



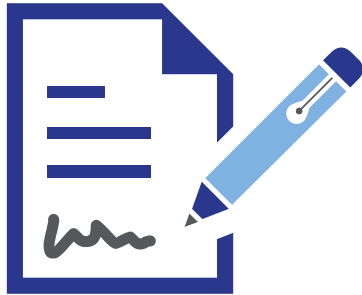
WTCPUA SERVICE EXTENSION REQUEST PROCESS

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

13215 Bee Cave Pkwy • Building B • Suite 110 • Bee Cave, Tx 78738

512.263.0100 office • 512.263.2289 fax

1 Submit a Service Extension Request



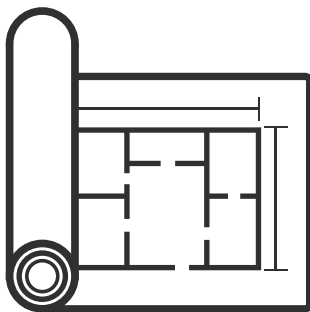
- If the development does not have a meter box on the property, the applicant must submit a Service Extension Request (SER) application. The SER application can be found at wtcpua.org under the Forms and Reports tab. There is a \$50 application fee due along with an engineering review fee ranging from \$850-\$19,000 (based on the amount of LUE's requested). For ALL commercial SER's, a minimum \$5,000 deposit is required to cover additional engineering (water quality, modeling) / legal review fees if necessary.

SER Approval 2

Upon approval by WTCPUA Engineering Staff, the applicant will receive a Service Availability Letter (SAL) generally within thirty (30) days after submission. The applicant will have sixty (60) days to execute the SAL and return to the WTCPUA. For commercial SER's, a Non-Standard Service Agreement (NSSA) will be issued and must be executed within ninety (90) days. All commercial SER's requesting more than ten (10) LUE's require approval by the WTCPUA Board of Directors. Please note the Board generally meets on the third (3rd) Thursday of each month.



3 Construction Plan Review (Commercial Only)



- After execution of the NSSA, construction plans can be submitted. Typical turnaround for construction plan review is thirty (30) days. The WTCPUA follows the City of Austin Site Development Regulations for construction of water and wastewater infrastructure. Upon compliance with Development Regulations and payment of inspection fees (as outlined in the WTCPUA Rate Tariff), construction plans are approved. It is the responsibility of the applicant to obtain any permits required prior to commencement of construction. Before connecting to WTCPUA infrastructure, inspections must be coordinated with a WTCPUA Construction Inspector.

Closeout (Commercial Only) 4

The final step in the SER process. Water meters can be installed by WTCPUA Staff when:

- Construction is complete
- All documents required by the WTCPUA Closeout Checklist are submitted & approved
- The Conveyance Agreement has been approved by the WTCPUA Board of Directors
- All applicable fees are paid per the WTCPUA Rate Tariff including:
 - Impact Fees
 - Reservation Fees
 - Outside Legal & Engineering Fees
 - Meter Drop-In Fees
 - Meter Deposits
 - Tap Fees
 - Application Fees

