



Green Valley Special Utility District

Check List for New Meter Installs

This checklist does NOT need to be turned into to GVSUD.

- ✓ Customer Service Application
 - to include all person(s) that need/require access to the GVSUD Water/Sewer account. (If you are not on the application you will not be on the account and GVSUD will not be able to speak with you regarding any questions/concerns you may have.)
- ✓ Standard Service Agreement
- ✓ Confidentiality Form
 - GVSUD will ONLY speak to authorized person(s) on the account regardless of completions of this form. If a third-party entity request personal information on your account and this form is NOT filled out, GVSUD by the Open Records Act will have no choice but to release this information.
- ✓ Photo ID's
 - Must include ALL photo ID's for anyone listed on the Customer Service Application.
- ✓ Sewer Affidavits (if applicable)
 - City of Cibolo
 - Zipp Road Utilities
- ✓ Notice to Homeowner and Plumbers
- ✓ Customer Service Inspection
- ✓ One Meter Per Residence
- ✓ Ownership Documents
 - Acceptable documents include: Texas Disclosure, Warranty Deed, Guarantee Deed, Deed of Trust or Executor Deed
 - Must include the Names of the Buyer(s) and Seller(s), Service Address and the Signature page of the Buyers and Sellers or Closing Officer or Escrow Secretary.
- ✓ Easement – if applicable
- ✓ ACH Bank Draft Form – Optional
 - If you chose to submit the request for ACH Bank Draft, you will also need to enclose a VOIDED check or a COPY of the check to be used.

If you chose to submit these forms electronically you can email them to customerservice@gvsud.org.

DATE: _____

**GREEN VALLEY SPECIAL UTILITY DISTRICT
CUSTOMER SERVICE APPLICATION**

(all items in bold must be completed)

PLEASE PRINT

Acct. No. _____

Tenant No. _____

FOR DISTRICT USE ONLY

COUNTY OF PROPERTY: _____

PRIMARY

NAME: _____ **TAX ID #**
OR
DL/ID #: _____ **STATE:** _____

SECONDARY

NAME: _____ **TAX ID #**
OR
DL/ID #: _____ **STATE:** _____

BILLING ADDRESS: _____
(if different than service address) STREET/PO Box City State Zip

PHONE NUMBERS: **Primary:** _____ **Secondary:** _____

EMAIL: _____

PROPERTY ADDRESS: _____

IS PROPERTY LOCATED IN THE CITY LIMITS? (Circle One) **YES** **NO** **IF SO WHAT CITY:** _____

ARE YOU (Circle One) **RENTING** **PURCHASING**

PROPERTY OWNER (if renting) _____ **PHONE #:** _____

What will be the primary usage of water? (Circle One) **Residential** **Commercial** **Irrigation**

Do you have any special needs? (i.e. Dialysis): _____
You must supply a written statement from your doctor and must continue to provide every six months.

APPLICABLE FEES – FEE BREAKDOWN LOCATED ON REVERSE SIDE OF PAGE.

<input type="checkbox"/>	DEPOSIT	\$150.00	<input type="checkbox"/>	FIRE HYDRANT METER	\$1500.00
<input type="checkbox"/>	TRANSFER FEE	\$35.00	<input type="checkbox"/>	Other _____	\$ _____
<input type="checkbox"/>	UNLOCK FEE (If applicable)	\$35.00	<input type="checkbox"/>	Other _____	\$ _____

TOTAL DUE TODAY: \$ _____

Applicant agrees to pay all applicable fees to establish water service at the previous mentioned property location.

Read and Accepted by:

Applicant

Date

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on basis of visual observation and surname.

_____ White not of Hispanic Origin _____ Black, not of Hispanic Origin _____ Hispanic

_____ American Indian or Alaskan Native _____ Asian or Pacific Islander _____ Other (specify)

_____ MALE _____ FEMALE

ITEMIZED FEE LIST

- All listed prices are subject to change at the discretion of Green Valley SUD Board of Directors.
- Each account is required to have a separate deposit.
- Once the account has been closed, the Deposit will be applied to the final balance on the account. If there is a credit remaining a refund check will be issued within 4-6 weeks to the mailing address on file.
- GBRA Sewer Service Customers - Green Valley recommends that rental property owners, with sewer, take a deposit from your renter to cover any unpaid sewer bills. Property Owners will be held responsible for ANY past due sewer charges incurred by any person(s) occupying the residence.
- Inspections **MUST** be completed on all Newly Built Homes before financial responsibility can be transferred to the New Owner.

