



Infrastructure & Development Services / Taps and Meters

## Meter Job Application

### Project Information Supplied by the Utility Contractor:

C.O.H. ILMS Project No.(Site or Building): \_\_\_\_\_ Plan & Profile Number: \_\_\_\_\_

Project Address: \_\_\_\_\_ Plan & Profile Date: \_\_\_\_\_

Property Tax ID Number: \_\_\_\_\_ County: \_\_\_\_\_

Description of Work: \_\_\_\_\_ \*License Number: \_\_\_\_\_

Meter / Account number \_\_\_\_\_

Updates for this Large Job number will ONLY be given to the contacts listed on the Large Job Information Sheet. The Utility Contractor, General Contractor, Owner, and Agent will be the only authorized representatives to receive corrections or updates on this project. Please advise in writing if you want to remove and replace a contact on the list. A notarized letter on Company Letterhead advising the Taps & Meters Department to replace a contact will be needed in order to make changes to any contacts. **PLEASE TYPE INFORMATION FOR LEGIBILITY**

	Company Name Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Agent				
Owner / As shown in the Recorded Warranty Deed				

### To Be Completed By the City of Houston:

\_\_\_\_\_ WNS Number: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

KEYMAP: \_\_\_\_\_ GIMS: \_\_\_\_\_ LOC/MAIN/TAP: \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

This agreement, entered by the City of Houston and the Applicant, for expediting the installation or removal of a:

**METER SIZE AND TYPE** \_\_\_\_\_

The Applicant hereby agrees and understands that:

1. The Applicant shall furnish all supervision, labor, materials, and equipment for a complete installation. All work shall be constructed in accordance with City specifications governing the installation of such facilities.
2. All materials furnished by the applicant or his contractor shall comply with the City of Houston's approved products list prior to proceeding with the work. All meters must be inspected, tested and approved by *Customer Account Services*.
3. All work shall be subject to inspection by the City's of Houston *Customer Account Services* personnel assigned as representatives of the City.
4. A fee of \$427.25 is required to cover the City's cost of engineering and inspection. Such fee shall be paid by the Applicant prior to approval of this application.
5. The Applicant will require this contractor to post a One-Year Maintenance and Surface Restoration Bond prior to beginning construction.
6. Construction shall not begin until *Customer Account Services-Inspections* has been notified. Notification shall be made two (2) working days prior to beginning construction.
7. The Applicant will furnish any required easements necessary for the installation of the service and meter. Authorization for turn – on of this service will not be issued until the easement has been furnished and final inspection completed.
8. All easement documents must be corrected if necessary in order to finalize inspections and release the hold on your ILMS project number.
9. \*\* A hold will be placed on your project preventing the release of your certificate of occupancy until your meter easement documents are approved and recorded.
10. Easements located in Basements will not be eligible to release the meter permit until after the easement is formally approved and recorded with Harris County.
11. The meter, all piping, appurtenances, vault and cover from the service to the connection to the connection immediately downstream of the meter vault shall become the property of the City upon completion of the subject installation and acceptance thereof by the City.
12. All existing service taps and service lines that will not be used to provide water service for the tract(s) being developed will be cut plugged and abandoned by the owner/contractor at their expenses. Meters and final inspection approval will not be issued until all services have been cut, plugged and abandoned.

**Expirations:** All contract agreements will expire by limitation and become null and void if the work authorized by the contract agreement has not commenced with 180 days from the dated of the agreement or if work authorized is suspended or abandoned within 360 days. The Utility official may extend the time for action by the owner/contractor for a period not to exceed 180 days on written request by the owner/contractor showing that circumstances beyond the control of the owner/contractor to complete the work specified. Written request for extension should be addressed to *Customer Account Services*, 2700 Dalton Houston, Texas 77017. Attn.: New Service.

**No agreement may be extended more than once.**

If extension request is not made and posted on or prior to the contract agreement expiration date, the agreement will be considered expired by limitation.

An expired contract agreement may not be reinstated. Customers must reapply and pay appropriate fees. The owner/contractor may cancel the agreement and receive a refund of fees paid, subject to the following stipulations:

- No request for refund will be accepted after the permit (plus any extension granted) has expired.
- No refund will be made for fees of \$25.00 or less.
- For fees of greater than \$25.00, the city will refund amount @90% of the paid fee after the exclusion of the Administrative Fee.

**Water Meters and Appurtenance Liability**

It shall be the owner(s)/contractor(s) responsibility to secure water meters and appurtenances to prevent damage to such equipment during construction and/or development. Water meters and meter boxes shall not be covered by dirt and/or debris and shall be clearly visible and accessible to City of Houston personnel.

Owners(s)/contractor(s) shall be held liable for removal of dirt and debris and any damage caused to water meter(s) and/or appurtenance during construction and development. Owner(s)/contractor(s) shall be billed current City of Houston cost for new replacement equipped for each item damaged. Owner(s)/contractor(s) water/wastewater account shall be immediately debited charges for equipment upon discovery of damaged equipment.

Water meter and appurtenance shall include: water meters, electronic equipment, meter boxes, meter lids, curb stops, service lines, taps and saddles. Owner(s)/contractor(s) shall install and replace service lines, curb stops, taps and saddles at their expense. Owner(s)/contractor(s) shall install and replace damaged service lines, curb stops, taps and saddles within 72 hours of receipt of written notification from the City of Houston.

This agreement is hereby entered this

Owner/Contractor signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Taps & Meters Supervisor:** \_\_\_\_\_ **Date** \_\_\_\_\_ **WNS No.** \_\_\_\_\_ **JOB No.** \_\_\_\_\_



# APPLICATION FOR WATER/WASTEWATER SERVICE

WNS# \_\_\_\_\_

DATE: \_\_\_\_\_

S. ANALYST: \_\_\_\_\_

Welcome to the City of Houston and thank you for your interest in establishing a water/wastewater account with Customer Account Services.

In addition to a completed application for service, the following information is required on all new water/wastewater accounts. Please read the following information carefully:

- **No application will be accepted in the name of Lessee or Tenant on multi-family/multi-unit accounts.**
- Owners: Property owners must provide a copy of the recorded deed to establish water service. If initiating service on same day of closing, a copy of the signed notarized deed with description of property/exhibit A will be accepted, pending receipt of the recorded deed within 60 days from the service initiation date.
- Lessee: Tenant must provide a valid lease agreement to establish water services. The lease must include names, address, and telephone numbers of lessor and lessee, lease term dates (commencement date/end date) in month/day/year format, the utility clause stating that lessee is responsible for water/wastewater service, and signature pages signed by both lessor and lessee. Handwritten lease agreements must be notarized.
- Applicant must provide a copy of a valid employer identification number certificate or (form ss-4, letter 147c, letter 4168c) we are unable to accept a W-9 form.
- If the applicant is a Home Owner's Association (HOA), the applicant must provide a copy of the Articles of Incorporation and recorded deed.
- Security Deposits: Per City Ordinance 47-68, Section C – Service will not be initiated until the deposit requirement is paid in full. Customer Account Services will not waive security deposits.
- For deposits greater than or equal to \$5000.00, a Surety Bond form can be requested. Utilization of a surety bond requires payment of one third of the total deposit in cash and **MUST** be paid at the time of application. The Surety Bond **MUST** be received by Commercial Connects within thirty (30) days of application or service may be terminated without further notice. If the Surety Bond is not received in the required 30 days, a bond may no longer be accepted.
- Accounts activated greater than sixty (60) days from date of responsibility (per Deed or Lease) will be charged a failure to make application fee and may be subject to back-billed charges for consumption used.

The completed application and other required documentation may be submitted via:

- Fax at 713-371-1057,
- Email at [ucscmm@houston.tx.gov](mailto:ucscmm@houston.tx.gov) or [CASCOMM@houston.tx.gov](mailto:CASCOMM@houston.tx.gov)
- Mail to Commercial Connects, First Floor, 4200 Leeland, Houston, Texas 77023-3016

Deposits may be paid via telephone at 713-371-1400, Quick Pay through the Customer Account Services' website at [www.houstonwaterbills.org](http://www.houstonwaterbills.org), local grocery store payment center, or Western Union. Payment may also be mailed to Commercial Connects, First Floor, 4200 Leeland, 1<sup>st</sup> Floor, Houston, Texas 77023 - 3016.

