



A Non-Standard Water Service Investigation is an engineering study that evaluates whether upgrades are needed to support your proposed water service. The study follows the district's standards and policies. Please note that our team does not determine the number of lots or meters—this must be specified by the applicant on the application. This is not an on-site investigation—our engineers complete the study remotely using system maps, records, and other digital tools.

Attached for completion:

- Non-Standard Water Service Investigation Application
- Card Authorization Form
- Non-Standard Water Service Investigation FAQs

Please return the completed application with payment. The fee schedule is located on Page 2 of the application. If you still have questions after reviewing the application, please refer to the FAQ.

Please include a plat, property survey, and/or vicinity map (available through the County CAD website). A proposed lot layout is also helpful, if available.

Documents may be submitted by email (PDF preferred). Clear photos are acceptable if PDF is not available. You may also mail materials to:

Dunaway Associates

Attn: Shelby Smith
PO Box 606
Farmersville, TX 75442

Office Hours: Mon–Thurs 8:00 AM–4:00 PM | Fri 8:00 AM–12:00 PM

Additional Info:

- Credit card payments are accepted (3% processing fee; no fee for debit cards).
- Turnaround time is approximately 6–8 weeks due to volume.
- Requests are processed first-come, first-served and cannot be expedited.
- Once complete, the evaluation is submitted to the water entity for review and approval. Some evaluations may require approval at a board meeting before being released to the applicant.
- Status updates are not available during the review process.



INITIAL NON-STANDARD WATER SERVICE INVESTIGATION REQUEST

<u>Water Company</u> (Required):	
<u>Development Name:</u> (If applicable)	
<u>Applicant Name:</u> (if you are the real estate agent, engineer, or etc., please put the buyer/seller name that is needing this request, then put your name and title after)	
<u>Mailing Address:</u>	
<u>Applicant Phone Number:</u>	
<u>Applicant Email:</u> (Complete evaluation will be emailed to this email address, if there is more than one that would like to receive it, please list all email address)	
<u>Property Location:</u> (Address)	
<u>Property ID Number & County</u> (Both Are Required):	
<u>Number of acres:</u>	
<u>Number of proposed lots</u> (Required):	
<u>Number of Meters Being Requested</u> (Required):	
<u>Fire Flow Requirements:</u> (if applicable, check with your county)	
<u>Please provide a brief summary of the intended use of the property</u> (e.g., Single Family, Commercial, Multi-Family, RV Park, etc.). If additional space is needed, you may attach a separate letter or document.	
<u>Number of proposed Phases.</u> (If applicable) List each phase with proposed date(s):	

Please attach a copy of the plat, property survey, and/or a vicinity map(a vicinity map, is a map that shows the location of a specific site in relation to its surrounding area, including nearby landmarks, roads, and other relevant features). If you have a proposed lot layout that would be helpful as well. A vicinity map can be found on the County's CAD Website.

You can email application and map/lot layout to Shelby.Smith@dunaway.com

Dunaway

118 MCKINNEY STREET | PO BOX 606 | FARMERSVILLE, TEXAS 75442

OFFICE 972-784-7777 | WWW.DUNAWAY.COM FIRM REGISTRATION NO F-1114



Payment Options (We offer two methods of payment for the applicable fee(s):

- **Check:**
 - Make checks payable to **DUNAWAY** and mail to:
 - Dunaway // Attn: Shelby Smith // PO BOX 606, Farmersville, TX 75442
- **Card (Credit or Debit):**
 - Attached is Card Authorization Form. Please note that a 3% processing fee applies to credit card transactions only. This fee does not apply to debit card.
- **All fees for this initial analysis are non-refundable.** Please refer to the **Fee Schedule** to determine the correct fee for your project.

Fee Schedule:

Note: Please choose the fee category that best fits your project. If you are unsure, you may ask after submitting your completed application. Dunaway will review all submissions and confirm the correct fee if adjustments are needed. Re-evaluation due to scope change (increase in lots, change in use, added phases, etc.): 50% of the original fee, minimum \$750.00

A. Residential Developments	
Number of Lots	Initial Fee
1-10	\$1,000.00
11-100	\$1,500.00
101-500	\$2,500.00
501-1,000	\$3,500.00
1,001 or greater	\$5,000.00 (minimum/custom fee)

B. Commercial / Non-Residential Developments	
Type of Development	Initial Fee
Small Commercial (single small building such as office, retail, restaurant, gas station, etc.)	\$2,000.00
Medium Commercial (larger retail, multiple buildings, warehouse, storage facility, convenience store with fuel, small clinic, etc.)	\$3,250.00
Large Commercial (manufacturing, large warehouse or distribution center, truck stop, etc.)	\$4,500.00

C. High-Demand / Special-Use Facilities	
Type of Development	Initial Fee
Schools	\$3,500.00
Small Multifamily (duplex, triplex, quadplex, RV Parks (1–100 pads))	\$2,500.00
Large Multifamily (apartment complexes, RV Parks (101+ pads))	\$3,500.00
Data Centers / Tech Facilities	\$5,000.00 minimum
Hospitals / Large Medical Facilities	\$5,000.00 minimum
High-Volume Industrial / Processing Users	\$5,000.00 minimum