<p style="text-align: center;">New Meter Installation (standard residential meter)</p> <p>\$3490 Impact Fee \$2000 Water Acquisition Fee \$750 Installation \$150 Deposit <u>\$75 Inspection</u> \$6,465 Total</p>	<p style="text-align: center;">New Meter/Sewer Installation (standard residential meter)</p> <p>\$3900 Sewer Connection Fee \$3490 Impact Fee \$2000 Water Acquisition Fee \$750 Installation \$150 Deposit <u>\$75 Inspection</u> \$10,365 Total</p>	<p style="text-align: center;">New Meter/Sewer Installation (standard residential meter)</p> <p>\$4540 Santa Clara Sewer Connection Fee \$3490 Impact Fee \$2000 Water Acquisition Fee \$750 Installation \$150 Deposit <u>\$75 Inspection</u> \$11,005 Total</p>
<p style="text-align: center;">Fire Hydrant Meter</p> <p>\$1500 Deposit \$35 Trip Fee</p>	<p style="text-align: center;">New Application Fee (standard residential meter)</p> <p>\$150 Deposit \$35 Transfer Fee \$35 Unlock Fee (if applicable)</p> <p style="text-align: center;">Any past due GBRA Sewer Charges (if applicable)</p>	

**GREEN VALLEY SPECIAL UTILITY DISTRICT
STANDARD SERVICE APPLICATION AND AGREEMENT**

Agreement, made this _____ day of _____, 20_____, between **GREEN VALLEY SPECIAL UTILITY DISTRICT**, a District organized under the laws of the State of Texas (hereinafter called the District) and _____ (hereinafter called the Customer).

Witnesseth:

The District agrees to sell and deliver water service to the Customer and the Customer agrees to purchase and receive water service from the District, in accordance with the Bylaws and Policy of the District, as amended from time to time by the District.

The Customer shall pay the District for service hereunder, at the rates and upon terms and conditions set forth in the rate schedule adopted by the District's Board of Directors.

The Board of Directors shall have the authority to cancel service in the event the Customer breaches this agreement by (1) refusing or failing, without just cause, to connect to the District's facility and use same as soon as the facility is available, or (2) refusing or failing, without just cause, to pay the minimum monthly water rate as established by the District, the Customer agrees to pay the District liquidated damages in accordance with the Policy of the District.

In the event the total water supply becomes insufficient to meet all the needs of the Customer, or in the event there is a shortage of water, the District may initiate a Drought Management Program, thus prorating the available water among the various Customers on such basis as is deemed equitable by the Board of Directors. A schedule of hours covering the use of water may be prescribed. By the execution of this Agreement, the Customer hereby agrees to comply with terms of said Program.

The Customer shall install, at his own expense, a service line from the water meter to the point of use. The use of pipe and fittings that contain more than 8.0% lead or solder and flux that contain more than 0.2% lead is prohibited by State Law. No water connection shall be made where an actual or potential contamination by cross connection or backflow siphonage may exist. Connection of service pipelines from the District's water service meter to any private well or other unknown water supply is strictly prohibited.

The District's employees shall have access to the Customer's property or premises at all reasonable times for the purpose of inspection to insure compliance with State required standards, applicable plumbing codes and utility construction standards.

By the execution hereof, the Customer shall hold the District harmless from any and all claims for damage to real or personal property, occurring from the point the Customer ties on to the water meter to the final destination of the line installed by the Customer, caused by service interruptions due to

waterline breaks by utility or like contractors, tampering by other Customers of the District, normal failures of the system, or other events beyond the District’s control. The Customer agrees to grant to the District now or in the future, any easements of right-of-way for the purpose of installing maintaining and operating such pipe line, meters, valves, and any other equipment which may be deemed necessary for the District to extend or improve service for existing or future Customers, on such for as required by the District.

The District shall have the right to locate a water service meter and the pipe necessary to connect the meter on the Customer’s property at the point to be chosen by the District, and shall have access to its property and equipment located upon the Customer’s premises at all reasonable times and for any purpose connected with or in the furtherance of its business operations. Upon discontinuance of service, the District shall have the right to remove any of its property from the Customer’s property.

By execution of this Standard Service Application and Agreement, Applicant agrees to guarantee payment of all other rates, fees, and charges due on any account for with said Applicant has made a deposit. Said guarantee shall pledge any and all deposit monies against any balance due the District. Liquidation of said deposit shall give rise to discontinuance of water utility service under the terms and conditions of the District’s Policy.

