

**MANUFACTURED HOME PERMIT APPLICATION**

Applicant Name:

Current Address: (Include state &amp; zip code)

Phone #:

E-Mail:

**PROPERTY INFORMATION FOR MANUFACTURE HOME**

Proposed Address:

Phone #:

E-Mail:

Name of Mobile Home Park (if applicable):

LOT #:

BLOCK #

TRACT:

PROPERTY ID #:

Lot Size

Length:

ft.

Width:

ft.

Total Sq. ft.

Is there a water connection on the property?

**Yes****No**

Is there a sewer connection on the property?

**Yes****No****MANUFACTURED HOME INFORMATION**

Check one:

**New****Used**

Check one:

**Single****Doublewide**

HUD #:

(Double wide only)- 2<sup>nd</sup> HUD #:

Transport Co. Name:

TXDMV Lic #:

Business #:

Installer Co. Name:

THDCA Lic #:

Business #:

**\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\***

This permit becomes null and voided if construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. I hereby certify that the above information is true or correct and that I will comply with all applicable requirements.

Applicant Initials: \_\_\_\_\_

Applicant Signature:

Date:

**FOR OFFICE USE ONLY****FLOOD ZONE:****Yes****No****\*\*PROJECT VALUATION\*\*****\$****WATER UTILITIES:****Yes****No****SEWER UTILITIES:****Yes****No****MANUFACTURED HOME PERMIT FEE:****\$**

NOTES:

**PLAN REVIEW FEE:****\$****TRANSPORTING PERMIT FEE:****\$****ADMIN FEE:****\$****ACCEPTED BY:****DATE:****TECH 1 % FEE:****\$****APPROVED BY:****DATE:****TOTAL FEE:****\$**



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
**MANUFACTURED HOUSING DIVISION**  
P. O. BOX 12489 Austin, Texas 78711-2489  
(800) 500-7074, (512) 475-2200 FAX (512) 475-1109  
Internet Address: [www.tdhca.state.tx.us/mh/index.htm](http://www.tdhca.state.tx.us/mh/index.htm)

**APPLICATION FOR STATEMENT OF OWNERSHIP AND LOCATION**

The filing of an application for the issuance of a Statement of Ownership and Location, later than sixty (60) days after the date of a sale to a consumer for residential use, may result in a fee of up to one hundred dollars (\$100). Any such application that is submitted late may be delayed until the fee is paid in full.

**BLOCK 1: Transaction Identification**

Type of Transaction		Type of Handling (Check One)	(For Department Use Only) Coding:
<b>Personal Property Transaction</b> <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Lien Assignment <input type="checkbox"/> Other: _____	<b>Real Property Transaction</b> <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Update SOL <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>Process application in the normal 15 working days.</b> A payment of \$55 per transaction is required (total amount can be combined into one payment).  <input type="checkbox"/> <b>Process application within 5 working days from receipt.</b> An additional \$55 service fee must be added to the total payment to have the application processed within 5 working days from receipt.	Lien on file: Y / N Right of Survivorship: Y / N Texas Seal Purchase: Y / N For Section(s) 1 2 3 4

**BLOCK 2(a): Home Information (required)**

Manufacturer Name: _____ Address: _____ City, State, Zip: _____ License Number: _____	Model: _____ Date of Manufacture: _____ Total Square Feet: _____ Wind Zone: _____
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	Label/Seal Number	Complete Serial Number	Weight	Size*	*NOTE: Size must be reported as the outside dimensions (length and width) of the home as measured to the nearest 1/2 foot at the base of the home, exclusive of the tongue or other towing device.
Section 1:				X	
Section 2:				X	
Section 3:				X	
Section 4:				X	

<b>2(b)</b>	DOES HOME HAVE A HUD LABEL OR TEXAS SEAL? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If there is/are no HUD Label(s) or Texas Seal(s)</b> on your home, a Texas Seal will need to be purchased and will be issued to each section of your home at an <b>additional cost</b> of \$35.00 per section. Indicate which section(s) need(s) Texas Seal: Section One <input type="checkbox"/> Section Two <input type="checkbox"/> Section Three <input type="checkbox"/> Section Four <input type="checkbox"/>
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**BLOCK 3: Home Location (required)**

Physical Location of Home: (or 911 address)	Physical Address (cannot be a Rt. or P. O. Box) _____				
	City	State	ZIP	County	
Was Home Moved for this sale? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, include a copy of moving permit.					
Was Home Installed for this sale? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide installer information below, if known					
Installer Name, address and phone: _____					

**BLOCK 4: Ownership Information (required)**

4(a) Seller(s) or Transferor(s)		4(b) Purchaser(s), Transferee(s), or Owner(s)	
Name	License # if Retailer:	Name	License # if Retailer:
Name		Name	
Mailing Address		Mailing Address	
City/State/Zip		City/State/Zip	
Daytime Phone Number ( ) -		Daytime Phone Number ( ) -	
<b>4(c)</b>	Is this transaction a sale? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>4(d)</b>	Date of sale, transfer or ownership change: _____		

