

**ATTACHMENT 3(A)**  
**TO RATE ORDER**  
**APPLICATION FOR CHANGE TO EXISTING COMMERCIAL OR MULTI-FAMILY**  
**DEVELOPMENT**

For any changes to existing development of a Commercial Customer or Multi-family Customer, including change in account name, or management companies, or ownership, the Commercial Customer or Multi-Family Customer shall complete and file with the Water District Manager (19023 Joanleigh, Spring, Texas 77388, Tele. 281-353-0998) this Application for Change to Existing Commercial Development or Multi-Family Development, along with the appropriate application fee.

It is the duty of the Commercial Customer and the Multi-family Customer to notify the District through the Water District Manager of any change in name of the commercial or multi-family development, change in management companies, or new ownership. Notice is accomplished by completing this Application and paying the requisite application fee.

It is the duty of all Commercial Customers to provide to the Water District Manager a copy of the business or tenant's sales tax identification certificate prior to the new business opening.

It is the duty of all Commercial Customers to notify the District through the Water District Manager, of any change in business. For any changes of a business, the Commercial Customer shall provide the Water District Manager a copy of the plans and specifications of the new business prior to the new business opening.

The application fee for changes in names, management companies or ownership is \$400.00 if the application is provided within fifteen (15) days of the change; provided, however, if the change is not provided to the District within fifteen (15) days, the application fee is \$1,250.00 or the actual cost to the District whichever is greater.

For changes of a business in a commercial development the application fee is \$400.00 if there are no plumbing changes to the commercial space and the application is provided within fifteen (15) days of the change; provided, however, if the change is not provided to the District within fifteen (15) days, the application fee is \$1,250.00 or the actual cost to the District whichever is greater.

For changes of a business in a commercial development, the application fee is \$1,250.00 if there are plumbing changes to the commercial space.

Each Commercial Customer shall be required to install a sampling well at the point of discharge into the Commercial Customers sanitary sewer system pursuant to Section 2.05 of this Rate Order.

Each Commercial Customer and its Tenant and Multi-Family Customer is deemed to grant the District the right of ingress and egress for purposes of inspections and compliance with this Rate Order, including all Appendices.

Failure by the Commercial Customer or its Tenant or a Multi-Family Customer to comply with Section 2.04 of the Rate Order will result in termination of water service to the Commercial Customer or Multi-Family account in accordance with Section 4.02 of the Rate Order.

Grease trap requirements and sampling well requirements are set forth in Section 2.05 of the Rate Order and Articles IV and V of the Rules and Regulations Concerning Domestic and Commercial Wastes, Appendix C to the Rate Order.

Failure to comply with Section 2.04 of the Rate Order will result in (1) the imposition of a fine of \$1,000 for the first offense, \$1,500 for the second offense, \$2,500 for the third offense and any offenses thereafter, and (2) the termination of service to the development.

This Application for Existing Commercial Customers shall be in addition to any application required by the District's Operator.

This Application for Change to Existing Commercial or Multi-Family Account shall be completed and filed with the Water District Manager, 19023 Joanleigh, Spring, Texas 77388. The Water District Manager may be reached at 281-353-0998.

By completing this Application for Service, the Commercial Customer, its tenants and the Multi-Family Customer agree to comply with the District's Rules and Regulations and Rate Order. The Commercial Customer, its tenants and the Multi-Family Customer agree that only domestic waste shall be discharged into the sanitary sewer system.

Applicant agrees that it shall notify the District if any of the above information should change during the Application process.

**This Application for Change in Existing Commercial or Multi-Family Development must be completed and filed with the District each time there is a change of business in a Commercial Customers development**

**This Application for Change in Existing Commercial or Multi-Family Development must be completed and filed with the District each time there is a change in ownership, management or name of a Commercial or /Multi-Family account.**

**UPON EXECUTION OF THIS APPLICATION APPLICANT HEREBY CONFIRMS THAT APPLICANT HAS (1) OBTAINED A COPY OF THE DISTRICT'S RATE ORDER, AND (2) READ AND UNDERSTANDS THE POLICY AND PROCEDURES OF THE DISTRICT SET FORTH IN THE RATE ORDER AND SPECIFICALLY ARTICLE II OF THE RATE ORDER.**

**Any change of utilization to the previously approved use of the lease space covered by this application shall terminate the District's approval and a new Application must be submitted for the new use.**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State /Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Sales tax ID Number (attach copy of tax certificate) \_\_\_\_\_

Anticipated Opening date: \_\_\_\_\_

Amount of leased space (sq. ft.): \_\_\_\_\_

Wastewater Capacity Required: \_\_\_\_\_

Water Capacity Required: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Tenant \_\_\_\_\_

Signature of Commercial Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Commercial Customer: \_\_\_\_\_