

OUT-OF-CITY UTILITY EXTENSION OR CONNECTION APPLICATION

Updated: March, 2023



CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Subject Property Address: _____

Total Acreage: _____ Tax ID #: R _____

Legal Description: Lot _____ Block _____ Subdivision _____

Development Name / Developer, if available: _____

DESCRIPTION OF REQUEST

Proposed Use: Residential Commercial Industrial Other: _____

Service Requested: Water Wastewater *note: City wastewater is only available to City water service customers*

Type of Request: Connect to Existing Main Extend Existing Main to Subject Property*

**Utility extensions associated with a Final Plat require approved Public Improvement Construction Plans prior to consideration by City Council*

Estimated Utility Demand: _____ Current Water Service Area (CCN): _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

OCU – Extension Filing Fee \$1,000 Technology Fee \$15 TOTAL COST \$1,015

OCU – Connection Filing Fee \$650 Technology Fee \$15 TOTAL COST \$665

Submittal of this digital Application shall constitute as acknowledgment and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/

OWNER'S ACKNOWLEDGEMENT AND CONSENT TO ANNEXATION

I hereby certify that I understand all of the following policies of the City of San Marcos regarding out-of-city utility extensions and connections:

1. All costs for utility connections and extensions are to be borne by the owner.
2. The City does not provide wastewater service unless City water service is used.
3. The owner must consent to annexation of the subject property into the City.
4. Utility extensions require a written request for annexation of an area at least 15 feet in width from each property owner along the intended route of the line extension if the subject property is not contiguous to the existing city limits.
5. The owner / applicant / developer waives their option to a development agreement in favor of annexation

I also certify that I am not seeking vesting of development standards for any project by completing this application.

In consideration of the City's approval of this application, I hereby petition the City for annexation of the property to be served by the utility, and I certify that I am either the owner of the subject property or the duly authorized agent of the owner. I understand that this consent to annexation will be binding on the current and future owners of the subject property, and that this consent will be recorded in the official county records if this request is approved.

Signature: _____ Date: _____

Print Name: _____

STATE OF TEXAS

COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME ON _____ (date)

BY _____, KNOWN PERSONALLY TO ME OR PROVIDED TO ME
BY A PHOTO IDENTIFICATION, TO BE THE PERSON WHO EXECUTED THIS INSTRUMENT

SIGNED _____

NOTARY PUBLIC, STATE OF TEXAS

MY NOTARY EXPIRES ON _____

PROPERTY OWNER AUTHORIZATION

I, _____ (owner name) on behalf of
_____ (company, if applicable) acknowledge that I/we
am/are the rightful owner of the property located at
_____ (address).

I hereby authorize _____ (agent name) on behalf of
_____ (agent company) to file this application for
_____ (application type), and, if necessary, to work with
the Responsible Official / Department on my behalf throughout the process.

Signature of Owner: _____ Date: _____

Printed Name, Title: _____

Signature of Agent: _____ Date: _____

Printed Name, Title: _____

Form Updated October, 2019



CHECKLIST FOR OUT-OF-CITY UTILITY EXTENSION / CONNECTION APPLICATION

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments						
<input type="checkbox"/>	<p>Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</p> <ul style="list-style-type: none"> Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions. 							
<input type="checkbox"/>	Completed Application for Out-of-City Utility Extension/Connection							
<input type="checkbox"/>	Site Plan illustrating, where appropriate: location, square footage and height of existing and proposed structures, landscaping or fencing, setbacks, parking, ingress & egress, signs, etc.							
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner							
<input type="checkbox"/>	Detailed engineer's calculations for average and peak flow conditions for each service required, except for individual single-family residences where a fixture count is required							
<input type="checkbox"/>	Copy of the subdivision plat or metes and bounds legal description of the subject property							
<input type="checkbox"/>	CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet							
<input type="checkbox"/>	If the property is not contiguous to the existing city limits, please attach the required requests for annexation along the extension (not required for connection to existing main fronting the property to be served)							
<input type="checkbox"/>	Notarized Consent to Annexation form							
<input type="checkbox"/>	Recording fees payable to the appropriate county							
<input type="checkbox"/>	<table border="0"> <tr> <td>Application Extension Filing Fee</td> <td>\$1,000</td> </tr> <tr> <td>Application Connection Filing Fee</td> <td>\$650</td> </tr> <tr> <td>Technology Fee</td> <td>\$15</td> </tr> </table>	Application Extension Filing Fee	\$1,000	Application Connection Filing Fee	\$650	Technology Fee	\$15	
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<p>**San Marcos Development Code Section 2.3.1.1(C): "Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete..."</p>								