<b>HUD Label #:</b>	<b>Serial #:</b>	<b>GF# (for title co.):</b>
<b>BLOCK 5: Right of Survivorship (if no box is checked, joint owners will NOT have right of survivorship)</b>		
<i>If joint owners desire right of survivorship, check the applicable box below:</i> <input type="checkbox"/> <u>Married couple</u> will be the only owners and agree that the ownership of the above described manufactured home shall, from this day forward, be held jointly and in the event of death, shall pass to the surviving owner. <input type="checkbox"/> Joint owners are <u>other than</u> married couple, desire right of survivorship, <b>and</b> have attached a completed Affidavit of Fact for Right of Survivorship or other affidavits as necessary to meet the requirements of §1201.213 of the Standards Act.		
<b>BLOCK 6: Personal/Real Property Election - Purchaser(s)/Transferee(s)/Owner(s) check one election type</b>		
<input type="checkbox"/> Personal Property – Applicant elects to treat this home as personal property. All documents affecting title to the home will be filed in the records of the Department. <input type="checkbox"/> Real Property – I (we) elect to treat this home as real property as ( <b>one box must</b> be checked): <input type="checkbox"/> I (we) own the real property that the home is attached to. <input type="checkbox"/> I (we) have a qualifying long-term lease for the land that the home is attached to. <input type="checkbox"/> The applicant or their authorized representative is the holder or servicer of the loan. I (We) understand that the home will not be considered to be real property until a certified copy of the SOL has been filed in the real property records of the county in which the home is located AND a copy stamped "Filed" has been submitted to the Department. <b>Please attach a legal description of the real property to this application (Example: Exhibit A, Deed or Title Commitment).</b> If a title company, list your file or GF #: _____ <input type="checkbox"/> <b>Inventory – (FOR RETAILER USE ONLY)</b> Retailer license number must be provided in Block 4b if this election is checked.		
<b>BLOCK 7: To Designate a Home as Non-Residential (Business Use) or Salvage</b>		
<b>If home WILL NOT be used for residential use, indicate its designated use:</b> <input type="checkbox"/> <i>Business Use</i> (means use other than a residential dwelling, such as storage) <input type="checkbox"/> <i>Salvage</i> (means scrapped, dismantled, or which the full insured value has been paid by an insurance company). A salvaged home may only be sold to or rebuilt by a licensed Retailer (subject to inspection and approval prior to construction).		
<b>BLOCK 8(a): Liens – Will there be any liens on the home (other than a tax lien)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, complete the below lien information.</b>		
<b>Block 8(b): Lien Information</b>		
Date of First Lien:		Date of Second Lien:
Name of First Lienholder:		Name of Second Lienholder:
Mailing Address:		Mailing Address:
City/State/Zip:		City/State/Zip:
Daytime Phone:		Daytime Phone:
<b>BLOCK 9: Special Mailing Instructions</b>		
IF a copy of an SOL is to be mailed to anyone other than the owner or lienholder of record (such as a closing agent), please provide that mailing address here.	Name:	
	Company:	
	Mailing Address:	
	City, State, Zip:	
	Area Code/Phone:	
	Email:	
<b>BLOCK 10: Signatures Required (Notarization is Optional)</b>		
<b>10(a) Signatures of each seller/transferor</b>		<b>10(b) Signatures of each purchaser/transferee or owner</b>
_____ <i>Signature of owner or authorized seller</i> Sworn and subscribed before me this ____ day of _____, 20__		_____ <i>Signature of purchaser/transferee or owner</i> Sworn and subscribed before me this ____ day of _____, 20__
_____ <i>Signature of Notary</i> SEAL		_____ <i>Signature of Notary</i> SEAL
_____ <i>Signature of owner or authorized seller</i> Sworn and subscribed before me this ____ day of _____, 20__		_____ <i>Signature of purchaser/transferee or owner</i> Sworn and subscribed before me this ____ day of _____, 20__
_____ <i>Signature of Notary</i> SEAL		_____ <i>Signature of Notary</i> SEAL
<b>10(c) For Lien Assignments Only</b>		
_____ <i>Signature of authorized representative for previous lienholder</i>		_____ <i>Signature of authorized representative for new lender</i>



# CITY OF PLEASANTON

## COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

108 SECOND STREET, PLEASANTON, TEXAS 78064 \* PHONE: 830.569.3867 \* FAX: 830.569.5974

[www.pleasantontx.org](http://www.pleasantontx.org)

### WATER AND WASTEWATER LOCATE FORM

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PLEASE PRINT**

Applicant:

Phone: ( )

Cell: ( )

E-Mail:

### PROPERTY INFORMATION

Property Address:

City:

State:

Zip:

\*Legal Description:

BLOCK:

LOT:

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I WILL COMPLY WITH ALL APPLICABLE REQUIREMENTS.**

Signature of Applicant:

Date:

\*LEGAL DESCRIPTIONS CAN BE FOUND @ [WWW.ATASCOSACAD.COM](http://WWW.ATASCOSACAD.COM)

### FOR OFFICE USE ONLY

WATER TAP AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO		WASTEWATER TAP AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE 811 LOCATES BEEN REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		WATER TAP FEES:	\$
NOTES:		WASTEWATER TAP FEES:	\$
		METER & CONNECT FEES:	\$
S/O #:		DEPOSIT FEES:	\$
ACCEPTED BY:	DATE:	TOTAL FEES:	\$
APPROVED BY:		DATE:	



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### NEW ADDRESS REQUEST APPLICATION

**PLEASE PRINT**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Property Owner's Name:

Current Address:

City

State:

Zip:

Phone: ( )

Cell: ( )

E-Mail:

Applicant Name(if not the same):

Current Address:

City:

State:

Zip:

Phone: ( )

Cell: ( )

E-Mail:

#### PROPERTY INFORMATION

Legal Description

Property ID #:

Lot:

Block:

Subdivision

Road/Street New Structure Will Be Addressed To (Note: If On a Corner, List Road/Street Which Driveway and/or Front Door Will Access):

Nearest Addressed Structure To The Right:

Nearest Addressed Structure To The Left:

**\*Commercial Only**-Distance From Nearest Addressed Structure/Driveway (To Nearest 1/10 Mile):

Was This Site Included in a Recent Subdivision Plat or Land Survey:

#### USE OF PROPERTY

Residential: ☐ Single Family ☐ Multi-Family ☐ Other, Specify:

Commercial: ☐ Single Site/Tenant ☐ Multi-Tenant ( Units) ☐ Other, Specify:

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I WILL COMPLY WITH ALL APPLICABLE REQUIREMENTS.**

Applicant Name (Print)

Date:

Applicant Signature:

Date:

#### FOR OFFICE USE ONLY

Official Assigned Address

Street No.:

Street Name:

Copies Sent to 911 addressing at [911rap@atascosacounty.texas.gov](mailto:911rap@atascosacounty.texas.gov) on:

Initial:

Attached

Site Plan

Floor Plan

Plat

ACAD

REVIEW COMPLETED BY:

DATE:



# CITY OF PLEASANTON

## COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

108 SECOND STREET, PLEASANTON, TEXAS 78064 \* PHONE: 830.569.3867 \* FAX: 830.569.5974  
[WWW.PLEASANTONTX.GOV](http://WWW.PLEASANTONTX.GOV)

### MANUFACTURED HOME PLACEMENT PERMIT PACKET

#### **STANDARDS FOR PLACEMENT OF A MANUFACTURED HOME**

1. EACH SITE OR TRACT OF GROUND UPON WHICH A MANUFACTURED HOME IS PROPOSED TO BE PLACED SHALL BE A MINIMUM OF 4,500 SQUARE FEET IN SIZE WITH A MINIMUM WIDTH OF FORTY-FIVE (45) FEET IF OUTSIDE A MOBILE HOME PARK. FURTHERMORE THE FOLLOWING SETBACKS SHALL APPLY WHETHER IN OR OUT OF A MOBILE HOME PARK.
2. A MANUFACTURED HOME SHALL BE LOCATED NO CLOSER THAN TEN (10) FEET FROM ANY OTHER STRUCTURE. (TO INCLUDE ENTRY LANDING)
3. NO PART OF ANY MANUFACTURED HOME SHALL BE LOCATED CLOSER THAN TWENTY-FIVE (25) FEET FROM ANY DEDICATED PUBLIC STREET (**PROPERTY LINE**).
4. NO PART OF ANY MANUFACTURED HOME SHALL BE LOCATED CLOSER THAN TEN (10) FEET TO ANY PROPERTY LINE OR (15) FEET FROM THE PERIMETER OF A MOBILE HOME PARK.
5. ANY ADDITION TO A MANUFACTURED HOME SHALL CONFORM IN ALL SUBSTANTIAL RESPECTS TO THE ELECTRICAL, PLUMBING AND BUILDING CODES OF THE CITY. THE ABOVE SET BACK REQUIREMENTS ARE EQUALLY APPLICABLE TO MANUFACTURED HOME ADDITIONS.
6. ANY MANUFACTURED HOME THAT WAS MANUFACTURED **BEFORE JUNE 15, 1976** SHALL NOT BE ALLOWED IN THE CITY OF PLEASANTON. ANY MANUFACTURED HOME THAT WAS MANUFACTURED **AFTER JUNE 15, 1976** NOT BEARING THE LABEL OR SEAL OF COMPLIANCE WITH THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS SHALL NOT BE ALLOWED IN THE CITY OF PLEASANTON.
7. A LANDING MEASURING 3'X3' WITH STEPS WILL BE INCLUDED IN THE MOBILE HOME PERMIT; ANYTHING GREATER IN SIZE WILL NEED A BUILDING PERMIT.