D. Mixed-Use Developments (includes combined residential + non-residential uses)	
Development Size	Initial Fee
Mixed-Use – Small	\$3,500.00
Mixed-Use – Large	\$5,500.00 (minimum/custom fee)

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PLEASE READ THE FOLLOWING BEFORE SIGNING AND SUBMITTING APPLICATION

- The applicable fee covers **only the initial evaluation**, including the initial waterline exhibit and an initial opinion of probable construction cost.
- All recommendations provided in the evaluation letter are **final and will not be modified**.
- If the scope of the initial request changes (including project size, use, or added phases), a **new evaluation and a new fee** will be required.
- Any questions or concerns regarding the results of the water study, as well as all future correspondence, must be directed to the **Water District**.
- This water investigation does **not** constitute a contract between the applicant and the engineer. The study is performed **on behalf of the water provider**, not the applicant.
- Once your application is in our queue, we are unable to provide status updates. There is no need to call or email for updates.
 - If more than 8 weeks have passed since your submission date, you may follow up at that time.
 - Holidays do not count toward the 8-week review period. If a holiday falls near your 8-week mark, the timeline may extend accordingly.

Please sign below to acknowledge this form and all the information contained there-in.

Signature of Applicant

Date Signed

Please note: Water investigation studies typically take 6–8 weeks to complete. Larger or more complex studies may require more time. Upon completion, the study is submitted to the water provider for review and approval. The results cannot be released to the applicant until approval is received from the water provider.

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Card Authorization Payment Form

(Credit Card Transactions are subject to a 3% Processing Fee, Debit Cards are NOT subject to a fee)

Cardholder Information

Full Name: _____ Billing Address: _____

City: _____ State: _____ ZIP Code: _____ Phone Number: _____

Email Address: _____

Development Name/Property Road: _____ Water Company: _____

Credit Card Details

Card Type: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover Card Number:

Expiration Date: ____/____ CVV: _____

Authorization Details

I, _____, authorize Dunaway to charge my credit/debit card for the following:

Amount: \$ _____

Purpose of Payment: Water Service Investigation Request Application Fee

This authorization is for a ☒ One-time

Cardholder Authorization

By signing below, I acknowledge that I am the authorized cardholder of the credit card listed above and authorize the charges specified.

Cardholder Signature: _____

Date: ____/____/____

Non-Standard Water Request FAQ

Q Why is an evaluation needed?

A Your new service request is considered a non-standard service request. An evaluation is needed to determine what is required to service the requested meters.

The following are common examples of non-standard service requests (but not limited to these examples):

- Requests for additional meters on property that is being subdivided
 - If more than one meter is being requested for a single piece of property
 - Requests for meter sizes above the standard 5/8" x 3/4" meter
 - Properties that do not have existing on-site waterlines
 - Properties where the waterline or water infrastructure is deemed to be at or near capacity
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Q What happens next?

A A water study will need to be conducted with the Water Utility Provider's Engineer, Dunaway Associates, LLC. Please contact the engineer's office at 972-784-7777.

The engineering office will provide a water study application form and will provide applicable fees for the study. Once the application has been received and applicable fees have been paid, the water study application will go into the engineering queue. Once the request is complete, an evaluation letter will be provided to the applicant, along with a waterline exhibit.

Q What is the average turnaround for a water study?

A Water studies take on average 8 weeks to complete. The water utility provider must review and approve the water study before it is provided to the applicant.

Q What is provided with the water study?

- A
- An evaluation letter will be provided. This letter advises if any modifications are needed to the water system to serve the requested meters. If modifications are needed, a summary of improvements will be provided.
 - An improvement exhibit will be provided as well. It provides a visual of what the evaluation letter is explaining from a map view.
 - An opinion of probable construction costs (OPCC) for necessary improvements may be provided, upon request, as part of the initial application fee. Note: This is just an estimate of opinion based on recent similar projects and current market conditions. Actual bids or pricing from contractors may come in higher or lower than the estimate.
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Q What happens after I receive the water evaluation results?

- A
- If the evaluation letter did not advise that system improvements are needed, then contact the water utility provider to request a meter and pay applicable fees provided by the district.
 - If the evaluation letter advised that water system improvements are needed, and you are interested in proceeding with construction, then the following should occur:
 - Please advise the engineer's office that you would like an opinion of probable construction costs (OPCC), if one has not yet been provided, to determine potential costs.
 - After receiving the OPCC, if you wish to proceed with construction, notify the district to request next steps. Depending on the project scope, you may be referred to the district engineer's office to complete the design work and bidding process.
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Q What if I have questions or concerns regarding the evaluation results?

- A
- You may bring your questions or concerns to the water utility provider's attention. Please note that the water evaluation recommendations are in accordance with the water utility provider's standard requirements and the Texas Commission on Environmental Quality minimum requirements for water pressure and flow capacities. In most cases, no changes to the evaluation can be made as it could be to the detriment to the existing water system.
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