For additional information, please visit the Customer Account Services' website at [www.houstonwaterbills.org](http://www.houstonwaterbills.org).

# CITY OF HOUSTON

## Application for Water/Wastewater Service

This application is for Residential, Multi-Family, Commercial, Government and Church customers initiating a new water service account (s) or to establish an additional service. Please complete all blanks. Incomplete forms may delay the application process or result in the denial of service. **This revised application dated 5/20/2020 will be the ONLY application acceptable for processing.**

APPLICATIONS WILL NOT BE ACCEPTED IN THE NAME OF LESSEE OR TENANT ON MULTI-FAMILY/MULTI UNIT ACCOUNTS

### I. General Information:

Select the account type you wish to establish:

☐ Single Family Residential ☐ Government ☐ Commercial ☐ Non-Profit ☐ Multi-Family

If Multi-Family Units, please indicate the number of apartments/units:

Today's Date:  Date of Deed or Lease:  Request Date for Service:

Name on Deed or Lease (Account Holder's Name):

Service Address:  City:  State:  Zip+4:

Day Phone:  Evening Phone:  Fax Number:

Cell Phone:

E-mail Address:

Federal Tax ID No.:  SS No.:

State Tax ID No.:  State Issued:

Driver's License No.:  State Issued:

Name of Property owner/Landlord:

☐ Same as above

Address:  City:  Zip:

Day Phone:

E-mail Address:

Is there a fire line associated with this account? Yes ☐ No ☐

If yes, select the type of fire line: ☐ Metered ☐ Unmetered

### **ONLY COMPLETE BELOW IF YOU ARE APPLYING FOR ADDITIONAL ADDRESSES NOT STATED ABOVE**

Are there additional meters associated with this service address? ☐ Yes ☐ No If yes, list additional meters below.

#### **Service Address**

#### **Meter Number**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Mailing Address:** (If left blank the bill will be mailed to the service address)

Attention: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

**II. Authorized Payment Agent:** (If this section is filled a Management Agreement is required)

**PLEASE COMPLETE THIS AREA ONLY IF USING A THIRD-PARTY MANAGEMENT OR PAYMENT HANDLING ENTITY**

Management/Payment Handling Company Name (as it appears on the management agreement):  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**III. Property/Business Type:**

Please select one under each category of business or property type listed below.

Please note, a recorded deed will be required to establish water service depending on the type of account.

**COMMERCIAL**

- ☐ One Unit
- ☐ Two Units
- ☐ Three or more
- ☐ Condo/Townhouse
- ☐ Apartments
- ☐ Trailer Park
- ☐ Strip Center
- ☐ Shopping Center
- ☐ Hotel/motel
- ☐ Bank/Building
- ☐ Restaurant/bakery
- ☐ Laundromat
- ☐ Plater
- ☐ Mortuary
- ☐ Car Wash
- ☐ Auto Repair/Svc Station
- ☐ Church
- ☐ Non-Profit, per IRC Section 501 (C)(3)
- ☐ Not applicable

**MULTI-FAMILY**

- ☐ Two Units
- ☐ Three Units
- ☐ Four Units
- ☐ Condo/Townhouse
- ☐ Apartments
- ☐ Trailer
- ☐ Park
- ☐ Not applicable

**GOVERNMENT**

- ☐ Country Government
- ☐ State Government
- ☐ Federal Government
- ☐ City Government
- ☐ Not applicable

**EDUCATION**

- ☐ Private School
- ☐ Public School
- ☐ Private College
- ☐ Public College
- ☐ Not applicable

**INDUSTRY**

- ☐ Laboratory
- ☐ Hospital/Health Care
- ☐ Restaurant/Cafeteria
- ☐ Bakery/Food/Beverage production or processing (including breweries, dairies, and beverage bottling)
- ☐ Metal forming, finishing or recycling
- ☐ Waste/wastewater treatment or combustion (including landfills)
- ☐ Dental office
- ☐ Industrial Laundry
- ☐ Chemical blending or manufacturing (including organic chemicals, inorganic chemicals, fertilizers, and pesticides)
- ☐ Ink, paint or printing
- ☐ Leather tanning or finishing
- ☐ Paving or roofing materials
- ☐ Pharmaceutical or food supplements
- ☐ Porcelain enameling
- ☐ Pulp, paper or paperboard manufacturing
- ☐ Rubber manufacturing
- ☐ Not applicable

Does the facility discharge non-domestic waste (i.e., wastewater that was not generated from typical household use such as restrooms, showers, meal preparation, and laundry from residential or commercial buildings)?

☐ YES ☐ NO

Wastewater discharges from non-domestic sources must be reviewed for organic loading capacity and industrial wastewater permit requirements. Contact the Industrial Wastewater Service if the sanitary sewer discharge contains non-domestic waste. Failure to comply with industrial wastewater permit requirements may result in termination of service or other enforcement remedies according to Chapter 47 Article V of the City of Houston Code of Ordinances.

**Business Types:**DBA: Yes ☐ No ☐

DBA Name: \_\_\_\_\_

General Partnership

Ltd. Partnership ☐ EIN#: \_\_\_\_\_

General Partner's Name: \_\_\_\_\_

Partnership/Joint Venture ☐ EIN#: \_\_\_\_\_

General Partner's Name: \_\_\_\_\_

LLC ☐ EIN#: \_\_\_\_\_

General Partner's Name: \_\_\_\_\_

Sole Proprietor/DBA ☐ SS#: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Corporation ☐ EIN#: \_\_\_\_\_

Home Owner's Association Name: \_\_\_\_\_

Articles of Incorporation required.

**IV. Confidentiality/Acknowledgement:**

**Public Information Awareness:** Information we receive may be considered public information, which is subject to disclosure under Texas law. If you would like your records kept confidential, please check here: ☐

**V. Customer Service Agreement:****§PLEASE READ BEFORE SIGNINGS§**

- I. **PURPOSE:** HOUSTON PUBLIC WORKS (Water System) is responsible for protecting the drinking water supply from contamination or pollution which could result from improper system construction or configuration on the retail connection owner's side of the meter. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The public water system enforces these restrictions to ensure the public health and welfare. Each retail customer must sign this agreement before the Water System will begin service. In addition, when service to an existing retail connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
  - A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - C. No connection which allows water to be returned to the public drinking water supply is permitted.
  - D. No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the CITY OF HOUSTON and owner or contractor, as a representative of the owner.
  - A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
  - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
  - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic reinspection.
  - D. Any Irrigation system that is connected to Public or private water supply must be connected through a backflow prevention assembly approved by TCEQ.
  - E. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
  - F. All backflow prevention assemblies that are installed on either Containment (meter) or individual point of connection within the private water system (Isolation) and are classified as health hazard must be tested at least annually.
  - G. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.

IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System may, at its option, (a) terminate service, (b) properly install, test, and maintain an appropriate backflow prevention device at the service connection, and/or (c) exercise any other remedy available to it by law, including the issuance of a municipal citation. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

By my signature below, I certify that: I have read this Customer Service Agreement in its entirety; and I am authorized to enter into this Agreement and to bind the Customer to all its terms and conditions.

I further understand that the City of Houston shall have the right to terminate water/wastewater service if any of the information provided in this application is determined to be false. In addition, I understand and agree that the City of Houston, through its authorized employees, shall have access to its equipment at all reasonable times for the purpose of reading meters, inspection, testing, repairing, and/or replacing any equipment which is the property of the City of Houston. If such equipment is located where an electronic security system is required, the City of Houston shall be provided with the security pass code for access to the property. I understand the City of Houston has the right to estimate a bill due to inclement weather, when the meter is inaccessible, and/or obstructed. I understand all accounts are subject to a fee of \$35.01 for back billing according to the execution date of the deed or the commencement date of the lease. In addition, I understand that I am responsible for all minimum bills regardless of whether the water is used or not. I understand water service may be terminated if the required security deposit and/or monthly bills are unpaid. I understand in accordance with City of Houston Code of Ordinance 47-39, if I no longer require water service to be furnished to said property as noted by this application request, it is my responsibility to notify the department at least two days prior to the time I require premises to be disconnected. I understand it is my responsibility to notify the department of any changes regarding my contact information; i.e., mailing address, telephone number(s), and/or e-mail address.