#### **PERMITS TO BE OBTAINED**

1. MANUFACTURED HOME PERMIT
2. PLUMBING PERMIT
3. ELECTRICAL PERMIT
4. MECHANICAL PERMIT
5. CURB CUT/DRIVEWAY PERMIT



COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

# MANUFACTURED HOME PERMIT APPLICATION



INFORMATION SHEETS  
PLEASE KEEP



# MANUFACTURED HOME PERMIT APPLICATION



## APPLICATION REQUIREMENTS:

1. MANUFACTURED HOME PLACEMENT PERMIT APPLICATION
2. SITE PLAN DRAWING (GRAPH SHEET PROVIDED)
3. WATER AND WASTEWATER LOCATE FORM (IF APPLICABLE)
4. TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) APPLICATION FOR STATEMENT OF OWNERSHIP AND LOCATION.
5. PHOTO PRINTS OF ALL FOUR SIDES OF MANUFACTURED HOME
6. PHOTO PRINT OF HUD TAG (RED TAG) DOUBLE WIDES REQUIRE 2 HUD TAG PICTURES
7. SURVEY OR PLAT OF PROPERTY TO IDENTIFY PROPERTY LINES
8. BILL OF SALE SHOWING OWNERSHIP
9. PROVIDE A COPY OF MAP FOR THE DELIVERY ROUTE THAT WILL BE TAKEN.

## HELPFUL INFORMATION:

1. **COMPLETE APPLICATION (INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.)**
2. SUBMIT PLOT/SITE PLAN WITH APPLICATION (Graphic representation, drawn to scale, in a horizontal plane, delineating the outlines of the land included in the plan and all proposed use locations, accurately dimensioned, the dimensions also indicating the relation of each use to that adjoining and to the boundary of the property.)
3. IDENTIFY SETBACKS IN THE PLOT/SITE PLAN
4. SITE DRAWING GRAPH EXAMPLE (PROVIDED)
5. TDHCA CONSUMER INFORMATION PAGE (PROVIDED)
6. COMPLETE AND SUBMIT YOUR WATER AND WASTEWATER LOCATE FORM IF APPLICABLE.
7. AN EXAMPLE OF LANDING (DECKS, STAIRS, RAILING-PROVIDED)
8. SIDEWALK AND DRIVEWAY DESIGN AND CONSTRUCTION GUIDELINES (PROVIDED)
9. [WWW.ATASCOSACAD.COM](http://WWW.ATASCOSACAD.COM)
10. [WWW.TDHCA.STATE.TX.US](http://WWW.TDHCA.STATE.TX.US)
11. SHALL COMPLY WITH 2015 IRC, IMC, IPC, IECC AND 2014 NEC AS ADOPTED BY THE CITY
12. INSTALLATION SHALL BE COMPLETE

## COMPLETING YOUR PLACEMENT PERMIT FOR RELEASE OF UTILITIES

1. LANDINGS MUST BE BUILT AND INSPECTED PRIOR TO RELEASE OF UTILITIES
2. DRIVEWAY MUST BE BUILT AND INSPECTED PRIOR TO RELEASE OF UTILITIES
3. FORM T MUST BE TURNED IN AND FILED PRIOR TO RELEASE OF UTILITIES (INSTALLER)
4. STATE OF LOCATION SHALL BE SUBMITTED TO THE STATE, CITY AND FILED PRIOR TO THE RELEASE OF THE UTILITIES

## OTHER PERMITS REQUIRED:

1. ELECTRICAL PERMIT
2. PLUMBING PERMIT
3. MECHANICAL PERMIT
4. LANDING PERMIT (IF LANDINGS CHANGE FROM THE PLANS SUBMITTED)
5. DRIVEWAY PERMIT

## **WHAT INSPECTIONS TO EXPECT?**

NOTE: CONTACT PLEASANTON CITY HALL AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE ANY AND ALL INSPECTIONS, BE SURE TO HAVE YOUR PERMIT NUMBER READILY AVAILABLE FOR REFERENCE.

