



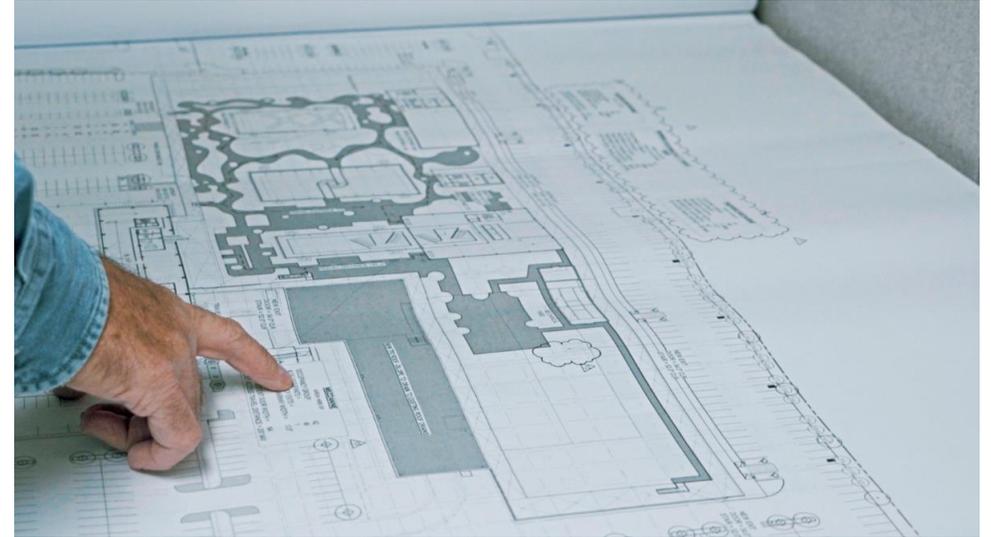
IMPACT FEE ADMINISTRATION

WASTEWATER CAPACITY RESERVATION APPLICATION PROCESS



OUR TEAM

- **Customer Service Representatives**
- **Senior Plan Analysts**
- **Plan Analyst Supervisors**
- **Assistant Project Manager**
- **Graduate Engineers**
- **Planning**
- **Supervising Engineer**
- **Division Manager**



FAQS

- What is a Wastewater Capacity Reservation Letter?
- What is High Impact?
- Does a plat need to be recorded for a WCR letter?
- What is a service unit?



APPLICATION TYPES

- Wastewater Capacity Reservation Application
- Name Transfer Application
- Site to Site Application
- Shopping Center Application
- Revision Request Application



**UTILITY ANALYSIS
WASTEWATER CAPACITY RESERVATION
REVISION APPLICATION**

The guidelines determining capacity, assessing impact fees, and issuing points of connections are located within [Chapter 47](#) of the City of Houston Code of Ordinances and the [Impact Fee Service Unit Equivalency Table](#).

All revision request forms and attachments must be submitted to LOARevisions@houston.tx.gov.

Revision requests can only be made by the owner and/or agent of the original letter. If the agent has changed an updated Agent Authorization form must be submitted.

All revision must be accompanied by:

1. Copy of Wastewater Capacity Reservation Application
2. Impact Fee Receipt
3. Utility Site plan
4. Plan and Profile

PLEASE NOTE: File applications with the following information:

PLEASE NOTE: The request:

- Change of design
- Change of site plan, machines, HDS, or number of sw



**UTILITY ANALYSIS
WASTEWATER CAPACITY RESERVATION
NAME TRANSFER APPLICATION**

The guidelines determining capacity, assessing impact fees, and issuing points of connections are located within [Chapter 47](#) of the City of Houston Code of Ordinances and the [Impact Fee Service Unit Equivalency Table](#).

All name transfer applications must be accompanied with:

1. A recorded deed, title report, title option or title insurance policy for the property.
2. Copies of the
3. Impact Fee or
4. Site plan or a
5. Processing fee
6. The form must

Please note: A new V issued that represents process a Wastewater please contact Impact

STATEMENT OF TRANSFER

I, _____
(Name of Capacity)

from _____
(Impact fee/Capacity)

Printed Name of Recipient
Individual or Company



**UTILITY ANALYSIS
WASTEWATER CAPACITY RESERVATION
TRANSFER APPLICATION**

OFFICE USE ONLY

Impact Fee ILMS Project Number:		WCR File Number:	
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The guidelines determining capacity, assessing impact fees, and issuing points of connections are located within [Chapter 47](#) of the City of Houston Code of Ordinances and the [Impact Fee Service Unit Equivalency Table](#).

