

**ATTACHMENT D**

**CONSTRUCTION APPLICATION FORM**

**TO: Texins Lake Texoma Club Executive Committee**

PLEASE WRITE CLEARLY

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby make application for construction on Lot # \_\_\_\_\_. **Attach photo and drawing and material list to this application.** Construction will be:

Addition	Modification	Repair/Replacement
Cabin	Deck or Porch	Shed/Garage

This application is subject to the Articles of Incorporation and Constitution and Bylaws of Texins Association to the Operation Procedures and Rules of Texins Lake Texoma Club, as now existing and as may hereafter be modified or altered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Exclusive Campsite holders Signature

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Development Chairman Signature

.....  
**Committee Action:**

Name	Date	Approve	Disapprove
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0
_____	_____	0	0

# CONSTRUCTION REQUEST CHECKLIST

Lease Name: **Texins Lake Texoma Club**

**DACW56-1-92-063**

Address: **137 Gateway Road, Pottsboro, TX 75076**

Point of Contact: **Teena Pulliam, 903-786-3783**

**ADMINISTRATIVE SECTION:** Any outstanding items in this section will delay the processing of your construction request. This checklist and supporting documentation (as applicable) must be submitted with your construction request package.

My Liability Insurance certificate is current and on file

Yes  No  N/A

My ADA / Sewer Self-certification certificates are current and on file (valid for 1 year)

Yes  No  N/A

My compliance inspection deficiencies (if any) have been corrected 100% to include electrical affidavits as required

Yes  No  N/A

If not, have I submitted a plan of corrective action approved by Real Estate

Yes  No  N/A

I submitted the prior years' financial statement (profit & loss / expenditures etc.) prepared by a qualified CPA

Yes  No  N/A

My Rent Payment Form / Payment is current

Yes  No  N/A

Note: Submitting incomplete plans will result in a delayed or denied request Be sure to include structural, electrical, water/sewer plans (and permits) as applicable as well as a map / drawing of where the improvements will be taking place within your lease area.

## **CONSTRUCTION REQUEST:**

1. I am the primary lease holder

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, I have included the leaseholder's approval of the project

Yes \_\_\_\_\_ No \_\_\_\_\_

2. My action is limited to replacing an existing structure without any additional modifications

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Attach a letter requesting authorization to remove/replace, relocate, build/rebuild, modify, expand, etc.

Letter of request must be clear and concise with details of your requested action. Attached: \_\_\_\_\_

4. Does the project include soil disturbance?

(Example: digging for buried electric / water lines, clearing brush etc.)

Yes\* \_\_\_\_\_ No \_\_\_\_\_ **\*If yes, may require more processing time**

If yes, has a cultural survey been completed?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does the project include placement of fill material (Example: preparing foundation, etc.)

Yes\* \_\_\_\_\_ No \_\_\_\_\_ **\* if yes, may require more processing time**

Is the moving of earth located within the conservation pool of the lake?

Yes\* \_\_\_\_\_ No \_\_\_\_\_ **\*If yes, Regulatory permit may be needed**

5. Does the project involve electrical work?

Yes \_\_\_\_\_ No \_\_\_\_\_

I have included electrical drawings for my project

Yes \_\_\_\_\_ No \_\_\_\_\_

I understand the electrical contractor / master electrician must submit an electrical affidavit within 30 days of project completion stating electrical work meets code

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Does project involve water/sewer service?

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Both \_\_\_\_\_ N/A \_\_\_\_\_

I have included drawings and/or diagrams of my water/sewer services

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I have attached required permits or documentation stating permits are not required for my project

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. I have attached a list of materials to be used for my project

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. I have attached detailed construction plans of what my project entails

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

9. I have attached a site map identifying the location of the proposed improvements

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

10. This project was included in my previously approved development plan

Yes \_\_\_\_\_ No \_\_\_\_\_

11. My project will involve removing or altering trees / shrubs / vegetation

Yes\* \_\_\_\_\_ No \_\_\_\_\_ **\*If yes, contact lake office**

12. I have coordinated my project with the appropriate lake office / park ranger

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Note: Significant development may require submitting an amendment to your Development / Use plan on file with your lease agreement at the District Office.