### **MANUFACTURE HOME PERMIT INSPECTIONS**

1. LANDING INSPECTION
2. FINAL INSPECTION

### **PLUMBING PERMIT INSPECTIONS INCLUDE:**

1. ROUGH-IN INSPECTION
2. FINAL PLUMBING INSPECTION

### **ELECTRICAL PERMIT INSPECTIONS INCLUDE:**

1. PERMANENT METER LOOP INSPECTION
2. FINAL ELECTRICAL INSPECTION

### **MECHANICAL PERMIT INSPECTIONS INCLUDE:**

1. MECHANICAL FINAL INSPECTION

### **CURB CUT/DRIVEWAY INSPECTION**

1. PRE-POUR INSPECTION
2. FINAL INSPECTION

## **FREQUENTLY ASKED QUESTIONS:**

1. SEWER SHALL BE CONNECTED (PLUMBING PERMIT AND INSTALLATION SHALL BE BY A LICENSED PLUMBING CONTRACTOR)
2. WATER SHALL BE CONNECTED (PLUMBING PERMIT AND INSTALLATION SHALL BE BY A LICENSED PLUMBING CONTRACTOR)
3. PROPER ENTRY LANDING, STAIRS, AND RAILINGS (CAN BE DONE BY THE OWNER OF THE PROPERTY, OWNER OF THE MANUFACTURED HOME, OR CONTRACTOR UNDER THE MOBILE HOME PERMIT)
4. SECURE BY A LICENSED INSTALLER THROUGH THDCA (VERIFICATION MAY BE REQUESTED)
5. ELECTRICAL WIRING AND CONNECTIONS (ELECTRICAL PERMIT AND INSTALLATION SHALL BE BY A LICENSED ELECTRICAL CONTRACTOR).
6. ONCE THE MINIMUM REQUIREMENTS HAVE BEEN MET THROUGH A FINAL BUILDING REQUEST, THE ELECTRICAL SERVICE WILL BE RELEASED.
7. YES, IF YOU HAVE NOT STARTED ANY WORK WITHIN 6 MONTHS PERMIT IS NULL AND VOID.

## Did You Know...

- Anyone moving a manufactured or mobile home must obtain a permit from the Texas Department of Motor Vehicles, Motor Carrier Division.
- **1-800-299-1700**
- **NO ONE MAY INSTALL A MANUFACTURED OR MOBILE HOME** except an installer who is licensed by the TDHCA Manufactured Housing Division.
- Installers must report every installation and pay for an inspection so that the installation may be inspected for compliance. **All installations have a two year warranty.**
- Anyone may sell ONE manufactured home in a twelve month period. To sell more than one in a twelve month period, a person must be licensed as a retailer with the TDHCA Manufactured Housing Division.
- **NEW** manufactured homes have a one year warranty (cosmetic items not included).
- **USED** homes sold by a retailer must be habitable for 60 days after the date installed.
- **TITLE** – Retailers are required to submit an Application for Statement of Ownership within 60 days of the sale.

**Title Assistance - 800-500-7074**

## About Us...

We are the Texas Department of Housing and Community Affairs, Manufactured Housing Division. Our primary role is to:

- License and regulate the manufactured housing industry consisting of manufacturers, brokers, retailers, installers and salespersons;
- Investigate and assist in resolving consumer complaints;
- Inspect manufactured homes to ensure they are built and installed properly; and
- Record ownership and liens on the Statement of Ownership (formerly known as a title).

Our staff are available to assist with any questions regarding manufactured housing, consumer protection, recording ownership and tax liens.

**For consumers who have not been successful in resolving a warranty issue with a manufacturer, retailer or installer, a consumer complaint should be submitted online by accessing our website at:**  
<http://www.tdhca.state.tx.us/mh/consumer.htm>  
**or call our Consumer Complaint Hotline at:**

**877-313-3023**

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

### Manufactured Housing Division

**To Visit Us:**

Twin Towers Office Center  
1106 Clayton Lane, Suite 270W  
Austin, Texas 78723

**Mailing Address:**

TDHCA, MHD  
P. O. Box 12489  
Austin, Texas 78711

**Phone: 800-500-7074**

**Internet: [www.tdhca.state.tx.us/mh/index.htm](http://www.tdhca.state.tx.us/mh/index.htm)**

## Consumer Information

### IMPORTANT!

Effective September 1, 2003, the traditional manufactured housing title was replaced with a *Statement of Ownership*.

Like the former title, the Statement of Ownership identifies the make and model, year, size, wind zone, HUD Label and serial numbers, owner and lienholder.

Additionally, the Statement of Ownership indicates whether the home is being treated as personal property or real property and where the home is physically located.

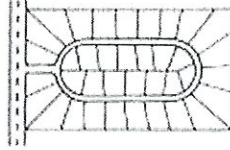
In the event that there is a sale or transfer or if the home is moved to a new location, the Statement of Ownership **MUST** be updated.

To update the Statement of Ownership, the owner should access our website for instructions or contact the Customer Service Unit at 800-500-7074 for assistance.

<http://www.tdhca.state.tx.us/mh/ownership-location.htm>

**Phone: 800-500-7074**

## Plat vs. Survey – What's the Difference?



"Plat" and "Survey" are two terms that are often used interchangeably in real estate. However there are differences between the two. Listed below are the differences and similarities between plats and surveys.

What they have in common:

1. They are both a depiction of a tract of land
2. They can show a very small tract or a very large tract
3. They both show the dimensions of the property
4. They both show the location of the property (county, land lot, district, abutting streets etc.)

