

**OFFICE USE ONLY**

<b>Impact Fee ILMS Project Number:</b>	<b>WCR File Number:</b>
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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](#).

The shopping center application is used when you believe the existing shopping center for you proposed development has excess capacity.

After application, location, and all additional information is analyzed, a determination will be made whether there is excess capacity existing at the indicated site.

The following documents are required with a shopping center application

- Shopping Center Letters and/or Wastewater Capacity Reservation (WCR) Letters
- Shopping Center Receipts and/or Wastewater Capacity Reservation (WCR) Receipts
- Site Plan
- Full Tenant List Including the Following Criteria
  - Total Square Footage of the Shopping Center
  - Square Footage of "Each" Space (Vacant or Occupied)
  - Occupancy load as applicable

**NOTICE: If it is determined there is not excess capacity at the location, you must submit a standard Wastewater Capacity Reservation (WCR) Application.**

**Fee Simple Title Owner Information**

<b>Name</b>					
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>ZIP Code</b>	
<b>Email</b>			<b>Phone Number</b>		
<b>Print Name</b>			<b>Signature*</b>		

*\*As the fee simple owner of the property referenced in this application, I hereby authorize the referenced agent on page 1 of this application (if applicable) to submit a WCR application on my behalf. My representative is also authorized to make changes or corrections and may obtain a copy of the WCR letter when available. I understand all impact fees are non-refundable, including but not limited to the discovery of prior payment, the discovery of past credits not received, cancellation of the building project, and the inability to construct due to deed restrictions, funding, etc.*

**Agent Information**

<b>Name</b>					
<b>Company</b>					
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>ZIP Code</b>	
<b>Email</b>			<b>Phone Number</b>		
<b>Print Name</b>			<b>Signature*</b>		

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**Property Information**

Service Address				
City	State	ZIP Code		
Property Tax Account Number(s)				
Lot(s)	Block	Reserve		
Subdivision		Section		
Building Project Number		Demo Project Number		
Tract Size (Acres or Sq. Ft.)				

**Service Requested**

<input type="checkbox"/> Water	<input type="checkbox"/> Wastewater
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**Preferred Points of Connection**

Water	
Wastewater	

**Type of Development**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Exterior Addition	<input type="checkbox"/> Interior Only Remodel
<input type="checkbox"/> Tenant Build-Out	<input type="checkbox"/> Conversion	<input type="checkbox"/> Other: _____

Please review the [Impact Fee Service Unit Equivalency Table](#) and describe the project below.

Previous or Existing Development (Sq. Ft. and/or Occupancy Load)	
Development to be Removed (Sq. Ft. and/or Occupancy Load)	
Proposed Development (Sq. Ft.) (Residence - <u>Total Covered Area</u> and all floors)	

**\*\* Tenant List must be completely filled out, attached and submitted along with this form. Please allow 12 business days for shopping center letter.**

<b>Shopping Center Name:</b>	<h1 style="margin: 0;">Tenant Listing</h1>	<b>Owner's Name:</b>
<b>WCR File Number:</b>		<b>Date:</b>

Address and/or Suite Number	Business Name	Development Type	Square Footage	Occupancy Load	Previous Development	Previous Development Square Footage	Comments

Fast Food= Total Square Footage, Full Service Restaurant=Square Footage of Dining Room Area, Retail Space=Total Square Space, Night Clubs and Churches=Occupancy Load, Office Space=Total Square Footage, Beauty Salons and Barber Shops=Number of Shampoo Bowels, Nail Salons=Square Footage and Number of Pedicure Chairs. For questions on spaces not clear on classification, contact 832-394-8888 or [WCRTechs@houstontx.gov](mailto:WCRTechs@houstontx.gov).