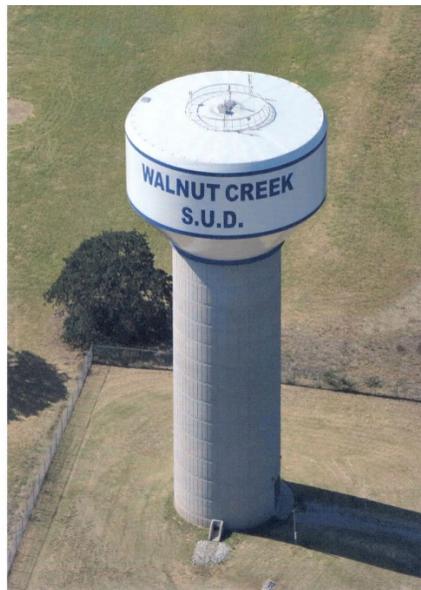


**WALNUT CREEK
SPECIAL UTILITY DISTRICT**

**NON-STANDARD
SERVICE APPLICATION
PACKET**



Walnut Creek
Special Utility District
P O Box 657 1155 Hwy 199 W.
Springtown, TX 76082
Phone: 817-220-7707 Fax: 817-760-5238



Walnut Creek Special Utility District

P.O. Box 657
1155 Hwy. 199 West
Springtown, Texas 76082
(817) 220-7707
(817) 523-4463
Fax (817) 523-0359

A Message to Non-Standard Service Applicant:

Over the years, Parker and Wise counties have grown to serve expanding residential, commercial, and industrial interests. As any area grows, residential and small commercial interests quickly move into the surrounding rural areas seeking a small community atmosphere and better quality of life. This movement to rural areas has created a need for the services of rural utilities like Walnut Creek Special Utility District. Our District proudly serves thousands of rural water utility customers with excellent service and surpasses all regulatory requirements. Walnut Creek SUD welcomes all service applicants and looks forward to remaining a stable force in meeting future growth and development needs.

While Walnut Creek SUD supports growth and development of the rural community, it must also serve the interests of its customers. Walnut Creek SUD's mission is to provide the very best water utility service at the lowest possible cost to the consumer. Planned growth and development can serve to meet the needs of both the community and the goals of the utility. In an effort to meet these needs, the Walnut Creek SUD Board of Directors has initiated planning studies of its systems. Continual plans are being made to expand the service capacity of the water system to meet projected growth through the coming years.

Balancing its efforts to meet development needs and regulatory requirements, Walnut Creek SUD has also implemented new development policies to ensure fair and equitable development practices. The following package incorporates engineering, policy, and financial planning principles essential to the task of managing growth and development.

The Board's philosophy on serving the interests of growth and development is two-fold:

1. The district should pay for providing the "foundation" for system-wide growth through sound planning, design, and financial practices. This ensures that the system's infrastructure meets current and future incremental demands for service.
2. Site-specific growth and development should pay its own way in the expansion of the system's infrastructure to meet growth needs. This "growth pays for growth" policy is recognized and accepted by regulatory authorities and industry professionals as the fairest means by which utilities can meet planned development objectives. It truly represents a "cost-based" formula whereby costs are directly related to their origin.

This philosophy is promulgated through the District's policies and procedures.

As you contemplate your planned venture, we look forward to assisting you in meeting your development goals. Our staff and support-group of industry professionals are ready and able to provide you with the information necessary for the successful evaluation of your water service needs. Please review this packet of information and complete and return the application form along with a final plat so that we may begin the process of helping you make your project a success.

The Board of Directors and Management
Walnut Creek Special Utility District

Preliminary Instructions

Non-Standard Service is a term which simply means that your request for service is not a standard request. Your service offers the potential for significant additional demands on the Walnut Creek Special Utility District's water facilities. All water utilities struggle with meeting regulations for maintaining adequate service capacity. As your proposed project is evaluated, the District concerns itself with its ability to provide the necessary capacity to meet your needs while continuing to provide adequate service to its existing customers. For this reason, the potential impacts on system capacity must be carefully evaluated to maintain adequate capacity and constructed to meet local, state, and federal regulations.