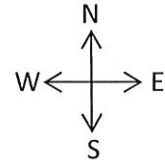
How they differ:

1. A survey will show any dwellings, buildings or improvements (driveways, fences, pools) located on the property;  
A plat usually shows the dimensions of the property before the improvements are made.
2. A plat will often cover more than one lot or parcel of land. For example:  
a developer will have a plat of an entire subdivision drawn;  
A survey usually only shows one lot or a limited number of lots.
3. Plats are often drawn in order to be recorded at the courthouse for public use; surveys are usually only for the personal use of the owner of the property.

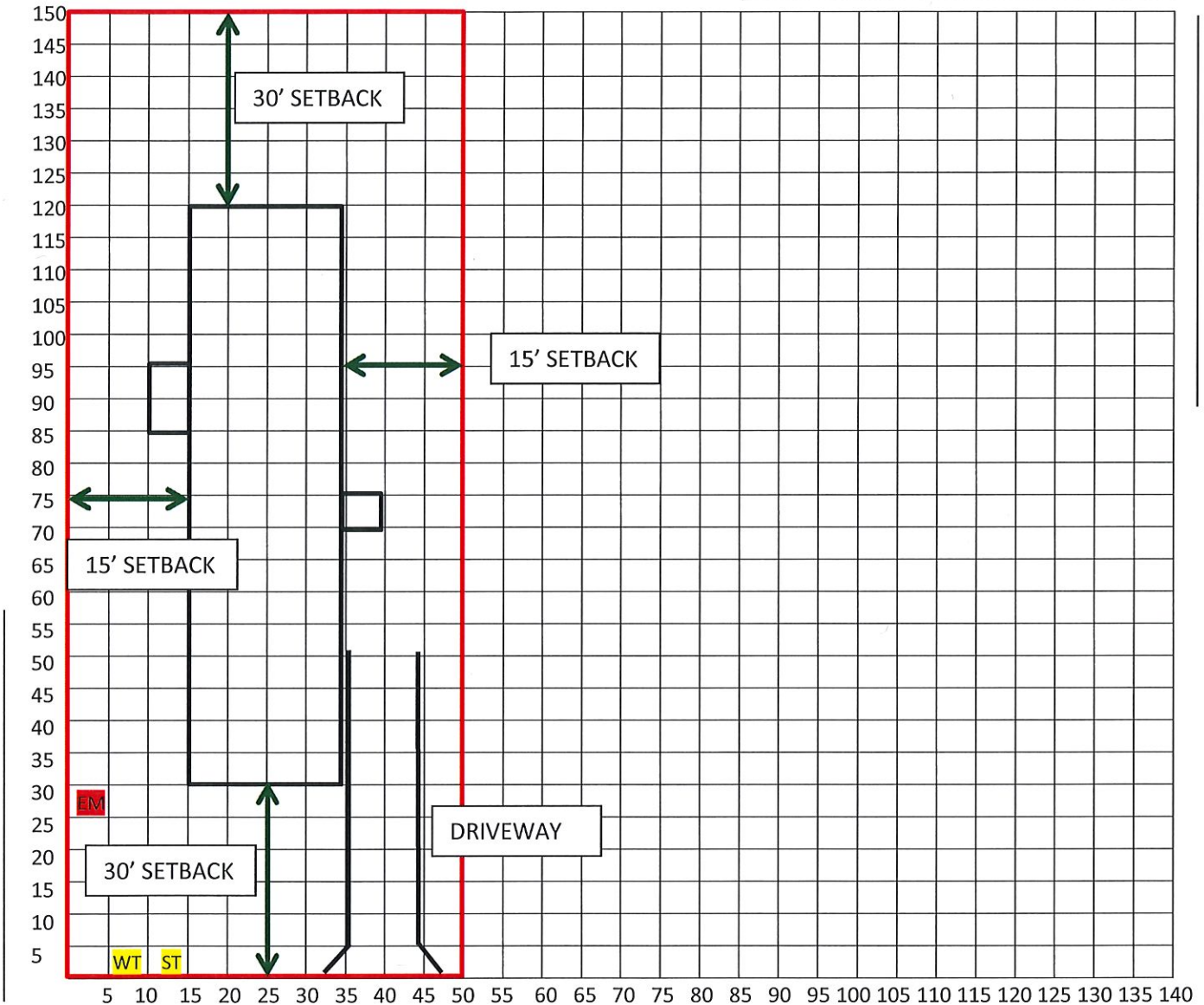


