SAN ANTONIO WATER SYSTEM

Guide to Development

Updated July 2020

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Foreword

This document is intended for the developer customer (engineer, contractor, land developer or owner) involved in the development of residential or commercial property to answer questions about obtaining new water and wastewater services.

This guide outlines the following:

1. **Service Availability Letters** – May be requested by the developer in order to gain a clear understanding of what SAWS infrastructure is available near the property.

2. **Counter Service Permits -** Typically issued for individual residential or commercial service installations as well as short main extensions. Depending on the location, tract size and complexity of the installation, a USA may be required.

3. **Utility Service Agreements (USA)** - Agreements between SAWS and the developer detailing the requirements to obtain water and/or sewer service for the development of a specific tract or project. This agreement serves as a mechanism for SAWS to define necessary infrastructure needed to serve the tract and for the customer to reserve capacity to support their development.

4. **General Construction Permits (GCP)** – issued for projects that are usually larger and more complex by nature. They typically include requirements defined in USAs, large public main extensions, new subdivisions and city platting requirements.

1. Service Availability Letter

If a developer customer would like information on existing water and sewer mains near their tract, a service availability letter may be requested. The request should include:

- Complete contact information
- A detailed map of the location with tract boundaries clearly and accurately outlined

The request should be submitted to SAWS via one of the following methods:

- **Email (preferred):** serviceavailability@saws.org

- **Mail:** San Antonio Water System
  Attn: Service Availability Representative
  P.O. Box 2449
  San Antonio, TX 78298

- **Visit Counter Services**: A Service Availability Letter may be requested in person at SAWS Counter Services. Water, sewer and recycle system block maps may also be requested. Counter Services is located at SAWS Headquarters, Tower 2 at 2800 U.S. Hwy 281 North. Water, sewer and recycle block maps are also available online at: https://www.saws.org/service/locates-service/ (instructions available in attachments). Construction as-builts are available online at: https://data.saws.org/ (instructions available in attachments).

2. Counter Services

There are two types of permits reviewed by Counter Services:

2.1 Single Family Residential Counter Service Permits – Permits to provide water and sewer service to a single family residential lot.

2.2 Commercial Counter Service Permits – Permits to provide water and sewer services to commercial properties.

Counter permits are only issued to SAWS authorized contractors. It is the responsibility of the developer customer to hire a third party contractor which is authorized by SAWS for construction of the defined work. A list of authorized contractors may be found on the SAWS website: https://apps.saws.org/Business_Center/Developer/plumbers/index.cfm.

SAWS authorized contractors must meet the minimum insurance requirements needed to install mains and services. **Authorized contractors are not endorsed by or work directly for SAWS**. It is recommended that developers contact several contractors until they find the level of cost and service desired for your new installation. The developer customer will pay an impact fee (see section 2.3) to SAWS for every connection as well as the fees of the authorized contractor.

2.1 Single Family Residential Counter Service Permits

Contractors must submit the counter service application through the SAWS development web portal: https://sawsportal.saws.org/Views/Login_Custom.aspx .

The permit application must include:

1. Water well / Customer Agreement
2. Recorded subdivision plat or certificate of determination
3. Address plat or applicable address verification
4. USA, TxDOT and SAWS easement submittals (if applicable see section 5)
5. Bexar County septic letter if not connecting to SAWS sanitary sewer.

For single family residential projects, SAWS block maps may be submitted in lieu of engineered plans. Block maps are available through the SAWS website (see attachments).

SAWS does not own or keep record of any infrastructure on private property. Once the service line crosses the private property line it is the property owner's responsibility and is subject to the City of San Antonio Unified Development Code (or applicable jurisdiction) and may require a separate permit.

2.2 Commercial Counter Service Permits

Commercial counter service permits are divided into two main steps:

2.2.1 Cursory Review

A cursory review is offered by SAWS to help developers and their engineers with proactive planning and early identification of potential issues related to the project. This service allows the engineer to submit through the development web portal for plan review weeks to months before the intended date of the construction work. At a minimum, the cursory submittal should include information about the applicant (engineer, utility contractor, general contractor or owner) and the address. If the address is unknown at the time of the cursory review submittal information pinpointing the location of the property to receive service should be provided.

2.2.2 Counter Service Permit Application

The counter service permit application must be submitted by a SAWS authorized contractor. As with residential permits, applicants for commercial permits must submit the application form and additional documents listed:

1. Water well / Customer Agreement
2. 9 water and sewer plans and / or block maps
3. Recorded subdivision plat or certificate of determination
4. Address plat or other applicable address verification
5. USA, TxDOT and SAWS easement submittals (if applicable see section 5).

2.2.3 Engineering Drawings Minimum Submittal

1. Call out streets and / or nearest approximate distance to intersection
2. Meters in private property must follow SAWS easement requirements and be recorded with volume / page
3. Scale, area/site map and north arrow must be included
4. All property lines must be shown
5. Trench details may be requested on any sewer mains/laterals
6. Point of entry measurement for all services
7. Legal descriptions of property
8. Front property line measurements to services
9. Measurements of main from property line
10. Real address must be shown on the title block
11. Plat number must be shown on the drawings
12. All easements must be listed by volume and page
13. All saws detail numbers must be displayed on the drawings
14. Blow up details must occur on any area with two or more connections
15. All fittings and services must be called out

16. All service lines four inches or larger must be DI unless approved by SAWS
17. All sewer inverts and slopes must be called out
18. Cleanouts **must** be placed on property borders for maintenance liability purposes
19. All vaults must be one foot inside property lines. If an easement exists then vault must be one foot outside of the easement, within the property.
20. Water, sewer and recycle service measurements must be taken from existing public fire hydrants or property lines
21. Sewer measurements must be taken from property lines or manholes
22. No size on size taps
23. All large domestic services may require single or double valves on the water main depending on existing valves shown on water map
24. Any service installation must comply with USR construction specifications
25. Job numbers must be included on all SAWS water and sewer mains
26. Pressure reducing valves must be included on all fixtures with 80 psi of static pressure and up
27. All plans must comply with existing USA
28. All plans must comply with the SAWS Utility Service Regulations.

2.3 Impact Fees

Impact fees are a one-time charge imposed on new development to help recover capital costs associated with providing the infrastructure and other required improvements to provide service to that new development. Once the residential or commercial counter permit is approved by the plan reviewer the impact fee will be assessed. The invoice will be generated and automatically sent to the applicant of the permit. Impact fees for counter service permits must be paid prior to construction. Impact fees are payable by cash or check at SAWS payment centers, or development web portal via ACH transfer. Please see section 5.8 for a schedule of impact fees.

3. Utility Service Agreements (USA)

The USA process includes:

- Submittal of USA request by Developer or Developer's Engineer
- Drafting of the USA document based on Developer's request and SAWS infrastructure requirements
- Concurrent technical and legal review by SAWS
- Issuance of a draft USA to the applicant for review
- Revision of the USA based on input from Developer of Developer's Engineer and SAWS
- If required, approval of the USA by the SAWS Board of Trustees
- Developer's notarized signature of the final USA
- SAWS execution of the USA.

3.1 Conditions requiring a Utility Service Agreement

1. Service to the property requires construction of any SAWS facility.
2. The development has a capacity requirement greater than 100 EDUs.
3. The development is over 50 acres.
4. The development requires an off-site main extension, including approach and boarder mains, of 300 linear feet or more.
5. Impact fee credits will be earned for the construction of water or wastewater infrastructure.
6. SAWS will provide oversize reimbursements for construction of water or wastewater infrastructure.
7. The development is multi-phased.
8. Pro-rata refunds will be granted for construction of a water or wastewater facility.
9. The development is located over the Edwards Aquifer Recharge Zone or Contributing Zone.
10. Other conditions as determined by SAWS.

3.2 Submitting a Request for a USA

If the tract requires a USA, the Developer or Developer's Engineer shall assemble all of the items listed under "Minimum Submittal Requirements to Request a USA" as stated in section 5.1 of this guide. The Developer or Developer's Engineer should submit that package as a USA Request to SAWS via one of the following methods:

Development Portal (preferred):
https://sawsportal.saws.org/

Email:
usas@saws.org

Mail:
San Antonio Water System
Attn: USA Requests
P.O. Box 2449
San Antonio, TX 78298

Visit Counter Services:
A request may be delivered in person to SAWS Counter Services, located at SAWS Headquarters:
2800 U.S. Hwy. 281 North Tower 2
San Antonio, TX 78212

3.3 Completion, Approval and Review of Utility Service Agreement

Depending on the completeness and complexity of the original USA request, the number of changes to infrastructure requirements, and whether or not Board approval is required, the processing time for a USA is typically 30 to 90 days.

After SAWS and the Developer or Developer's Engineer reach an agreement on the proposed infrastructure in the draft USA, the final USA will be issued in duplicate originals to the Developer or Developer's Engineer for the Developer to sign and notarize. The Developer or Developer's Engineer shall then return both copies of the signed and notarized originals to SAWS for SAWS to sign, notarize and execute the documents. The process takes approximately 10 days after the original signed documents have been received by SAWS. A duplicate original of the signed, executed USA is returned to the Developer or Developer's Engineer. Once the developer customer has recorded the executed USA, a recorded copy should be sent to usas@saws.org .

3.4 USA Requiring a GCP

If the USA for a development requires the construction of a water and/or sewer main extension exceeding 300 feet, the Developer or Developer's Engineer must apply for a General Construction Permit (GCP). The GCP submittal must include the detailed engineering plans and a draft or final USA.

4. Plats and Plans

4.1 Submitting Minor or Major Plats

1. Minor Plat – a 10 day review of a City of San Antonio or incorporated city plat consists of verifying if water and or sewer mains exist to serve the property, if it is within SAWS service area and meets SAWS standards for approval.

