

## **SOUTHERN MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT SITE MODIFICATION APPLICATION**

This application and supporting data must be completed in full and submitted to the District office at 25212 I-45 North, Spring, Texas 77386 **before starting construction**. Customers filing an application after the District has notified the Customer for failure to submit plans, will be subject to fines and/or termination of service according to the Rate Order. The Utility Systems Manager will consider only a completed application and supporting data for review. Do not use this form if your remodel or building addition requires the addition of water lines, sewer lines or changes to drainage features. If the project includes the addition of concrete, asphalt or other impervious cover to the driveway or parking lot, or structure addition without plumbing, please submit the following information with this application:

- 1) Most recent boundary survey prepared by a registered surveyor showing existing above ground features and proposed additions. Drawing must include dimensions and drawn to measurable scale by a professional land surveyor or legible hand sketch.
- 2) Floor plan of proposed room additions. If proposed interior plumbing is required, show point of connection to existing services.
- 3) Application fee of \$200.00.

All proposed improvements should be in compliance with current deed restrictions (if applicable)

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

**CUSTOMER/OWNER NAME:** \_\_\_\_\_

**Location:** Street: \_\_\_\_\_

Subd. Name: \_\_\_\_\_ Reserve: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

**Existing Features (Complete if Applicable):**

Building Area: \_\_\_\_\_ S.F. Pavement Area: \_\_\_\_\_ S.F. Other Impervious Area: \_\_\_\_\_ S.F.

**Proposed Improvements:**

Building Area: \_\_\_\_\_ S.F. Pavement Area: \_\_\_\_\_ S.F. Other Impervious Area: \_\_\_\_\_ S.F.

Is new water or sewer lines being installed outside the slab? Yes \_\_\_\_\_ No \_\_\_\_\_

Will a fire connection (FDC) be required? Yes \_\_\_\_\_ Size \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
District Representative

Applicant's signature represents owner agrees to follow the Rules and Regulations of the District. Failure to comply with these rules constitutes a violation of the District's Rate Order and owner/engineer is subject to penalties or fines up to \$10,000 per occurrence. Approval of plans does not release Owner's responsibility to comply with all applicable deed restrictions.

The Utility Systems Manager will review the plans and application. A written recommendation will be submitted to the Customer describing the project parameters and required conditions to continue service after modifications. A copy of the recommendation letter will be provided to the Board of Directors at their next regular meeting. The Utility Systems Manager will send with the recommendation letter, an invoice if inspection services or other services by the District are required to complete the project. Construction must commence within 90 days of the date of recommendation letter. A copy of the recommendation letter and tap fee invoice that will include all labor, equipment, materials, inspections, and impact fees required to obtain a permit. The owner must contact the Utility Systems Manager to pay the tap fees and review District policies prior to starting construction. A construction permit and approval letter will be provided after all fees have been paid.