**SITE DRAWING**  
FOR MANUFACTURED HOME PLACEMENT

ADDRESS: \_\_\_\_\_



**TYPICAL EXAMPLE**

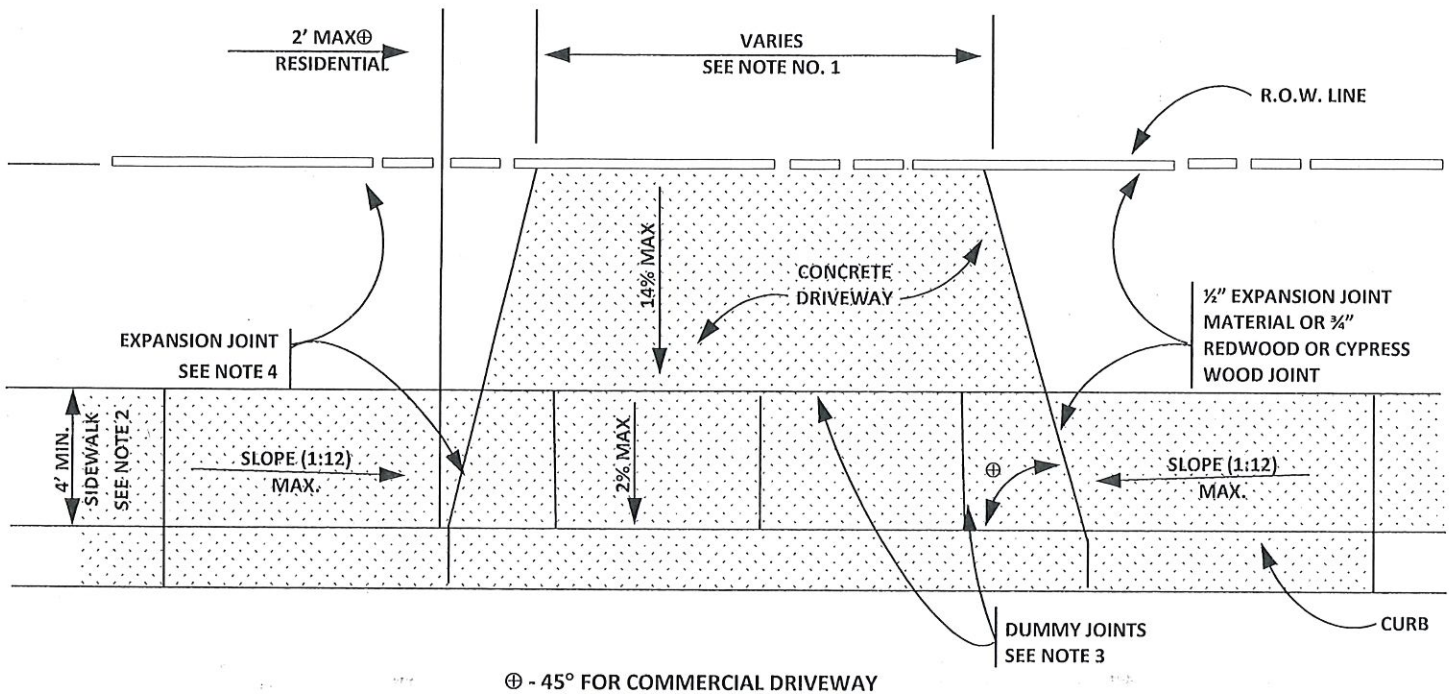


IN THE EXAMPLE DRAWING THE FOLLOWING ARE IDENTIFIED: \*SETBACKS, PROPERTY LINES, SURROUNDING STREETS, SEWER TAP, WATER TAP, ELECTRICAL METER, APPROACH, AND DRIVEWAY.

\*SETBACKS ARE IDENTIFIED FROM THE NEAREST EDGE OF THE STRUCTURES TO THE PROPERTY LINES



## SIDEWALK AND DRIVEWAY DESIGN AND CONSTRUCTION GUIDELINES



### CONCRETE DRIVEWAY GENERAL NOTES

THE PROPOSED DRIVEWAY SHOULD MATCH THE EXISTING WIDTH AT THE PROPERTY LINE BUT UNLESS AUTHORIZED BY THE CITY'S PUBLIC WORKS DEPARTMENT.

