

**PRESTONWOOD FOREST UTILITY DISTRICT
POLICY AND PROCEDURES FOR
WATER AND SEWER SERVICE APPLICATION/COMMITMENT/INQUIRIES**

1. Instructions.

Fill out this form in triplicate and return it, along with a check made payable to Prestonwood Forest Utility District in the amount of the required deposit, to a future designated meeting of the Board of Directors. At the designated meeting, the Board will conduct a preliminary review and ask pertinent questions to make certain that all necessary facts are available in order that the engineer and other district consultants can review your proposed development and determine whether it is feasible to consider your request further. Applicant shall also furnish a statement of the estimated value of the proposed project, broken down by land value and improvements. Applications will not be considered for property with delinquent district standby fees or taxes.

2. Deposit.

The deposit to accompany your application shall be \$5,000, unless service is requested for one single-family connection. If applicant is not the current owner of the project, the current owner shall submit a deposit of \$1,000 in addition to the applicant's deposit. The deposit will be used to cover the expenses incurred by the district for the preliminary reviews by the appropriate consultants in determining if the district's facilities can accommodate your proposed project. If the consultants indicate that your project as proposed cannot be accommodated by the district's facilities, any remaining portion of your deposit will be refunded to you. The Board of Directors reserves the right to request additional deposit monies from you should the initial deposit not be sufficient to cover all consultants' costs during both the application and commitment stage of these procedures. If additional monies are not produced when requested, then all further work by the consultants will be stopped, any remaining deposit money previously paid will be forfeited to the district, and this application/commitment will become null and void upon ten (10) days written notice to the applicant's address set forth below.

3. Commitment.

If the consultants indicate that your project can be accommodated by the district's facilities, and the Board approves your application, the district will issue a "commitment" from the district to you for the amount of service, for the length of time, and subject to any additional considerations noted. The commitment shall then remain in effect until the expiration date noted, or until a more formal permanent agreement between the district and yourself is executed, whichever date should first occur. Commitments will not be issued on a long term basis.

4. Construction and Service.

No construction shall begin on any improvements to be served by district facilities until the applicant's construction drawings and plumbing schematic have been reviewed and approved by both the operator and the engineer for the district and all other agencies with jurisdiction. Service will be commenced only if the district's engineer has approved all plans and specifications for facilities affecting the District, the district's operator has approved and inspected all connections, and tap fees and other fees required by the district's rate order have been paid. Additionally, all tracts of land to be served by the district's facilities must be platted through the City of Houston and Harris County. Construction of your project must begin prior to the expiration date set by the Board in the commitment. You are required to provide the Board with periodic progress reports at 30-day intervals advising as to the status of the project. Upon reasonable notice you will send a representative to all District meetings at which the Board of Directors may request that your representative be present. Any change in the previously approved use of the property covered by the application/commitment must be approved by the district.

5. Facilities and Easements.

Applicant must make arrangements to extend the necessary trunk water, sanitary and drainage facilities to serve its property in areas where such trunk facilities do not exist. All temporary and permanent arrangements for sewer and water service must be worked out in advance of construction with the district and its engineer. The applicant will secure and convey to the district all necessary easements and rights-of-way, and all facilities installed therein. All lines constructed under this application/commitment that are not in permanent acceptable easements, or which lie within private developments (apartments, condominiums, etc.) will remain the permanent property of the landowner and shall remain the landowner's permanent maintenance responsibility.

6. Drainage.

No construction shall begin on any improvements to be served by district facilities until the applicant has demonstrated that the proposed improvements on the site will not adversely affect drainage within the District or adjacent areas. Such demonstration will be in the form of a drainage analysis and report sealed by a licensed professional engineer registered in the State of Texas. This report will address the outfall rate into the receiving storm sewer line and/or receiving ditch or channel, the restrictor structure required to limit the outfall rate, and the corresponding required volume of storm water detention. If drainage from the property outfalls into an existing drainage system, the applicant's engineer shall analyze the receiving drainage system in its entirety to verify that there are no adverse affects anywhere along said system. The drainage report will be reviewed by the District's Engineer, Harris County, and all other agencies with jurisdiction.

Further, the applicant's engineer will certify to the District that the proposed drainage improvements will limit runoff from the developed sites as indicated in the report. When construction is completed, the applicant's engineer will certify to the District that the drainage improvements have been constructed in accordance with the construction plans and drainage report, and that the planned volume of any required detention storage has been provided. This will include providing as-built drawings of all drainage improvements.

7. Annexation.

Excepting unusual circumstances, the district will require that tracts located outside the district be annexed. The district will not consider property for annexation, however, before development plans are finalized and the district has approved a site plan and utility layout. The following additional requirements are applicable to request for annexation:

- (a) Applicant is required to provide the district with a copy of the deed showing the current ownership of the property and a title report reflecting the current status of title.
- (b) a feasibility cost study, which includes a metes and bounds description and survey, shall be prepared by the district's engineer.
- (c) All petitions and other documents necessary for annexation are to be prepared by the district's attorney.
- (d) Applicant acknowledges that consent must be obtained from the City of Houston, and that obtaining such consent, if granted, may take six (6) months or more after the application is approved by the district.
- (e) Applicant must make advance deposits as requested by the district for all costs of annexation, including attorney's fees, engineering fees, and any and all other related fees, which will total approximately \$10,000.00.
- (f) All costs relating to service of said tract, including without limitation construction of required water and sewer lines, lift stations, meters, etc., must be incurred by applicant.
- (g) For undeveloped tracts, and annexation fee equal to three (3) years back taxes as determined by the district's tax consultant will be required. The fee, less any cost or expense incurred by the district on behalf of said request, may be refunded if annexation is rejected. The annexation fee is required before preparation of any documents related to the annexation.

APPLICATION FOR SERVICE

Name of Business: _____

Type of Business: _____ Telephone: _____

Mailing Address: _____

Type of Service Requested (circle one): In-District Out-of-District Annexation

Attachment - Please attach a small map to the application indicating proposed location of project, and boundaries of subject tract.

Proposed development: _____

Estimated taxable value: _____

Applicable tax exemptions (if any): _____

Estimated date construction to begin: _____

Proposed acreage in development: _____

Wastewater Demand: _____ gpd. Water Demand: _____ gpd

Type of wastewater to be put in system: _____

Proposed grease trap specifications: _____

Name, address, and telephone number of title holder to referenced property: _____

By executing this application, applicant expressly acknowledges it has read and examined all the mandates provided in these four (4) pages and agrees to the terms hereof. Applicant further agrees to voluntarily forfeit his permit if any conditions hereunder are violated. If said permit is forfeited voluntarily, or because of any breach of terms herein stated, then the District is not required to provide further service. Applicant agrees to indemnify the District for any and all legal expenses incurred as a result of enforcing the terms of this application through any legal proceedings. All legal remedies available to Prestonwood Forest Utility District are cumulative, including those punitive in nature under Section 49.004 of the Texas Water Code VATS or otherwise.

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____

Deposit Amount: Applicant: _____ Owner: _____