All transfer applications must be accompanied with:

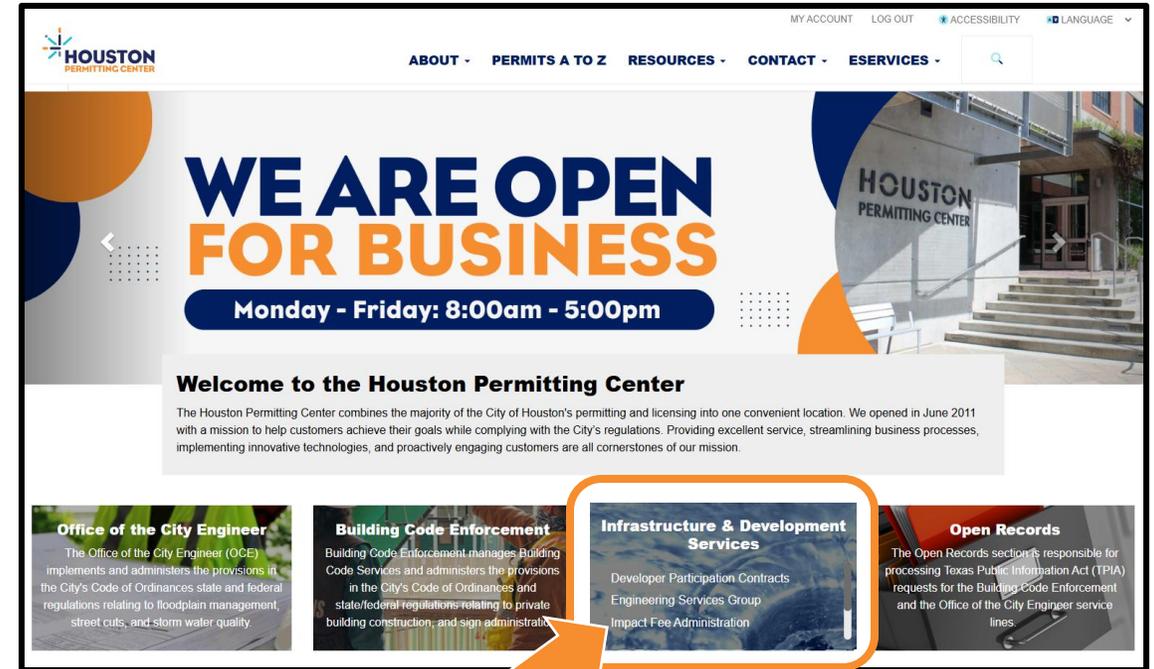
1. A site plan or survey indicating the dimensions of the property must be attached to the Wastewater Capacity Reservation Transfer Application when the site is:
 - a. Not located in a subdivision;
 - b. Located on a portion of a lot or reserve in a subdivision; or
 - c. An acreage tract.
2. A title report less than thirty (30) days old must be submitted for the property from which capacity is to be transferred.
3. Written approval of the transfer from any and all lien holders listed on the title report.
4. Capital Recovery or Impact Fee Receipt for the wastewater to be transferred.
5. Application processing fee.

Please note: When transferring from one site to another, both sites must be located within the same treatment plant area.

HOW TO ACCESS THE APPLICATIONS ON OUR WEBSITE

Step 1:

Go to houstonpermittingcenter.org and navigate to the **Infrastructure & Development Services** section. Click on “**Impact Fee Administration.**”



HOW TO ACCESS THE APPLICATIONS ON OUR WEBSITE

Step 2:

Click on **Forms** to view the list of available forms. Select the one that you need to fill out.

The screenshot shows the Houston Permitting Center website. At the top, there is a navigation bar with the Houston Permitting Center logo, a search icon, and links for 'MY ACCOUNT', 'LOG OUT', and 'ACCESSIBILITY'. Below the navigation bar is a banner image of a manhole cover. The main content area features a breadcrumb trail: 'About Us / Houston Public Works / Infrastructure & Development Services / Impact Fee Administration'. A paragraph of text describes the Impact Fee Administration's role. Below this is a vertical menu with options: CONTACT, WASTEWATER CAPACITY RESERVATION (WCR), LETTER REVISIONS, TRANSFERS, SHOPPING CENTER LETTERS, SERVICE UNITS, IMPACT FEE RATES, and FORMS. The 'FORMS' option is highlighted with an orange box. To the right of the menu, under the heading 'Forms', there is a list of forms for reference, also enclosed in an orange box:

- [Application Authorization Form \(UA002\)](#)
- [WCR Name Transfer Application \(UA003\)](#)
- [WCR Site to Site Transfer Application \(UA004\)](#)
- [Impact Fee Service Equivalency Table \(UA005\)](#)
- [Impact Fee Exemption Application \(UA006\)](#)
- [Revision Request Application \(UA007\)](#)
- [WCR Shopping Center Application \(UA008\)](#)
- [Shopping Center Denial/ Approval Letter \(UA009\)](#)
- [Tenant Listing Form \(UA010\)](#)
- [Application Fee Schedule \(UA011\)](#)

APPLICATION SUBMISSION

- Create profile in the Customer I-Permits Portal
- Provide all information and documents required and submit application
- Pay application fee
- Await review process