The following information is designed to assist you in understanding the policies and procedures associated with meeting the terms and conditions for non-standard service with the District. As well, the application process is designed to assist the District in evaluating your needs. Through careful evaluation, you can be assured that your interests will be adequately served while protecting the District's physical and financial integrity. Through this process, everyone wins.

This application process can be simple or complex, depending on the nature of your service needs. Therefore, it is important to remember that the District is available to assist you in understanding this information. We encourage you to schedule a session with the staff to work through the details of this process. Helping you through this process will save time and money. Please take advantage of this opportunity.

The Non-Standard Service Application Form is provided as the last pages of this packet. You may copy, complete and return it to the District. The staff can assist you in proper completion of the form, if necessary. The District will date stamp the Application Form upon receipt and return a copy to you for your records. You will also need to provide a copy of an "approved" plat or map of your location, development, or facility to be served along with the application form. The District staff will also advise you of the specific requirements regarding your plat. Following this page is a table indicating the sequence of events that the District will follow to complete the application process. Once you have completed the Application Form and submitted an acceptable plat, the staff will walk you through the rest of the process. Depending on the complexity of your service request, this process may be modified to specifically serve the demands of your project. Be assured that the District will apply the most streamlined process possible while maintaining consistency in policy application.

One final note: Providing water service to the public costs money. In many cases, water facilities are the single costliest component of a project such as yours. While such projects as yours can prove to be beneficial to the District, the District is not in a position to venture into speculative projects by extending its services for non-standard service applicants. If you are willing to pay your fair share of costs to provide service to your project, the District will do everything in its power to make water services cost-effective. To this end, we offer our best wishes and support.

**Notice of Requirement to Comply with
The Service Extension Policy
Of
Walnut Creek Special Utility District**

Pursuant to Chapter 13.2502 of the Texas Water Code, Walnut Creek Special Utility District (Walnut Creek SUD) hereby gives you notice that any person who subdivides land by dividing any lot, tract, or parcel of land, within its service area, described as Certificate of Convenience and Necessity No. 10285, located in and around Parker and Wise Counties, Texas, into two or more lots or sites for purpose of sale or development, whether immediate or future, including re-subdivision of land for which a plat has been filed and recorded, or request more than two water connections, or meter equivalents thereof, on a single contiguous tract of land, must comply with the Walnut Creek SUD Non-Standard Service Extension Policy (the "Subdivision Policy") contained in Section F of the Walnut Creek SUD's District Policy.

Walnut Creek Special Utility District is not required to extend retail water utility service to a service applicant in a subdivision where the developer of the subdivision has failed to comply with the provisions of the Non-Standard Service Extension Policy (also known as the Walnut Creek SUD Service Policy Section F, Service Extension Policy or Subdivision policy).

Among other requirements, the Non-Standard Service Extension Policy requires:

- Formal application for service, and
- Submittal of information necessary for complete evaluation of service needs;

Other applicable elements of the Extension Policy, depending on the specific circumstances of the Non-Standard or subdivision service, may include:

- Evaluation by the Walnut Creek SUD of the impact the proposed service extension or subdivision will make on the Walnut Creek SUD's water supply system and payment of costs for this evaluation;
- Payment of reasonable cost or fees by the developer for providing water supply capacity;
- Payment of fees for reserving water supply capacity;
- Forfeiture of reserved water supply capacity for failure to pay applicable fee;
- Payment of cost of any improvements to Walnut Creek SUD's system that are necessary to provide the water; and
- Design and construction of required on-site and off-site facilities by Walnut Creek SUD and the dedication of required property, facilities, and right-of-way for the subdivision by the developer upon approval and acceptance by the District following inspection.

Walnut Creek Special Utility District's service policy and map showing the Walnut Creek SUD's service area may be reviewed and obtained at the District's office, at 1155 W Hwy 199, Springtown, TX.

