



HOUSTON WATER APPLICATION FOR UNTREATED WATER

1. APPLICATION REQUEST

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

Facility Address (where water will be used) _____

City _____ **State** _____ **Zip** _____

Email _____ **Phone** _____

Mailing Address (if different from facility) _____

City _____ **State** _____ **Zip** _____

Untreated Water Application for (check only one)

government entity (city, utility district, water authority)

industry

SIC code _____

irrigation, agriculture

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

How will Water be Taken? continuously intermittently

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

Service Dates

Non-Contract **Requested Start Date** _____ **Length of Service** _____ Months / Years

Contract* **Requested Start Date** (if not immediately on effective date) _____

Reason not taking all contract quantity on effective date (required)

2. EXISTING CONNECTIONS & ACCOUNTS

Is the applicant an existing City of Houston water customer? Yes No

If yes, what is the account number: _____

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

If yes, what is the contract number & expiration date: _____

3. 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** _____

4. REQUIRED APPLICATION DOCUMENTS

Map - 11 X 17, 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.