2. Major Plat – a 34 day review of a city of San Antonio or incorporated city plat that requires water and or sewer plans that are submitted by the engineers whom represent the developer. These plans typically consists of infrastructure that exceeds 300 feet of main to be extended to serve future development.

Minor Submittals
1. SAWS application for review
2. CoSA completeness review (if CoSA plat)
3. EDU calculation sheet
4. Signed & sealed well letter
5. Information Bulletin 187 (fire flow letter for single family residential if applicable)
6. Water purveyor letter (if applicable)
7. Septic letter from Bexar County (if applicable)
8. Plat
9. Draft or final USA

Major Submittals
1. SAWS application for review
2. CoSA completeness review (if CoSA plat)
3. EDU calculation sheet
4. Signed & sealed well letter
5. Information Bulletin 187 (Fire flow letter for single family residential/if applicable)
6. Water Purveyor letter (if applicable)
7. Septic letter from Bexar County (if applicable)
8. PDF of water / sewer plans
9. Water / sewer cost estimate
10. Draft or final USA
11. Plat

***Incomplete submittals will be returned to the engineer.**

Submittals for projects with plats using the City of San Antonio's BuildSA website will be uploaded on BuildSA. If BuildSA is not being used for the project, submittals can be emailed to Danielle Villarreal at the address below.

Please direct any questions about plats and plans submittal to Danielle Villarreal – Development Engineering. (210) 233-2995 / Danielle.Villarreal@saws.org .

Please direct any questions regarding the category letter requirements and submittals to Michael Barr – Aquifer Protection. (210) 233-3522 / Michael.Barr@saws.org .

4.2 Release of General Construction Permit (GCP)

Once the plat and plans with GCPs have been reviewed and approved by the SAWS reviewer and all the necessary comments have been added, the GCP will be sent to the developer customer for their review of the stipulated requirements and designation of the contractor for the project. Upon return of the signed and notarized GCP, a SAWS inspector will be assigned and in contact with the contractor chosen by the developer.

4.3 GCP As-Builts

After a GCP project has received field acceptance by the SAWS inspector, the engineer will be required to make an as-built submittal to SAWS in order to receive final acceptance. For information on this submittal and process, see the guide posted at the link below:

https://apps.saws.org/business_center/design/asbuilt/docs/As-Built%20Submittal%20Guide.pdf

4.4 Trilateral Contract

SAWS may elect to participate with a developer to oversize a water or sewer main project. Oversizing requirements will be defined in the USA if they are required. For more specific information regarding SAWS oversizing, please refer to the SAWS Utility Service Regulations – Section 14 and the Trilateral Guide located on the SAWS website.

4.5 Impact Fees

Impact fees are a one-time charge imposed on new development to help recover capital costs associated with providing infrastructure and other required improvements to provide service to that new development. Impact fees assessed on a GCP are eligible to be deferred until meter set. Invoices for impact fees on a GCP will be created after the plat has been recorded. Invoices are able to be downloaded and paid via the development web portal, after which the user may select to request meter set. Please be aware that although impact fees are payable after plat recordation, the GCP must have final acceptance by SAWS Developer Inspections before meters are released. Please see section 5.8 for a schedule of impact fees.

5. Appendices

5.1 USAs

Minimum Submittal Requirements to Request a USA

1. Cover sheet clearly stating "USA Request" and the project name.
2. Engineering report:
    a. Project name: consistent use of the project name in communication with SAWS will be very important to avoid confusion and delays. Pease use a project name that does not begin with numbers.
    b. Consultant engineer's name, address and contact person with email address.
    c. Developer's name, address, and contact person (person signing the USA document).
    d. Location map showing site location with tract boundaries clearly outlined.
    e. Site map with elevation contours.
    f. The total acreage of the project.
    g. Projected flow stated in equivalent dwelling units (EDUs).
    h. Fire flow demand for the intended use.
    i. Proposed source of service points of connection, main size and slope).
    j. Total linear feet of on-site and / or off-site mains.
    k. Master utility plan.
3. Proof of ownership such as a warranty deed, contract for purchase or earnest money contract.
4. Legal description of the tract.

Additional Information May Be Required

- Site plan (existing or proposed)
- Hydraulic model and/or fire flow test (or sewer analysis in the case of wastewater)
- Number of acres and EDUs as part of an existing USA.
- Computer modeling for subdivision where:
    - Pressure is not within regulations,
    - Greater than 125 EDUs with a single feed main,
    - Project is served or bounded by different service levels or large tracts.
- Purveyor letter from other water/wastewater providers if some portion of service to the tract will be from entities other than SAWS. For example, letter from Cibolo Creek Municipal Authority (CCMA) approving treatment of flows (if in CCMA's jurisdiction).

All Subdivisions Greater than 125 EDUs

- Must have or make provisions for a dual feed system.
- If a dual system is not possible, provide engineering documentation, computer modeling, and certification for SAWS review and approval of a single feed system.

SAWS Board Approval Will Be Required for USAs

- Outside SAWS' Certificate of Convenience and Necessity.
- For which SAWS will provide oversize reimbursement.

Estimated Time to Issue USAs once SAWS Receives a Complete USA Submittal

- Draft USAs issued: 30 calendar days.
- Final USA completion: 90 calendar days.
- Additional time may be required for complex areas (such as multiple service levels, existing pressure or service issues, requiring production facilities, etc.). SAWS will accept plat & plan packages once a draft USA is issued. Plat & plan approval is conditional based on final approval of the USA.

5.2 TxDOT – UIR – Permit

All utility installation requests for water and sewer improvements within the Texas Department of Transportation Right-of-Way must be submitted through the TX DOT Utility Installation Review (UIR) system online.

The following information is needed in order to set up a UIR user account for SAWS projects:

- First Name:
- Last Name:
- Title: (optional)
- Engineering Firm name and mailing address:
- Phone Number:
- Mobile Number: (optional)
- Fax Number: (optional)
- Email address:
- Logon ID:

*A system generated password will be sent to the user.

Please submit the above information to Emanuel.Rodriguez@saws.org, david.garcia2@saws.org, or to kyle.harvey@saws.org. Training and any other forms of assistance on the UIR system will be made available at the prospective user's request.

Once UIR account is created, the applicant can then apply for a TX DOT permit. The applicant will need to fill out the first four steps of this permit through the UIR. They will then need to submit the permit numbers to SAWS so the request/application can be reviewed, accepted and completed. The steps are listed below:

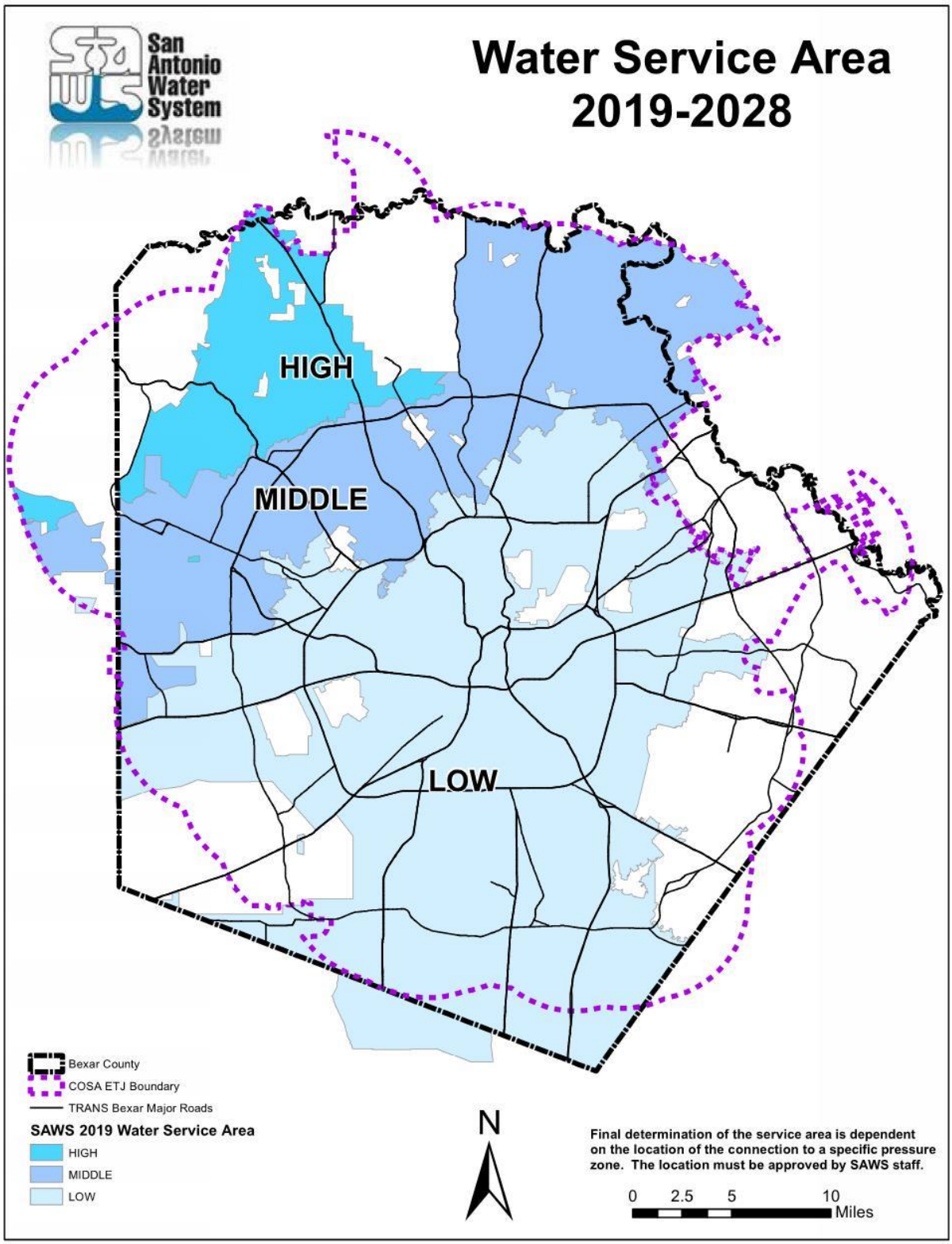
1. Request Checklist
2. Basic Information
3. Upload of design files for approval
4. Location Information
5. View Summary
6. Submit Request

