

**WASTEWATER CAPACITY RESERVATION APPLICATION  
FOR RESIDENTIAL AND COMMERCIAL DEVELOPMENT  
Bolivar Utility Services, LLC**

*Note: The NON REFUNDABLE processing fee of \$250 must accompany this application.  
Instructions are provided on Page 4 (Please print legibly in ink or use typewriter).*

PLEASE SUBMIT PROOF OF PROPERTY OWNERSHIP: Recorded Deed, Title Report or Title Insurance

To: Bolivar Utility Services, LLC	Date: _____
FEE SIMPLE TITLE OWNER _____	AGENT'S NAME _____
MAILING ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
COMPANY _____	COMPANY _____
BUSINESS PHONE _____	BUSINESS PHONE _____
HOME PHONE _____	HOME PHONE _____
E-MAIL ADDRESS _____	E-MAIL ADDRESS _____
*SIGNATURE _____	SIGNATURE _____
PRINT NAME _____	PRINT NAME _____

*\*Application submitted by anyone other than the property owner must be accompanied by written notification from the property owner that designates the applicant as an "authorized representative".*

PLEASE NOTE: SUBMITTAL OF FALSE INFORMATION WILL RESULT IN INVALIDATION OF THIS APPLICATION

**LEGAL DESCRIPTION**

PLEASE SUBMIT A PROPER LEGAL DESCRIPTION OF THE PROPERTY IN QUESTION:

Lot(s) _____	Tract size _____ Acres or square feet
Block(s) _____	Property tax account #(s) _____
Reserve(s) _____	_____
Subdivision _____	_____
Tract(s) _____	_____
Survey _____	_____
Abstract # _____	Street Address _____

**A SURVEY AND LOCATION MAP MUST BE SUBMITTED WITH THIS APPLICATION. THE LOCATION MAP MUST INDICATE ALL STREETS ADJACENT AND INTERNAL TO THE PROPOSED DEVELOPMENT.**

Check Here to Indicate Survey and Location Map are attached: \_\_\_\_\_ SURVEY \_\_\_\_\_ LOCATION MAP

**BELOW THIS LINE ON THIS PAGE TO BE COMPLETED BY BOLIVAR UTILITY SERVICES, LLC**

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Date Received _____	Fee Paid _____
Project ID No. _____	Receipt No. _____
Sewer Line Size and Location: _____	

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**PROPOSED DEVELOPMENT**

TO BE FILLED OUT BY APPLICANT

Is the proposed development new construction? \_\_\_\_\_ remodeling? \_\_\_\_\_ lease space completion? \_\_\_\_\_

Repairing? \_\_\_\_\_ replacement? \_\_\_\_\_ conversion? \_\_\_\_\_ other? (specify) \_\_\_\_\_

Additional Information \_\_\_\_\_

*Proposed Residential Development*

*Proposed Commercial Development*

<i>No. of Units</i>	<u><i>Type of Units</i></u>
	<b>Houses</b> <i>Size (Approx. s.f.) -</i>
	<i>Townhouses</i>
	<i>Condominiums</i>
	<i>Apartments</i>
	<i>Duplex</i>
	<i>Mobile or Manuf. Homes</i>
	<i>Other:</i>

<i>Type of Development (i.e., office, retail, warehouse, mfg. *)</i>	<i>Square Footage of each type of development</i>	<i>High Volume Water user Information**</i>

*\*Any request to construct manufacturing facilities must include information on the type of manufacturing proposed the estimated quantity (gallons per day) and quality of discharge to the sanitary sewer.*

*\*\*High volume water user information must include number of chairs in a beauty shop, square footage of dining area in a full service restaurant, number of washing machines in a Washateria,, and number of rooms in a motel. See attached Wastewater Discharge criteria Sheet (Page 3) for the information that is needed. (i.e., Bowl, per Bed, per Occupant, per Station, per Room, etc.)*

**PRIOR CORRESPONDENCE**

Attach copies of any prior correspondence with the Bolivar Utility Services, LLC, concerning this request.

