



**The following Non-Standard Service Application must be
completed and returned to:**

**Velvin & Weeks
930 E Corsicana St.
Athens, TX 75751**

(903) 675-3903



CASH SPECIAL UTILITY DISTRICT

172 FM 1564 EAST

GREENVILLE, TEXAS 75402

PHONE: (903)883-2695 EMAIL: INFO@CASHWATER.ORG

A Message to Non-Standard Service Applicants:

Over the years, Hunt and the adjacent counties have grown to serve expanding residential, commercial, and industrial interest. As any area grows, residential and small commercial interest quickly move into the surrounding rural areas seeking a small community atmosphere and better quality of life. This movement to rural areas has created a need for the services of rural utilities like The Cash Special Utility District. Our District proudly serves thousands of rural water utility customers with excellent service and surpasses all regulatory requirements. Cash SUD welcomes all service applicants and looks forward to remaining a stable force in meeting future growth and development needs.

While Cash SUD supports growth and development of the rural community, it must also serve the interests of its customers. Cash SUD's mission is to provide the very best water utility service at the lowest possible cost to the consumer. Planned growth and development can serve to meet the needs of both the community and the goals of the utility. In an effort to meet these needs, the Cash SUD Board of Directors has initiated planning studies of its water system. Continual plans are being made to expand the service capacity of the water system to meet projected growth through the coming years.

Balancing its efforts to meet development needs and regulatory requirements, Cash SUD has also implemented new development policies to ensure fair and equitable development practices. The following package incorporates engineering, policy and financial planning principles essential to the task of managing growth and development.

The Board's philosophy on serving the interest of growth and development is two-fold:

1. The district should pay for providing the "foundation" for system-wide growth through sound planning, design and financial practices. This ensures that the system's infrastructure meets current and future incremental demands for service.
2. Site-specific growth and development should pay its own way in the expansion of the system's infrastructure to meet growth needs. This "growth pays for growth" policy is recognized and accepted by regulatory authorities and industry professionals as the fairest means by which utilities can meet planned development objectives. It truly represents a "cost-based" formula whereby costs are directly related to their origin.

This philosophy is promulgated through the District's policies and procedures.

As you contemplate your planned venture, we look forward to assisting you in meeting your development goals. Our staff and support-group of industry professionals are ready and able to provide you with the information necessary for the successful evaluation of your water service needs. Please review this packet of information and complete and return the application form along with a final plat so that we may begin the process of helping you make your project a success.

The Board of Directors and Management
Cash Special Utility District



NON-STANDARD SERVICE EXTENSION POLICIES SUB-SECTION F

SECTION F: NON-STANDARD SERVICE EXTENSION POLICY

1. **Public Convenience and Necessity.** The Cash Special Utility District (the District) is certificated under Chapter 13, Subchapter G., of the Texas Water Code to provide water service to communities in and/or around Hunt, Hopkins, Rockwall, and Rains Counties, Texas. The District's Certificate of Convenience and Necessity, Service Policy Section D, requires the District to provide continuous and adequate service within these certificated service areas.
2. **Limits of Obligation.** The District shall provide continuous and adequate service within its service areas according to the terms of its Service Policy, the rules and regulations of local, state, and federal jurisdictions, and the covenants of bond obligations, promissory notes, and/or other secured instruments. Specifically, Chapter 13.2502 provides for constructive notice, hereby given, and otherwise provided by the publication of the required, Notice of Requirement to Comply with the Subdivision Service Extension Policy of the Cash Special Utility District@ as evidenced by this document. The District is not required to extend retail water utility service to a service applicant in a subdivision where the responsible party (Applicant/Developer) of the applicable property (subdivision) has failed to comply with the terms of this policy.
3. **Purpose.** The purpose of this Non-Standard Service Extension Policy (also sometimes referred to as the Subdivision Service Extension Policy) is to govern agreements and service procedures for any person(s), partnership, cooperative, corporation, agency, public or private organization of any character or any other legal entity who subdivides land by dividing any lot, tract, or parcel of land, within the service area of the District, into two or more lots or sites, for the purpose of sale or development, whether immediate or future, including re-subdivision of land for which a plat has been filed and recorded, or requests two or more water service connections, or the metering equivalents thereof, on a single contiguous tract of land. Additionally, this policy shall govern any development where additional piping, service facilities, etc. are required to accommodate individual, multiple, commercial, or industrial applicants. For the purposes of this Service Policy, applications subject to this section shall be defined as Non- Standard.

