



# HOUSTON WATER APPLICATION FOR EMERGENCY BACKUP SERVICE

## 1. APPLICATION REQUEST

**Applicant Name** (legal name of entity to receive water) \_\_\_\_\_

**System PWS ID Number** (7-digit TCEQ number) \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Name and TCEQ PWS ID Number of City of Houston system to which connection is requested:**

\_\_\_\_\_

### Amount of Water Requested

When utilizing the interconnect, what is the maximum volume of water (gallons per minute) projected to be drawn from the COH system and for what duration of time? \_\_\_\_\_ GPM \_\_\_\_\_ duration

**Proposed Meter Size** \_\_\_\_\_

**Proposed point of connection to City of Houston**

\_\_\_\_\_

**Reason for seeking interconnect with the City of Houston**

\_\_\_\_\_

\_\_\_\_\_

Is the entity currently under any BOARD ORDER or other such ADMINISTRATIVE ORDER from the State of Texas or other REGULATORY AGENCY? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, please give the details of the ADMINISTRATIVE ACTION below, or attach a COPY of the order. Include any CAPITAL IMPROVEMENTS to your water system that would be made necessary by compliance with the order.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. EXISTING CONNECTIONS & ACCOUNTS**

Is the applicant PWS an existing City of Houston water customer?  Yes  No  
If yes, what is the account number(s): \_\_\_\_\_

Does the applicant PWS have existing water contracts with the City of Houston?  Yes  No  
If yes, what is the contract number & expiration date: \_\_\_\_\_

List all other entities that you currently have interconnects with (including private utility companies)  
\_\_\_\_\_

**EXISTING INTERCONNECTS**

Provide location for each interconnect with the City or other PWS systems, meter location, meter size, whether a BACKFLOW PREVENTER is in place, and if the interconnect is used to provide service, receive service, or both. If unmetered, provide the locations of the other entity's valve and your line valve. **Please include a map and label as ATTACHMENT A showing locations of existing interconnects.**

\_\_\_\_\_  
\_\_\_\_\_

For each interconnect, is there an EXECUTED AGREEMENT or other type of written agreement in place?  
\_\_\_\_\_ Yes \_\_\_\_\_ NO

If YES, please provide a copy of each agreement as **ATTACHMENT A-1**.

If the interconnect(s) are NOT for EMERGENCY BACKUP SERVICE, briefly describe the nature of the connection.

\_\_\_\_\_  
\_\_\_\_\_

**3. WATER FACILITIES INFORMATION**

Please provide the following information for the applicant PWS, indicating "N/A" where not applicable:

**Water Treatment Plant Name:** \_\_\_\_\_

Water Treatment Plant Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Size of Treatment Plant Site: \_\_\_\_\_ State Water Well Permit No. \_\_\_\_\_

HGSD Well Number No. \_\_\_\_\_ HGSD Permit No. \_\_\_\_\_

Well(s): \_\_\_\_\_ GPM      Booster Pump(s): \_\_\_\_\_ GPM      Tank(s): \_\_\_\_\_ MG

**Storage Facilities**

Are existing storage facilities within your entity above or below ground? \_\_\_\_\_

Please Provide Capacities. \_\_\_\_\_

(If there are multiple water treatment plants please include each, with all applicable fields above, and label **Attachment A-2**)

**4. CONTACT INFORMATION**

**Primary Contact & Title**

(person who can answer questions about application) \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Contact & Title**

(person authorized to sign contract, if applicable) \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Law Firm**

(if applicable) \_\_\_\_\_ **Attorney** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Engineering Firm**

(if applicable) \_\_\_\_\_ **Engineer** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Emergency Contact**

(available by phone 24/7) \_\_\_\_\_ **Title** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

## 5. REQUIRED APPLICATION DOCUMENTS

### Map depicting the following:

1. Service Area Boundaries – area served reference by street name and location. (all applicants)
  - If you provide service to an out of district customer or outside your service area boundary, include and label each on the map
  - Key map numbers should be included in the legend.
  - Signed and sealed by a Texas Land Surveyor<sup>1</sup>
2. Point of Delivery – the actual proposed point of connection between the Houston System and your system in Geographic Coordinates.
  - Street, water line size, and geographic coordinates should all be labeled.
  - Include all interconnects with other public water supplies on the map, including existing emergency backup connections, indicating whether the interconnect flows two the applicant PWS, from the applicant PWS, or both. Please also identify which entity is on the other side of each interconnect.
3. Point of Measurement – the water meter size and location in Geographic Coordinates where the water will be measured by the City of Houston, labeled.

All geographic coordinates are to be State Plane, Texas South Central Zone 5401, FIPS 4204, NAD83.

<sup>1</sup>If 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 Drawings** - provide an electronic copy of engineering drawings and detailed specifications of the applicant's proposed installation of EBS equipment, including meter and backflow prevention assembly equipment.

Please note, if the EBS application is approved, engineering plans must be approved by the City of Houston Office of the City Engineer before commencing construction, along with any permitting requirements that may be applicable.

**Compliance Approval** - if this application is approved by Houston, the applicant must apply to the City of Houston Office of the City Engineer (OCE) for plan approval, as well as apply to TCEQ for the approval of the interconnection between two public water supplies. Final OCE and TCEQ approval must be provided to the City of Houston prior to the commencement of any construction of an EBS interconnection. Backflow prevention must be provided by the applicant for the interconnection for the life of the interconnect; maintenance of a backflow prevention assembly includes annual certification of compliance which must be submitted to the City of Houston Cross Connection Control Program. Failure to maintain adequate backflow prevention and/or failure to timely submit annual compliance testing documenting compliance to the City of Houston constitutes a breach of this agreement and may cause the City of Houston to pursue enforcement action. Applicant acknowledges that any EBS agreement may be revoked for failure to maintain compliance of the backflow prevention assembly.

## 6. 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.

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Signature

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Printed Name

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Title

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Date

## 7. Submittal Instructions

Please submit a digital or electronically signed application and required documents to [watercontracts@houstontx.gov](mailto:watercontracts@houstontx.gov). Please include "Application for Emergency Back-up Service" in the subject line.