REVIEW PROCESS

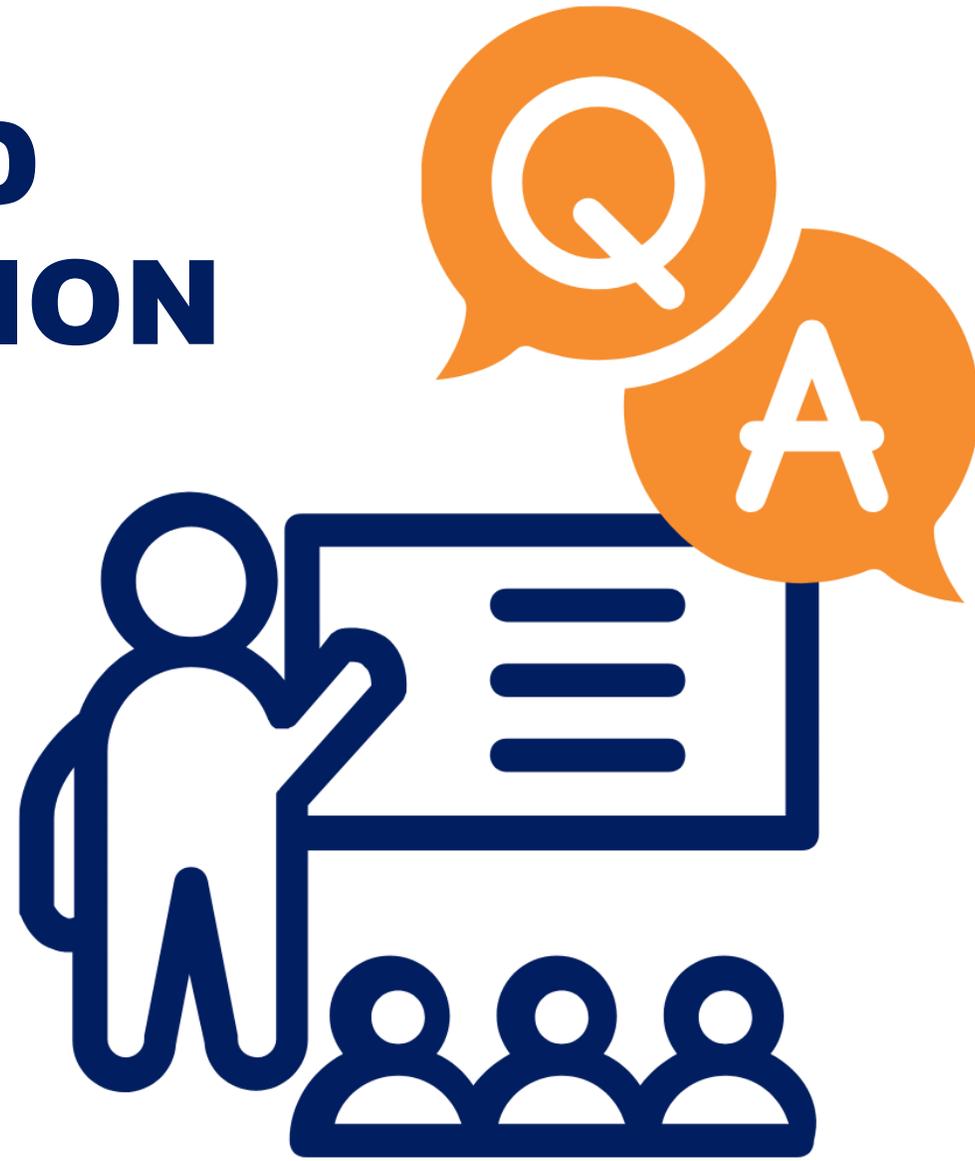
- **The Senior Plan Analyst will verify application information and supporting documentation.**
- **Senior Plan Analyst will analyze property accessibility to the City of Houston's Infrastructure.**
- **Senior Plan Analyst will assess the proposed capacity's impact on the City of Houston's infrastructure according to the development type.**
- **Depending upon the results of the analysis, the Senior Plan Analyst will either close project and send to customer or route project for additional review.**
- **If project requires extensive research Deputy Assistant Director's review and signature will be required to finalize prior to issuance**

IMPACT FEE ADMINISTRATION CONTACT INFO

- **Impact Fee Administration Inquiries**
 - WCRTechs@houstontx.gov
 - (832) 394-8888
- **Revision Requests**
 - LOARevisions@houstontx.gov
- **Shopping Center, Name Transfers and Site Transfer Applications**
 - TSCApplications@houstontx.gov
- **Division Manager**
 - Nikkia.Thomas@houstontx.gov
 - (832)394-8999



QUESTIONS AND ANSWERS SECTION



CONTACT US

Houston Permitting Center



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 www.houstonpermittingcenter.org

 taptechs@houstontx.gov



SURVEY OF TRAINING NEEDS PERMITTING WORKSHOP 2024

[BIT.LY/3XMXBGG](https://bit.ly/3XMXBGG)



thank you!



HoustonPublicWorks.org



@HouPublicWorks