

# TROPHY CLUB MUNICIPAL UTILITY DISTRICT No.1

## NEW DEVELOPMENT SERVICE APPLICATION

Date: \_\_\_\_\_

Property Applicant: _____	Owner: _____
Address: _____	Address: _____
Phone No.: _____	Phone No.: _____
Fax No.: _____	Fax No.: _____
Email: _____	Email: _____

REQUEST FOR WATER/WASTEWATER SERVICE TO: \_\_\_\_\_  
(SUBDIVISION NAME AND LOCATION- ATTACH MAP)

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

1. In order for the District to fully assess your request for water/wastewater service, please provide the following site specific information:
2. Number of single family homes, including general square-feet per house, number of bedrooms, and typical lot sizes;
3. Nature of other types of proposed developments (i.e., multi-family, commercial, and retail);
4. Projections of average and maximum day-treated water flow requirements by year from project initiation through build-out;
5. Projected housing starts by year through build-out;
6. Projections of irrigation requirements (monthly quantity and gpm flow rate) for common areas such as road medians and parks;
7. The mean sea level elevation of the highest structure to be located within the subdivision which will require potable water service;
8. Name, address and telephone number of the property owners and developers;
9. Any additional information you can provide to the District that describes the water/wastewater needs for the proposed subdivision;
10. Three (3) copies of plans sealed by a professional engineer registered in Texas;
11. Submit \$2,500.00 which serves as down payment to cover engineering, legal and other costs. Expenses in excess of \$2,500.00 will be invoiced and developer agrees to pay all such invoices.

This form provides a general overview of the approval process required for a developer of property to obtain water/wastewater service from the District. This form is provided for the convenience of developers of property for water/wastewater service but should not be relied upon by any person for any reason. In the event of a conflict between this summary and the District's Rules Governing Water/Wastewater Service or the Board of Director's orders, resolutions or polices, the District's Rules Governing Water/Wastewater Service and/or the Board's orders, resolutions and policies shall control.

Step. 1      Application for Service

- I.      Applicant must submit a completed Application for Water/Wastewater Service.
- II.     Applicant must submit \$2,500.00 fee. The Fee shall be utilized by the District to review the feasibility of providing service to the property, preparation of legal documents, engineering fees etc. All fees in excess of the \$2,500.00 will be invoiced and developer agrees to pay these fees upon receipt.

Step. 2      Feasibility Study

- I.      The District shall review all information submitted by applicant.
- II.     Applicant must promptly submit all additional data requested by the District for the District to evaluate the service request.

Step. 3      Service Availability Letter

- I.      The District shall provide written notice to applicant as to whether the District has adequate capacity available to service the property, and notify the applicant of any improvements necessary to provide service to the property ( if applicable).
- II.     The service availability letter should not be construed as a binding commitment to provide service. The District's obligation to provide service is subject to the execution of a service agreement, as provided below.

Step. 4      Execution of Service Agreement

- I.      Applicant and the District must enter into and execute a Service Agreement in a form acceptable to the District's legal counsel.
- II.     The Agreement must be approved by the District's Board of Directors prior to the execution by a District representative.
- III.    Applicant must pay all costs and expenses incurred by the District in connection with the preparation of the agreement to the extent such costs and expenses exceed the \$2,500.00 Fee initially paid by the Applicant.

Step. 5      District Comments

- I.      The District engineer shall provide written comments to the plans, specifications and drawings.
- II.     Applicant must revise all plans, specifications and drawings in accordance with the engineer's comments.

Step. 6      Construction Approval

- I.      The District shall provide written approval for commencement of construction.
- II.     Applicant, contractor and the District must participate in a pre-construction conference at least one week prior to commencement of construction.
- III.    Applicant must submit payment and performance bonds to the District prior to the commencement of construction. All bonds must be in a form acceptable to the District.
- IV.    Applicant must obtain all necessary governmental approvals and permits and furnish a copy thereof to the District before construction begins.

Step. 7      Construction

- I.      Applicant must provide written notice to the District not less than two weeks prior to the commencement of construction.
- II.     Developer must construct all project facilities in accordance with the Service Agreement and the approved plans, specifications and drawings.
- III.    The District will perform periodic inspections during construction.
- IV.    Developer is responsible for full-time on-site inspection during construction.

Step. 8      Completion of Construction

- I.      Applicant must provide the District with a letter at the completion of construction stating that construction was completed in accordance with the approved plans and specifications. This letter is to be signed and sealed by a Professional Engineer registered in the State of Texas.
- II.     Applicant must furnish the District with one (1) reproducible copy, two (2) blue line copies, and one (1) AutoCAD version of the "AS-Built" plans in a format acceptable to the District.

Step. 9      Testing and Flushing

- I.      Applicant shall perform all pressure and bacteriological testing and flushing required by the District. All testing must be done in accordance with the District's standard procedures.
- II.     A waterline will not be placed into service until a bacteriological sample(s) of the water is analyzed and the report from the Texas Department of Health shows no coli form organisms in the newly constructed line. A minimum of one bacteriological sample is required for each 1,000 feet of completed main. The Applicant is responsible for submitting the samples to the State.
- III.    All testing and flushing of lines must be done under the supervision of the District.
- IV.    Applicant must notify the District no less than 48 hours prior to all testing.

Step. 10      Conveyance of Facilities

- I.      Upon approval by the District, the Applicant must convey all project facilities to the District by Bill of Sale with a two year warranty (to commence upon acceptance by the District) in an amount equal to 100 percent of the construction cost of all water/wastewater improvements. The conveyance instrument must be in a form acceptable to the District and its legal counsel.
- II.     The District shall furnish a letter of acceptance to the Applicant which, among other things, sets forth the warranty period and any special conditions.

Step. 11      Commencement of Service

- I.      Upon compliance with all the requirements of the Service Agreement and the District's Rules, the District shall make service available after acceptance of the project improvements.
- II.     Any Applicant for standard service is required to comply with all applicable rules and requirements of the District, including the payment of all applicable fees, rates and charges.

Please contact the General Manager at 682-831-4600 with any questions or concerns regarding this matter.