4. **Application of Rules.** The Board of Directors of the District shall interpret on an individual basis whether or not the applicant complies with the terms of this policy and whether the applicant's service request shall be subject to all or part of the conditions of this section.
5. **Non- Standard Service Application.** The applicant shall meet the following requirements prior to the initiation of a service contract by the District:
 - a. The applicant shall submit a properly completed Non-Standard Service Application to the District.
 - b. A final plat approved by the appropriate governmental entities, and acceptable to the District, must accompany the application showing the applicant's requested service area. The plat must be approved by all regulatory authorities and local governments having jurisdiction over lot sizes, sewage control, drainage, right-of-way, and other service facilities. Plans, specifications, and special requirements of such regulatory authorities shall be submitted with the plat. If no local governmental authorities have requirements other than those of the District, the applicant shall supply a plat drawn by a registered public surveyor or professional engineer. The plat shall include all previous subdivisions of the property and existing tract owners of record. The plat must distinguish the tracts for which service is currently being requested, and as much as practicable, show future subdivision of larger tracts. Such plats must be filed as a part of the property deed with the appropriate county clerk's office. Applicants for single taps involving extension or up-sizing of facilities shall be required to submit maps or plans detailing the location of the requested extension and details of demand requirements. Other plat requirements are listed in the Non-Standard Service Application form.
 - c. The applicant shall submit the properly completed application and plat. The District shall then provide an estimate of the Non-Standard Service investigation fee. This fee shall represent the estimated cost of initial project management, administrative, legal, and preliminary engineering fees. The actual costs of these services shall be assessed on a project by project basis. Following preliminary project review, any unused portion of the fee shall be refundable to the applicant and any additional expenses incurred as a result of efforts by the District to determine service requirements of the applicant shall be paid by the applicant.
 - d. Immediately following the applicant's satisfactory completion of application requirements, the District may engage the services of a Project Manager to initiate, facilitate, and complete the project under the terms of this policy. The Project Manager shall assist the General Manager of the District by coordinating all project activities on behalf of the District, or as directed by the General Manager. Project management costs shall be included in the total project costs to be paid by the applicant.
 - e. If after the service analysis has been completed, the District determines that the applicant's service request is for property outside the District's Certificated Service Area of Public Convenience and Necessity, service may be extended provided that:
 - 1) The service location is contiguous to or within one- fourth (1/4) mile of the District's Certificated Service Area of Public Convenience and Necessity; or
 - 2) The service location is not in an area receiving similar service from another utility;
 - 3) The service location is not within the Area of Public Convenience and Necessity of another similar utility; and

- 4) The applicant pays the cost of the amendment to the District's Certificated Area to include the area to be served.

