



Please complete the attached form and return it along with the fee payment. Once payment and application both have been received, it will then be put into our queue. The day payment is received is when the 8–10-week period timeline for completion will start.

We will also need a copy of the plat AND a vicinity map. If you have a proposed lot layout that would be helpful as well. If you would like to return the application and map/plat via email, you may. Please make sure they are legible.

You are welcome to mail the items to our office at:

DUNAWAY ASSOCIATES  
Attn: Shelby Smith  
PO Box 606  
Farmersville, TX 75442

If you wish to bring your items in person our physical address is:

118 McKinney St.  
Farmersville, TX 75424

Office Hours: 8:00am-4:00pm M-Th

Note: We do have the option to pay with a credit card over the phone. If you prefer to pay by card, please call 972-694-5113. Please note there is an additional credit card processing fee on all credit card payments. If you do wish to pay by card, then you can simply email the form and maps to me.

Also please note that water studies take an average of 8-10 weeks to complete with our current volume of requests (larger scale requests may take longer). Our queue is first come, first serve. Our engineering team works the queue in order, there is not an option to expedite your request. Once the evaluation is completed by our engineering team, they will send it to the water entity on application for approval. Once it's been approved, we then send to the email address on the application. I will not be able to provide the status of your application during, only once it's been completed and approved by the water entity.

Thank you,

Shelby Smith  
Production Support Technician

# 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" x3/4" 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.

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## 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.

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## 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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**INITIAL NON-STANDARD WATER SERVICE INVESTIGATION REQUEST**

Water Company	<i>Copeville Special Utility District</i>
Development Name (If applicable)	
Applicant Name	
Applicant Company Name	
Mailing Address	
Applicant Phone Number	
Applicant Email	
Property Location	
Property ID Number (Required)	
Number of acres	
Number of proposed lots (Required)	
Number of Meters Being Requested	
Fire Flow Requirements (if applicable)	
Please provide a brief summary of what property will be used for	
Number of proposed Phases (If applicable)	
Phase 1 Number of lots and proposed date	
Phase 2 Number of lots and proposed date	
Subsequent Number of lots and proposed date	

**Note: Must attach vicinity map and proposed lot layout.**

Dunaway  
 118 MCKINNEY STREET | PO BOX 606 | FARMERSVILLE, TEXAS 75442  
 OFFICE 972-784-7777 |  
[WWW.DUNAWAY.COM](http://WWW.DUNAWAY.COM)

FIRM REGISTRATION NO F-1114



Please mail the check for your applicable fee(s) to the address below. PLEASE MAKE CHECKS PAYABLE TO: DUNAWAY

Note: The fees for this initial analysis are non-refundable.

Dunaway  
Attn: Shelby Smith  
PO Box 606  
Farmersville, TX 75442

We do accept credit card payments. Please note an additional credit card processing fee will apply on all credit card payments (see table below).

Fee Schedule:

Number of Lots	Initial Fee	Credit Card Processing Fee if Paying by Card (not applicable on check or cash payments)
1-99	\$1,000.00	\$30.00
100-199	\$1,750.00	\$55.00
200-499	\$2,750.00	\$90.00
500 or Greater	TBD	N/A

- The applicable fee, from the table above, specifically covers only the initial evaluation, initial waterline exhibit, and initial cost estimate of opinion.
- All provided recommendations (evaluation letters) are final and will not be altered.
- If the scope of the initial request changes, then a new evaluation will be required, and a new evaluation fee will apply.
- Any questions/concerns from the applicant regarding the water study results and all future correspondence shall be directed to the Water District.
- I understand that the water study does not constitute a contract between the applicant and the engineer. The water request study is being performed on behalf of the water provider.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

Please note, water investigation studies typically take 8-10 weeks on average to complete (larger studies may take longer). Completed studies are sent to the water provider once complete and they must be approved by the water provider before we can release the results to the applicant.

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