



Service Request

Pre-Submission Checklist

- Complete Service Request Form
- Complete Developer Information Form
- Legal property description & location map/site address
- Preliminary site plan / layout
- Proposed land use & number of phases
- Estimated LUEs (Water / Wastewater)
- Fire flow requirements (if applicable)
- Preferred service timeline
- Engineering contact information
- Drainage / grading concept plan (if available)
- Utility coordination notes (City / EDC / TxDOT / County)
- Easement needs or offers (if known)
- Deposit \$5,000 for Water
- Deposit \$5,000 for Wastewater



A. Developer Request for Wastewater and/or Water Service(s)

Date: _____

Developer Name: _____

Project Name: _____

Project Address / Roadway: _____

Total Acres: _____ acres

Development Type: Residential / Commercial / Industrial / Agriculture/ Mixed Use

Water Service Requested: Yes / No

Wastewater Service Requested: Yes / No

Projected LUEs (Water Service): _____ LUEs

Projected LUEs (Wastewater Service): _____ LUEs

Number of Phases: _____

Requested Phase 1 Service Date: _____

Fire Flow Needed: _____ gpm for _____ minutes

B. Developer Contact

Owner/Developer Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____



C. Developer Engineering Contact

Firm: _____

Engineer Name: _____

Phone: _____

Email: _____

Developer Signature: _____ Date: _____

Printed Name / Title: _____

Internal Office-Use Only Intake Form

Date Received: _____

Time Received: _____

Received By (Staff): _____

Project / Developer Name: _____

Project Location / Address: _____

Application Type: Water Wastewater Both

Project Tracking Number: _____

Supporting Docs Received: Site Plan Location Map LUE Estimate Engineering Contact Fire Flow

Check if Complete: Complete Incomplete Missing Items: _____

Engineer Review Needed: Yes No Routed on: _____ Routed to: _____

Capacity Review: Sufficient Insufficient Notes: _____

Easements Required: Yes No Pending Notes: _____

GIS / Service Boundary Check: Confirmed Outside Area Needs Review

Legal Review Needed: Yes No Attorney Routed: _____

Fee Processing: Paid Pending N/A Receipt No: _____

Internal Notes: _____

Approved to proceed: Yes No Conditional Conditions: _____

Authorized By: _____ Date: _____