

CHISHOLM TRAIL S.U.D.
Indication of Interest

Date:	_____	Property Owner:	_____
Applicant:	_____	Address:	_____
Address:	_____	Address:	_____
Voice No.:	_____	Voice No.:	_____
Fax No:	_____	Fax No:	_____
Email:	_____	Email:	_____

REQUEST FOR WATER SERVICE TO _____
(SUBDIVISION NAME AND LOCATION – ATTACH MAP)

In order for the District to fully assess your request for water service, please provide the District with the following site specific information:

1. Number of single family homes, including general square-feet per house, number of bedrooms, and typical lot sizes;
2. Nature of other types of proposed developments (i.e., multi-family, commercial, and retail);
3. Type of home construction to be utilized (i.e., on-site construction, modular homes or mobile homes);
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. Proposed property deed restrictions that may influence site water usage (i.e., yard sizes, landscape requirements, irrigation sprinkler systems, water conservation restrictions, etc.);
7. Projections of irrigation requirements (monthly quantity and gpm flow rate) for common areas such as road medians and parks;
8. Fire flow requirements in terms of rate (gallon per minute) and on-site storage requirements;

9. The mean sea level elevation of the highest structure to be located within the subdivision which will require potable water service;
10. Describe the internal water distribution system which is proposed to be financed and constructed by the developer or owner in terms of pipe sizes, lengths, materials to be used, design and construction criteria, whether the system is to be looped, number of valves and fire hydrants;
11. The method of wastewater treatment to service the proposed subdivision;
12. Name, address and telephone number of the property owners and developers; and
13. Any additional information you can provide to the District that describes the water needs for the proposed subdivision.
14. Three (3) copies of a sketched plat and preliminary/final plat of the project site (if available); and
15. Submit a \$2,500.00 Indication of Interest Fee. The developer may be required to enter into a "Memorandum of Understanding" or a "Non-Standard Water Service Contract" to pay all engineer and legal fees in excess of \$2,500.00.

Upon receiving the above information, the District will provide you with an assessment of the feasibility of water service, including service level, timing, and required extension improvements. This assessment will require approximately 30 days.

If you have any questions concerning this matter, please feel free to contact the Chisholm Trail S.U.D. General Manager at 254-793-3103 ext 213.

**CHISHOLM TRAIL SPECIAL UTILITY DISTRICT
NON-STANDARD SERVICE APPROVAL PROCESS AND FEE SCHEDULE**

This form provides a general overview of the approval process required for a developer of property or other person to obtain non-standard water service from Chisholm Trail Special Utility District. This form is provided for the convenience of developers of property and other applicants for non-standard water 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 Service or the Board of Director's orders, resolutions or policies, the District's Rules Governing Water Service and/or the Board's orders, resolutions and policies shall control.

Step 1. Application for Service

- i. Application must submit a completed Application (copy attached) for Non-Standard Water Service.
- ii. Applicant must submit \$2,500.00 Indication of Interest Fee, which fee shall be utilized by the District to review the feasibility of providing service to the property, preparation of legal documents, engineering fees, etc.
- iii. Applicant must submit background information including location of property for which service is sought, service needs, development plans, and any other information relevant to the provision of water service to the property.

Step 2. Feasibility Study

- i. District shall review all information submitted by applicant.
- ii. Applicant must promptly submit all additional data requested by District necessary for the District to evaluate the service request.

Step 3. Service Availability Letter

- i. District shall provide written notice to applicant as to whether the District has facilities available to serve the property, whether adequate capacity is available to service the property, and what improvements are necessary to provide service to the property.
- ii. The service availability letter should not be construed as a binding commitment to provide service. The District's obligation to provide non-standard service is subject to the execution of a non-standard service agreement, as provided below.

Step 4. Execution of Non-Standard Service Agreement

- i. Applicant and the District must enter into and execute a Non-Standard 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 Indication of Interest Fee initially paid by the Applicant.

Step 5. Submittal of Plans and Specifications

- i. If the applicant desires service after receipt of the service availability letter, the applicant must prepare and submit at its sole cost and expense two (2) sets of plans, specifications and drawings regarding all proposed water system improvements to the District for review by its engineer.
- ii. The plans, specifications and drawings must be consistent with the District's service availability letter and must be in a form acceptable to the District and its engineer.
- iii. Applicant must submit payment in the amount of \$500.00 with the plans, specifications and drawings for the costs incurred by the District in reviewing such materials. Each phase of construction, as agreed upon by the applicant and the District, must be accompanied by a check in the amount of \$500.00 for engineer review.

Step 6. District Comments

- i. 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. An applicant may appeal any dispute to the District's General Manager, and then to the Board of Directors.

Step 7. Payment of Fees

- i. Applicant must pay the District's Water Supply Development Fee, as amended from time to time. This fee is equal to the District's highest annual cost of securing water to supply the development.
- ii. Applicant must pay all other sums set forth in the Non-Standard Service Agreement and District Rules.

Step 8. Construction Approval

- i. District shall provide written approval for commencement of construction.
- ii. Applicant, contractor and 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 9. Construction

- i. Applicant must provide written notice to the District not less than two weeks prior to the commencement of construction.
- ii. Applicant must pay a construction inspection fee of \$75.00 per lot prior to the commencement of construction of each phase.
- iii. Developer must construct all project facilities in accordance with the Non-Standard Service Agreement and the approved plans, specifications and drawings.
- iv. District will perform periodic inspections during construction.
- v. Developer is responsible for full-time on-site inspection during construction.

Step 10. 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) blueline copies, and one (1) AutoCAD version of the "As Built" plans in a format acceptable to the District.

Step 11. 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 water line 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 coliform 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 not less than 48 hours prior to all testing.

Step 12. 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 one year warranty (to commence upon acceptance by the District) in an amount equal to 100 percent of the construction cost of all water 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 13. Commencement of Service

- i. Upon compliance with all requirements of the Non-Standard 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.