Walnut Creek
Special Utility District

***NON-STANDARD SERVICE
EXTENSION POLICIES
-SUB-SECTION F-***

SECTION F.
NON-STANDARD SERVICE EXTENSION POLICY

1. **Public Convenience and Necessity.** Walnut Creek Special Utility District (the District) is certificated under Chapter 13, Subchapter G., of the Texas Water Code to provide water service to communities in and/or around Parker and Wise Counties, Texas. The District's Certificate of Convenience and Necessity, Service Policy Section D, requires the District to provide continuous and adequate service within these certificated service areas.
2. **Limits of Obligation.** The District shall provide continuous and adequate service within its service areas according to the terms of its Service Policy, the rules and regulations of local, state, and federal jurisdictions, and the covenants of bond obligation, promissory notes, and/or other secured instruments. Specifically, Chapter 13.2502 provides for constructive notice, hereby given, and otherwise provided by the publication of the required, *Notice of Requirement to Comply with the Subdivision Extension Policy of Walnut Creek Special Utility District*, as evidenced by this document. The District is not required to extend retail water utility service to a service applicant in a subdivision where the responsible party (Applicant/Developer) of the applicable property (subdivision) has failed to comply with the terms of the policy.
3. **Purpose.** The purpose of this Non-Standard Service Extension Policy (also sometimes referred to as the Subdivision Service Extension Policy) is to govern agreements and service procedures for any person(s), partnership, cooperative, corporation, agency, public or private organization of any character or any other legal entity who subdivides land by dividing any lot, tract, or parcel of land, within the service area of the District, into two or more lots or sites, for the purpose of sale or development, whether immediate or future, including re-subdivision of land for which a plat has been filed and recorded, or requests two or more water service connections, or the metering equivalents thereof, on a single contiguous tract of land. Additionally, this policy shall govern any development where additional piping, service facilities, etc. are required to accommodate individual, multiple, commercial, or industrial applicants. For the purposes of this Service Policy, applicants subject to this section shall be defined as Non-Standard.
4. **Application of Rules.** The Board of Directors of the District shall interpret on an individual basis whether or not the applicant complies with the terms of this policy and whether the applicant's service request shall be subject to all or part of the conditions of this section.
5. **Non-Standard Service Application.** The applicant shall meet the following requirements prior to the initiation of a service contract by the District:
 - a) The applicant shall submit a properly completed Non-Standard Service Application to the District.
 - b) A final plat approved by the appropriate governmental entities, and acceptable to the District, must accompany the application showing the applicant's requested service area. The plat must be approved by all regulatory authorities and local governments having jurisdiction over lot sizes, sewage control, drainage, right-of-way, and other service facilities. Plans, specifications, and special requirements of such regulatory authorities shall be submitted with the plat. If no local governmental authorities have requirements other than those of the District, the applicant shall supply a plat drawn by a registered public surveyor

or professional engineer. The plat shall include all previous subdivisions of the property and existing tract owners of record. The plat must distinguish the tracts for which service is currently being requested, and as much as practicable, show future subdivision of larger tracts. Such plats must be filed as a part of the property deed with the appropriate county clerk's office. Applicants for single taps involving extension or up-sizing of facilities shall be required to submit maps or plans detailing the location of the requested extension and details of demand requirements. Other plat requirements are listed in the Non-Standard Service Application form.

