

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.