6. **Design.** The District shall study the design requirements of the applicant's required facilities prior to initiation of a service contract by adopting the following schedule:
 - a. The District's consulting engineer shall review the service demand requirements for the applicant's planned facilities and prepare a preliminary engineering report for the District. The preliminary engineering report shall address on-site and off-site facilities required to meet service requirements of the applicant, and capacity impacts on existing facilities. The applicant may hire the services of a Texas Registered Professional Engineer for all design of on-site service facilities. The District's engineer shall then design all off-site facilities and review and approve all plans and specifications for other designed on-site facilities. Design standards shall comply with the District's design specifications.
 - b. Engineering fees for completion of the project shall follow the District's Consulting Engineer's fee schedule. Fee scheduling shall be based on the consultant's hourly rates, the work demands of the specific project, and, in general, the published fee curves of The Consulting Engineers Council of Texas. These fees shall be in addition to the preliminary engineering report completed as a part of the Non-Standard Service Investigation Fee and any fees for engineering services hired outside the District engineer's work.
 - c. Upon review and approval of the preliminary cost estimates by the applicant, the Consulting Engineer shall compile and submit to the District a set of detailed plans, specifications, and prepare bid documents for the project as directed by the project manager and/or the District.
 - d. If no local authority imposes other design criteria on the applicant's service request, the District's Engineer shall design facilities to meet the service demands subject to the following terms and conditions.
 - 1) If the plat submitted is approved by the applicable county commissioner's court, and/or by a municipal government having authority for plat approval, then service will be designed according to the number of lots or service units as indicated by the approved plat.
 - 2) If the plat submitted is not approved by the applicable authorities, the District shall impose specific design criteria for service on the potential number of services, platted or not platted as lots or service units, for which service may be ultimately requested in the unapproved plat of the requested service area. The maximum number of lots or service units may be determined by the total acreage divided by the minimum lot size allowed by the county for installation of on-site sewage facilities. The District may allow for a percentage of total potential build-out.
 - 3) Fire flow design demands will be determined on a case by case basis. All development under the jurisdiction of another authority other than the District will have to meet the standards of that authority. Developments under no authority in rural areas, wanting to provide fire flow, will be required to follow the requirements specified in appendix "A" of this section.
7. **Cost of Service.** Unit cost of service to Non-Standard Service applicants is often inconsistent with the per-unit costs assessed Standard Service applicants. The cost-of-service calculations for Standard Service is based on a uniform system capacity analysis and other factors unique to individual service requirements, including amortized participation of meeting capacity costs through monthly rates. Non-

Standard service costs are based more on site-specific capacity analysis due to the development's significant impact on capacity in its pressure plane and based on other factors unique to non-standard service requirements, including the requirement for up-front participation in meeting capacity requirements for their development. Costs to the Non-Standard Service applicant shall be directly related to the fair and reasonable costs of providing service to meet the known and measurable demand of the proposed project for approved, platted developments in its respective pressure plane. Reasonable projections shall also be made by the District to anticipate additional service demands in unapproved, un-platted developments that may result in further subdivision of tracts within the boundaries of the developed property. Costs of upgrading facilities to meet these costs shall be paid by the applicant.

The District also reserves the right to upgrade design of off-site service facilities in a route to, or in the vicinity of the proposed project, to meet future demands, provided however, that the District pays the expense of such upgrading above the applicant's current or future facility requirements. The District's participation in construction due to an upgrade shall be based on the construction cost difference, not the capacity cost difference, unless however, the District's distribution service capacity demand is at or near 85% of total available capacity at the time the construction is contemplated. Therefore, the District shall only pay the incremental increase in upgrade of material costs unless there are substantial additional costs related to construction of facilities due to the District's need to expand its capacity in the area under the 85% rule. Under such conditions, the District shall allocate costs according to the capacity cost difference.

8. **Non- Standard Service Contract.** All applicants requesting or requiring Non- Standard Service shall enter into a written contract prepared by the District. Said contract shall define the terms of service prior to construction of required service facilities. Guidelines for the service contract may include, but are not limited to:
- a. Definition of all costs associated with required management, administration, design, construction, and inspection of facilities for water service to the applicant's service area and terms by which these costs are to be paid.
 - b. Definition of procedures by which the applicant shall accept or deny a contractor's bid, thereby committing to continue or discontinue the project.
 - c. Definition of fees required by the District in addition to the construction and other costs required under this section.
 - d. Definition of monthly standby fees as applicable to the service request.
 - e. Definition of terms by which reserved service shall be provided to the applicant and duration of reserved service with respect to the impact the applicant's service request will have upon the District's system capability to meet other service requests.
 - f. Definition of terms by which the applicant shall be reimbursed or compensated for fees duplicated in assessments for monthly rates and other fees.
 - g. Definition of terms by which the District shall administer the applicant's project by:
 - 1) Review of the design of the applicant's on-site service facilities;
 - 2) Design of off-site service facilities to provide service to the applicant's facilities;
 - 3) Securing and qualifying bids for off-site facilities, if applicable;
 - 4) Selection of a qualified bidder for construction of off-site facilities;
 - 5) Approval of qualified bidders or candidates for construction of on-site facilities;
 - 6) Execution of the Service Contract;
 - 7) Construction inspection of on and off-site facilities; and

8) Testing of facilities and closing the project.