- c) The applicant shall submit the properly completed application and plat. The District shall then provide an estimate of the Non-Standard Service investigation fee. This fee shall represent the estimated cost of initial project management, administrative, legal, and preliminary engineering fees. The actual costs of these services shall be assessed on a project by project basis. Following preliminary project review, any unused portion of the fee shall be refundable to the applicant and any additional expenses incurred as a result of efforts by the District to determine service requirements of the applicant shall be paid by the applicant.
 - d) Immediately following the applicant's satisfactory completion of application requirements, the District may engage the services of a Project Manager to initiate, facilitate, and complete the project under the terms of this policy. The project management costs shall be included in the total project costs to be paid by the applicant.
 - e) If after the service analysis has been completed, the District determines that the applicant's service request is for property outside the District's Certificated Service Area of Public Convenience and Necessity, service may be extended provided that:
 - 1) The service location is contiguous to or within one-fourth (1/4) mile of the District's Certificated Service Area of Public Convenience and Necessity; or
 - 2) The service location is not in an area receiving similar service from another utility;
 - 3) The service location is not within the Area of Public Convenience and Necessity of another similar utility; and
 - 4) The applicant pays the cost of the amendment to the District's Certificated Area to include the area to be served.
6. **Design.** The District shall study the design requirements of the applicant's required facilities prior to initiation of a service contract by adopting the following schedule:
- a) The District's consulting engineer shall review the service demand requirements for the applicant's planned facilities and prepare a preliminary engineering report for the District. The preliminary engineering report shall address on-site and off-site facilities required to meet service requirements of the applicant, and capacity impacts on existing facilities. The applicant may hire the services of a Texas Registered Professional Engineer for all design of on-site and off-site facilities and review and approve all plans and specifications for other-designed on-site facilities. Design standards shall comply with the District's design specifications.
 - b) Engineering fees for completion of the project shall follow the District's Consulting Engineer's fee schedule. Fee scheduling shall be based on the consultant's hourly rates, the work demands of the specific project, and, in general, the published fee curves of *The Consulting Engineers Council of Texas*. These fees shall be in addition to the preliminary

engineering report completed as a part of the Non-Standard Service Investigation Fee and any fees for engineering services hired outside the District engineer's work.

- c) Upon review and approval of the preliminary cost estimates by the applicant, the Consulting Engineer shall compile and submit to the District a set of detailed plans, specifications, and prepare bid documents for the project as directed by the project manager and/or the District.
- d) If no local authority imposes other design criteria on the applicant's service request, the District's Engineer shall design facilities to meet the service demands subject to the following terms and conditions.
 - 1) If the plat submitted is approved by the applicable county commissioner's court, and/or by a municipal government having authority for plat approval, then service will be designed according to the number of lots or service units as indicated by the approved plat.
 - 2) If the plat submitted is not approved by the applicable authorities, the District shall impose specific design criteria for service on the potential number of services, platted or not platted as lots or service units, for which service may be ultimately requested in the unapproved plat of the requested service area. The maximum number of lots or service units may be determined by the total acreage divided by the minimum lot size allowed by the county for installation of on-site sewage facilities. The District may allow for a percentage of total potential build-out.

7. **Cost of Service.** Unit cost of service to Non-Standard Service applicants is often inconsistent with the per-unit costs assessed Standard Service applicants. The cost-of-service calculations for Standard Service is based on a uniform system capacity analysis and other factors unique to individual service requirements, including amortized participation of meeting capacity costs through monthly rates. Non-Standard service costs are based more on site-specific capacity analysis due to the development's significant impact on capacity in its pressure plane and based on other factors unique to non-standard service requirements for their development. Costs to the Non-Standard Service applicant shall be directly related to the fair and reasonable costs of providing service to meet the known and measurable demand of the proposed project for approved, platted developments in its respective pressure plane. Reasonable projections shall also be made by the District to anticipate additional service demands in unapproved, un-platted developments that may result in further subdivision of tracts within the boundaries of the developed property. Costs of upgrading facilities to meet these costs shall be paid by the applicant.

The District also reserves the right to upgrade design of off-site service facilities in a route to, or in the vicinity of the proposed project, to meet future demands, provided however, that the District pays the expense of such upgrading above the applicant's current or future facility requirements. The District's participation in construction due to an upgrade shall be based on the construction cost difference, not the capacity cost difference, unless however, the District's distribution service capacity demand is at or near 85% of total available capacity at the time the construction is contemplated. Therefore, the District shall only pay the incremental increase in upgrade of material costs unless there are substantial additional costs related to construction of

facilities due to the District's need to expand its capacity in the area under the 85% rule. Under such conditions, the District shall allocate costs according to the capacity cost difference.