**By my signature below, I acknowledge that I am the authorized business representative and it is my responsibility to establish water/wastewater service with the City of Houston and all information provided in this application is true and correct. I agree to comply with all Customer Account Services' Policies and Ordinances as governed by the City of Houston Water and Sewer Code of Ordinances Chapter 47 Sections I-XXI, as they currently read or are updated and revised by City Council.**

I am the:

- ☐ Property Owner
- ☐ Third Party Agent *(If selected, a Management Agreement is required)*
- ☐ Tenant

Printed Name

Title

Applicant's Signature

Date





Infrastructure & Development Services / Taps and Meters

## Water Meters (3" and Larger)

All applicants must comply with [Chapter 47](#) of the City of Houston Code of Ordinances and The Infrastructure Design Manual [Chapters 1,2,5,6,7,8, & 12](#). No work in any C.O.H. Right-Of-Way can commence prior to written authorization by utility officials. Per City of Houston ordinance 47-5. No meter permits will be issued if COH water main is not placed in service.

### How to apply

To apply for a permit to install a new large domestic meter, irrigation meter, or fire rated water meter provide the required documents listed below with your application. Missing, incomplete, or incorrect documents will not be processed.

Large Meter application is available on-line.

[Apply Now](#)

**Large meter Permit application.** (On-line only)

**Approved Utility Site plan.** (attach to application)

**Approved Plan and Profile** (attach to application)

**Warranty Deed.** (attach to application)

**Lease Agreement** if water account will be set up in Lessee name not the property owner

**IRS SS-4 Letter, or 4168C or LTR 147C** for the EIN (a W9 is not accepted) (attach to application)

**WCR Letter of Availability** (attach to application)

**Active Water Account** or meter number for existing services associated with your existing site or re-platted site.

**Water Meter Easement** required if the water meter is not located within a city public right-of-way. Attach easement documents to the on-line meter application. An application will not be approved without easement documents.

**Maintenance bond and Surface Restoration bond** (attach to application)

**TXDOT UIR permit** required if tap connection is located within a TxDOT Right-of-Way. Attach UIR permit to the on-line meter application. An application will not be approved without TxDOT UIR.

City, District, County or State municipality applicants must provide an official notarized letter identifying who has permission to apply for the permit on your behalf and who will be responsible for the permit and bill and account.

The property must have direct access to City of Houston water mains. Properties that do not have direct access to public water mains require prior approval from the Infrastructure Support Group.

The water main must be at least 4-inch size and less than 20-inches. Property with direct access to water mains 20-inches and larger require prior approval from Infrastructure Support Group.

The tap must be the same size as the water meter excluding the 3-inch meter which has a 4-inch tap, and a 10-inch Meter which has a 12-in tap.

Impact fees, if required must be paid before the water meter can be set up. Projects with conditional WCR letters, House for House and/or qualifying impact fee exemption residential development are exempt from impact fee payment prior to water meter set up.

All connections to public water mains within a TXDOT R-O-W must first obtain a UIR right of Way permit from TXDOT. Email [taptechs@houston.tx.gov](mailto:taptechs@houston.tx.gov) for more information.

Any public water meter 3-inches or larger must be located within a required water meter easement. Minimum 10ft x 20ft easement for meters 3-6 inches and a minimum 15ft x25ft for meters 8 inches or larger.

Water mains must be placed in service prior to receiving a water meter permit.

**NEW METER REMOVE METER JRC CONTRACT WATER EASEMENT BONDS TXDOT**



# 5 easy steps to apply for a large meter permit

1. Apply for a Large Meter permit
2. Submit Easement Documents for approval
3. Submit Bonds for WNS permit number
4. Pay for permit
5. Receive permit Work order

## 1. Applicant applies for a Large Meter permit online providing all items listed in the “What’s needed” section.

- a. The Sr. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will create a Job no. & WNS application number and save documents in an electronic folder containing the meter application and other required document files. All documents must be provided before WNS permit number is assigned. We cannot accept incomplete submissions.
- b. Move application to the bond review milestone for CSR bond validation.
- c. The SPA will send email of WNS# & JOB# confirmation to Applicant
- d. The SPA will notify the CSR Supervisor to submit easement documents for approval.

## 2. Easement document submittal and approval (see list of easement documents below):

- a. Submitted easement documents will be forwarded to the Customer Service Supervisor for processing.
- b. Easement documents are sent to Surveying, Legal, and Real Estate Departments for approval – allow at least 30 Business days for review.
- c. Incorrect documents must be corrected and resubmitted before approval of permit.
- d. The Contractor and Surveyor will be contacted after the Real Estate and Legal Survey approval process is complete.
- e. The CSR supervisor will upload and attach the approved easement documents to the WNS permit application.
- f. The CRS Supervisor will notify the Chief Inspector of the approved easement.
- g. The Chief Inspector will release easement hold from COH ILMS building project

## 3. Bond submittal and approval:

- a. After a WNS number is created the CSR will review bonds for validation with the listed bonding company and surety company.
- b. If no confirmation is provided by the surety company the application will remain on hold until the bonds are verified.
- c. After bond verification the WNS application will be forward to the Customer Account Service department for account review.
- d. Maintenance Bond and Surface Restoration should be provided by the Utility Contractor requirement see below for Bond Fee Schedule and bond requirements.

## 4. Account review and Invoicing w/ Customer Account Service New Services:

- a. CAS New Service will review all related accounts associated with the property. If no issues are found, they will send the applicant and the account owner an invoice by email.
- b. The invoice will include the inspection fee and applicable deposit. Inspection Fee (\$427.25)
- c. The application will then be moved to New Services/ROS Review for Account review, fee assessment and invoicing. COH deposit \$7,000 - \$20,000 depending on meter size.
- d. **For any account inquires, Invoice status, work order status or permit application status after a WNS number has been given. Contact New services at: 832.394.8995 or 832.394.8994 or 832.394.9502 or email CASNewservices@houstontx.gov**

## 5. Final Review work order & Inspections:

- a. If WNS application is complete and accurate the application will be moved to Inspection and compliance for final review, approval and release of electronic work order to the Contractor.

If the documents are incomplete, the applicant will be contacted, and the application will be placed on hold until required documentation is provided. For inspections or field condition questions contact:

[ucsinspections@houstontx.gov](mailto:ucsinspections@houstontx.gov). Once the payment and deposits have posted to the account, and pre-inspection approves the WNS, the Contractor and Owner/Agent will receive an electronic work order via e-mail (10) business days after. **The work order will not be released and sent to the contractor until all payments have been posted to the account.**

# New large meter permit

Contact a Taps and Meters Supervisor for assistance for applying for a meter and the following applies.