By execution of this Standard Service Application and Agreement, Applicant agrees that non-compliance with the terms of this Agreement by said Applicant shall constitute denial or discontinuance of service until such time as the violation is corrected to the satisfaction of the District.

Any misrepresentation of the facts by the Applicant on any of the two pages of this form shall result in discontinuance of service pursuant to the terms and conditions of the District’s Policy.

Customer

District Representative

Date

Date

**GREEN VALLEY SPECIAL UTILITY DISTRICT
CONFIDENTIALITY FORM**

According to House Bill 859, passed on May 23, 1993, government operated utilities that provide water, sewer, garbage, gas, or electricity for compensation, may not disclose personal information in a customer's account records **IF** the customer requests, **IN WRITING**, that the utility keep the information confidential. Personal information means an individual's address, telephone number or social security number. This bill applies to water supply companies, cities, districts and all governmental bodies who are subject to Open Records Act.

I/We _____, account No. _____

Request that my/our account records at Green Valley Special Utility District be kept confidential as per House Bill 859, passed on May 23, 1993.

Customer Signature

Customer Name (Please Print)

Property Address

City State Zip



Green Valley SUD Bank Draft Instructions

Please detach this portion below the dotted line and retain for your records.

Complete ALL information

All signatures are REQUIRED on this form if there is a joint checking/savings account holder. This does NOT grant them access to the utility account, unless they are added to the account via Authorization Form.

A VOIDED Check is required to complete the bank draft process.

Bank Draft processing could take 4-6 weeks. Please ensure you pay your account manually until your bill reflects AUTO PAY. You may contact the office any time to see if the update has taken effect.

I understand that a request to discontinue my automatic ACH draft will need to be submitted in writing a minimum of 2 business days prior to the last scheduled ACH draft date.

Remittance of Required Documentation

Mail To:
Green Valley SUD
Attn: Billing
PO Box 99
Marion, Texas 78124

Fax To:
830.420.4138

Email To:
customerservice@gvsud.org

GVSUD Index will be filled out by GVSUD Representative

GVSUD INDEX: _____
GVSUD ACCT # _____

_____ SAVINGS
_____ CHECKING

For District Use ONLY
Received By _____
Updated By _____

AUTHORIZATION AGREEMENT FOR AUTOMATED BILL PAYMENT (ACH DEBIT) GREEN VALLEY SPECIAL UTILITY DISTRICT, ID NUMBER 742634126

I (We) authorize GREEN VALLEY SPECIAL UTILITY DISTRICT, hereinafter called COMPANY, to initiate debit entities to my (our) checking/savings account indicated below and the depository (bank), hereinafter called DEPOSITORY, to debit.

BANK NAME: _____

ROUTING # _____ **ACCOUNT #** _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (us) of its termination in such time and in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Bank Draft processing could take 4 - 6 weeks. Please ensure to pay your account manually until your bill reflects AUTO PAY.

NAME(S) LISTED ON DEPOSITORY

ACCOUNT: _____

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

NOTICE
TO HOMEOWNERS
AND PLUMBERS

The Green Valley Special Utility District (Hereafter called utility) hereby notifies all plumbers and homeowners that all water utilities in the state of Texas must comply with the rules and regulations of the Texas Natural Resource Conservation Commission concerning construction and renovation of and additions and modifications to private plumbing facilities.

Utility has adopted Southern Standard Plumbing Code as the prevailing guide for plumbing facility construction and modification standards, particularly regarding the prohibition of the use of lead solder and fittings and the prohibition of cross-connections within the plumbing system. By execution of this document, the homeowner and plumber certifies that all plumbing meets, to the best of their knowledge, the following conditions on the date executed below:

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 state plumbing regulations. Additionally,
2. all pressure relief valves and thermal expansion devices are in compliance with state plumbing codes.
3. No cross-connection between the public drinking water supply and a private water system or well exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure-zone backflow prevention assembly is properly installed. A service agreement shall be maintained according to the utility's rules for annual inspection and testing by a certified backflow prevention device tester.
4. No connection exists which would allow the return of water used for condensing, cooling, or industrial process back to the public water supply.
5. No pipe or pipe fittings which contains more than 8.0% lead exists in the private plumbing facilities installed on or after July 1, 1988.
6. No solder or flux which contains more than .02 % lead exists in the private plumbing facilities installed on or after July 1, 1988.