5.3 SAWS Easements

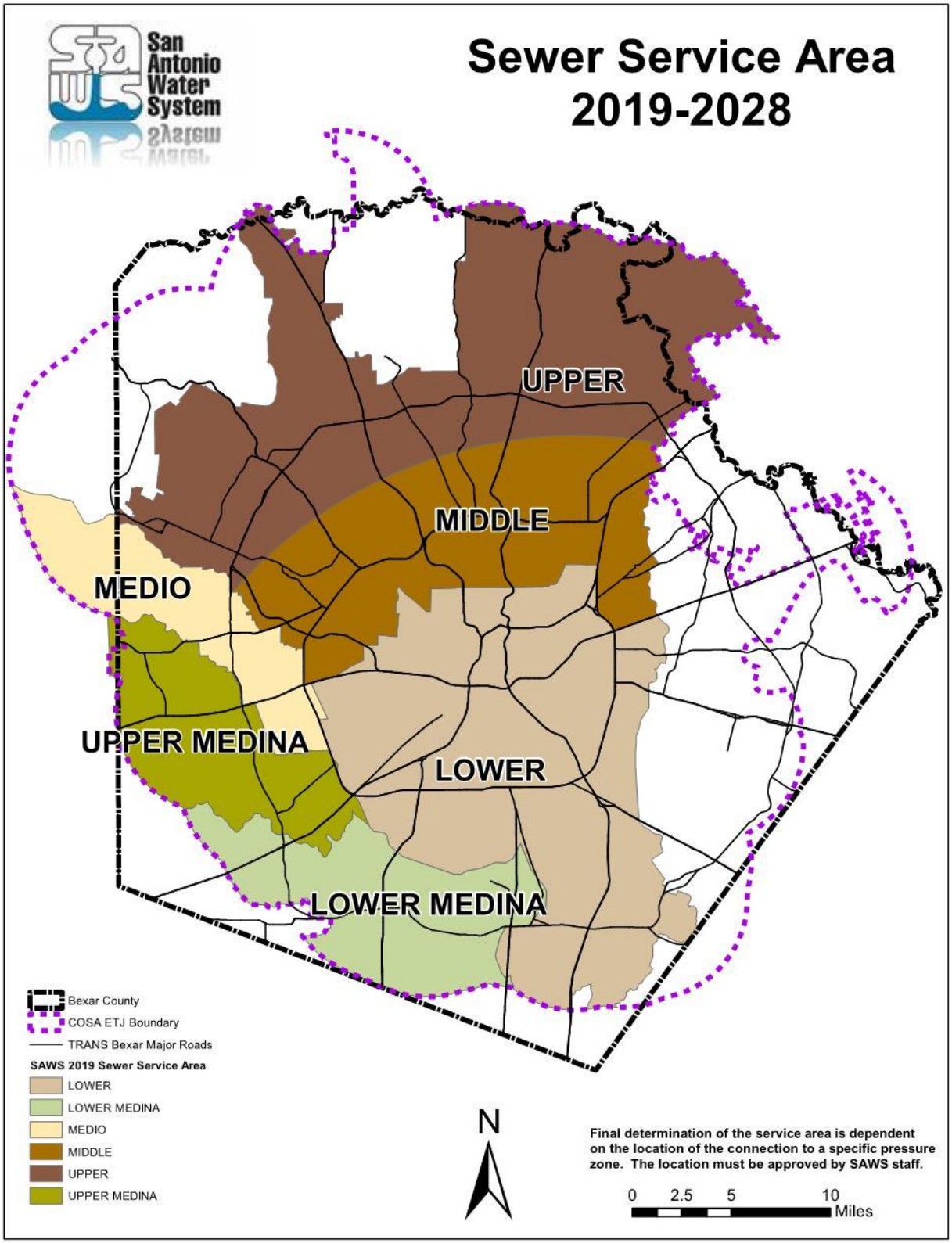
To get started on a SAWS water easement, the contactor/engineer will need to provide the following information to the assigned SAWS plan reviewer or to SAWS Counter Services so that we may set up a Parcel ID.

1. Project name
2. Number of parcels
3. Type of easement (permanent water / sewer / recycle)
4. Size of easement
5. Property address
6. Owner
7. BCAD ID
8. NCB #
9. Block #
10. Lot #
11. Plat #.

