

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.