This document will be retained as a part of the utility's permanent files along with all plumbing inspection documents. By execution hereof, I certify that the foregoing is true and correct and that I am legally responsible for the validity of the information I have provided. I also understand that the utility will inspect all private plumbing facilities and that I, the homeowner and plumber shall be present to demonstrate compliance.

X _____
Signature of Homeowner

Date

Signature of Plumber

Date

Plumber's Name and License No (Please Print)

[Note to Utility: Attach this form to all plumbing inspection forms for record]

Customer Service Inspection Information

It is imperative you call for an inspection.

Green Valley is required to inspect all new connections before continuous water service can be provided. This includes any changes or additions to your water service. If your home is under construction a final inspection must be completed before continuous water service is provided

- 1) When you install your water line from the water meter to your house leave about 18 inches of the water line exposed at the meter and the house for inspection.
- 2) Water lines must be installed 9 feet away from sewer lines and lateral fields or spray patterns on aerobic systems. If this cannot be accomplished you must sleeve the water line at least 9 feet to either side of these areas and leave pipes exposed for inspection.
- 3) Some types of water outlets must have an air gap separation of at least 1 inch or 2 times the diameter of the inlet pipe, whichever is greater. In some cases where the proper air gap cannot be achieved the proper backflow protection must be installed (Example) All hose bibbs need to be located above ground level with the proper air gap and have hose bibb vacuum breakers installed on each hose bibb.
- 4) Sprinkler systems must have the proper back-flow protection. The back-flow assembly will need to be installed and tested by a certified back-flow assembly tester and the **original test report returned to Green Valley** for filing.
- 5) You must inform Green Valley if you have an alternate water source such as a well. No cross-connection with a public water system will be allowed.
- 6) Inspectors will check to see if you have an unacceptable amount of lead in the pipes and solder joints. You cannot use leaded solder for water lines.
- 7) Swimming pools with automatic fill lines that are below the overflow rim will need proper back-flow protection.
- 8) Water softeners and reverse osmosis systems need air gap protection between sewer lines and the units drain pipe.
- 9) Hand held showerheads that fall below the overflow rim without the proper air gap are required to have vacuum breakers at the beginning of the hose if not already made into the swivel.
- 10) Dishwasher drain hose must be tied all the way up to the bottom counter top prior to connecting into the sewer drain.
- 11) Water troughs for livestock must have anti-siphonage float assemblies.
- 12) All other water connections will be addressed on an individual basis.

When the water lines are connected and an inspection is needed, call our office at 830-914-2330 Ext. 202 to set up the inspection. **Please call as soon as possible for inspection.** Someone will need to be there for the inspection. If you have any question on the inspection itself please call 830-914-2332 Ext.211.

Customer Signature _____

Date: _____

GVSUD Representative: _____

Date: _____



One Meter per Residence Requirements

It is important for water customers to receive a continuous and adequate supply of water. It is equally important for retail public utilities to have adequate measures in place to help ensure that each water customer receives an adequate supply of water that is protected from contamination from external sources. To help achieve this, rules have been written for the protection of both the customer and the utilities that call for one meter per residence or per commercial connection. The following are excerpts from TCEQ rules. The numbers and letters in brackets indicate where these rules can be found in the Texas Administrative Code (30 TAC).

These rules apply to public water utilities:

One meter is required for each residential, commercial, or industrial service connection. An apartment building or mobile home park may be considered by the utility to be a single commercial facility for the purpose of these sections. The executive director may grant an exception to the individual meter requirement if the plumbing of an existing multiple use or multiple occupant building would prohibit the installation of individual meters at a reasonable cost or would result in unreasonable disruption of

the customary use of the property. [291.89(a)(4)]

Use of meter. All charges for water service shall be based on meter measurements, except where otherwise authorized in the utility's approved tariff. [291.89(a)(1)]

These rules apply to retail public utilities and public water systems:

Each community public water system shall provide accurate metering devices at each service connection for the accumulation of water usage data. [290.44(d)(4)]

Connection - A single family residential unit or each commercial or industrial establishment to which drinking water is supplied from the system. [290.38]

Questions? Contact the Consumer Assistance group, Water Supply Division, at 512-239-4691 (*fax*, 512-239-6145) or by mail at this address:
Consumer Assistance MC 153
TCEQ
PO Box 13087
Austin TX 78711-3087

By signing below I am acknowledging the above statement. Violation of this regulation can result in disconnection of service until other arrangements are made for the purchase of required meter service(s).

Customer Signature	Printed Name	Date
Customer Signature	Printed Name	Date
GVSUD Representative Signature	Date	