- Your meter will be installed on a Houston Airport
- Your meter is part of a JRC
- Your meter is for a water contract project or well

**Application requirements when applying for a Large Meter permit. All documents must be provided with the application prior to receiving a permit.**

- **With the application provide the following:**
  - Provide COH ILMS number of the approved Building Site plan or Utility site plan for all new construction. An OCL project number is required for projects located outside of the City Limits.
  - Provide the Service address.
  - Provide the 5-digit drawing number listed on the cover sheet of your plan and profile.
  - Attach approved public Plan & Profile plans. They must match your approved private Utility Site Plan.
  - Provide the property tax ID number.
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
  - Provide any existing water meter or account numbers associated with your site
  - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
  - Provide the General Contractor contact information
  - Provide the account owner contact information / This can be the property owner or a tenant
  - Provide the applicants contact information in the agent section
- **Attach a copy of the current WCR Letter**
- **Provide Plan and Profiles Approved by the Office of City Engineers** - plans must show the new meter location
- **Provide Utility Site Plan Approved by the Utility Analyst department** - plans must show the new meter location and must match your approved Plan & Profile
- **If you are connecting to a Main on a TXDOT ROW you must first have a TXDOT UIR permit before applying for a meter with the City of Houston. Ask for more information about TXDOT permits**
- **Provide the Commercial / Multi-family Service Application**
- **Attach the Maintenance bond and Surface Restoration bond**
  - Provided by the name of utility contractor plumbing company installing the METER
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
  - Provide the service address to the property
  - Provide the Job Cost per bond fee schedule
  - *Bonds must be in full color and pdf format - NO photographs*
  - *Bonds must be scanned clearly*
  - *Bonds must have all 3- required signatures and Seal visible*
- **Provide Meter Easement Documents**
  - Provide the Metes and bonds
  - Provide digital easement drawing signed by registered surveyor
  - Provide recorded warranty deed of property

# 5 easy steps to apply for a **JRC** large meter permit.

## The order of steps for permitting any large meter permit.

1. Submit Large meter permit application documents and required approved plans
2. Submit Approved Easement Documents and JRC Contact letter and Submit Bonds for WNS permit number
3. Pay for permit
4. Receive permit Work order
5. Meter Testing, Calibration, and Inspection

## Application Requirement for applying for a Large Meter

- **Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:**
  - Provide ILMS number of the approved plan and profile. It is located at the bottom of P&P cover sheet.
  - Provide the Service address.
  - Private utility site plan is not required for meters serving and existing development with no change to the building.
  - Provide the 5-digit drawing number listed on the cover sheet of your plan and profile.
  - Provide the Harris County Appraisal district tax id number.
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
  - No account number is required if you are NOT aware of any existing water meter accounts associated with your site
  - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
  - Provide the General Contractor contact information
  - Provide the property owner/ account owner contact information
  - Provide the applicants contact information in the agent section
- **Provide Wastewater - WCR Letter for new developments**
- **Provide Plan and Profiles Approved by the Office of City Engineers - *plans must show the new meter location***
- **Provide JRC Contact letter**
- **If you are connecting to a Main on a TXDOT ROW you must first have a TXDOT UIR permit before applying for a meter with the City of Houston. *Ask for more information about TXDOT permits***
- **Provide the Commercial / Multi-family Service Application**
- **Provide Maintenance bond and Surface Restoration bond**
- **Provide Recorded Warranty deed of property**
  - Provided by the utility contractor installing the METER
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
  - Provide the service address to the property
  - Provide the Job Cost per bond fee schedule
  - *Bonds must be in full color and pdf format - NO photographs*
  - *Bonds must be scanned clearly*
  - *Bonds must have all 3- required signatures and Seal visible*
- **Provide City approved Meter Easement Documents**
  - Provide the Metes and bonds
  - Provide digital easement drawing signed by registered surveyor
  - Provide recorded warranty deed of property

## 6 steps to apply for a large meter installation permit. **CONTRACT WATER**

### The order of steps for permitting any large meter.

6. Apply for a JOB number
7. Submit Easement Documents for approval
8. Submit Bonds for WNS permit number
9. Pay for permit
10. Receive permit Work order
11. Meter Testing, Calibration, and Inspection

### Taps and meters requirement for applying for a contract water meter 3in or larger

- Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:
  - ILMS number listed on the bottom of the cover sheet of your plan and profile.
  - Provide the 5-digit drawing number listed on the bottom of the cover sheet of your plan and profile.
  - Provide the Harris Country Appraisal district tax id number.
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Electromagnetic meter.*
  - Provide the Contract water account number.
  - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
  - Provide the General Contractor contact information
  - Provide the property owner/ account owner contact information
  - Provide the applicants contact information in the agent section
- Fill out the Commercial application - *see attached*
- Provide Recorded Warranty Deed
- Provide IRS Tax Document such as an SS-4 letter
- Provide Contract Water Contract
- Provide contract water account number
- Provide Approved Plan and Profiles Approved by the Office of City Engineer
- Provide Meter Easement Documents to be recorded – *See attached easement instructions*
- Provide Maintenance bond and Surface Restoration bond – must be provided by the utility contractor installing the meter.

## 6 easy steps to apply for a large meter permit for COH departments.

### The order of steps for permitting any large meter permit.

1. Submit Large meter permit application documents and required approved plans Receive a job number
2. Submit Easement Documents for approval
3. Submit Bonds for WNS permit number
4. Pay for permit
5. Receive permit Work order
6. Meter Testing, Calibration, and Inspection

### Application Requirement for applying for a Large Meter for COH government

- **Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:**
  - Provide COH ILMS number of the approved building Site plan or Utility site plan approved by code enforcement
  - Provide the Service address.
  - Provide the 5-digit drawing number listed on the cover sheet of your plan and profile.
  - Your approved public Plan & Profile must match your approved private Utility Site Plan
  - Provide the Harris County Appraisal district tax id number.
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
  - No account number is required if you are NOT aware of any existing water meter accounts associated with your site
  - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
  - Provide the General Contractor contact information
  - Provide the property owner/ account owner contact information
  - Provide the applicants contact information in the agent section
- **Provide Wastewater - WCR Letter**
- **Provide Plan and Profiles Approved by the Office of City Engineers** - *plans must show the new meter location*
- **Provide Utility Site Plan Approved by the Utility Analyst department** - *plans must show the new meter location and must match your approved Plan & Profile*
- **Provide COH Fund Letter** – *Required if meter is to serve a City facility and the account will be set up under City of Houston*
- **If you are connecting to a Main on a TXDOT ROW you must first have a TXDOT UIR permit before applying for a meter with the City of Houston. Ask for more information about TXDOT permits**
- **Provide the Commercial / Multi-family Service Application**
- **Provide Maintenance bond and Surface Restoration bond**
  - Provided by the utility contractor installing the METER
  - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
  - Provide the service address to the property
  - Provide the Job Cost per bond fee schedule
- **Provide Meter Easement Documents**
  - Provide the Metes and bonds
  - Provide digital easement drawing signed by registered surveyor
  - Provide recorded warranty deed of property

## 4 easy steps to apply for a large meter REMOVAL (CPA) permit

### The order of steps for permitting any large meter.

1. Submit Large Job Application, Apply for a JOB number
2. Submit Bonds for WNS permit number
3. Pay for permit
4. Receive permit Work order

### Taps and meters requirement for applying for a Removal of a water meter 3in or larger

- Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:
  - ILMS number - N/A
  - Provide the 5-digit drawing number – N/A
  - Provide the Harris County Appraisal district tax id number.
  - Provide the description of the meter that you are installing for example: *CPA existing 10in Electromagnetic meter.*
  - Provide the existing contract water account number.
  - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
  - Provide the General Contractor contact information
  - Provide the property owner/ This will be the current name on the water account
  - Provide the applicants contact information in the agent section
- Provide Maintenance bond and Surface Restoration bond – must be provided by the utility contractor installing the meter. The maintenance bond amount is 100% of the job cost. The Surface Restoration bond is 4% of the job cost.

## 4 easy steps for a large METER REMOVAL (CPA) (CONTRACT WATER METERS)

### The order of steps for permitting any large meter.

1. Submit Large Job Application, Apply for a JOB number
2. Submit Bonds for WNS permit number
3. Pay for permit
4. Receive permit Work order

### Taps and meters requirement for applying for a Removal of a water meter 3in or larger

- Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:
  - ILMS number - N/A
  - Provide the 5-digit plan and profile drawing number. Drawings must be approved by OCE
  - Provide the Harris County Appraisal district tax id number on the job application.
  - Provide the Service Address on the job application.
  - Provide the description of the meter that you are removing for example: *CPA existing 10in Electromagnetic meter.*
  - Provide the existing contract water account number and meter number on the job application.
  - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
  - Provide the General Contractor contact information
  - Provide the property owner/ This will be the current name on the water account
  - Provide the applicants contact information in the agent section
- Provide a Maintenance bond and Surface Restoration bond – must be provided by the utility contractor removing the meter. The maintenance bond amount is 100% of the job cost. The Surface Restoration bond is 4% of the job cost.

