

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 denial/approval application is used when you believe the existing shopping center for you proposed development has excess capacity, or a previous shopping center letter and receipts have been issued,

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

- An existing Wastewater Capacity Reservation (WCR) **Shopping Center Letter**.
- 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.**

<b>Date:</b>					
<b>Contact Information</b>					
<b>Name</b>					
<b>Company Name</b>					
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>ZIP Code</b>	
<b>Email</b>		<b>Phone Number</b>			

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

Type of Development					
	New Construction		Exterior Addition		Interior Only Remodel
	Tenant Build-Out		Conversion		Other: _____

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

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

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

