



# HOUSTON WATER APPLICATION FOR CONTRACT TREATED WATER AND GROUNDWATER REDUCTION PLAN AGREEMENT

City of Houston water rates and application fees are set by ordinance and may be found in Chapter 47 of the Code of Ordinances. Contracts are on forms developed by the Legal Department and vary only slightly, depending upon the water supply source or other special circumstances that may exist.

The applicant understands that all ordinances of the City (current 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 service provided by the City to premises outside of the corporate limits. The applicant also understands that the City may suspend or disconnect such service 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.

## 1. APPLICATION REQUEST

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

**Service Address** (where water will be used) \_\_\_\_\_

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

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

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

Which Harris-Galveston Subsidence District Regulatory Area is this service area in?

1  2  3

Treated water for industry **SIC code** \_\_\_\_\_

Which Harris-Galveston Subsidence District Regulatory Area is this service area in?

1  2  3

Treated water for commercial facility. **State type of business:** \_\_\_\_\_

Which Harris-Galveston Subsidence District Regulatory Area is this service area in?

1  2  3

Groundwater Reduction Plan Contract

Which Harris-Galveston Subsidence District Regulatory Area is this service area in?

1  2  3

**Water Supply Applicants Only:  
Requested Amount of Water**

## ESTIMATED CONSUMPTION

Maximum Daily Quantity (Million Gallons per Day): \_\_\_\_\_ MGD

Daily Peak (Gallons per Minute): \_\_\_\_\_ GPM

Contract Maximum (Million Gallons per Month): \_\_\_\_\_ MGM

**REQUIRED** – Provide total amounts of water needed annually to meet your demand for the next 40 years (40 year demand projects) and label as Attachment A

**GRP Applicants Only:**

ATTACH THE FOLLOWING ITEMS WITH YOUR APPLICATION

- Copy of current HGSD permits and applications
- Annual groundwater pumpage for the last 5 years (if applicable)
- **REQUIRED** - Total amount of water needed annually to meet your demand for the next 40 years (40 year demand projects) and label as Attachment A

## 2. EXISTING CONNECTIONS & ACCOUNTS

 Is 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 &amp; expiration dates: \_\_\_\_\_

**EXISTING INTERCONNECTS (if there are not any interconnects enter N/A)**

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

 Provide location for each interconnect, meter location, meter size, whether a BACKFLOW PREVENTOR 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 B showing locations of existing interconnects.**

 For each interconnect, is there an EXECUTED AGREEMENT in place?  Yes  No

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

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

**3. CONTACT INFORMATION****PRIMARY CONTACT PERSON (Person who can answer questions regarding this application)**

|                |              |              |            |
|----------------|--------------|--------------|------------|
| <b>Name</b>    | <b>Title</b> |              |            |
| <b>Address</b> | <b>City</b>  | <b>State</b> | <b>Zip</b> |
| <b>Email</b>   | <b>Phone</b> |              |            |

**PERSON AUTHORIZED ON BEHALF OF APPLICANT TO SIGN THE CONTRACT**

|                |              |              |            |
|----------------|--------------|--------------|------------|
| <b>Name</b>    | <b>Title</b> |              |            |
| <b>Address</b> | <b>City</b>  | <b>State</b> | <b>Zip</b> |
| <b>Email</b>   | <b>Phone</b> |              |            |

**EMERGENCY CONTACT (Available by Phone 24/7)**

|                                |              |              |            |
|--------------------------------|--------------|--------------|------------|
| <b>Contact Name</b>            | <b>Title</b> |              |            |
| <b>Email</b>                   | <b>Phone</b> |              |            |
| <b>Contact Mailing Address</b> |              |              |            |
| <b>Address</b>                 | <b>City</b>  | <b>State</b> | <b>Zip</b> |

**OTHER CONTACTS (If Applicable)**

|                 |                      |              |            |
|-----------------|----------------------|--------------|------------|
| <b>Law Firm</b> | <b>Attorney Name</b> |              |            |
| <b>Address</b>  | <b>City</b>          | <b>State</b> | <b>Zip</b> |
| <b>Email</b>    | <b>Phone</b>         |              |            |

|                         |                      |              |            |
|-------------------------|----------------------|--------------|------------|
| <b>Engineering Firm</b> | <b>Engineer Name</b> |              |            |
| <b>Address</b>          | <b>City</b>          | <b>State</b> | <b>Zip</b> |
| <b>Email</b>            | <b>Phone</b>         |              |            |

Person that can be contacted for non-emergency operational issues

**Operator Contact Name**

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**Operator Position Title**

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**Email**

**Phone**

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**Operator Contact Mailing Address**

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**Address**

**City**

**State**

**Zip**

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Person who receives billing invoices

**Bookkeeper Contact Name**

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**Title**

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**Email**

**Phone**

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**Bookkeeper Mailing Address**

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**Address**

**City**

**State**

**Zip**

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## 4. MAP (REQUIRED)

Mapping instructions. 11 X 17 pdf and an electronic shapefile or file geodatabase depicting the following:

- Service Area Boundaries** - area to be served by the applicant as referenced by the street name and location of the applicant facilities.
  - 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
- Point of Delivery** - the actual point of connection between the Houston System and your system in Geographic Coordinates. (Water Supply Applicants only)
  - Street, water line size, meter size, and geographic coordinates should all be labeled
  - If you also have an emergency backup connection with the City of Houston or provide one to another entity, it should be included and labeled. Please also identify who has the connection
- Point of Measurement** - the water meter location in Geographic Coordinates where the water is measured by the City of Houston, labeled. (Water Supply Applicants only)

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

Please note that this map must be approved by the City of Houston before the contract is approved and will be attached as Exhibit A to the contract. An example of a map meeting these requirements is available at <https://www.publicworks.houstontx.gov/water-resources>.

## 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](mailto:watercontracts@houstontx.gov). Please include "Application for Contract Water or GRP" in the subject line.

An application fee of \$331.09 for treated water contracts and groundwater reduction plan contracts will be assessed once the application has been received. You will receive instructions on how to pay the application fee electronically. Please be advised that your application will not be processed until the application fee has been received and the application has been determined to be administratively complete.