## TXDOT UIR

*Before applying for a UIR permit please note that a Water Meter Easement must be recorded FOR EACH METER. The meter cannot sit in TXDOT's Right-of-Way. It must be located inside a Water Meter Easement on the private side contiguous with right of way.*

*See instructions for meter easement approval. Water and Sewer permit requirements are different depending on the size of your meter or type of sewer permit.*

### **Please See Below!!**

*To apply for a TxDOT permit. TxDOT requires the following:*

1. Plan and profile of water or sewer connections. Must be drawn to scale and clearly show the right-of-way, distance from the utility line to the edge of pavement, and any existing utility lines (water, sewer, storm, etc.) and the horizontal and vertical distances. This **does not** need to be a signed and sealed drawing by an engineer. A sketch will be fine.
2. Traffic Control Plan, if requested by TXDOT
3. Proposed Construction Schedule (Beginning and Finishing dates).
4. Provide a brief description of the type of work to be done.
5. A map of the area.

<https://www.houstonpermittingcenter.org/infrastructure-development-services/taps-meters#agency-links-1406>

*Scroll to the bottom of the page and click "TxDot Permit Application Form". Complete the application and email the application and the plans to [TapTechs@houstontx.gov](mailto:TapTechs@houstontx.gov). The link to the TxDOT application above is used for water and sewer requests only and each request should have its own application.*

*The project information will be submitted to TxDOT and we will notify you when TxDOT sends updates. We, Utility Analysis, act as a liaison between the customer and TxDOT. This means we upload the information provided to us to TxDOT's online permit system, the UIR. If TxDOT has any comments, we notify the customer, wait for the customer's response, and update the application in the UIR system based on the information provided to us by the customer.*

*Please note, we do not control TxDOT's response time. We will do our part to submit the information provided to us as quickly as possible and will update the customer as we receive updates from TxDOT.*

**Click here to Learn about UIR**



# Easement Document Requirements

Submit your required easement documents with your meter application. Choose one of the options below.

If the applicant is a State or Federal institution and believe that a meter easement is not applicable, provide an approved City of Houston Variance letter from the Office of City Engineers stating that a meter easement will not be required for your project. Contact 832-394-9163

Water meter easement delivery coordination contact CSR Supervisor at: [crystal.speights@houstontx.gov](mailto:crystal.speights@houstontx.gov) or (832) 394-8991 (Original easement documents can be delivered in person upon request to Taps and Meters department Attn: Crystal Speights.)

## Option A:

1. 584 Form – original signatures and notarized by **property owner**
2. Recorded Deed by **property owner**
3. Easement Survey Exhibit signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

## Option B:

1. Provide recorded plat indicating meter easement with Harris County File Number – must have County Clerk's signature and seal
2. An electronic copy will be required
3. Plat record number must be on the approved Plan and profile drawings

## Option C:

1. Location in Public R.O.W.
2. Requires prior approval by Chief Inspector Victor Vincent (832)395-5204
3. Easement Survey Exhibit signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

## Option D:

1. If meter easement is located City of Houston property
2. Easement Survey Exhibit signed by **registered surveyor**
3. Metes and Bounds signed by **registered surveyor**

## Water Meter Easement Schedule

<b>5/8" to 2" Meters</b>	<b>Minimum 5'x5' Easement</b>
<b>3" to 6" Meters</b>	<b>Minimum 10'x20' Easement</b>
<b>8" or larger</b>	<b>Minimum 15'x25' Easement</b>

**NOTE:** Easement document are delivered to City of Houston Survey, Real Estate, and Legal Departments for approval and recording. Easement variances from the I.D.M. standards are provided by The Office of City Engineer.

Customers with approved plan and profiles and approved utility plans can submit meter applications and easement documents together. The easement recording process for large meters will run simultaneously while the meter permit is processed. The maintenance and surface restoration bonds must be submitted in order to process the meter permit.

This will reduce the meter permit wait time.

1. While completing the meter application process, a hold will be placed on the building project until the meter easement is approved.
2. Meter easements located in basements will not be eligible for the accelerated application process. The easement must be approved before receiving a permit work order.

# Bond Requirements

- Bonds do not require a Job number
- Bonds should be submitted up front along with the easement and application documents.
- Provide correct service address in the project description portion of the bond.
- Provide Meter type and size must be correctly listed in the project description.
- Bond information must be typed. No handwritten information except for signatures.
- Handwritten corrections on bond will not be accepted. – Provide bond rider or a new bond.
- Photographs of bond cannot be accepted.
- Bonds are to be scanned clearly and in full color and provided in Adobe PDF format.
- All signature blocks must be signed and sealed.
- Signatures must be original and less than 365 days old
- Bond amount must be correct according to the bond fee schedule.
- Power of Attorney for bonding agent must be included.
- Attach bonds to the Large meter application via online application portal


## Bond Fee Schedule

Tap Size	Meter Size	Short Tap		Long Tap	
		Maintenance	Surface Restoration	Maintenance	Surface Restoration
4"	3"	\$3,470.00	\$138.80	\$4,620.00	\$184.80
4"	4"	\$4,840.00	\$193.60	\$5,460.00	\$218.40
6"	6"	\$7,340.00	\$293.60	\$8,200.00	\$328.00
8"	8"	\$10,720.00	\$428.80	\$11,090.00	\$443.60
12"	10"	\$13,480.00	\$539.20	\$15,040.00	\$601.60

## Easement Schedule

3" to 6" Meters	Minimum 10ft x 20ft Easement
8" or Larger	Minimum 15ft x 25ft easement

## Bond Example

 City of Houston  
Houston Public Works  
**ONE YEAR MAINTENANCE BOND**  
Informal Contract

COH Job No. \_\_\_\_\_  
Bond No. \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF HARRIS

KNOW ALL MEN BY THESE PRESENTS:


THAT WE, \_\_\_\_\_ as principal, hereinafter called "Contractor" and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of \_\_\_\_\_ for the payment of which sum, well and truly to be made to the City of Houston, and its successor, the said Contractor and Surety do bind themselves, their successors and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the said Contractor has on or about this day executed a contract in writing with the City of Houston, Texas, for \_\_\_\_\_

all of such work to be done as set out in full in said contract and plans and specifications therein referred to and adopted by the City Council.

NOW, THEREFORE, if the said Contractor shall repair, replace and restore any and all defects in or damages to, said construction or other work discovered within one (1) year from and after the date that the Director of Houston Public Works or his designees in writing, determines, in a written notice to the Contractor, to be the date upon which the project is both substantially complete and available for the full and beneficial occupancy or use of the City, as such terms are defined in said contract, or, if no such determination is requested by the Contractor, the date the project is officially accepted by the City Council, which defects or damages result from, arise out of, or relate to defects in materials furnished by, or workmanship of the Contractor in connection with said contract, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same is to remain in full force and effect.

 City of Houston  
Houston Public Works  
**ONE YEAR MAINTENANCE BOND**  
Page 2

COH Job No. \_\_\_\_\_  
Bond No. \_\_\_\_\_

IN TESTIMONY WHEREOF, the said Principal and Surety have signed and sealed this instrument on respective dates written below their signatures:

ATTEST / SEAL (of a Corporation): \_\_\_\_\_  
WITNESS (if not a corporation): \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

ATTEST / WITNESS: (SEAL) \_\_\_\_\_  
Full Name of Surety \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED: \_\_\_\_\_ THE FOREGOING BOND IS ACCEPTED ON BEHALF OF THE CITY OF HOUSTON, TEXAS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Infrastructure & Development Services Management Only



City of Houston  
Houston Public Works  
ONE YEAR MAINTENANCE BOND  
Informal Contract

Please note that this is a legal contract between the City of Houston and the Bonding Company. As such, any changes must be witnessed by the Bonding Company. Please ask if you are unsure concerning the wording before having the Bond Company issue the bonds.

