



**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT No. 278**

**DEVELOPMENT PROCEDURES**

The Board of Directors for HCMUD 278 would like to make property owners and developers aware of certain processes and procedures that should be followed in order to obtain water and sewer service from HCMUD 278.

Prior to preparing any plans and specifications for improvements, please contact the HCMUD 278 District Engineer – Kevin Gilligan, P.E., with BGE, Inc. at 713-488-8192 to discuss the proposed project. The District Engineer will inform you if HCMUD 278 currently has adequate water and sewer capacity available, or improvement/expansion of facilities needs to be undertaken to provide for the amount of water and/or sewer capacity that will be required. The District Engineer will also be able to determine the nearest points of connection for water and sewer service.

Utility Commitment Letters

If capacity is available to serve a project, the developer / property owner will be required to apply for a Utility Commitment Letter (UCL). A \$7500 deposit is required to begin this process. The UCL will be prepared by the District’s attorney and presented to the HCMUD 278 Board of Directors for approval. If issued, a UCL will commit a defined amount of water and sewer capacity for the project for a period of one year. If substantial construction has not begun within this one-year period, the UCL will expire and the property owner / developer will need to request renewal of the UCL. Requests for UCLs and UCL renewals will be considered on a case-by-case basis, based on the District’s current capacity and the proposed development timeframe.

Construction Plan Review

Construction plans for proposed improvements must be prepared and sealed by a licensed engineer in the State of Texas. Plans must be approved by all agencies with jurisdiction. Generally, this includes the City of Houston, Harris County, Harris County Flood Control District, and HCMUD 278. All approvals are the responsibility of the design engineer. In order to obtain HCMUD 278 approval, plans (in electronic format) must be submitted to the District Engineer. A plan review deposit will be required depending on the size and type of project. Plan review deposits are contained within HCMUD 278’s Rate Order and are subject to change. The required deposits are currently:

Residential

Fee per platted subdivision section \$5,000

Commercial

Development of leased space within existing structure \$2,000  
Development of site with less than three acres \$3,000  
Development of site with at least three acres but less than five acres \$4,000  
Development of site with five or more acres \$5,000

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Payment of deposits for both Utility Commitment Letters and Plan Review Fees should be made payable to Harris County MUD No. 278 and should be mailed or delivered to:

Harris County MUD No. 278  
c/o Municipal Accounts and Consulting  
1281 Brittmoore Rd.  
Houston, Texas 77043  
Attn: Jessica Preston

The District requests that clearing and grubbing not be performed on undeveloped property until the clearing limits are discussed with the District Engineer, as a vegetative buffer between adjacent properties may be requested by the District.

The District's Rate Order includes provisions that require developers to keep streets clean and prevent unauthorized materials from entering the drainage system. If it is determined that materials from a project site have entered the drainage system, removal of such material and clean-out of the system may be performed by the District's operator, and all costs associated with this will be back charged to the developer.

In addition, violation of the District's Rate Order may result in penalties of up to \$10,000 per violation per day, pursuant to Article 11 of the Rate Order. HCMUD 278's Rate Order can be viewed here: [www.hcmud278.com/documents](http://www.hcmud278.com/documents).

If a proposed project includes a detention pond, the HCMUD 278 Rate Order requires that the pond will be maintained. Acceptable maintenance of on-site detention ponds requires the following:

- A. Monthly: You must mow, perform handwork, and pick up trash in and around the detention pond.
- B. Monthly: You must perform a monthly inspection of the detention pond and make repairs as needed.
- C. Annually in March: You must perform over-seeding (50 pounds of Bermuda seed per acre) and fertilize (500 pounds of fertilizer per acre).
- D. Annually in June: You must fertilize (500 pounds of fertilizer per acre).
- E. Annually in October: You must perform over-seeding (50 pounds of rye seed per acre) and fertilize (500 pounds of fertilizer per acre).

Failure to comply with these maintenance standards will result in a violation of the District's Rate Order, which could result in termination of water service and/or imposition of penalties.

Revised June 18, 2024

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