



Engineering Department

500 West Live Oak • Hutto, TX 78634 • Phone: (512) 759-4933
If you have any questions e-mail Roxanne.Flores@huttotx.gov

Service Extension Request Application and Submittal Checklist

PROJECT NAME: _____

APPLICANT INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Legal Description: Acres/Survey/Abstract No. _____

OR Lot _____ Block _____ Subdivision Name: _____

Total acreage _____

Percentage of acreage within city limits: _____%

Water pressure zone: _____

Wastewater drainage basin: _____

Water provider: _____

Wastewater provider: _____

TYPE OF SERVICE REQUESTED: ☐ WATER ☐ WASTEWATER

Proposed use:

☐ Single family: # of units: _____ ☐ Duplex/Triplex/Fourplex: # of units: _____

☐ Multifamily: # of units: _____ ☐ Office: # square feet: _____

☐ Retail/Commercial: # square feet: _____

Water utility requirements: Peak Hour: _____ gpm; Peak Day _____ gpm

Highest fire flow requirements: _____ gpm for _____ hours at 20 psi.

Fire sprinkler system flow rates: _____ gpm for _____ hours at _____ minimum residual pressure.

Wastewater utility capacity requirements (peak wet weather flows with I & I): _____ gpm.

Requested city cost participation for water improvements: \$ _____ based on total construction cost of \$ _____

Highest elevation on the land to be served by the Service Extension Request (SER): _____ above mean sea level.

Lowest elevation on the land to be served by the Service Extension Request (SER): _____ above mean sea level.

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- ☐ Complete, signed application
- ☐ Applicant has coordinated with staff on submittal requirements
- ☐ Proof of ownership (copy of deed)
- ☐ All required fees may be provided by cash, credit card or check made payable to: City of Hutto ☐ Letter describing the proposed development
- ☐ Field notes and sketch of property by a registered professional land surveyor on (1) 8½" x 11"

CONDITIONS OF APPROVAL

- ☐ The level of service approved by this document does not imply commitment for land use.
- ☐ Service extension approvals automatically expire 180 days.
- ☐ LUEs shall be prepaid to reserve the capacity. The payment is required within 60 days of SER approval per R2024-012.
- ☐ Service extension requests are subject to the guidelines established in the Hutto City Code of Ordinances.
- ☐ Construction of all service extensions are subject to all utility guidelines and planning ordinances.
- ☐ If requested, the proposed improvements will be dedicated to the City of Hutto for ownership, operation, and maintenance.

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____ A.D.

Notary Public Signature

Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)