Bond No. ABC123987456

**EXAMPLE**

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

THAT WE, AJAX PLUMBING CONTRACTORS, INC as principal, hereinafter called "Contractor" and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of \$5,600.00 for the payment of which sum, well and truly to be made to the City of Houston, and its successor, the said Contractor and Surety do bind themselves, their successors and assigns, jointly and severally.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

WHEREAS, the said Contractor has on or about this day executed a contract in writing with the City of Houston, Texas, for

**JOB DESCRIPTION:** 6" Fire Rated Compound Meter  
**LOCATION:** Located at 1212 Andrews Street  
**PROJECT:** For Nichols Medical Office Building

all of such work to be done as set out in full in said contract and plans and specifications therein referred to and adopted by the City Council.

**NOW, THEREFORE,** if the said Contractor shall repair, replace and restore any and all defects in or damages to, said construction or other work discovered within one (1) year from and after the date that the Director of ~~Houston~~ Public Works ~~and Engineering~~ or his designee in writing, determines, in a written notice to the Contractor, to be the date upon which the project is both substantially complete and available for the full and beneficial occupancy or use of the City, as such terms are defined in said contract, or, if no such determination is requested by the Contractor, the date the project is officially accepted by the City Council, which defects or damages result from, arise out of, or relate to defects in materials furnished by, or workmanship of the Contractor in connection with said contract, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same is to remain in full force and effect.



City of Houston  
Houston Public Works  
**ONE YEAR MAINTENANCE BOND**  
Informal Contract

Bond No. \_\_\_\_\_

**THE STATE OF TEXAS**

**KNOW ALL MEN BY THESE PRESENTS:**

**COUNTY OF HARRIS**

**THAT WE,** \_\_\_\_\_ as principal,  
hereinafter called "Contractor" and the other subscriber hereto as Surety, do hereby  
acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal  
corporation in the sum of \_\_\_\_\_  
for the payment of which sum, well and truly to be made to the City of Houston, and its  
successor, the said Contractor and Surety do bind themselves, their successors and  
assigns, jointly and severally.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

**WHEREAS,** the said Contractor has on or about this day executed a contract in writing  
with the City of Houston, Texas, for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

all of such work to be done as set out in full in said contract and plans and specifications  
therein referred to and adopted by the City Council.

**NOW, THEREFORE,** if the said Contractor shall repair, replace and restore any and  
all defects in or damages to, said construction or other work discovered within one (1) year  
from and after the date that the Director of Houston Public Works or his designee in writing,  
determines, in a written notice to the Contractor, to be the date upon which the project is  
both substantially complete and available for the full and beneficial occupancy or use of the  
City, as such terms are defined in said contract, or, if no such determination is requested by  
the Contractor, the date the project is officially accepted by the City Council, which defects or  
damages result from, arise out of, or relate to defects in materials furnished by, or  
workmanship of the Contractor in connection with said contract, then this obligation shall  
become null and void, and shall be of no further force and effect; otherwise, the same is to  
remain in full force and effect.



City of Houston  
Houston Public Works  
ONE YEAR MAINTENANCE BOND  
Page 2

Bond No. \_\_\_\_\_

**IN TESTIMONY WHEREOF**, the said Principal and Surety have signed and sealed this instrument on respective dates written below their signatures:

**ATTEST / SEAL** (of a Corporation): \_\_\_\_\_

**WITNESS** (if not a corporation): \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ATTEST / WITNESS: (SEAL)**

\_\_\_\_\_  
Full Name of Surety

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**REVIEWED:**

**THE FOREGOING BOND IS ACCEPTED ON  
BEHALF OF THE CITY OF HOUSTON, TEXAS**

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

Infrastructure & Development Services *Management Only*



City of Houston  
Houston Public Works  
ONE YEAR SURFACE RESTORATION BOND  
Informal Contract

COH Job No. \_\_\_\_\_

Bond No. \_\_\_\_\_

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

**THAT WE,** \_\_\_\_\_ as principal,  
hereinafter called "Contractor" and the other subscriber hereto as Surety, do hereby  
acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal  
corporation in the sum of \_\_\_\_\_  
for the payment of which sum, well and truly to be made to the City of Houston, and its  
successor, the said Contractor and Surety do bind themselves, their heirs, executors,  
administrators, successors and assigns, jointly and severally.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

**WHEREAS,** the said Contractor has on or about this day executed a contract in writing  
with the City of Houston, Texas, for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

all of such work to be done as set out in full in said contract and plans and specifications  
therein referred to and adopted by the City Council.

**NOW, THEREFORE,** if the said Contractor shall repair, replace and restore  
any and all defects in or damages to, said construction or other work discovered within one  
(1) year from and after the date that the Director of Houston Public Works or his designee in  
writing, determines, in a written notice to the Contractor, to be the date upon which the  
project is both substantially complete and available for the full and beneficial occupancy or  
use of the City, as such terms are defined in said contract, or, if no such determination is  
requested by the Contractor, the date the project is officially accepted by the City Council,  
which defects or damages result from, arise out of, or relate to defects in materials furnished  
by, or workmanship of the Contractor in connection with said contract, then this obligation  
shall become null and void, and shall be of no further force and effect; otherwise, the same is  
to remain in full force and effect.

City of Houston  
Houston Public Works  
**ONE YEAR SURFACE RESTORATION BOND**

Page 2

**COH Job No.** \_\_\_\_\_

**Bond No.** \_\_\_\_\_

**IN TESTIMONY WHEREOF**, the said Principal and Surety have signed and sealed this instrument on respective dates written below their signatures:

**ATTEST / SEAL** (of a Corporation): \_\_\_\_\_

**WITNESS** (if not a corporation): \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ATTEST / WITNESS: (SEAL)**

\_\_\_\_\_  
Full Name of Surety

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**REVIEWED:**

**THE FOREGOING BOND IS ACCEPTED ON  
BEHALF OF THE CITY OF HOUSTON, TEXAS**

Signature: \_\_\_\_\_

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

Infrastructure & Development Services *Management Only*



# Easement Document Submittal Process

**PURPOSE:** To allow applicants to apply for recordation of easements remotely while reducing the amount of direct contact with the public until further notice.

## Process steps:

### 1. Request for Easement Required Documents:

Applicants can request for Easement Document Requirements and Procedures by email from any Sr. Plan Analyst or Customer Service Representative by emailing [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov).

### 2. Required Documents should be sent by email for approval:

Applicant must **email** all required documents including the 584 Form, Mylars, and Metes & Bounds. The Applicant will electronically submit all required documents for review along with their Water Meter application, required plans and documents per the Large Meter permit procedures. After Legal's approval of the 584 form electronically, the customer will be asked to mail the original 584 form with a confirmed tracking number to the Houston Permitting Center @ 1002 Washington Ave. Houston, Texas 77002 Attn: Taps & Meters. All other documents will be accepted electronically and approved if they are of viewable quality.

Application and documents must be emailed to [Taptechs@Houstontx.gov](mailto:Taptechs@Houstontx.gov) (walk-in submissions not accepted at this time)

#### 2.1 Required documents:

- 2.2 584 Form - (required for all Easement Submittal)
- 2.3 Easement Mylar – (required for all Easement Submittal)
- 2.4 Metes & Bounds - (required for all Easement Submittal)
- 2.5 Recorded Deed - (required for all Easement Submittal)
- 2.6 Plan and profile sheet showing easement and meter location (required for large meter Easement Submittal)

### 3. Application review and approval:

Submitted easement documents will be forwarded to the Customer Service Supervisor for processing. Preliminary easement documents are sent to Surveying, Legal, and Real Estate Departments for approval – allow at least 30 Business days for review. Incorrect documents must be corrected and resubmitted before approval of permit. The Chief Inspector will place a hold on the Building project until easement is approved. The Contractor and Surveyor will be contacted after the Real Estate and Legal Survey approval process is complete. The CSR supervisor will upload and attach the approved easement documents to the WNS permit application. The CRS Supervisor will notify the Chief Inspector of the approved easement. The Chief Inspector will release easement hold from COH ILMS building project

**3.1 Approved Easement Documents:**

3.2 The approved Mylars and Metes and Bounds will be Electronically Stamped by Surveying and attached in the Legal Tracking System.

