



## CHECKLIST FOR NEW METER INSTALLATION APPLICATION

**THIS APPLICATION PACKET MUST BE COMPLETED BY OWNER(S) ONLY**

- ✓ Service Review
- ✓ **Customer Service Application**  
Including all person(s) that need/require access to the GVSUD Water/Wastewater account.
- ✓ **Standard Service Agreement**
- ✓ **Government Issued Photo Identification** - Must include:  
Photo ID for **ALL** applicants listed on the Customer Service Application.
- ✓ Notice to Homeowners and Plumbers
- ✓ Customer Service Inspection
- ✓ **Ownership Documents** - Applicable documents include any of the following:  
*\*ID is required for all Property Owners on Deed for purpose of easement\**  
Warranty Deed  
Guarantee Deed  
Deed of Trust  
Executor Deed with property description
- ✓ **Easement (if applicable)**  
To be determined upon review of required documents, GVSUD and County Records.
- ✓ **City Permits (if applicable)**  
City of Cibolo, City of Marion, City of New Braunfels, City of New Berlin, City of Santa Clara,  
City of Schertz, City of Seguin, City of St. Hedwig.
- ✓ **Completed Sewer Inspection (if applicable)**  
Green Valley Special Utility District  
Guadalupe Blanco River Authority

You can submit this:  
Electronically to [lwright@gvsud.org](mailto:lwright@gvsud.org)  
Mail to PO Box 99, Marion, Texas 78124  
Fax to (830)420-4138  
Deliver to our office located at 605 FM 465, Marion, Texas 78124



# SERVICE REVIEW

**THIS IS NOT A SERVICE APPLICATION FOR WATER/WASTEWATER SERVICES**

Amount Due: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check/Ref. #: \_\_\_\_\_

**QUOTE VALID FOR 30 DAYS FROM THIS DATE:** \_\_\_\_\_

**QUOTED PRICES ARE SUBJECT TO CHANGE. A COMPLETED SERVICE REVIEW IS NOT AN EXEMPTION FROM ANY RATE INCREASES THE DISTRICT HAS PREVIOUSLY SCHEDULED.**

To: Green Valley Special Utility District

Email: Lindy Wright [lwright@gvsud.org](mailto:lwright@gvsud.org)

Secondary Contact: RJ Gaitan [rgaitan@gvsud.org](mailto:rgaitan@gvsud.org)

Fax: (830) 420-4138

## **TO BE COMPLETED BY APPLICANT** **CUSTOMER MUST PROVIDE EASEMENT DOCUMENT**

Contact Name: \_\_\_\_\_

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

Property Address (including City, State & Zip): \_\_\_\_\_

Location information: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

By signing this form you are acknowledging that the information provided on this review is for the purpose of providing a monetary quote only. This review is not an agreement for water/wastewater services from GVSUD. It is the owners responsibility to contact GVSUD if you choose to move forward with water/wastewater services.

Owner's Signature: \_\_\_\_\_

## **TO BE COMPLETED BY THE DISTRICT**

**Easement on File:**    **Yes**    **No**    **County:** \_\_\_\_\_    **City:** \_\_\_\_\_    **Limit or ETJ**

Date Staked by Customer: \_\_\_\_\_ Existing Service: \_\_\_\_\_

Map Location: \_\_\_\_\_ Plant: \_\_\_\_\_ Service Line: \_\_\_\_\_ Line Size: \_\_\_\_\_

Extensions	Size	Length	Unit	Charges
Application Fee				\$200.00
Deposit				\$150.00
Inspection				\$75.00
Meter Installation Fee - 5/8" Mtr				\$800.00
Parts/Labor/Equipment				
Line Extension				
Road Crossing (Bore or O/C)				
Permits				

**Permits Required:**    State: Y   or   N    County: Y   or   N

**Utility Locations:**    Phone: \_\_\_\_ Gas: \_\_\_\_ Cable TV: \_\_\_\_ Sewer: \_\_\_\_ Water: \_\_\_\_ Electric: \_\_\_\_

Stake Checked Date: \_\_\_\_\_ By: \_\_\_\_\_ Approved: \_\_\_\_\_

Diagram: \_\_\_\_\_

GREEN VALLEY SPECIAL UTILITY DISTRICT  
CUSTOMER SERVICE APPLICATION  
(all items in bold must be completed)  
PLEASE PRINT

DATE: \_\_\_\_\_

Acct. No. \_\_\_\_\_

Tenant No. \_\_\_\_\_

FOR DISTRICT USE ONLY

COUNTY OF PROPERTY \_\_\_\_\_

PRIMARY

NAME: \_\_\_\_\_ TAX ID # \_\_\_\_\_ STATE: \_\_\_\_\_  
DL/ID# \_\_\_\_\_

SECONDARY

NAME: \_\_\_\_\_ TAX ID # \_\_\_\_\_ STATE: \_\_\_\_\_  
DL/ID# \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_  
Street City State Zip

MAILING ADDRESS: \_\_\_\_\_  
Street City State Zip  
(if different from service address)

PHONE NUMBERS: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

EMAIL: \_\_\_\_\_

GREEN VALLEY SUD OFFERS AUTOMATED CALLS, TEXT, AND EMAILS TO OUR CUSTOMERS REGARDING WATER OUTAGES, DELINQUENCIES & MORE.