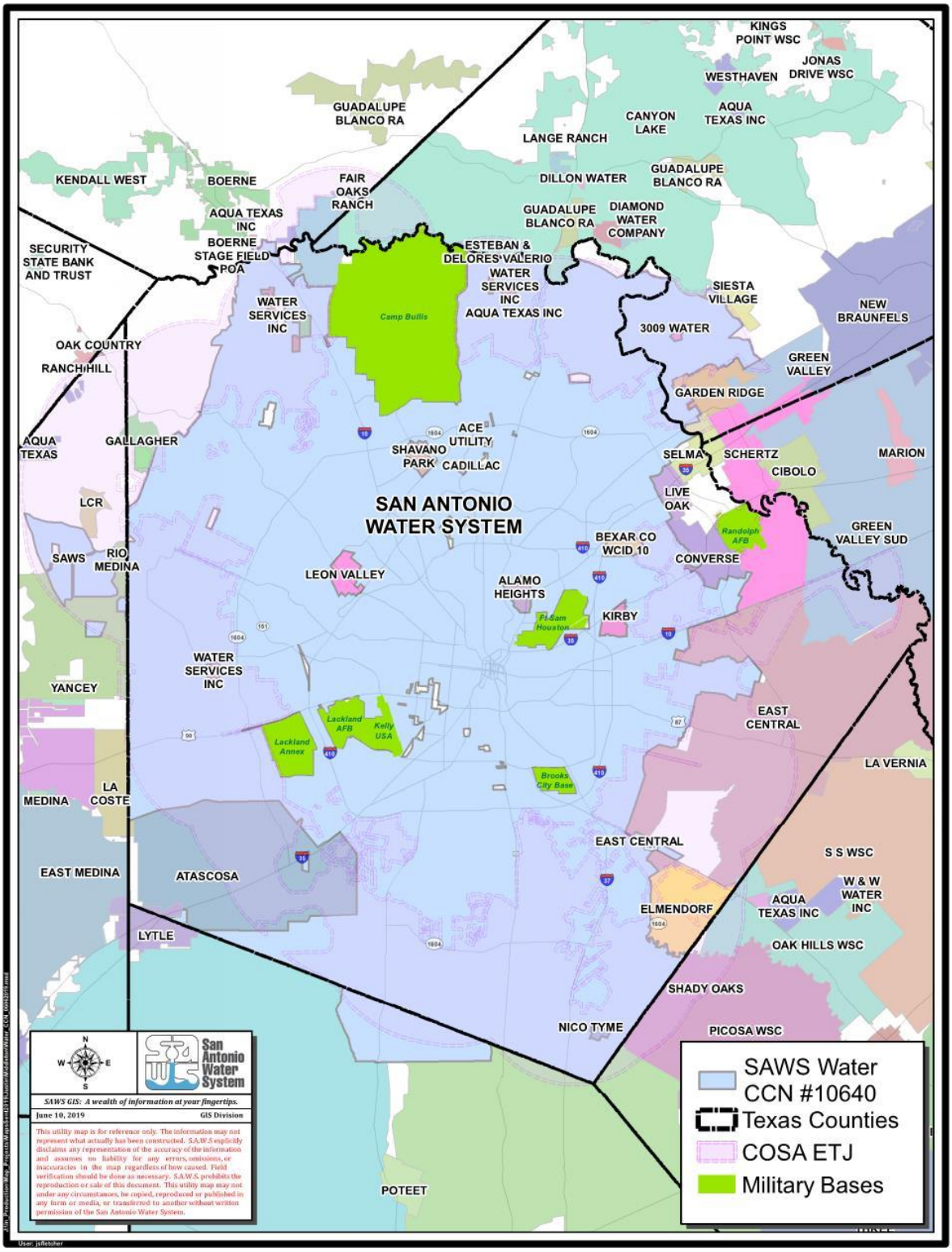
5.4 SAWS Water Service Area



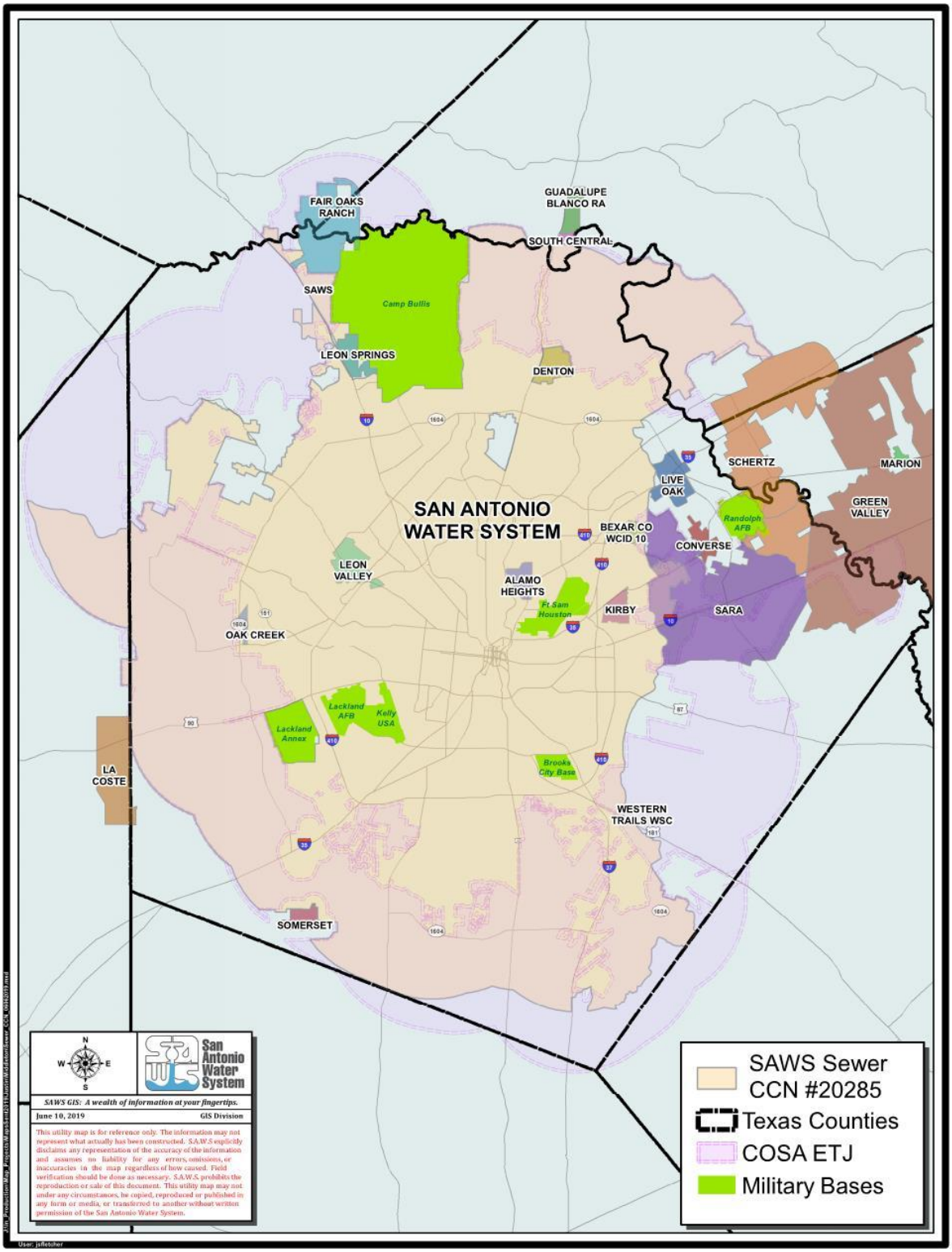
5.5 SAWS Sewer Service Area



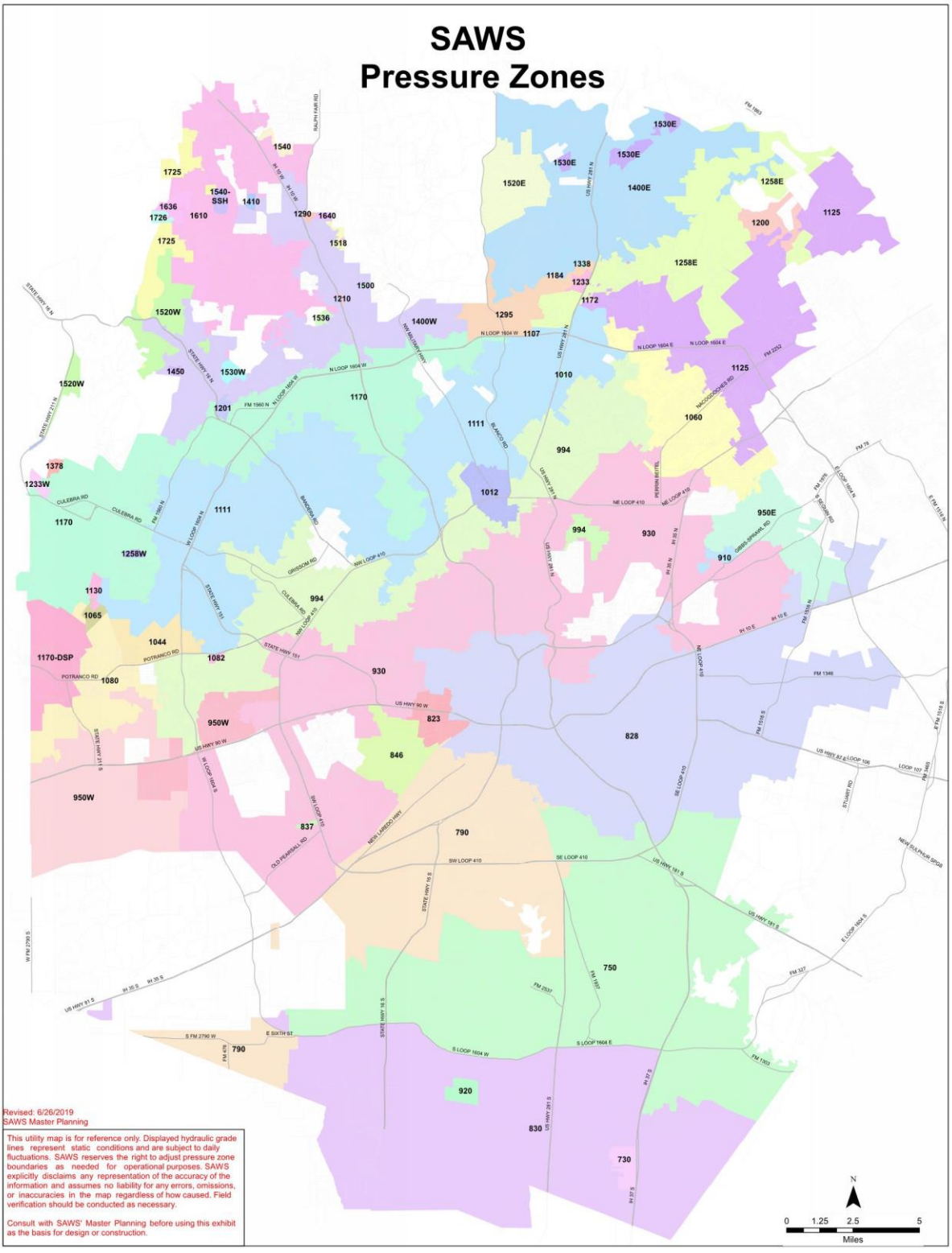
5.6 SAWS Water CCN



5.7 SAWS Sewer CCN



5.8 SAWS Pressure Zones



5.9 SAWS Impact Fees

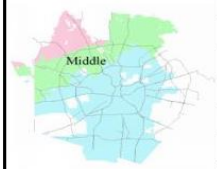
SAN ANTONIO WATER SYSTEM
WATER AND SEWER IMPACT FEES

APPLIES TO ALL PROPERTIES WITH PLATS RECORDED ON OR AFTER June 1, 2019.

Apartments, duplexes, townhomes, and condominiums served through a master meter will be charged on a basis of 1/2 EDU per unit.

WATER IMPACT FEES

290gpd per EDU

	Meter Size	Servie Line Size	EDU		Flow Impact Fee	System Development Impact Fee	Water Supply Impact Fee	Total Water Impact Fees
Low Elevation*	5/8"	3/4"	1		$ 1,188.00	$ 855.00	$ 2,706.00	$ 4,749.00
	3/4"	3/4"	1.5		$ 1,782.00	$ 1,282.50	$ 4,059.00	$ 7,123.50
	1"	1"	2		$ 2,376.00	$ 1,710.00	$ 5,412.00	$ 9,498.00
	1 1/2"	1 1/2"	5		$ 5,940.00	$ 4,275.00	$ 13,530.00	$ 23,745.00
	2"	2"	14		$ 16,632.00	$ 11,970.00	$ 37,884.00	$ 66,486.00
	4" X 3"	4"	30		$ 35,640.00	$ 25,650.00	$ 81,180.00	$ 142,470.00
	4" X 4"	4"	50		$ 59,400.00	$ 42,750.00	$ 135,300.00	$ 237,450.00
	6"	6"	105		$ 124,740.00	$ 89,775.00	$ 284,130.00	$ 498,645.00
	8"	8"	135		$ 160,380.00	$ 115,425.00	$ 365,310.00	$ 641,115.00
	12" X 10"	12"	190		$ 225,720.00	$ 162,450.00	$ 514,140.00	$ 902,310.00
Middle Elevation*	5/8"	3/4"	1		$ 1,188.00	$ 1,014.00	$ 2,706.00	$ 4,908.00
	3/4"	3/4"	1.5		$ 1,782.00	$ 1,521.00	$ 4,059.00	$ 7,362.00
	1"	1"	2		$ 2,376.00	$ 2,028.00	$ 5,412.00	$ 9,816.00
	1 1/2"	1 1/2"	5		$ 5,940.00	$ 5,070.00	$ 13,530.00	$ 24,540.00
	2"	2"	14		$ 16,632.00	$ 14,196.00	$ 37,884.00	$ 68,712.00
	4" X 3"	4"	30		$ 35,640.00	$ 30,420.00	$ 81,180.00	$ 147,240.00
	4" X 4"	4"	50		$ 59,400.00	$ 50,700.00	$ 135,300.00	$ 245,400.00
	6"	6"	105		$ 124,740.00	$ 106,470.00	$ 284,130.00	$ 515,340.00
	8"	8"	135		$ 160,380.00	$ 136,890.00	$ 365,310.00	$ 662,580.00
	12" X 10"	12"	190		$ 225,720.00	$ 192,660.00	$ 514,140.00	$ 932,520.00
High Elevation*	5/8"	3/4"	1		$ 1,188.00	$ 1,203.00	$ 2,706.00	$ 5,097.00
	3/4"	3/4"	1.5		$ 1,782.00	$ 1,804.50	$ 4,059.00	$ 7,645.50
	1"	1"	2		$ 2,376.00	$ 2,406.00	$ 5,412.00	$ 10,194.00
	1 1/2"	1 1/2"	5		$ 5,940.00	$ 6,015.00	$ 13,530.00	$ 25,485.00
	2"	2"	14		$ 16,632.00	$ 16,842.00	$ 37,884.00	$ 71,358.00
	4" X 3"	4"	30		$ 35,640.00	$ 36,090.00	$ 81,180.00	$ 152,910.00
	4" X 4"	4"	50		$ 59,400.00	$ 60,150.00	$ 135,300.00	$ 254,850.00
	6"	6"	105		$ 124,740.00	$ 126,315.00	$ 284,130.00	$ 535,185.00
	8"	8"	135		$ 160,380.00	$ 162,405.00	$ 365,310.00	$ 688,095.00
	12" X 10"	12"	190		$ 225,720.00	$ 228,570.00	$ 514,140.00	$ 968,430.00

*Elevations defined in the 2019 Impact Fee Update.

