

BOIS D'ARC MUNICIPAL UTILITY DISTRICT
(THE DISTRICT)

14101 E. FM 1396
Honey Grove, TX 75446
Tel: (903) 378-7361

NON-STANDARD SERVICE APPLICATION

Date: _____

NAME OF DEVELOPMENT AND PHASE: _____

Maximum Number of Lots: _____ Standard Lot Size: _____

NAME OF APPLICANT/DEVELOPER _____

Name & Title of Person Completing Application: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

NAME OF CURRENT PROPERTY OWNER: _____

Mailing Address _____

Telephone: _____ E-mail: _____

NAME OF ENGINEERING FIRM: _____

Responsible Engineer: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

PROPERTY ADDRESS: _____

CAD LISTING (write the County and Property ID Number): _____

DEED REFLECTING CURRENT OWNERSHIP: (write deed filing information or attach copy of filed deed):

Volume: _____ Page: _____ Instrument No.: _____

Grantor/Grantee/Dae of Deed: _____

Describe/check all intended land uses in the Development: (attach additional sheets if necessary)

☐ Residential Subdivision ☐ Apartments ☐ Manufactured Home Park
☐ RV Park ☐ Commercial ☐ Other

SPECIAL SERVICE NEEDS (Irrigation, fire flow, etc.): _____

ADDITIONAL INFORMATION REQUIRED TO DETERMINE LEVEL AND MANNER OF SERVICE:

1. Is the property located in the corporate limits or ETJ of a municipality? ☐ Yes ☐ No

Provide the name/specify city and if in limits or ETJ: _____

2. Are additional phases planned for this development? ☐ Yes ☐ No

If yes, please explain: _____

REQUIRED ATTACHMENTS

- ☐ One (1) paper copy and 1 electronic PDF copy of the preliminary plat signed and sealed by a licensed surveyor or registered professional engineer
- ☐ One (1) paper copy and 1 electronic PDF copy of the preliminary plat signed and sealed
- ☐ One (1) paper copy and 1 electronic PDF copy of the water utility / line extension plans
- ☐ One (1) paper copy or 1 electronic PDF copy of the location map of the proposed development
- ☐ Copy of filed deed showing ownership: (ex: Special Warranty Deed with Vendor's Lien, General Warranty Deeds, etc.: Deed of Trusts are not acceptable).
- ☐ Description of improvements the Applicant proposes to build
- ☐ A proposed calendar of the design, plan approval, construction phasing and initial occupancy
- ☐ Applicant's projected demand for water service when the development is fully built-out and occupied
- ☐ A projected schedule of the build-out and of associated water demand during the build-out
- ☐ For development in phases, a map depicting the currently estimated location of each phase
- ☐ Letter from the County/City stating fire protection requirements
- ☐ Copy of irrigation plans
- ☐ For development in phases, the Applicant must specify the level and manner of service and estimated time frame for each phase
- ☐ A copy of any previous nonstandard service requests or contracts relating to early phases of the Development, including any correspondence or other relevant documents.

All information provided to the District under an application for non-standard service shall be considered public information and will be made available for inspection and copying. Any person who submits information under such an application consents to the inspection and copying of that information.

This application must be completed by the Applicant only. The District will take no action related to the above-described development until this application is complete. **A signed application will be considered complete only after the District has received all required attachments, including (1) all of the additional information required to determine the level and manner of service for the proposed development and (2) a valid check for the Service Investigation Fee in the amount of \$2,500.00.** By signing this application, you acknowledge that this document is ONLY an application and the payment amount of \$2,500.00 is only for the Service Investigation Fee. The initial \$2,500.00 is non-refundable regardless of the final amount incurred to determine the needs of the requested project. Depending on the size and complexity of the proposed project the Service Investigation Fees incurred by the District Engineer, District personnel and District Attorney can exceed the initial \$2,500.00 payment. Any additional amounts over \$2,500.00 incurred by the District for the above services will be invoiced to the client monthly with all documentation to support the additional charges. Failure to pay any outstanding invoices over 30 days old without prior authorization from the District will result in a stop work order to our Engineering firm and Attorney for this project. Additionally, the District may/can pursue payment of past due bills through legal means when necessary.

Please be advised the hydraulic analysis performed by the District's Engineer will only be good for six (6) months from the date of the Engineer's approval letter.

I CERTIFY, AS THE APPLICANT OR AS AN AUTHORIZED REPRESENTATIVE ON BEHALF OF THE APPLICANT, THAT THE FOREGOING REPRESENTATIONS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

SIGNATURE _____ TITLE: _____

FOR DISTRICT USE ONLY

SIGNED APPLICATION RECEIVED BY DISTRICT on _____, 20____, by _____

SERVICE INVESTIGATION FEE:

Amount: _____ Check # _____

Date Paid: _____ Received By: _____

Map Sheet#: _____ Between Nodes: _____

LIST MISSING ATTACHMENTS:

_____ Date Received: _____ By: _____

_____ Date Received: _____ By: _____

_____ Date Received: _____ By: _____

COMMENTS: _____

Process for Non-Standard Applications from Start to Completion of project

- 1) Submit Non-Standard Service Application (NSA)
 - a. Payment of \$2,500 is required to accept NSA – this is only an application for the Service Investigation Fee
 - b. Depending on complexity, additional costs may be imposed
- 2) District will issue a Will Serve letter upon determination that the properties for development are within the water utility service area of Bois D'Arc Municipal Utility District (MUD), as defined by Certificate of Convenience and Necessity (CCN) No. 11753
 - a. The district Engineer will include a report detailing the requirements that they recommend will be needed before the district can approve service. **No costs for the off-site project improvements (if needed) are associated with this report.**
 - b. A request for Opinion of Probable Construction Cost (O.P.C.C.) for off-site improvements to meet the projected needs of the project can be requested at this time. Due to expected costs many of these type improvements are put out for public bid.
 - c. This evaluation will only be valid for six (6) months from the date of the report.
- 3) Landowner/developer must submit a formal application at this time if they wish to proceed with the project
 - i. Payment of appropriate fees (application, engineering, administration fees, etc. and any easements as determined by the districts engineer.
 - ii. **Developer is responsible for acquiring any additional easements to construct off-site facilities to service new development.**
- 4) Non-Standard Service Contract will be entered into between developer and district
 - a. Outline of property to be developed
 - i. Number of lots
 - ii. Additional needs such as landscaping water meters, clubhouses, etc.
 - b. An inventory of what the district and its consulting engineer has determined, as provided in the engineers letter is needed to supply service to the new development for both on-site and off-site facility needs.
 - c. The district and its consulting engineer will determine a fee schedule for any off-site needed improvements for the project to meet the district's guidelines.
 - d. Upon execution of the NSA Service contract the developer will escrow the estimated costs of the **Off-site facilities** with the district
 - e. Developer is responsible for all on-site facilities costs for the project
 - i. District will have the right to inspect and approve all phases of the on-site construction by the developer. The district can charge reasonable fees for this service.
 1. If the developer commences construction of any facilities prior to execution of an NSA contract, the district may refuse to provide service to the applicant (or require full costs of replacing/repairing any facilities constructed without prior execution of contract from any person buying a lot or home from the developer.
- 5) Project will go out for bids for off-site improvements if over the Districts ability to issue a contract without public bidding
 - a. Any legal notices will be handled by district engineer or staff
- 6) Construction of off-site improvements will commence
 - a. Any remaining construction funds will be returned to developer upon completion
- 7) Upon acceptance of the on-site facilities by the district a maintenance bond covering 20% of the cost of on-site construction will be required to be filed with the district covering a period of two (2) years from acceptance.