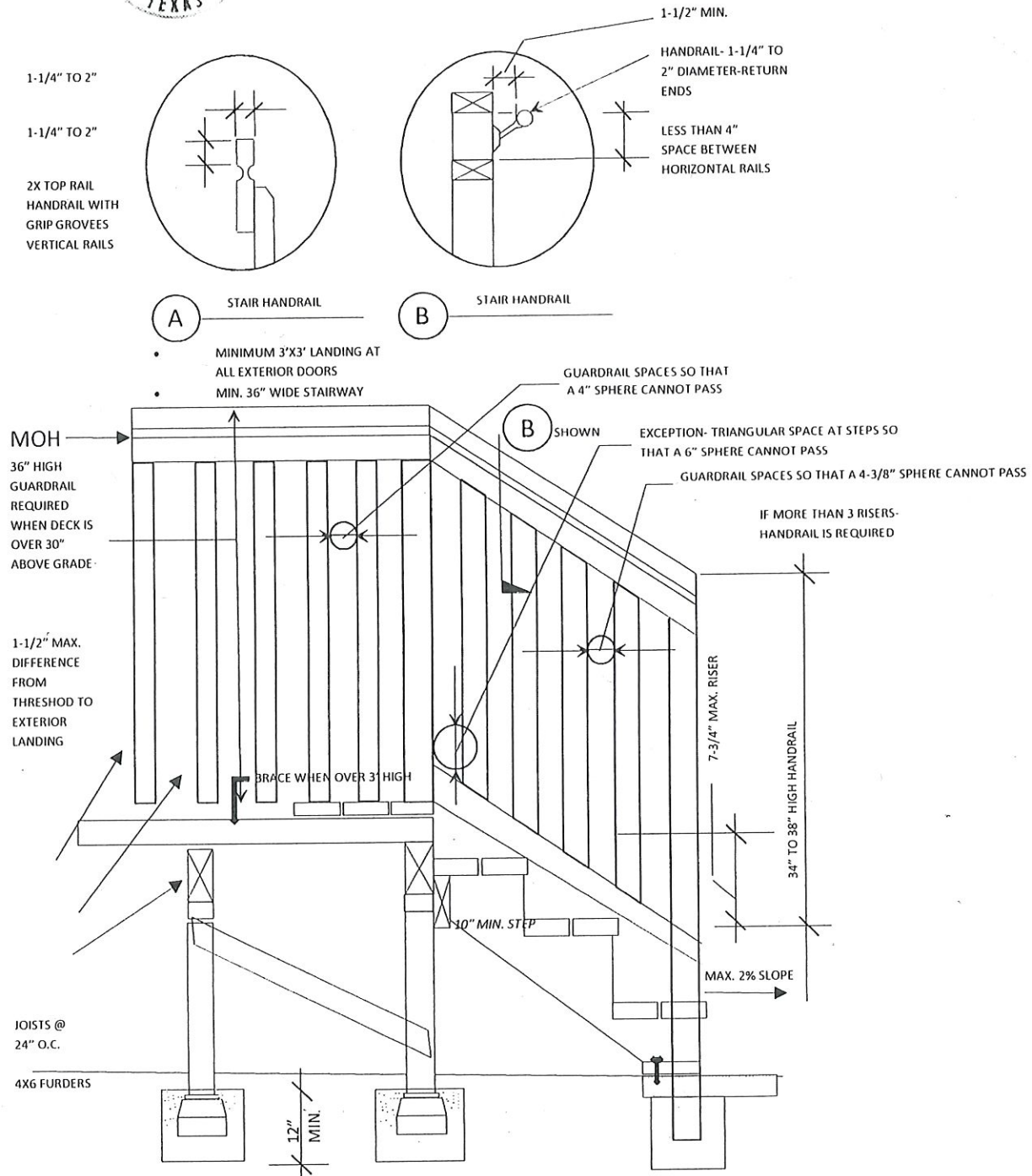
1. THE PROPOSED DRIVEWAY SHOULD MATCH THE EXISTING WIDTH AT THE PROPERTY LINE BUT UNLESS AUTHORIZED BY THE CITY ENGINEER, THE WIDTH SHALL BE WITHIN THE FOLLOWING VALUES:

TYPE	MINIMUM	MAXIMUM
RESIDENTIAL	10'	20'
COMMERCIAL - ONE WAY	12'	20'
COMMERCIAL - TWO WAY	24'	30'

2. RESIDENTIAL SIDEWALKS SHALL HAVE A MINIMUM WIDTH OF 42", AND IF SEPARATED FROM THE CURB, THE SIDEWALK SHALL BE LOCATED A MINIMUM OF 2' FROM THE BACK OF CURB.
3. DUMMY JOINTS PARALLEL TO THE CURB SHALL BE PLACED WHERE THE SIDEWALK MEETS THE DRIVEWAY. DUMMY JOINTS PERPENDICULAR TO THE CURB, AND WITHIN THE BOUNDARIES OF THE PARALLEL DUMMY JOINTS, SHALL BE PLACED AT INTERVALS EQUAL TO THE WIDTH OF THE SIDEWALK.
4. A MINIMUM OF TWO ROUND AND SMOOTH DOWEL BARS 3/8" IN DIAMETER AND 18" IN LENGTH SHALL BE SPACED 18" APART AT EACH EXPANSION JOINT.



## TYPICAL LANDING, STAIRS, RAILING





# WELCOME TO REPUBLIC REPUBLIC SERVICES

Please contact me for your temporary service needs!  
I look forward to working with you in the City of Pleasanton!

**As Per Ordinance # 14-1117, 15-1155, & 17-1197  
Effective October 1, 2014**

"Republic Services, Inc is hereby granted the sole and exclusive franchise, license and privilege within the territorial jurisdiction of the City, and City owned property, and shall furnish all personnel, labor, equipment, trucks, and all other items necessary to collect Waste and Recyclable Materials"

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