

**NORTHWEST PARK MUNICIPAL UTILITY DISTRICT  
POLICY AND PROCEDURES FOR  
WATER AND SEWER SERVICE APPLICATION/COMMITMENT**

1. Instructions.

Fill out this form in triplicate and return it, along with a check made payable to Northwest Park Municipal 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 up to \$1,000.00, unless annexation is requested, in which case the deposit shall be \$2,500.00. 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. Service will be commenced only if the district's

engineer has approved all plans and specifications, 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. 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. 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: \_\_\_\_\_

Units per acre (must be 10 or less): \_\_\_\_\_

Type of wastewater to be put in system: \_\_\_\_\_

Proposed grease trap specifications: \_\_\_\_\_

Name and address 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 Northwest Park Municipal Utility District are cumulative, including those punitive in nature under Article 49.004 of the Texas Water Code VATS or otherwise.

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

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

Signature of Owner: \_\_\_\_\_

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

**DISTRICT USE ONLY**

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Operator's recommendations: \_\_\_\_\_

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Engineer's recommendations: \_\_\_\_\_

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Is Annexation required? \_\_\_\_\_

Amount of service: \_\_\_\_\_

Additional considerations: \_\_\_\_\_

Additional deposits required: \_\_\_\_\_