In this request in place of any previous requests? \_\_\_\_\_ If so, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOLIVAR UTILITY SERVICES, LLC**  
**WASTEWATER DISCHARGE CRITERIA SHEET**

TYPE OF DEVELOPMENT	SERVICE UNIT EQUIVALENCY	
BARBER SHOP OR BEAUTY SHOP	0.480000	Per Chair
CAR REPAIR	0.001600	per Sq. Ft.
CARWASH, TUNNEL, SELF SERVE	6.350000	per Carwash
CARWASH, WAND TYPE, SELF SERVE	1.220000	per Carwash Bay
TAVERN, BAR (no Kitchen)	0.001500	per Sq. Ft.
CONVENIENCE STORE	0.000500	per Sq. Ft.
GAS STATION WITH CARWASH	2.500000	per Wash Station
GAS STATION WITHOUT CARWASH	1.750000	per Sq. Ft.
GROCERY STORE	0.001250	per Sq. Ft.
HOTEL, MOTEL W/KITCHENETTES	0.800000	per Room
HOTEL, MOTEL	0.500000	per Room
MOBILE HOME PARK	1.000000	per Space
OFFICE	0.000375	per Sq. Ft.
RECREATIONAL VEHICLE PARK	0.200000	per Vehicle Space
RESIDENCE-CONDO., T/HOUSE, APART.	1.000000	per Unit
RESIDENCE-SINGLE FAMILY	1.000000	per Unit
RESIDENCE-DUPLEX	2.000000	per Duplex
RESIDENCE-TRIPLEX	3.000000	per Triplex
RESTAURANT, FAST FOOD (BURGER, CHICKEN, ETC.)	0.002500	per Sq. Ft.
RESTAURANT, FULL SERVICE/DINING/BAR AREA	0.002000	per Sq. Ft.
RETAIL	0.000500	per Sq. Ft.
TOILET	0.250000	per Toilet
WASHATERIA	0.500000	per Machine
 <b>NOTES: 1 Service Unit= \$5,000.00 per unit</b>		
 <b>A Minimum Capacity Utilization Fee of \$10,000 will be assessed for all Commercial Customers.</b>		

**Procedures and Instructions for Completing the Wastewater Capacity  
Reservation Application for Residential and Commercial Development**

1. The Wastewater capacity Reservation Application for Residential and Commercial Development is a two page form with the wastewater discharge criteria sheet and instructions included. This application must be completed by the current property owner or by an authorized representative of the owner. Please note that if the applicant is not the current owner of the subject property, a notarized Letter of Authorization from the property owner must accompany the application.
2. When submitting the Wastewater Capacity Reservation Application, a processing fee of \$250.00 will be due. This is a non-refundable fee made payable to Bolivar Utility Services, LLC and covers the cost of processing this application only. Any utilization fees, Inspection fees, etc., are separate and are NOT included in this processing fee.
3. A site plan or survey, indicating the dimensions of the property must be attached to the Wastewater Capacity Reservation Application for Residential and Commercial Development.
4. A location map must be attached showing adjacent and internal streets for the proposed development site.
5. The application must be filled out completely and accurately. The application will be returned if the owner or agent is not able to personally correct the application. This will increase processing time for your application.

The following information is often missing:

- a. The street address is not indicated (page 1 of application).
  - b. The tract size is not provided (Page 1).
  - c. Survey and Location Map is not attached (Page 1).
  - d. Appropriate information on high volume water users are not included (Page 2). See item 6 below.
  - e. Prior letters regarding this site are not attached or, if attached, their relationship to the present request is not indicated.
  - f. An acceptable form of proof of ownership of the property, i.e. warranty deed, deed of trust, title report, or title opinion is not attached.
6. Include all site and building layouts or calculations showing square footage, occupancy loads, seats, beds, etc. for the uses specified so the service unit equivalency can be calculated based on the wastewater discharge criteria sheet.
  7. An Original and one copy of the completed application and supporting documentation with the application fee shall be submitted to the following:

Bolivar Utility Services, LLC  
Attn: Manager of Operations  
P.O. Box 22858  
Beaumont, TX 77720

8. Should an applicant need any additional information concerning the submittal of the Wastewater Capacity Reservation Application for Residential and Commercial Development, please contact the Bolivar Utility Services, LLC, office.

Bolivar Utility Services, LLC      Ph:      409-924-9421      Fax:      409-861-4002

9. After this application is reviewed, any changes in use for the development from what is submitted in this application will require a new application with new attachments and another processing fee.
10. This application should be submitted and reviewed prior to any application for water or sewer taps.