SANITARY SEWER IMPACT FEES

200gpd per EDU

		Collection Component	Treatment Component	Total Per EDU
Upper Collection		$ 2,800.00	$ 651.00	$ 3,451.00
Middle Collection		$ 2,013.00	$ 651.00	$ 2,664.00
Lower Collection		$ 902.00	$ 651.00	$ 1,553.00
Upper Medina		$ 1,422.00	$ 651.00	$ 2,073.00
Lower Medina		$ 520.00	$ 651.00	$ 1,171.00
Medio Creek		$ 861.00	$ 1,222.00	$ 2,083.00

See Section 20.1.2 of the "Regulations for Water Service", for service line costs.

San Antonio Water System
Infrastructure Planning Equivalent Dwelling Unit (EDU) Calculation Sheet

Subdivision Name:_____Plat I.D. # _____

The estimated Average Sewer Flows or Equivalent Dwelling Units that are shown on the SAWS Infrastructure Planning Application for Subdivision Plat Review has been calculated by one of the following methods:

____ Equivalent Dwelling Units (EDU) calculation sheet.
____ Engineering Study using actual consumption data from similar facilities based on twelve month data also submitted for review.
____ Calculate estimated sewer discharge utilizing accepted SAWS referenced material.
____ Unknown land use will be calculated at four (4) EDU's per acre.

SAWS has established recommended guidelines to be employed for future discharge calculations which are shown next to the referenced facility. The numbers shown, for each type of development, are based on flow rate table measurements from TCEQ regulations, ASCE Manuals on Engineering Practice, EPA Technology Transfer Manuals, Uniform Plumbing Code fixture unit count and other Wastewater Engineering texts. All applicants will use these guidelines to calculate average daily flows or EDU's.

SAWS will accept sewage flow calculations for any proposed development which is derived through an engineering study of actual measured sewer flows for similar facilities in lieu of the above criteria to determine the total estimated average daily flow or EDU's for the proposed development. The undersigned acknowledges that these EDU calculations represent the intended use of the plat.

Types of Development: Identify all types of development that will be part of the proposed project and complete the related information listed for each to calculate as Estimated Average Daily Flow (EADF) or Equivalent Dwelling Units (EDU's). Note: One (1) EDU equals 200 gallons per day as average sewage flow and 290 gallons per day for average water flow. (Circle type of units used - EADF or EDU's)

Single Family Homes (1 EDU/Lot) [ ] **Manufactured Homes** (1 EDU/Pad) [ ] Number Lots _____ Number Pads _____ **EADF or EDU's _____**

Apartments [ ] **Duplexes** [ ] **Town Homes** [ ] **Condominiums** [ ] (0.5 EDU/Unit) Total Number of Units _____ **EADF or EDU's _____**

Schools: Elementary [ ] (5 gal/student**)** [ ] Middle (8 gal/student) [ ] High School (10 gal/student**)** [ ] University/College/Other (10gal/student)

Number of Students _____ Number of Faculty & Staff _____ **EADF or EDU's _____**

Hotel [ ] (100 gal/room**) Motel** [ ] (50 gal/room) Number of Rooms _____ Number of Staff _____ Swimming Pool _____ **EADF or EDU's _____**

Hospital (250 gal/bed) [ ] **Nursing Home** (100 gal/bed) [ ] other _____ Number of Beds _____ Number of Staff _____ **EADF or EDU's _____**

Commercial [ ] **Industrial** [ ] **TBDBE** Type of Product _____ Water Consumption _____ Effluent Discharged _____

Number of Employees _____ Number of Fixtures _____ **EADF or EDU's _____**

(Contact SAWS Wastewater Compliance Division if a portion of the flow is industrial wastewater. Phone 233-3557)

Office Building [ ] (0.035 gal/sf) Building Square Footage _____ Number of employees _____ **EADF or EDU's _____**

Storage [ ] Climate Control (1 EDU) [ ] Office Space less than 2,500 Sq. Ft. (1 EDU) **EADF or EDU's _____**

Warehouse Building Office Space Sq. Ft. _____ (0.07 gal/sf) Storage Space Sq. Ft. _____ (0.007 gal/sf)

Number of Employees _____ (25 gal/employee) **EADF or EDU's _____**

Medical Building [ ] (0.15 gal/sf) Building Square Footage _____ Number of employees _____ **EADF or EDU's _____**

Restaurant [ ] **Cafeteria** [ ] (20 gal/seat) Number of Seats _____ Business Hours _____ **EADF or EDU's _____**

Fast Food [ ] (5 EDU's per facility) Type of Food Served _____ **EADF or EDU's _____**

Health Club [ ] **Recreational Facility** [ ] **TBDBE** Building Square Footage _____ Customers per day _____

Swimming Pool Size _____ Seats in Snack Bar _____ Number of Restrooms _____ Number of Showers _____ **EADF or EDU's _____**

Department Store/Retail Store (0.07 gal/sf) Type of Store _____ Building Sq. Ft. _____ Number of Customers _____ (5gpd/customer)

Number of Employees _____ (25 gpd/employee) Number of Customers per day _____ (5 gpd/customer) **EADF or EDU's _____**

Grocery Store [ ] **Food Store** [ ] **Convenience Stores** [ ] **TBDBE** Building Square Footage _____ Number of Employees _____

Business Hours _____ Number of Customer _____ Fuel Service _____ **EADF or EDU's _____**

Laundries Number of Machines _____ (200 gal/machine) Business Hours _____ **EADF or EDU's _____**

Churches [ ] **Auditoriums** [ ] Seating Capacity _____ (5 gal/seat) Number Rest Rooms _____ Number of Fixtures _____ **EADF or EDU's _____**

Car Wash [ ] **TBDBE** [ ] Number of Bays _____ (1.5 EDU's per Bay) Number Cars per Day _____ **EADF or EDU's _____**

Automated Car Wash [ ] **TBDBE** Gal per wash _____ Effluent discharged per wash _____ Number Cars per Day _____

(Specifications Required) **EADF or EDU's _____**

Service stations [ ] 1 EDU Gas Station [ ] 2 EDU's Grocery/Takeout Food [ ] 15 EDU's Car Wash **EADF or EDU's _____**

Theatre (1.5 gal/seat) Number of seats _____ Number of Employees _____ **EADF or EDU's _____**

Other Type of Development Proposed Land Use _____ Building Square Footage _____ Number of Employees _____

Number of Customers _____ Number of seats _____ Number of Fixtures _____ Business Hours _____ **EADF or EDU's _____**

Calculation work space: (Please type or print in ink). ***Calculation sheet must be signed and sealed by a Professional Engineer if other form of calculation not shown on this sheet is utilized.***

Additional Information**:** _____

_____

_____

If additional space is needed add a separate sheet, on letterhead, and attach it to this sheet at time of submittal. This form must be completely filled out and submitted with an original signature. No other form will be accepted.

_____ _____

Applicant or Applicant's Agent Signature Date

COUNTER SERVICE APPLICATION

Counter Services—Infrastructure Planning– Development Engineering

Premise Address:_____

Plat Number_____

Plat Recordation Date:_____

Lot_____

Block_____

NCB_____

ICRIP #_____

USA #_____

HARDSHIP #_____

CURSORY REVIEW APPLICANT

***** *(Cursory Review Only)*

Company:_____

Contact Person:_____

Mailing Address:_____ Email_____

City, State, Zip:_____ Telephone_____

[SAWS EMPLOYEE]: [PLAN REVIEW COMPLETION DATE]:

BILLING INFORMATION (DEVELOPER/OWNER)

***** *(Required)*

Company:_____

Contact Person:_____

Mailing Address:_____ Email_____

City, State, Zip:_____ Telephone_____

SAWS AUTHORIZED CONTRACTOR

***** *(Required for Permit Release)*

Company:_____

Contact Person:_____

Mailing Address:_____ Email_____

City, State, Zip:_____ Telephone_____

Construction Cost Estimate:

*****This application will expire on the 45th day after the date the application is filed** if the applicant fails to provide documents or other information necessary to comply with SAWS technical requirements relating to the form and content of this application

CONNECTION PERMIT - Water / Wastewater/ Recycled Water Connection Permit

		TYPE	METER SIZE	SERVICE LINE SIZE	*LINE ID (SAWS USE ONLY)*	*CTR (SAWS USE ONLY)*
☐	1	*DOMESTIC*				
☐	2	*IRRIGATION*				
☐	3	*FIRELINE*				
☐	4	*WASTEWATER*				

FOR PERMIT PLEASE INCLUDE:
***WATERWELL/ CUSTOMER AGREEMENT**
***PLAT** *(If Applicable)*

***ADDRESS VERIFICATION** *(Address Plat, COSA, CPS, Other Verification Entity)*
***UTILITY SERVICE AGREEMENT** *(If required, will be provided by engineer)*

Commercial Only
10 Engineering Plans
(5 Water/ 5 Sewer)

Residential Only
10 Block Maps
(5 Water/ 5 Sewer)

WATERWELL

I. I, the undersigned, do hereby acknowledge that a water well exists on the property which I am making application for water well service

X_____

A. If the well is determined to be substandard or abandoned, or if desire to abandon the well, I agree to obtain a Permit from the San Antonio Water System (SAWS) to plug said well in accordance with San Antonio City Code and SAWS Water Quality Procedures within 30 days after installation of the water service.