If you do NOT wish to receive this information, please check this box.

IS PROPERTY LOCATED WITHIN CITY LIMITS? YES NO IF SO WHAT CITY \_\_\_\_\_

ARE YOU: PURCHASING RENTING OWNERS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

What will be the primary usage of water? 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

REFUNDABLE DEPOSIT.....\$ 150.00

GBRA SEWER TRANSFER FEE .....\$ 50.00

SERVICE TRIP FEE.....\$ 50.00

ZIPP RD SEWER TRANSFER FEE.....\$25.00

FIRE HYDRANT METER REFUNDABLE DEPOSIT ....\$ 2500.00

Customer(s) with a Fire Hydrant Meter are responsible for  
ALL usage, accidental or not. Customer(s) are also responsible  
for securing the meter.

TOTAL DUE TODAY: \$ \_\_\_\_\_

Deposit is refunded when the account is terminated. Deposit will be applied to the final charge(s) and any other outstanding balance(s) on the account.

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

Read and Accepted by:

Applicant

Date

The following information is requested by the Federal Government 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 not 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



## 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).

Customer Name

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 of 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 0.25% 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 ensure compliance with State required standards, applicable plumbing codes and utility construction standards.

By the execution hereof, the Customer shall hold the District harmless from 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 which 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 noncompliance 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 Signature

---

District Representative Signature

---

Date

---

Date



## NOTICE TO HOMEOWNERS AND PLUMBERS

---

The Green Valley Special Utility District (Hereinafter called District) 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.

The District has adopted Universal Plumbing Code as the general guide for plumbing facility construction and modification standards, particularly regarding the prohibition of lead solder and fittings and the prohibition of cross-connections within the plumbing system. By execution of this document, the homeowner and plumber certify 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 following state plumbing regulations. Additionally,
2. All pressure relief valves, and thermal expansion devices comply with state plumbing codes.
3. There is no cross-connection between the public drinking water supply and a private water system or well. An approved reduced pressure zone backflow prevention assembly is appropriately installed where an actual air gap is not maintained between the public and private water supply. A service agreement shall be maintained according to the District's annual inspection and testing rules by a certified backflow prevention device tester.
4. No connection exists, allowing the return of water used for condensing, cooling, or industrial process back to the public water supply.
5. No pipe or pipe fittings that contain more than 0.25% lead exists in the private plumbing facilities installed on or after January 4, 2014.
6. No solder or flux which contains more than 0.2 % lead exists in the private plumbing facilities installed on or after July 1, 1988.

This document will be retained as a part of the District'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 District will inspect all private plumbing facilities and that I, the homeowner, and plumber, shall be present to demonstrate compliance.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Plumber

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plumber's Name and License No. (Please Print)



## CUSTOMER SERVICE INSPECTION INFORMATION

IT IS IMPERATIVE YOU CALL FOR AN INSPECTION.

Before continuous water service for new construction is established, Texas law requires an inspection of the private water-distribution system as a way to ensure that the water is safe to drink. This type of customer service inspection is required in Title 30 of the Texas Administrative Code (TAC), Subsection 290.46(j). All the rules in 30 TAC 290, Subchapter D, are administered by the Texas Commission on Environmental Quality (TCEQ). These rules are contained in the TCEQ publication, Rules, and Regulations for Public Water Systems, RG-195.

The purpose of a customer service inspection is to identify whether one of two potential sources of contamination exists. Once is a cross-connection – an actual or potential connection between a drinking water supply and a possible source of contamination or pollution. The other potential source of contamination is lead plumbing materials.

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 waterline at least 9 feet to either side of these areas and leave pipes exposed for inspection.
3. Some type of water outlets must have an airgap 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 bibs need to be located above ground level with the proper air gap and have hose bib vacuum breakers installed on each hose bib.)
4. Irrigation systems must have the proper backflow protection. The backflow assembly will need to be installed and tested by a certified backflow assembly tester and the **original test report returned to GVSUD** for filing.
5. You must inform GVSUD 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 lead solder for water lines.
7. Swimming pools with automatic fill lines that are below the overflow rim will need proper backflow protection.
8. Water softeners and reverse osmosis systems need airgap protection between sewer lines and the units to drain pipes.
9. Handheld 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 countertop 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.

Once construction is complete **call our office for inspection**. Someone will need to be there for the inspection. If you have any questions please contact the office.

---

Customer Signature

---

Date

---

District Representative

---

Date

*"This institution is an equal opportunity provider, and employer"*