8. **Non-Standard Service Contract.** All applicants requesting or requiring Non-Standard Service shall enter into a written contract prepared by the District. Said contract shall define the terms of service prior to construction of required service facilities. Guidelines for the service contract may include, but are not limited to:
 - a) Definition of all costs associated with required management, administration, design, construction, and inspection of facilities for water service to the applicant's service area and terms by which these costs are to be paid.
 - b) Definition of procedures by which the applicant shall accept or deny a contractor's bid, thereby committing to continue or discontinue the project.
 - c) Definition of fees required by the District in addition to the construction and other costs required under this section.
 - d) Definition of monthly standby fees as applicable to the service request.
 - e) Definition of terms by which reserved service shall be provided to the applicant and duration of reserved service with respect to the impact the applicant's service request will have upon the District's system capability to meet other service requests.
 - f) Definition of terms by which the applicant shall be reimbursed or compensated for fees duplicated in assessments for monthly rates and other fees.
 - g) Definition of terms by which the District shall administer the applicant's project by:
 - 1) Review of the design of the applicant's on-site service facilities;
 - 2) Design of off-site service facilities to provide service to the applicant's facilities;
 - 3) Securing and qualifying bids for off-site facilities, if applicable;
 - 4) Selection of a qualified bidder for construction of off-site facilities;
 - 5) Approval of qualified bidders or candidates for construction of on-site facilities;
 - 6) Execution of the Service Contract;
 - 7) Construction inspection of on and off-site facilities; and
 - 8) Testing of facilities and closing the project.
 - h) Definition of terms by which the applicant shall indemnify the District from a third-party claims or lawsuits in connection with the project contemplated.
 - i) Definition of terms by which the applicant shall deed all constructed facilities to the District and by which the District shall assume operation and maintenance responsibility, including any enforcement of warranties in connection with construction of the applicant's project.
 - j) Definition of terms by which the applicant shall grant title or easement for right-of-ways, constructed facilities, and facility sites and/or terms by which the applicant shall provide for securing of required right-of-ways and sites.
 - k) Definition of terms by which the Board of Directors shall review and approve the Service Contract pursuant to current rules, regulations, and bylaws.
9. **Property and Right-of-Way Acquisition.** With regard to construction of facilities, the District shall require private right-of-way easements or private property as per the following conditions:
 - a) All District water lines shall be located within an easement that is contiguous at all points to a state highway or county approved and maintained road right of way.
 - b) If the District determines that right-of-way easements or facility sites outside the applicant's property are required, the District shall require the applicant to secure easements or title to

facility sites in behalf of the District. All right-of-way easements and property titles shall be researched, validated, and filed by the District at the expense of the applicant.

- c) All facilities required to be installed in public right-of-ways in behalf of the applicant, due to inability to secure private right-of-way easements, shall be subject to cost equal to the original cost of facility installation for those facilities in public right-of-ways, plus the estimated cost of future relocation to the private right-of-ways or subject to the cost of installation under state condemnation procedures, whichever is most desired by the applicant.
 - d) The District shall require an exclusive dedicated right-of-way on the applicant's property (as required by the size of the planned facilities and as determined by the District) and title to property required for other on-site facilities.
 - e) Easements and facility sites shall be prepared for the construction of the District's pipeline and facility sites shall be prepared for the construction of the District's pipeline and facility installations in accordance with the District's requirements and at the expense of the applicant.
10. **Pre-Payment for Construction and Service.** Upon execution of the Service Contract, the applicant shall pay to the District all costs required under the terms of the contract.
11. **Construction.**
- a) All road work and site drainage work pursuant to county and/or municipal standards (if applicable) shall be completed prior to facility construction to avoid future problems resulting from road right-of-way completion and excavation. Subject to approval of the requisite authority, road sleeves may be installed prior to road construction to avoid damage during construction of applicant's facilities.
 - b) The District shall, at the expense of the applicant, inspect the facilities to ensure that Districts standards are achieved.
 - c) Construction plans and specifications shall be strictly adhered to, but the District reserves the right to change order any specifications, due to unforeseen circumstances during the design phase, to better facilitate operation of the applicant's facility. All change order amounts shall be charged to the applicant.
12. **Service within Subdivisions.** The District's objective to provide service to any customer located within a subdivision governed by this section is strictly limited to the non-standard service specified by the Applicant. The District is not required to extend retail utility service to an Applicant in a subdivision where the responsible party (Applicant/Developer) of the applicable property (subdivision) has failed to comply with the terms of this Service Policy. The Applicant is responsible for paying for all costs necessary for non-standard service to a subdivision as determined by the District under the provisions of this Service Policy and specifically the provisions of this Section; if the Applicant fails to pay these costs, the District has the right to require payment of these costs by any one or more of the persons purchasing lots within such subdivision before the District is obligated to provide water service. In addition, the District may elect to pursue any remedies provided by the Non-Standard Service Contract. Applicant is advised that purchasers of lots also may have legal recourse to the Applicant under Texas law, including but not limited to Section 13.257, Texas Water Code, and the Texas Deceptive Trade Practices-Consumer Protection Act, Ch. 17, Subchapter E, Business and Commerce Code.