X_____

B. I do hereby submit an Application for a Variance (Form #FN009-3) to retain my water well. If approval of the variance is denied, I agree to plug the well in accordance with the San Antonio City Code and SAWS Water Quality Procedures within 30 days after installation of the water service.

X_____

II. I, the undersigned, do hereby certify that there is <u>not</u> a water well on the property for which I am making application for water service.

X_____

Note: Information regarding the Well Plugging and Variance procedures may be obtained by contacting the following:

Ground Water Resource Protection
2800 U.S. Hwy 281 North
San Antonio, Texas 78212
Telephone - (210) 233-3546

CUSTOMER SERVICE AGREEMENT

I. <u>PURPOSE:</u> The San Antonio Water System (SAWS) is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. SAWS enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before SAWS will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

II. <u>RESTRICTIONS:</u> The following unacceptable practices are prohibited by State regulations:

A. No direct connection between the public drinking water supply and a potential source of contamination permitted. Potential sources of contamination shall be isolated from the public water system by an air gap or appropriate backflow prevention device.

B. No cross-connection between the public drinking water supply and private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.

C. No connection which allows water to be returned to the public drinking water supply is permitted.

D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.

E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

III. <u>Service Agreement:</u> The following are the terms of the service agreement between SAWS and

_____

Customer PRINT

A. SAWS will maintain a copy of this agreement as long as the customer and/or the premises are connected to the SAWS water system.

B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by SAWS or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the SAWS normal business hours.

C. SAWS shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.

D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his/her premises.

E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by SAWS, Copies of all testing and maintenance records shall be provided to SAWS.

F. Customer shall perform TCEQ CSI testing and any necessary measures to conform with State and Local Requirements for service. Customer must submit TCEQ CSI Form before account for continuous water service is established.

IV. <u>Enforcement:</u> If the customer fails to comply with the terms of the Customer Service Agreement, SAWS shall, at its option terminate service, install necessary backflow device, perform TCEQ CSI testing and any necessary measures to conform with State and Local Requirements for service. Any expenses that are incurred by SAWS that are associated with the performance of any of these options or with the enforcement of this agreement shall be billed to the Customer. Customer agrees to pay all such expenses.

Customer agrees to all the terms of this Customer Service Application

_____

Customer SIGNATURE

Texas Commission on Environmental Quality

Customer Service Inspection Certificate

Form TCEQ-20699 - Instructions

General Instructions:

The purpose of form TCEQ-20699 is to certify the identification and prevention of cross connections, potential contaminant hazards, and illegal lead materials as per ***Title 30 of the Texas Administrative Code(30 TAC) 290.46(j)(4)***. The form can be completed one of two ways:

1. The form can be printed and completed manually, or;
2. The form can be completed electronically through an electronic medium (tablet, laptop computer, etc.). The yellow areas on the form can be completed electronically.

NOTE: ***The form is intended to be completed on-site while the inspection is occurring***. *If the form is completed electronically, the electronic device must also be on-site for proper use of this form.*

The form must be printed and signed by the Inspector that performed the work. The hardcopy original or a copy must be provided to the Public Water System (PWS) for record keeping purposes as specified in ***30 TAC 290.46(f)(3)(E)(iv).***

Specific Instructions:

Please follow these instructions when completing Form TCEQ-20699:

1. Check boxes: If completing the form electronically, all check boxes are highlighted in yellow and can be selected to make the desired indication. Selecting a box will insert an "X" in the box.
2. Remarks: The "Remarks" section of the form is expandable, which means your final report can be more than one page. Make sure to include all pages when submitting to the local water purveyor.

Texas Commission on Environmental Quality

Customer Service Inspection Certificate

Name of PWS:	
PWS ID #:	
Location of Service:	

Reason for Inspection: New construction ..... ☐
Existing service where contaminant hazards are suspected ..... ☐
Major renovation or expansion of distribution facilities ..... ☐

I _____, upon inspection of the private water distribution facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge:

Compliance	Non-Compliance		
☐	☐	(1)	No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with Commission regulations.
☐	☐	(2)	No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure principle backflow prevention assembly is properly installed and a service agreement exists for annual inspection and testing by a certified backflow prevention assembly tester.
☐	☐	(3)	No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply.
☐	☐	(4)	No pipe or pipe fitting which contains more than 8.0% lead exists in private water distribution facilities installed on or after July 1, 1988 and prior to January 4, 2014.
☐	☐	(5)	Plumbing installed after January 4, 2014 bears the expected labeling indicating ≤0.25% lead content. If not properly labeled, please provide written comment.
☐	☐	(6)	No solder or flux which contains more than 0.2% lead exists in private water distribution facilities installed on or after July 1, 1988.

I further certify that the following materials were used in the installation of the private water distribution facilities:

Service lines; Lead ☐ Copper ☐ PVC ☐ Other ☐

Solder; Lead ☐ Lead Free ☐ Solvent Weld ☐ Other ☐

I recognize that this document shall become a permanent record of the aforementioned Public Water System and that I am legally responsible for the validity of the information I have provided.

Remarks:	

Signature of Inspector:		Registration Number:	
Title:		Type of Registration:	
Date:			

San Antonio Water System

TCEQ APPROVED INSPECTORS

SAN ANTONIO AREA

WATER SERVICE PROTECTION SPECIALIST

Andazola, Peter	(210) 256-8422
Arguijo, Paul	(210) 651-1212
Atwell, Dondi	(512) 328-6995
Baird, Troy	(210) 698-0411
Bealor, Bruce	(210) 843-0970
Bell, Brian	(210) 548-6311
Biesenbach, Carl	(210) 355-3138
Burrell, John	(210) 213-5243
Chapman, Travis	(210) 499-1010
Cockrill, Randall	(210) 651-1212
Cuellar, Pablo	(210) 651-1212
Davis, George	(210) 651-1212
Diggs, Steven	(210) 509-4710
Doerfler, Mark	(210) 365-0928
Foster, Fallon	(210) 288-9207
Glass, David	(210) 952-2651
Glasscock, Gregg	(214) 393-8303
Hart, Johnathon	(210) 430-0692
Holiday, Cecil	(210) 601-1613
Hubbard, Mark	(210) 298-2272
Kroeger, John	(210) 824-3382
Lopez, Jose	(830) 816-2884
Lowe, Justin	(210) 771-3001
Mares, David	(210) 682-0147
Mares, David	(210) 927-1916
Mikus, John	(210) 382-5959
Opiela, Frank	(210) 633-2431
Padilla, Russell	(210) 789-7911
Pulliam, Michael	(210) 635-7688
Reyes, Roy	(210) 499-5606
Rivas Jr., Benjamin	(210) 630-5973
Rodriguez, Henry	(210) 495-9991
Saliba, George	(210) 388-0020
Schwrman, Jesse	(210) 379-4972
Scribner, Jeremy	(210) 967-6100
Seba, Liam	(210) 736-1603
Smith, Greg	(210) 334-8045

CUSTOMER SERVICE

Andrews, Jeff	(210) 789-2618
Baird, Fred	(210) 698-0411
Bramblett, Henry	(830) 885-4488
Buffalo, Nicholas	(210) 599-8647
Cain Jr., Harry	(210) 509-7000
Cartwright, Roger	(940) 206-8427
Colbath, Donald	(210) 509-4710
CSI Inspections	(210) 427-0708
Delagarza, Dwayne	(210) 687-8039
Delavan, Marshall	(210) 383-6359
Ervin, Terry	(903) 495-2139
Farris, Larry	(210) 426-5329
Fernandez, Daniel	(210) 415-0835
Fox, Maurice	(210) 416-2709
Garvin, James	(210) 837-0021
Gonzalez, Roland	(210) 433-0016
Herrmann, Matthew	(210) 391-6662
Jones, Dale	(832) 668-0511
Kilcoin, Kenneth	(210) 896-8047
Knapp, Eric	(210) 669-6272
Kroeger, John	(512) 535-8192
Lasiter, Jeffery	(210) 378-6919
Lawson, Allen	(210) 464-7463
Merz, Steven	(830) 305-2268
Moore, Louis	(210) 661-6741
O'haver, Shawn	(210) 416-4998
Pemberton, Guy	(210) 333-7000
Plumbing, Roland's	(210) 433-0016
Rathburn, Bruce	(210) 912-1792
Rios, Nicolas	(210) 907-2045
Rojas, Jacob	(210) 378-5845
Royder, Don	(210) 669-4924
Smith, Daniel	(210) 632-2358
Snyder, Frank	(830) 399-3431
Spaceview Water Svs	(210) 606-5952
Steubing, Sidney	(210) 416-7803
Todd, Joseph	(210) 902-9120