- h. Definition of terms by which the applicant shall indemnify the District from all third party claims or lawsuits in connection with the project contemplated.
- i. Definition of terms by which the applicant shall deed all constructed facilities to the District and by which the District shall assume operation and maintenance responsibility, including any enforcement of warranties in connection with construction of the applicant's project.
- j. Definition of terms by which the applicant shall grant title or easement for right-of-ways, constructed facilities, and facility sites and/or terms by which the applicant shall provide for the securing of required right-of-ways and sites.
- k. Definition of terms by which the Board of Directors shall review and approve the Service Contract pursuant to current rules, regulations, and by laws.

9. **Property and Right-of-Way Acquisition.** With regard to construction of facilities, the District shall require private right-of-way easements or private property as per the following conditions:

10. **Bids for Construction.** The District's consulting engineer shall advertise for bids for the construction of the applicant's proposed off-site facilities in accordance with generally accepted practices. The applicant's consulting engineer shall advertise for bids for construction of the proposed on-site facilities in accordance with generally accepted practices, or may submit for the District's approval of a qualified candidate for construction without submitting for competitive bidding. Plans and specifications shall be made available, with or without charge, to prospective bidders or candidates. Although the District reserves the right to reject any bid or contractor, the District shall generally provide approval of award to the lowest and best bidder in accordance with the following criteria:

- a. The applicant shall sign the Service Contract noting willingness to proceed with the project and shall pay all costs in advance of off-site construction associated with the project;
- b. The contractor shall provide an adequate bid bond under terms acceptable to the District;
- c. The contractor shall secure adequate performance and payment bonding for the project under terms acceptable to the District;
- d. The contractor shall supply favorable references acceptable to the District;
- e. The contractor shall qualify with the District as competent to complete the work;
- f. The contractor shall provide adequate certificates of insurance as required by the District and the District and its consulting engineer shall be named as co-insured parties with the contractor.

11. **Pre- Payment for Construction and Service.** Upon execution of the Service Contract, the applicant shall pay to the District all costs required under the terms of the contract.

12. Construction.

- a. All road work and site drainage work pursuant to county and/or municipal standards (if applicable) shall be completed prior to facility construction to avoid future problems resulting from road right-of-way completion and excavation. Subject to approval of the requisite authority, road sleeves may be installed prior to road construction to avoid road damage during construction of applicant's facilities.
- b. The District shall, at the expense of the applicant, inspect the facilities to ensure that District standards are achieved.
- c. Construction plans and specifications shall be strictly adhered to, but the District reserves the right to change order any specifications, due to unforeseen circumstances during the design

phase, to better facilitate operation of the applicant's facility. All change order amounts shall be charged to the applicant.

13. **Service within Subdivisions.** The District's objective to provide service to any customer located within a subdivision governed by this section is strictly limited to the Non-Standard Service specified by the applicant in accordance with the designated lots or service units as a part of the approved plat and specified in the Non-Standard Service Contract. The purchaser of any lots who do not receive service because their service is not consistent with the service contract and paid for by the applicant shall have no recourse to the District but may have recourse to the applicant developer under Texas law, including but not limited to Section 13.257, Texas Water Code, and the Texas Deceptive Trade Practices-Consumer Protection Act, Ch 17, Subchapter E, Business and Commerce Code.
14. **Subdivisions Involving 50 Acres or Larger.** The applicant developer must provide all information otherwise required under this section and must ensure that the District has been provided complete information sufficient to determine whether the level and manner of service requested by the applicant developer can be provided within the time frame specified by the applicant developer and to determine what capital improvements, including expansion of capacity of the District's production, and distribution facilities properly and directly allocable to the requested level and manner of service will be needed. At a minimum, the applicant developer must provide the following:
- a. Map and description of the area to be served complying with requirements of 30 Texas Administration Code Section 291.105(a) (2) (A)-(G).
 - b. Time frame for the initiation of service and service to each phase.
 - c. Level of service (quantity and quality) for each phase including a map show each phase.
 - d. The projected land uses that support the requested level of service for each phase.
 - e. Copies of all required approves, reports and studies done by or for the applicant developer for this property.
 - f. Proposed improvements to be constructed by the applicant developer including time line for the construction of these improvements.
 - g. A map or plat of the subdivision depicting each phase signed and sealed by a licensed surveyor or registered professional engineer.
 - h. Projected water and or wastewater demands of the subdivision when fully built out and the projected schedule of build-out.
 - i. Any additional requested information by the District necessary to determine the capacity and the cost for providing the requested service.
 - j. The applicant developer must advise the District that he/she may request expedited decertification from the TCEQ.