- 13. Subdivision Involving 50 Acres or Larger.** The applicant developer must provide all information otherwise required under this section and must ensure that the District has been provided complete information sufficient to determine whether the level and manner of service requested by the applicant developer can be provided within the time frame specified by the applicant developer and to determine what capital improvements, including expansion of capacity of the District's production, and distribution facilities properly and directly allocable to the requested level and manner of service will be needed. At a minimum, the applicant developer must provide the following:
- a) Map and description of the area to be served complying with requirements of 30 Texas Administration Code Section (291.105 a. 2, A-G).
 - b) Time frame for the initiation of service and service to each phase.
 - c) Level of service (quantity and quality) for each phase including a map showing each phase.
 - d) The projected land uses that support the requested level of service for each phase.
 - e) Copies of all required approves, reports and studies done by or for the applicant developer for this property.
 - f) Proposed improvements to be constructed by the applicant developer including time line for the construction of these improvements.
 - g) A map or plat of the subdivision depicting each phase signed and sealed by a licensed surveyor or registered professional engineer.
 - h) Projected water demands of the subdivision when fully built out and the projected schedule of build-out.
 - i) Any additional requested information by the District necessary to determine the capacity and the cost for providing the requested service.
 - j) The applicant developer must advise the District that he/she may request expedited decertification from TCEQ.
- 14. Fire Hydrant Installation Request.** All requests for fire hydrant service must be provided in writing by a Walnut Creek SUD customer. Fire Hydrants will only be installed by Walnut Creek SUD. All costs for materials and labor will be paid in advance by customer. Upon completion of installation, Fire Hydrant will become the property of Walnut Creek SUD. This policy will be reviewed and updated as required. Walnut Creek SUD reserves the right to reject any and all requests for Fire Hydrant service.
- 15. Portable Meter Request.** All requests for the use of portable meters that attach to fire hydrants for "quick fill" needs shall be by written application. Portable meters are issued for the temporary use primarily during construction projects. These meters are not intended for use as an alternate source for water service to a single location on a continuous or regular basis as would be appropriately served according to the provisions of standard service. Approved applicants will furnish a deposit for the use of a portable meter if needed. The portable meter issued will remain the property of Walnut Creek SUD. Upon return, any damage to the equipment will be grounds for retaining a reasonable portion of the deposit to cover the cost of repair.

SECTION G.
RATES AND SERVICE FEES

UNLESS SPECIFICALLY DEFINED IN THIS SERVICE POLICY, ALL FEES, RATES, AND CHARGES AS STATED SHALL BE NON-REFUNDABLE.