Direct any questions regarding inspections procedures to the SAWS Backflow Prevention Section
(210) 233-2421 Fax (210) 233-4749

TCEQ APPROVED INSPECTORS

SAN ANTONIO AREA

WATER SERVICE PROTECTION SPECIALIST

Stricker, Robert	(830) 305-7509
Tudhope, Harper	(210) 402-0700
Urbanousky, Charles	(830) 701-3137
Vargas, George	(210) 599-8831
Wilson, Kenneth	(210) 651-1212
Wuertemburg, David	

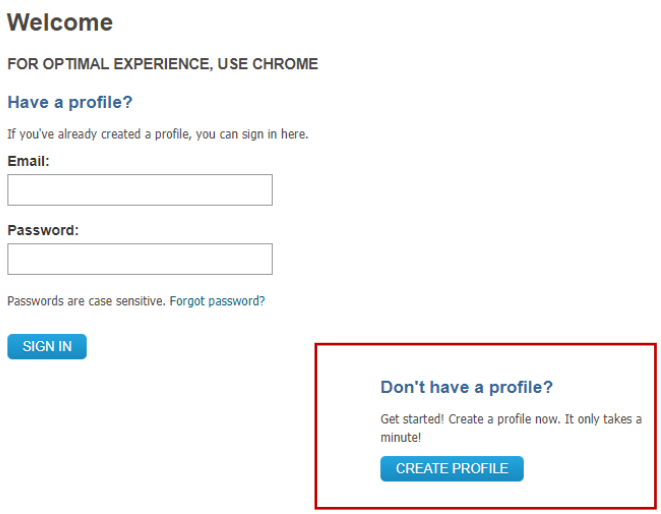
CUSTOMER SERVICE

Todd, Joseph	(210) 902-9120
Torres, Greg	(210) 279-6990
Trowbridge, Charlie	(210) 382-3491
Truitt, Leonard	(210) 831-3004
Wagner, Eugene	(210) 558-9598
Walker, AAron	(210) 626-1382
Wallace, Kenneth	(210) 494-5561
Wilkinson, Michael	(210) 889-6303

Direct any questions regarding inspections procedures to the SAWS Backflow Prevention Section
(210) 233-2421 Fax (210) 233-4749

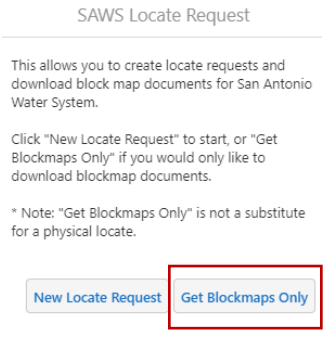
Requesting SAWS Block Maps Online

1. Create a Username and password at: https://locates.saws.org/index.cfm and login.

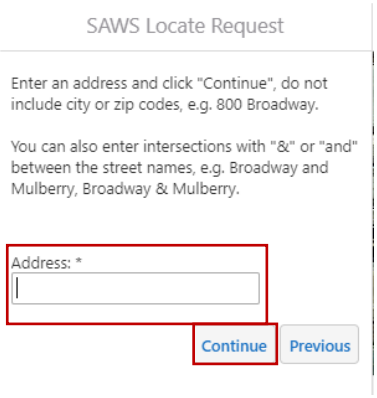


2. Select the “CREATE REQUEST” button in the top right corner of the screen.

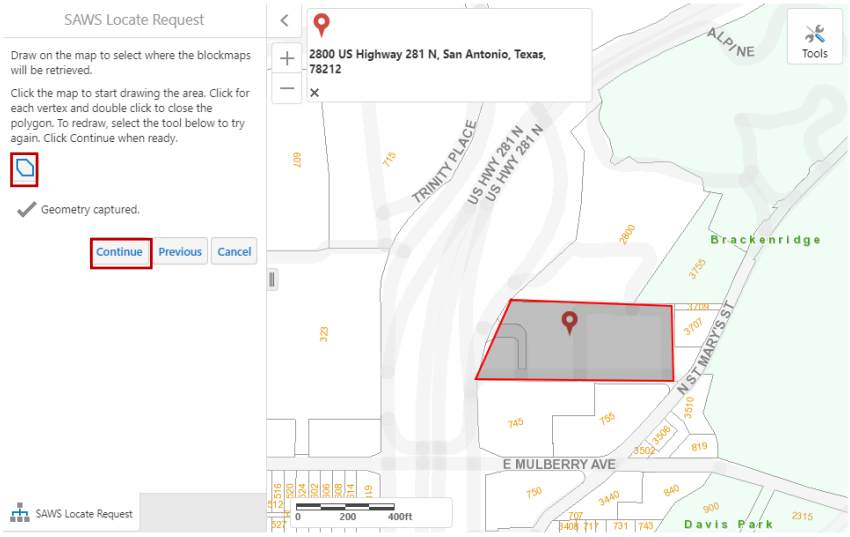
3. Select the “Get Block Maps Only” button on the left side of the screen.



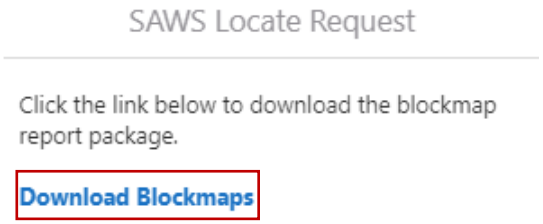
4. Enter the desired address in the address field and select “Continue”.



5. Using the polygon tool outline the desired area on the map and select “Continue”.



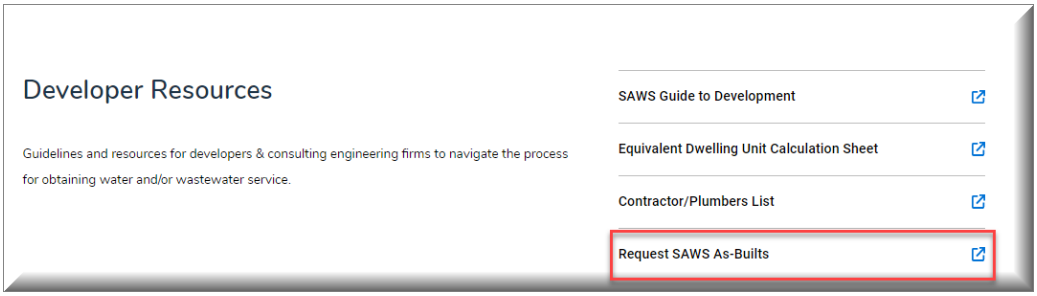
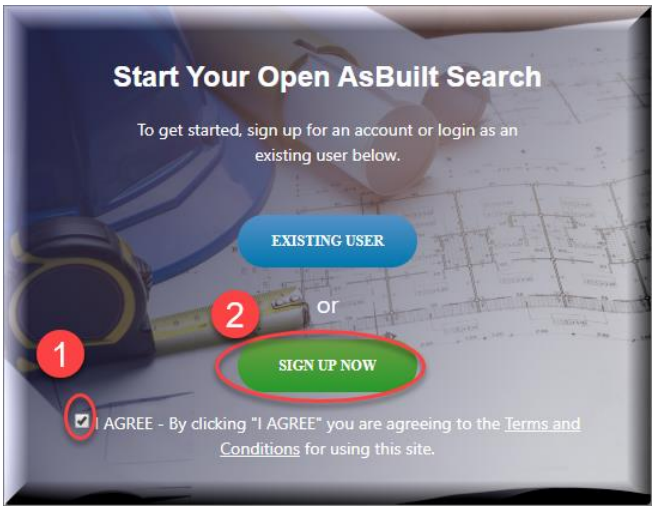
6. Water, wastewater and recycled network block maps will be generated in PDF form. Select the “Download Blockmaps” link to complete the request.

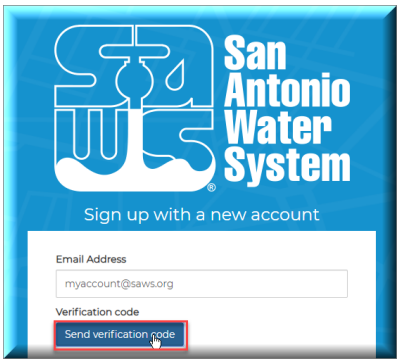
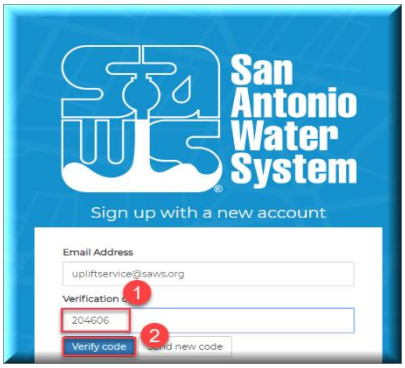
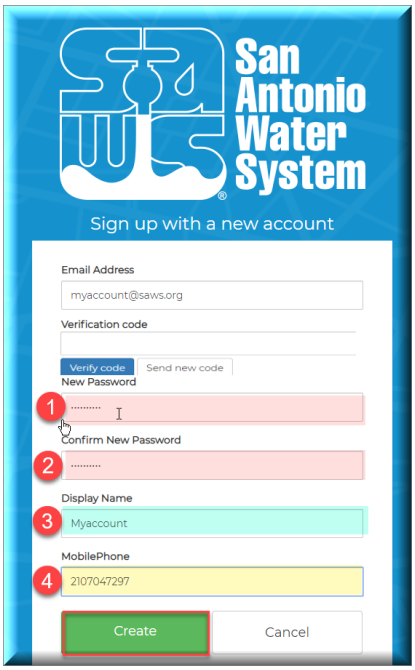