The application will be processed on a time frame that should ensure final decision by the District within 90 days from the date of the Non-Standard Service Application and the payment of all fees required by this section. Upon payment of all required fees, the District shall review applicant developer's service request. If no additional information is required from the applicant developer, the District will prepare a written report on applicant developer's service request, subject to any final approval by the District's Board of Directors which must be completed within 90 days. The District written report will state whether the requested service will be provided, whether the requested service can be provided within the time frame specified by the applicant developer, and the costs for which the applicant developer will be responsible for paying. In the event the District determines additional information is needed, the District will notify applicant developer of the need for such additional information. Notice for additional

information will be made in writing within 30 days of the date of the District receives the applicant developer's payment and completed application for Non-Standard Service. Applicant developer should respond to the District with additional information within 15 days of the request. In any case the District will provide the written report, including final approval by the District's Board of Directors within 90 days of the initial application and payment of fees. By mutual written agreement, the District and the applicant developer may extend the time for review beyond the 90 days provided for expedited petitions to the TCEQ. The applicant developer is advised that if the applicant developer makes any changes in the level or manner of service and the time frame for initiation of service that is different than the initial application, the original application will be deemed withdrawn and the changes made may be considered a new application for all purposes, including the times specified herein for processing. Following the 90 days and final approval by the District and acceptance of the District's terms for service by the applicant developer, a non-Standard Service Contract will be executed and the District shall provide service according to the terms and conditions within the Non-Standard Service Contract.

15. **Temporary Service.** The classification assigned an applicant that is in the process of construction. This could also apply to service for uses other than permanent (agricultural, road construction, drilling, livestock, etc.). Temporary service shall only be provided for a maximum of 90 days and can only be extended by approval of the General Manager.

APPENDIX A

This appendix is set forth and adopted by the District to meet the growing need to provide fire flow in new subdivisions and developments throughout the District's service area. The District reserves the right to "Re-classify" flows on all fire hydrants within the distribution system including new subdivisions and development as the District adds more connections to the distribution system. All fire hydrants shall, at all times, meet the minimum state standards and the "Re-classification of a fire hydrant shall not constitute a need for off-site improvements by the District.

Design

Design is based on current rural development densities as seen throughout the state.

- 1) 5 acres and larger size lots
6 inch distribution main with fire hydrants (FH) located every 2000 feet. Flow can range from 250 gallon per minutes (gpm) to 500gpm.
 - 2) 2 acre to 5 acre size lots
6 inch distribution main with FHs located every 1000 feet. Flow can range from 500gpm to 750gpm.
 - 3) 1 acre to 2 acre size lots
8 inch distribution main with FHs located every 500 feet. Flow can range from 500gpm to 750gpm*.
 - 4) 1 acre and smaller size lots
8 inch distribution main with FHs located every 500 feet. Flow can range from 1000gpm and up*.
 - 5) Industrial and Commercial Structures
8 inch distribution main with FHs located between each lot. Flow can range from 750gpm to 1,000gpm*.
 - 6) Schools
Looped 8 inch distribution main with FHs located every 500 feet. Flow can range from 750gpm to 1,000 gpm*.
- (*) can include the use of more than one FH.

All fire hydrants shall be color coded to the flow established after installation and testing to the District's requirements below. The fire hydrant barrel shall be painted black and the end caps and top bonnet painted according to tested flow.

250gpm to 500gpm flow = Red

500gpm to 750gpm flow = Orange

750gpm to 1400gpm flow = Green

1400gpm and greater flow = Blue

All fire hydrants shall have a reflective device and or tape to aid in locating at night.