3.3 **Electronic & Mail:** When the customer's electronic 584 form is tentatively approved by COH Legal the Taps & Meters Department will notify the customer via email that they can prepare the original to be mailed with a tracking number to the Houston Permitting Center.

**3.4 Final Easement Approval:**

3.5 When the Taps & Meters Department receives the original 584 form and it is approved by Legal and the Mylars and the Metes & Bounds are approved by Surveying electronically they will be prepared for submittal to Harris County for recordation.

4.1 All customer contacts or contact agents will be notified via email that all Easement Documents have been approved by the Taps & Meters Department.

4.2 The customer will be notified to electronically submit the required bonds ([please see the procedure for Electronic Bond Submittal document](#)). The customer will be required to email the executed bonds to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov).

4.3 When bonds are validated the customer will be able to apply for their approved meters ([please see electronic large job process document](#)).

**NOTE:** Easement document are delivered to City of Houston Survey, Real Estate, and Legal Departments for approval and recording. There are no expedited services provided.  
Easement Variances from the I.D.M. may be provided by The Office of City Engineer.

**Effective 12/07/2020**

Customers with approved plan and profiles and approved utility plans can submit meter applications and easement documents together. The easement recording process for large meters will run simultaneously while the meter permit is processed. The maintenance and surface restoration bonds must be submitted in order to process the meter permit.

This will reduce the meter permit wait time.

1. While completing the meter application process, a hold will be placed on the building project until the meter easement is approved.

2. Meter easements located in basements will not be eligible for the accelerated application process.

The easement must be approved before receiving a permit work order.

## **GUIDELINES IN COMPLETING FORM 584**

**THIS DOCUMENT IS NOT LEGAL ADVICE, NOR IS IT TO BE INTERPRETED OR CONSTRUED AS LEGAL ADVICE IN ANY MANNER OR FORM.**

This information is provided as a courtesy to assist with completing and returning the City of Houston Form 584. Form 584 will be officially recorded with the County Clerk's Office.

The legal description must be attached to the form as Exhibit "A". See the Example on Page 3 with numbered references for the following items 1 through 6.

**If Form 584 is not completed properly it will not be approved by City Legal.**

- ① Type or print the exact name of the owner of record of the property, whether individual, business or organization. Cannot be a lessee. **A copy of Grantor's deed showing Grantor is the legal recorded owner of the property must be submitted for approval by the City' Legal Department.**
- ② Enter the number of pages of Exhibit "A" (the legal description) consists of.
- ③ Leave the space for Parcel No., Job No. and ILMS No. blank; these will be filled in by the City.
- ④ Enter the date signed by the authorizing person.
- ⑤ The signature:
  - For individual property owners, sign on the line under the word "Grantor(s)" and print grantor's name under signature;
  - If property is owned by a married couple or multiple individuals, each person must sign and print their name on a line under the word "Grantor(s)";
  - For business organizations:
    - i. The exact legal name of the business must be listed, followed by the exact management authority of the business, if applicable, showing each layer of authority as it is on record with the TX Secretary of State.
    - ii. The person signing must have verifiable signatory authority by either 1) being listed as President, Vice-president, partner, or general partner (as appropriate) with the Texas Secretary of State; or 2) attaching a corporate resolution in the case of a corporation or an affidavit of the partners in the case of a partnership, wherein the signatory is given the authority to sign on behalf of the business entity.
    - iii. Without being listed in the records of the office of the Texas Secretary of State or a corporate resolution the form will be rejected.

(See examples of business entity signature blocks on the Page 4)

⑥ **A Form 584 will not be considered valid unless it is countersigned by the City.**

Form 584 must be notarized in the appropriate format on its reverse side. The notary must be dated the same date as listed on the front page.

**\*\* There can be no strike-outs or corrections anywhere in the form or the acknowledgment because it will not be accepted for recording with such and additionally, the validity of the document can be called into question.**

# SAMPLE FORM

THE STATE OF TEXAS §  
COUNTY OF HARRIS §

**GRANTOR(S):** \_\_\_\_\_<sup>①</sup>  
(Exact legal name of person or entity that is the recorded property owner)

**GRANTEE:** **The City of Houston**, a Municipal Corporation situated in Harris,  
Fort Bend and Montgomery Counties, Texas

**GRANTEE'S MAILING ADDRESS:** P.O. Box 1562, Houston, TX 77251

**PROPERTY:** The tract or parcel of land described in **EXHIBIT "A"**, consisting of   ②   pages,  
attached hereto and made a part hereof, (the "Easement") and noted as  
Parcel No.   ③  ; Job No.   ③  ; and ILMS No.   ③    
(above tracking numbers assigned as needed by City of Houston)

Grantor(s) being the owner(s) in fee simple of the hereinafter described property located in Houston, Harris County, Texas, in consideration of the sum of One Dollar (\$1.00) to Grantor(s) in hand paid by Grantee, the receipt of which is hereby acknowledged, does grant, sell and convey unto Grantee, its successors and assigns, an easement for **Water Meter** purposes, said Easement being in, upon, under, over, across and along the Property.

Grantor(s) does hereby agree, bind, and obligate Grantor(s) and Grantors' heirs, successors, and assigns, that no fences, buildings or other improvements shall be placed in, on or along said Easement, and further, that Grantee shall be and is hereby released from any and all liability from any damages occasioned by and in the reasonable exercise of its rights granted.

TO HAVE AND TO HOLD the Property and easement for said purposes, together with all the rights and appurtenances thereto in anywise belonging to Grantee, its successors and assigns forever. However, if said easement or any part thereof is ever discontinued for said purposes, the title thereto (or to the part so discontinued) shall revert to the then owners of said property. The right and privilege being reserved to Grantee, its successors, assigns or agents, to go upon said Property at any time for the purpose of removing, repairing, or replacing any City improvements installed thereon or thereunder.

**THIS EASEMENT IS NOT VALID UNLESS COUNTERSIGNED BY THE CITY OF HOUSTON.**

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_<sup>④</sup>, 200\_\_\_\_\_.

**GRANTOR(S):**

\_\_\_\_\_<sup>⑤</sup>  
\_\_\_\_\_  
\_\_\_\_\_

Approved as to form:

\_\_\_\_\_<sup>⑥</sup>  
Assistant City Attorney

**Examples of corporate or other business entity signature blocks**  
**Names are strictly fictitious**

**Example #1 Property owner is a partnership with a corporation as its general partner. The person signing must be a president or vice-president of the corporation.**

Concord, Ltd.,  
a Texas limited partnership

By: VXS Manufacturing Systems, Inc.  
a Texas corporation, its general partner

\_\_\_\_\_  
(Signature of President or Vice-president)

\_\_\_\_\_  
(Printed Name of person signing)

\_\_\_\_\_  
(Printed Title of person signing)

=====

**Example #3 Property owner is a partnership with a limited liability company (LLC) as its general partner. The person signing must be a managing member or managing manager of the LLC. LLC's may call their officers managers or members as they so choose and file with the Secretary of State.**

XYZ Mall, Ltd.,  
a Texas limited partnership

By: NCB Realty Management, LLC,  
a Texas limited liability company, its general partner

\_\_\_\_\_  
(Signature of limited liability company's managing member or manager)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Title)

**Example #2 Property owner is a partnership with an individual as its general partner.**

Dillies Texas Operating L.P.,  
a Texas limited partnership

By: \_\_\_\_\_  
(Signature of John Smith)

\_\_\_\_\_  
(Printed Name of John Smith)

\_\_\_\_\_  
(Printed Title)

=====

**Example #4 Property owner is a partnership with multiple layers of management. Property owner is a partnership with a limited liability company as its general partner (Handheld, G.P., LLC). Handheld's managing member is TDC Development Corporation. The president or vice-president of TDC Development Corporation must be the individual to sign the form.**

The Towers on Post Oak, L.P.,  
a Texas limited partnership

By: Handheld, G.P., L.L.C.,  
a Texas limited liability company, its general partner

By: TDC Development Corp.,  
a Delaware corporation, its managing member

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Title)





