

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@houstontx.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 accompany this application.

All revision must be accompanied with:

1. Copy of Wastewater Capacity Reservation (WCR) Letter
2. Impact Fee Receipts (If applicable)
3. Utility Site plan & Survey
4. Plan and Profile Drawings and City of Houston Drawing No. (for all points of connection requests)
5. Additional documents needed to review your request (Joint Use Maintenance Agreement, Private or Public Easement Deeds, etc.)

PLEASE NOTE: File sizes cannot exceed 5 MB

PLEASE NOTE: The below request requires a new application to be completed and do not qualify as a revision request:

- Change of development
- Change of square footage, occupants, number of beds, number of bowls, number of carwashes, courts, lanes, machines, Hotel/Motel rooms, seats, number of services, number of mobile home spaces, number of stations, number of swimmers, number of toilets, number of units (apartments), number of recreational vehicles.
- Change of ownership
- Change of legal description
- Change of Impact Fees
- Expired Letter

Please allow for 10 business days for the revision request to be completed. Revision requests will follow are standards of the current Infrastructure Design Manual. Please direct all questions to (832) 394-8888 or LOARevisions@houstontx.gov.

Date:					
Contact Information					
Name					
Company Name					
Address					
City		State		ZIP Code	
Email		Phone Number			

Wastewater Capacity Letter Information					
ILMS Project Number		WCR File Number <i>(If Applicable)</i>			
Property Tax Account Number(s)					
Service Address					
City		State		ZIP Code	
Proposed Development					

Type of Revision Request			
	Change of Point of Connection		Change Review JRC or Community Sewer Requirements
	Request Private Well Connection		Request Private Septic Connection
	Change in Address		
Description of Revision Request:			

OFFICE USE ONLY			
Revision Approved		Revision Rejected	
Comments			