- 1) **Classes of Users** – All users of the District’s water services shall be classified as either standard or non-standard service, as further defined in Section E and Section F of this Service Policy. Either class of users may be further classified into sub-classes according to the meter size by which service is provided.
- 2) **Service Investigation fee.** The District shall conduct a customer service investigation for each service application submitted to the District. An initial determination shall be made by the District, without charge, as to whether the service request is Standard or Non-Standard. An investigation shall then be conducted and the results reported under the following terms:
 - a) All Standard Service requests shall be investigated without charge and all applicable costs for providing service shall be quoted in writing to the Applicant within ten (10) business days of application.
 - b) All Non-Standard Service requests shall be subject to a fee, appropriate to each project, of sufficient amount to cover all administrative, legal, and engineering fees required by the District to:
 1. Provide cost estimates of the project,
 2. Develop detailed plans and specifications as per final plat,
 3. Advertise and accept bids for the project,
 4. Execute a Non-Standard Service Contract with the Applicant, and
 5. Provide other services as required by the District for such investigation.
- 3) **Deposit.**
 - a) At the time the application for service is approved, and Applicant for standard service shall pay an account Deposit which will be held by the District, without interest, until settlement of the Customer’s final bill. The Deposit will be used to offset final billing charges of the account. In the event that **FIVE DOLLARS (\$5.00)** or more of the Deposit remains after the final billing is settled, the balance will be paid to the customer within 45 days, provided the District is given a suitable address. All requests for refunds shall be made in writing and should be filed within 90 days of termination. In the event that an outstanding balance exists after the Deposit is applied, the District shall attempt to collect the outstanding balance by any lawful means available.
 1. The Deposit for water service is:
 - i) \$135.00 – permanent residential.
 - ii) \$150.00 – Landlord/tenant, commercial, other
 2. The deposit for oversized water service will be quoted at time of application.
- 4) **Installation Fee (Tap Fee).** The District shall charge an installation fee for service as follows:

- a) **Standard Service** shall include all current labor, material, engineering, legal, customer service inspection, and administrative costs necessary to provide individual metered water. Service shall be charged on a per tap basis as follows:

Meter Size	Meter Installation (Tap) Fee
5/8" x 3/4"	\$1,885.00
1"	\$2,275.00
1 1/2"	\$2,800.00

- b) **Non-Standard Service** shall include any and all construction labor and materials, inspection, administration, legal, and engineering fees as determined by the District under the rules of Section F of this Service Policy.
- c) **Standard and Non-Standard Service Installations** shall include all costs of any pipeline relocations as per Section E. 2. (d) (vii) of this Service Policy or other system improvements.
- d) **Fire Hydrant or Construction Service:** Deposit is \$925.00 and a \$50.00 non-refundable fee for set-up and removal of meter. The fee for service is \$250.00 base rate and \$10.25 per thousand gallons.
- 5) **Monthly Charges.**

- a) **Service Availability Charge**

Water Service – The monthly charge for water service begins upon installation of service connection, which may or may not include allowable gallonage, is based on demand by meter size. Each charge is assessed based on the number of 5/8" x 3/4" meter (as per AWWA maximum continuous flow specifications – see Miscellaneous) equivalent to the size indicated and is used as a base multiplier for the Service Availability Charge and any allowable gallonage. Rates and equivalents are as follows:

Meter Size	Monthly Rate
5/8" x 3/4"	\$35.70
1"	\$51.95
1 1/2"	\$85.65

- b) **Gallon Charge** – In addition to the Service Availability Charge, a gallonage charge shall be added at the following rates during any one (1) billing period.
- Water - \$6.11 per thousand gallons 2,001 – 10,000 gallons
 Water - \$6.95 per thousand gallons 10,001 – 20,000 gallons
 Water - \$7.90 per thousand gallons All usage over 20,001 gallons

The District shall, as required by Section 5.235, Water Code, collect from each of its retail customers a regulatory assessment equal to one-half of one percent of the charge for retail water service. This charge shall be collected in addition to other charges for utility service. This fee is collected on all charges pertaining to Section G. 5. Monthly Charges of this Service Policy.