**EASEMENT**

THE STATE OF TEXAS       §  
COUNTY OF HARRIS       §

**GRANTOR(S):** \_\_\_\_\_  
*(Exact legal name of person or entity that is the recorded property owner)*

**GRANTEE:**               **The City of Houston**, a Municipal Corporation situated in Harris,  
Fort Bend and Montgomery Counties, Texas

**GRANTEE'S MAILING ADDRESS:**   P.O. Box 1562, Houston, TX 77251

**PROPERTY:**           The tract or parcel of land described in **EXHIBIT "A"**, consisting of \_\_\_\_  
pages, attached hereto and made a part hereof, (the "Easement")  
and noted as Parcel No. \_\_\_\_\_; Job No. \_\_\_\_\_; and ILMS No. \_\_\_\_\_  
*(above tracking numbers assigned as needed by City of Houston)*

Grantor(s) being the owner(s) in fee simple of the hereinafter described property located in Houston, Harris County, Texas, in consideration of the sum of One Dollar (\$1.00) to Grantor(s) in hand paid by Grantee, the receipt of which is hereby acknowledged, does grant, sell and convey unto Grantee, its successors and assigns, an easement for **Water Meter** purposes, said easement being in, upon, under, over, across and along the Property.

Grantor(s) does hereby agree, bind, and obligate Grantor(s) and Grantors' heirs, successors, and assigns, that no fences, buildings or other improvements shall be placed in, on or along said easement, and further, that Grantee shall be and is hereby released from any and all liability from any damages occasioned by and in the reasonable exercise of its rights granted.

TO HAVE AND TO HOLD the Property and easement for said purposes, together with all the rights and appurtenances thereto in anywise belonging to Grantee, its successors and assigns forever. However, if said easement or any part thereof is ever discontinued for said purposes, the title thereto (or to the part so discontinued) shall revert to the then owners of said property. The right and privilege being reserved to Grantee, its successors, assigns or agents, to go upon said Property at any time for the purpose of removing, repairing, or replacing any City improvements installed thereon or thereunder.

**THIS EASEMENT IS NOT VALID UNLESS COUNTERSIGNED BY THE CITY OF HOUSTON.**

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

**GRANTOR(S):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

Assistant City Attorney

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Texas

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ on behalf of \_\_\_\_\_, a \_\_\_\_\_.

(Name of acknowledging partner)

(Partner or General Partner)

(Name of Partnership that is Grantor)

(Partnership or Texas Limited Partnership)

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Texas

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, of \_\_\_\_\_, a \_\_\_\_\_, on behalf of \_\_\_\_\_ said business entity and executed this instrument as partner on behalf of \_\_\_\_\_.

(Name of acknowledging partner or officer)

(Title -Partner, General Partner, Pres, VP)

(Name of business entity that is the general partner)

(Type of entity, ie., partnership, corporation, LLC or other)

(Name of partnership that is Grantor)

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Texas

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation, on behalf of said corporation.

(Name of acknowledging officer - Pres. or VP, or other if named by corporate resolution)

(Title of Officer)

(Name of Corporation)

(State of Incorporation)

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Texas




## **EASEMENT APPROVAL - SURVEY CHECK LIST**

1. ALL SURVEYS SHOULD BE NO OLDER THAN SIX MONTHS.
2. Surveys have to be spatially referenced (earth referenced) in the National Spatial Reference System (currently NAD 83, State Plane Coordinates), please include state plane coordinates in the Metes and Bounds descriptions and on the Mylar drawing/s per City Ordinance 2003-1292, Article IV, Chapter 33, City Surveys of the City of Houston Code of Ordinances. Show grid coordinates at a minimum on POC and POB; also show scale factor.
3. If the parcel is located within the 1869 W. E. Woods map the City of Houston Centerline Reference Rods must be used showing rods referenced with offset ties to the reference lines shown on the exhibit and called in the metes and bounds. If the survey falls within the Downtown Centerline Reference Rod System Revitalization maps (City DWG. #46402) these must be used.
4. Each parcel will have metes and bounds descriptions on a separate sheet/s of paper other than the Mylar drawing. Determine how many parcels you need and contact the City of Houston project manager to request a block of parcel numbers corresponding to the type of easements needed (i.e. street, sanitary, sewer, water, etc.) and include them on the field notes and Mylar drawings according to project parcel order prior to survey submittal. Please ensure that all parcel numbers coincide on both the Mylar drawing and meets and bounds description.
5. The Mylar drawing and metes and bounds must be signed, dated and ink stamped.
6. Each Mylar drawing will include a City of Houston signature block. The block can be found at the City of Houston website (You must have Autocad or some other form of drawing application to read/open the file). Title block must be 4.5" X 4.5" to fit City drawing number stamp in lower right side of the Mylar map/s.
  - The template is located at the following link: *Title 11X17.DXF* (JAN. 19, 2012)
  - <http://documents.publicworks.houstontx.gov/document-center>
  - Follow the Categories below:
    - Engineering and Construction
    - Drawings
    - Cadd Templates
    - Land Survey
7. Include the Key Map page # and block letter in the title block.
8. Include the Facet/GIMS number in the title block.

9. The smallest acceptable Mylar drawing size is 11"x17".
10. Each Mylar drawing must depict the entire parent tract in relation to the subject parcel and all visible improvements within parcel area (i.e. trees, signs, fences etc.) and any visible improvements outside of our proposed acquisition area which may be affected by the taking (i.e. buildings, fences, parking areas, etc.). Additionally, building set back lines must be reflected on the mylar drawings.
11. Each easement that affects the parcel area must be listed along with Harris County Clerk File Numbers for all abutting property owner(s) and all easements listed on the Mylar drawing.
12. ALL CALLS AND COORDINATES ON THE METES AND BOUNDS AND MYLAR DRAWINGS MUST MATCH AND MATHEMATICALLY CLOSE.
13. The Point of Beginning (POB) must be reflected in the metes and bounds and on the Mylar drawing. A Point of Commencing is recommended where necessary.
14. Enlarged details of all encroachments must be reflected and encroachments into the City right-of-way must reflect the right-of-way, right-of-way widths and the street/avenue/road name. (Ensure proposed and existing rights-of-way are reflected on the Mylar drawing.)
15. If the project requires TxDOT, Harris County, Metro, CenterPoint approval, the City expects as a deliverable, a final corresponding agency approved, signed and sealed Mylar drawing and a signed and sealed metes and bounds.
16. All metes and bounds and Mylar drawings prepared for a CenterPoint pipeline to be centerline descriptions and drawings (samples are available upon request). Please note that CenterPoint does not permit anyone to run along pipeline/underground easement area but can cross it (approval is necessary see #17).
17. All plan approvals from public and/or private utilities must be obtained prior to submission, if possible.
18. Maps and metes and bounds shall meet Texas Board of Professional Land Surveying requirements.
19. All maps and metes and bounds must conform to the rules and regulations of a Category 1 Land Title Survey per the current Manual of Practice, promulgated by the Texas Society of Professional Surveyors if this standard is called.
20. If you have any further questions concerning Mylar drawings or metes and bounds description issues, please contact George Rodriguez at (832) 395-2380, [george.rodriguez2@houstontx.gov](mailto:george.rodriguez2@houstontx.gov) or Rodney Sanders at (832) 395-2382, [rodney.sanders@houstontx.gov](mailto:rodney.sanders@houstontx.gov).

THIS BLOCK MUST BE PLACED IN THE LOWER RIGHT  
HAND CORNER (Scale 1:1)

 <h1 style="margin: 0;">CITY OF HOUSTON</h1> <h2 style="margin: 0;">PUBLIC WORKS AND ENGINEERING DEPARTMENT</h2>	
<u>APPROVAL</u>     <hr style="width: 100%; margin-top: 20px;"/> SURVEY SECTION	<u>DATE</u>     <hr style="width: 100%; margin-top: 20px;"/> RIGHT OF WAY SECTION
KEY MAP No.	GIMS MAP No.
PARCEL NO.	
JOB NO.	
WBS NO.	
C.M. NO.	