

**SOUTHERN MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT
APPLICATION FOR COMMERCIAL UTILITY SERVICE**

This application completed in full, **electronic copy of plans, boundary survey and plat** must be submitted to the General Manager's email address at kim@smcmud.com by the end of the month (application deadline) to be considered at the next month's District meeting. Application packages not submitted by this date, will be considered at the following District meeting. The General Manager and/or District Engineer will review the plans once the completed application and supporting data has been submitted according to this application as follows:

- 1) Application review fees, payable to Southern Montgomery County MUD via cash, check, money order or credit card, paid by the application deadline at the District office according to the following table:

0 to 1 Acre	\$1,200.00
1+ Acre to 5 Acres	\$1,800.00
5+ Acres to 10 Acres	\$2,500.00
10+ Acres to 50 Acres	\$3,500.00
Over 50 Acres	District's Cost
- 2) Damage Deposit paid by the Owner in the amount of \$2,500, payable to Southern Montgomery County MUD via cash, check, money order or credit card, paid by the application deadline at the District office.
- 3) If the project site has never been platted or requires a re-plat, **provide electronic copy** of the City of Houston **FINAL** plat approval form CPC-101 and final plat drawing. If the project site is within the City of Oak Ridge North, provide electronic copy of the approved plat. If the project site is within an existing plat, provide the previously recorded subdivision plat.
- 4) **Electronic copy of the boundary survey** prepared by a registered professional land surveyor of the proposed site development.
- 5) **Electronic copy of civil drawings** (no architectural) signed by a registered professional engineer in the State of Texas including all information and items listed on Appendix "E" of the Rate Order, which is the *Engineer's Check List*. Failure to include all items required with the civil drawings will be considered incomplete. Incomplete plans will be returned to the engineer for further processing.

Sites requiring extension of public water or wastewater facilities will have the public utility plans prepared by the District Engineer. Only plans prepared by the District Engineer will be accepted. Owner is responsible to contact the General Manager and District Engineer to coordinate contract documents for preparation of public utility drawings. The *Application for Commercial Utility Service* will not be considered complete until the Owner has a signed contract with the District Engineer for the preparation of public utility plans.

Failure to submit any one of these items will constitute an incomplete application. The review process will not commence until all items have been submitted.

PROJECT NAME: _____ **ACREAGE:** _____

Location: Street: _____ (Address or nearest intersection)

Subd. Name: _____ Reserve: _____ Lot: _____ Block: _____

Survey Abstract Name: _____ Number: _____

Engineer: Company Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

Owner: Company Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

District Rules and Regulations Received by: _____

Applicant's Signature

District Rules and Regulations Issued by: _____

District Representative

Applicant's signature represents owner/engineer agrees to follow the Rules and Regulations of the District. Failure to comply with these rules constitutes a violation of the District's Rate Order and owner/engineer is subject to penalties or fines up to \$20,000 per occurrence.

Commitment No. _____

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This page is to be completed by the project engineer. Line sizes and capacity allocations will be based upon current City of Houston requirements for site development. District may adjust numbers to meet minimum requirements in approval letter.

Type and Size of Business:	Retail/Shopping Center:	_____	Square Feet
	Office:	_____	Square Feet
	Warehouse:	_____	Square Feet
	Restaurant/Fast Food:	_____	Square Feet
	Car Repair	_____	Square Feet
	Convenience Store	_____	Square Feet
	Church	_____	Seats
	Residence/Townhome	_____	Units
	Apartments:	_____	Units
	Toilet	_____	Toilets
	Other:	_____	_____

Water Facilities:

Size of Domestic Meter Requested: _____ Average Daily Flow Requested: _____ G.P.D.
Irrigation Meter: Yes _____ No _____ Size of Irrigation Meter Requested: _____
Fire Protection System: Yes _____ No _____ Size of Fire Line Required: _____

Wastewater Facilities:

Size of Sewer Connection Requested: _____ Average Daily Flow Requested: _____ G.P.D.
Grease Trap: Yes _____ No _____ Size of Grease Trap Requested: _____

Drainage Facilities:

Type: Underground: _____ Open Ditch: _____ Sheet Flow: _____ Detention Pond: _____
Discharge Point: Road Ditch: _____ Storm Sewer: _____ Drainage Channel: _____
Jurisdiction: County: _____ TxDOT: _____ Drainage Dist. 6: _____ Woodlands: _____

Engineer's Signature: _____

The General Manager and/or District Engineer will review the plans and application. A written recommendation will be submitted to the Board of Directors describing the project parameters and required connections. The recommendation will be considered by the Board of Directors at a regular meeting. Upon approval by the Board of Directors, the General Manager and/or District Engineer shall stamp the submitted drawings indicating approval. Drawings not stamped by the General Manager and/or District Engineer are not valid. Within ten (10) days of approval, the General Manager will provide the owner/engineer a copy of the recommendation letter and tap fee invoice that will include all labor, equipment, materials, inspections, and impact fees required to obtain a permit. The owner must contact the General Manager to schedule a pre-construction meeting to pay the tap fees and review District policies prior to starting construction. The contractor must also attend the pre-construction meeting. A construction permit and approval letter will be provided at the meeting after all fees have been paid.