

## **REQUEST TO IMPROVE PROPERTY**

**Must allow at least two weeks to process request - DO NOT begin work until approved**

Date: \_\_\_ / \_\_\_ / \_\_\_      Section: A B C D      LOT # \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Mark as many as apply:

M \_\_\_ Mobile Home Placement

N \_\_\_ New Build / on-site new construction

S \_\_\_ Septic system

O \_\_\_ Other: fence, shed, garage, driveway, etc.

Requested Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

### **M - Mobile Home Placement**

M - Mobile Home Dealer/contact info: \_\_\_\_\_

M - Manufacturer Name: \_\_\_\_\_

M - Model: \_\_\_\_\_

M - Date to be moved onto property: \_\_\_\_\_

M - Please provide 4 photos (each side of exterior) and diagram of where home will be placed on the lot

### **N - New Build / On-Site New Construction**

N - Name/phone of Company performing the work: \_\_\_\_\_

N - Please provide architectural plans including elevation and diagram of placement on the lot

### **S - Septic System Install**

S - Septic Company Name and phone: \_\_\_\_\_

S - Please provide diagram of Septic design and layout on lot

S - If lot is within 525 feet of the 315 flood line, provide a copy of the soil test and permit from river authority

S - Upper Neches River Authority located at 210 FM 1892, Frankston, TX 75763 (903) 876-2237

S - If lot is outside 525 ft from 315 flood line, provide a copy of the permit from Smith County (903) 592-3636

### **O - Other: Fence, Shed, Garage, Driveway, Etc.**

O - Name/phone of Company performing the work: \_\_\_\_\_

O - Please provide description of materials being used and diagram of placement on the lot

O - Provide pictures of shed, garage or outbuilding

**!!! Call Southwest Water 866-654-7992 to mark lines BEFORE digging !!!**

\*\* I have read and understand the deed restrictions for my section (available on our website) \*\*

Owner Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

You may mail this request to the address listed above or drop in metal mailbox labeled PTOA across from the clubhouse.