

# Common Reasons for an Incomplete Application

- **Outdated title.**

Title reports or City Planning Letters should be no older than 30 days.

- **WHCRWA water lines/easements not labeled.**

Please reach out to [WLine-InfoRequest.WHCRWA@gftinc.com](mailto:WLine-InfoRequest.WHCRWA@gftinc.com) to request copies of the record drawings and/or easement surveys for your project.

- **Recording number not labeled on WHCRWA easements.**

Recording information should be included with labels of easements.

- **Required notes not added to plans.**

Include the following notes on all sheets where WHCRWA easements are impacted:

1. The Owner's Contractor shall contact the WHCRWA's Construction Manager at (713) 533-4100, 72 hours prior to the start of any construction in the WHCRWA easement.
2. The Contractor shall call and give at least 48-hour notice (excluding weekends and legal holidays; but not more than 14 working days) prior to commencement of any construction to Texas 811 at (800) 344-8377.
3. The Owner/Owner's Contractor is responsible for all damages to WHCRWA facilities that may occur during construction.
4. WHCRWA's representative must be onsite when performing work in the easement.

- **Application package is missing a required document.**

Review checklist for required items:

- Review Fee
- Project Plans
- Title Report (no older than 30 days)
- Vesting Deed
- Vicinity Map
- List of Proposed Encroachments
- Encroachment Exhibit
- Form 1295 (not required for governmental entities)

- **Review fee not paid.**

Type of Development	Fee
Master planned development	\$4,500
Single site-commercial	\$2,500
Single site-residential	\$250
Single perpendicular crossing of utilities, drainage feature, or roadway	\$750
Multi-family development	\$2,000

All Checks are to be made payable to the **West Harris County Regional Water Authority**

All Checks are to be delivered to GFT at the address listed below:

**West Harris County Regional Water Authority (WHCRWA)**

c/o GFT

**3200 Southwest Freeway, Suite 1600**

**Houston, TX 77027**

**Attn: GFT ROW Manager**