- 6) **Later Payment Fee.** Once per billing period, a penalty of \$9.00, on any balance over \$10.00 shall be applied to delinquent bills after 4:00 p.m. on last day of billing period.
- 7) **Returned Check Fee.** In the event a check, draft, or any other similar instrument is given by a person, firm, District, or partnership to the District for payment of services provided for in this Service Policy, and the instrument is returned by the bank or other similar instrument as insufficient or non-negotiable for any reason, the account for which the instrument was issued shall be assessed a return check charge of \$32.00
- 8) **Customer Service Fee.** All new customers who do not have an active account with the District will be charged a one (1) time non-refundable Customer Service fee of \$200.00. (TAC 49.212)
- 9) **Service Trip Fee.** The District shall charge a trip fee of \$45.00, after hours fee of \$150.00 for any service call or trip to the Customer's tap as a result of a request by the Customer or resident; unless the service call is in response to damage of the District's or another Customer's facilities, or for the purpose of disconnecting or collecting payment for services.
- 10) **Fee for Unauthorized Actions.** If the District's facilities or equipment have been damaged by tampering, by-passing, installing unauthorized taps, reconnecting service without authority, or other service diversion, a fee shall be charged equal to the actual costs for all labor, material, equipment necessary for repair or replacement of the District's facilities and shall be paid before service is re-established. All components of this fee will be itemized, and a statement shall be provided to the Customer. If the District's facilities incur losses or damages, the Customer shall be liable for all labor and material charges incurred as a result of said acts or negligence. The minimum fee will be \$150.00. NOTE: Payment of this fee will not preclude the District from requesting appropriate criminal prosecution.
- 11) **Meter Test Fee.** The District shall test a Customer's meter upon written request of the Customer. Under the terms of Section E of this Service Policy, the actual cost of this test shall be imposed on the affected account.
- 12) **Regulatory Assessment.** A fee of 0.5% of the amount billed for water service will be assessed each customer; as required under Texas law and TCEQ regulations.
- 13) **Additional Assessments.** In the event any federal, state, or local government imposes on the District a "per meter" fee or an assessment based on a percent of water use or charges, this fee or assessment will be billed and collected as a "pass through" charge to the customer.
- 14) **Other Fees.** The actual and reasonable costs for any services outside the normal scope of utility operations that the District may be compelled to provide at the request of a Customer shall be charged to the Customer.

NON-STANDARD SERVICE APPLICATION

DATE: _____

NAME OF DEVELOPMENT: _____

Maximum Number of Lots: _____ Standard Lot Size: _____

Name of Applicant: _____

Name & Title of Person Completing Application: _____

Mailing Address: _____

Tel: _____ Fax: _____ Email: _____

Responsible Engineer: _____

Mailing Address: _____

Tel: _____ Fax: _____ Email: _____

Property Description: (State legal description or attach copy of deed) _____

Describe all intended land uses in the Development: (Attach additional sheets if necessary)

____ Residential Subdivision ____ Apartments ____ Manufactured Home Park
____ RV Park ____ Commercial ____ Other

Special Service Needs: _____

All information provided to the District under an application for non-standard service shall be considered public information and will be made available for inspection and copying. Any person who submits information in conjunction with the application consents to the inspection and copying of that information.

Additional information required to determine level and manner of service: (Initial those terms submitted with this application)

- Two (2) paper copies of the preliminary plat signed and sealed by licensed surveyor or registered professional engineer.
- Two (2) copies of Final Plat (signed) with **911 addressing**.
- General location map of development.
- Description of improvements the Applicant proposes to build.
- A proposed calendar of the design, plat approval, construction phasing and initial occupancy.
- Applicant's projected demand for water service when the development is fully built-out.
- For development in phases, a map depicting the currently estimated location of each phase.
- For development in phases, the Applicant must specify the level and manner of service and estimated time frame for each phase.

All information provided to the District under an application for non-standard service shall be considered public information and will be made available for inspection and copying. Any person who submits information under such an application consents to the inspection and copying of that information.

This application must be completed by the Applicant only. The District will take no action related to the above-described development until this application is complete. A signed application will be considered complete only after the District has received all required attachments, including a check for estimated engineering fees for your project.

I CERTIFY, AS THE APPLICANT OR AS AN AUTHORIZED REPRESENTATIVE ON BEHALF OF THE APPLICANT, THAT THE FORGOING REPRESENTATIONS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

Signature: _____ Date: _____

SIGNED APPLICATION RECEIVED BY DISTRICT ON _____, 20____, BY _____

FOR DISTRICT USE

Service Investigation fee: Amount: \$ _____ Check #: _____ Date Received: _____

List service information and documents not submitted with application:

Date Received: _____ By: _____
Date Received: _____ By: _____
Date Received: _____ By: _____

Comments: _____