Non-Standard Service Application

Date of application: _____

Name of Proposed Development: _____

County Appraisal District Property ID #: _____

Name of Contact Person: _____

Name of Developer: _____

Mailing Address: _____ Office Phone: _____

Mobile Phone: _____

Email address: _____

Please attach a legal description of the proposed development as listed in the deed records as a filed plat.

Plat requirements include for engineer study:

- 1 Digital Copy of the Plat
- 1 Hard Copy of the Plat
- Legal description
- Name of Subdivision
- Owner/Developer's Name
- Lot sizes & Lot lines
- Lots numbered
- Right of way Dimensions
- Dedicated Utility Easements
- Hwy & County Road numbers
- Total acreage
- Adjoining Property Owners
- Flood plain
- Vicinity map

Instrument must show proof of ownership; preliminary plats are acceptable for discussion purposes, but an "Approved Plat" must be provided before contract closing.

Check Type of Service or Development:

- ☐ Residential Subdivision
- ☐ Apartments
- ☐ Mobile Home Park
- ☐ RV Park
- ☐ Commercial/Industrial Park
- ☐ Large Meter Applicant (>1" meter)
- ☐ Other

OFFICE USE ONLY

Map No: _____ Date Application Received: _____

Approved Plat Submitted with App: **YES** **NO**

Non-Standard Service Request Type: **I** **II** **III**

Non-Standard Service Investigation Fee: _____

Date Paid: _____ Check No: _____

Please provide/attach all water demand criteria for each meter or meter equivalent, or any engineering studies completed for the proposed service.

Maximum number of proposed lots: _____ Range of Standard Lot Size(s): _____

Are additional phases planned for this development? Yes ☐ No ☐

If so, provide details: _____

By execution hereof, as the authorized representative of the stated applicant. I hereby acknowledge receipt of the **Cash SUD Non-Standard Service Application Packet**, in effect at the time issued on such date as indicated.

Signature

Printed Name

Title

Date

OFFICE USE ONLY

Non-Standard Service Chronology*

No:	★	Sequence of Events in Application Process	Date
1	CSR	Cash SUD Non-Standard Service Application Packet was given to applicant.	
2	CSR	Completed Non-Standard Service Application was returned to Velvin & Weeks; Form was dated, stamped and recorded upon delivery to Cash SUD.	
3	CSR	Local jurisdictions' Approved Subdivision Plat provided to Velvin & Weeks. Three (3) complete sets, or other acceptable plats/maps representing service area.	
4	PM	Application & Plat delivered by Velvin & Weeks for assessment and estimates of Non-Standard Service Investigation Fee	
5	CSR	Non-Standard Service Investigation Fee quoted to applicant by Cash SUD	
6	CSR	Applicant provides plat to District's engineers and pays for engineering study	
7	PM	Engineering Study completed; reviewed by Cash SUD Engineer	
8	PM	Cash SUD Project Manager analyzes engineering information; preliminary terms of service agreement prepared for discussion	
9	PM	Cash SUD discusses preliminary cost estimates and terms of service contract with applicant	
10	PM	Project Manager reviews Service Contract with Cash SUD & Attorney; makes necessary changes & completes formal draft	
11	PM	Formal Service Contract presented to applicant**	
12	CSR	Applicant executes Service Contract; Applicant issues payment for service & meets other contract terms	
13	PM	Cash SUD Engineering receives and opens bids; bidder qualifications, insurance & bonding evaluated. The lowest, best bid is qualified by Cash SUD	
14	PM	Administrative issues completed, i.e. easements & off-site properties secured, contract awarded to the lowest, best qualified independent bidder; contractor bonding & insurance secured	
15	PM	Cash SUD executes contract with construction contractor	
16	PM	Preconstruction conference held; inspection procedures established	
17	PM	Construction project begins	
18	PM	Construction completed according to Cash SUD engineering specifications	
19	PM	Applicant contract terms in full force; service provided under contract	

*Typical chronology – There may be variations from this process depending on needs of project

**Presentation of the Service Contract to the applicant presents written notice provided by the Cash SUD of the amounts to be paid to obtain service by the Applicant [ref: Texas Water Code '13.043(g)]