

**BEXARMET WATER DISTRICT
MINIMUM SUBMITTAL REQUIREMENT CHECKLIST
TO REQUEST A UTILITY SERVICE AGREEMENT (“USA”)**

In order to properly begin the USA process, an accurate and complete package submittal is necessary. The following items must be included. A USA draft will not begin until all necessary documents and information are received. Please submit (2) hard copies of the USA request package to 2055 W. Malone, San Antonio, TX 78225, along with a CD containing a copy of the Engineering Report, all electronic files and drawings.

- Engineering Report signed and sealed by licensed engineer indicating number of EDUs, build out schedule, calculations for sizing of water main in accordance with WSR and other data as necessary for BexarMet to review the adequacy of the proposed facilities to meet the requirements of the WSR.
 - Cover Sheet clearly stating “USA Request” and the Project Name
 - Master Water Plan (preferable a 24”x 36” plan), an exhibit within the engineering report.
 - Project Name: Consistent use of this name in communications with BexarMet will be important to avoid confusion and delays.
 - Consultant Engineer’s name, address, and contact person with email address
 - Developer’s name, address, and contact person with email address
 - Legible location map displaying site location with tract boundaries clearly outlined (also include copy in .DWG format)
 - All phasing / unit boundaries
 - Contours with legible labels
 - North Arrow
 - Scale
 - Total Acreage
 - All existing water main locations, size, and type of pipe
 - All proposed mains, locations, size, and type of pipe
 - All existing water easements
 - All proposed water easements
 - All water facilities, existing and proposed
 - Proposed source of service (point(s) of connection, size of main)
 - Total linear feet of on-site and/or off-site mains
 - Total EDUs requested for development; EDUs per unit and total per master plan, and construction sequence.
 - Water Production Facility Site
 - Legal Description of Tract
 - FEMA flood plain information including the 100-year flood plain limits, if applicable.
 - Water Service Growth Projections indicated by month and year.
 - Metes and Bounds of proposed facility location if applicable.
 - Metes and Bounds of property if available, if not provide legal description.
 - Minimum fire flow required per BexarMet Water Service Regulations
 - Proof of ownership such as a warranty deed, contract for Purchase, or earnest money contract
 - Hydraulic Model and/or Fire Flow Test, if requested by BexarMet
 - Confirmation of Development’s name, address, and contact person (who will be the signor of the USA document)
 - Title of principal
 - Construction Time period
 - Completion date for water production facility, if applicable.
 - Master Development Plan, if requested by Bexar Met
 - Temporary Water – if applicable
 - Proposed date when to get temporary water service
 - Number of EDUs needed for temporary water service
 - Date when temporary water ceases
 - Any water mains needed for the temporary water, and if so, a description of the necessary water mains
 - Proposed water source for temporary water
 - Other Water Service - if applicable
 - Purveyor Letter from other water providers if some portion of service to the tract will be from entities other than BexarMet.