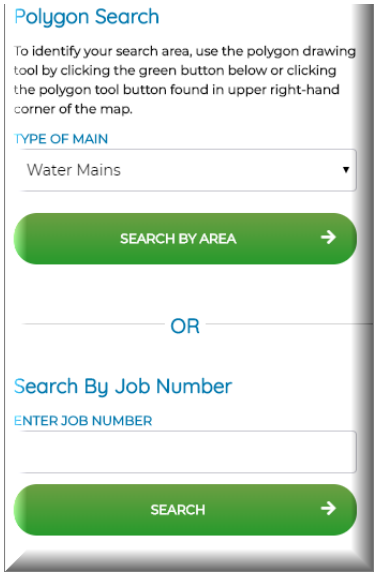
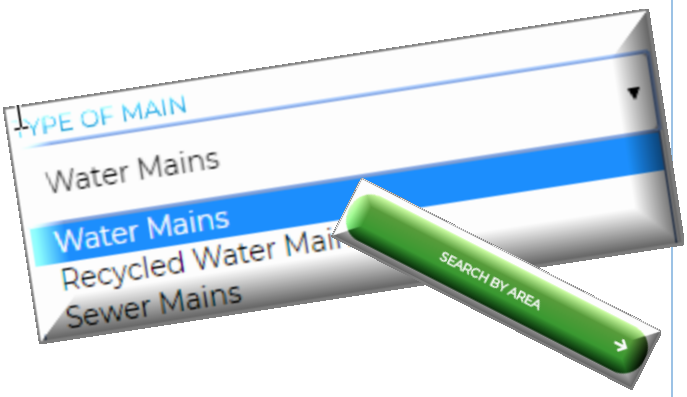
As-Builts Records Request

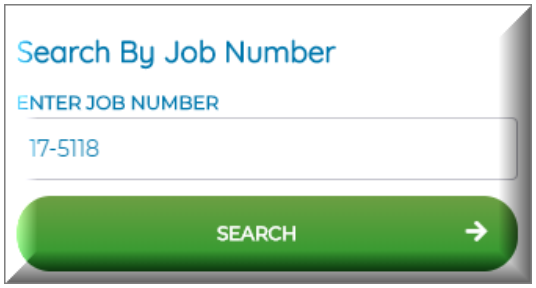
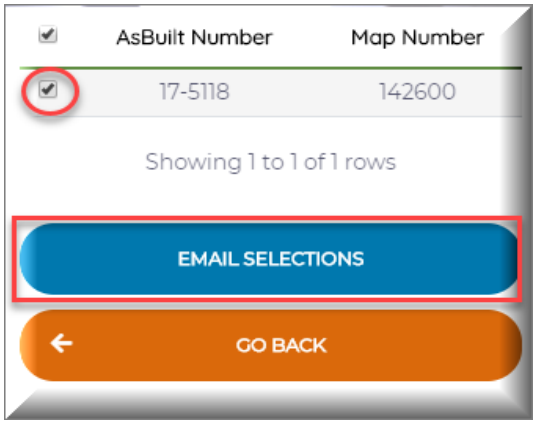
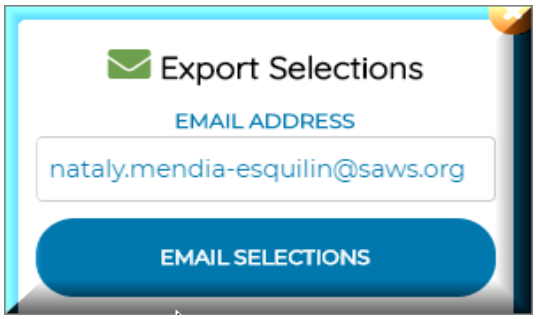
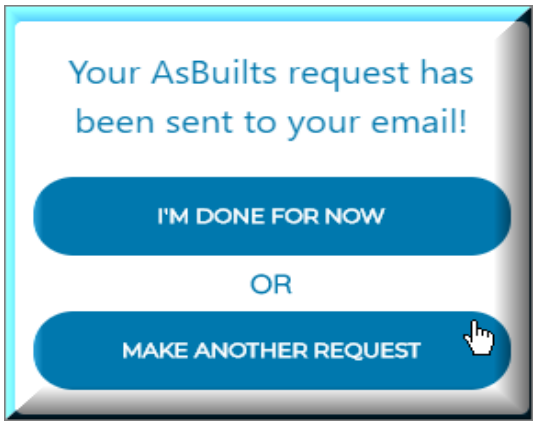
Create a free account to request As-Built infrastructure data online. As-Builts for water, sewer and recycled mains can be searched by project numbers or by using polygon map tools. Select the As-Builts you need and an email with a download link to your files will be sent to your validated email account.

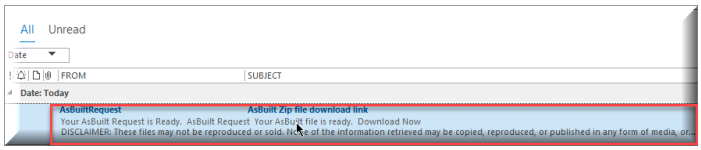
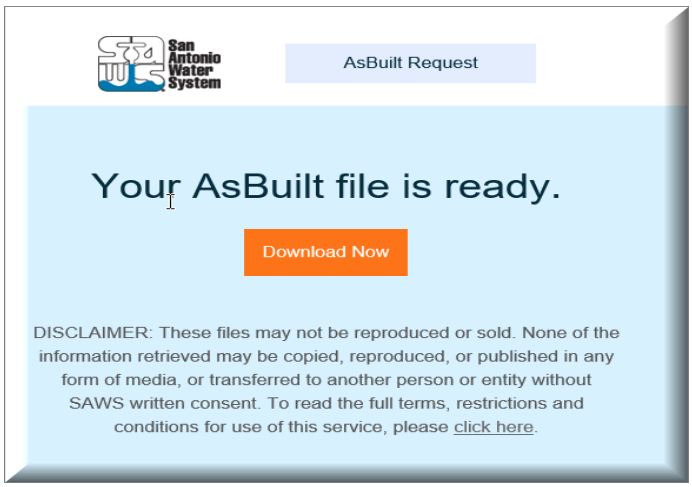
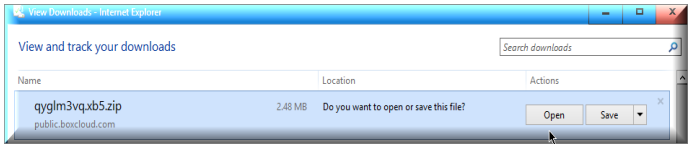
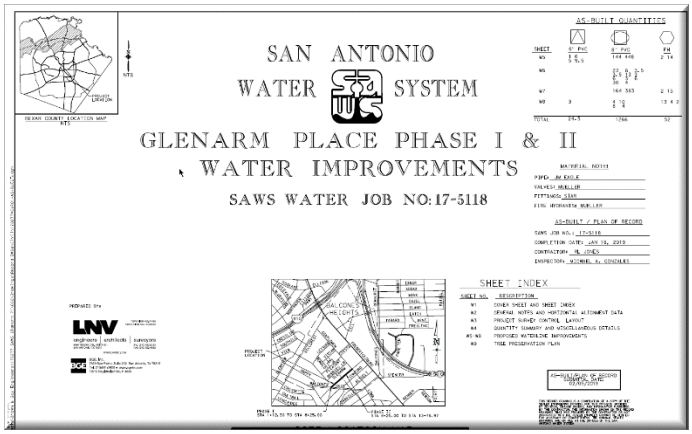
Follow these steps to set-up an account and how to complete a request.

	Description	Image
1	From the SAWS website: • Click Resources, • Select Developer Resources • Click on Request SAWS As-Builts link • Web page link: https://data.saws.org/	
2	Sign Up for an Account 1. Accept the Terms and Conditions. 2. Click on Sign Up Now A valid email address is required set-up an account and download As-Built files.	

	Description	Image
3	The Sign Up with a new account page display. **1.** Provide a valid **Email address**. **2.** Click on **Send Verification Code.**	
4	Check your email for the verification code and copy the Verification code received in the email and click on Verify Code.	
5	Continue with the registration process by providing the following information: **1.** Type a **New Password** Strong password requirements: • Must be between 8 - 64 characters. • Must include at least 3 of the criteria: ○ a lowercase letter ○ an uppercase letter ○ a number ○ a special character **2.** Confirm your **New Password** **3.** Type a **Display Name** **4.** Type a **Mobile Phone** number Click **Create**	

	Description	Image
6	Once you login, you will start on the SAWS As-Built search page. You have two options to identify the search area: **Polygon Search:** Allows you to identify the search area on a map by using a polygon drawing tool. **Search by Job Number:** Allows you to search by a Job Number of SAWS Project.	
7	**Polygon Search:** To identify your search area, use the polygon drawing tool by clicking the green button below or clicking the polygon tool button found in upper right-hand corner of the map. Select the type of Main you would like to search for: • Water Mains • Recycle Water Mains • Sewer Mains Click **Search By Area**	
8	Select the area with the polygon tool. • **Blue –** indicates Water main • **Purple** – indicates Recycled Water main • **Green** – indicates Sewer main	

	Description	Image
9	Search by **Job Number** by entering the information on this field and **clicking search**. ***Note: Always include the hypen in the job number.***	
10	Once you select the AsBuilt Number that you requested. Click on the field next to the AsBuilt Number and **click Email selections.**	
11	Confirm your email address, and submit Email selections button.	
12	If you are done with your request select **I'm Done For Now** or **Make Another Request**.	

	Description	Image
13	An email will be sent from: AsBuiltRequest@saws.org **email** address.	
14	Click **Download Now** to access requested As-Built files.	
15	Click on the file to download the PDF files.	 
End		