



Manufactured Home Application Packet

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Section 101: Basis and Definition of Manufactured Home.

Any owner or authorized agent who intends to place a manufacture home onsite shall require a permit. A manufactured home means a structure, transportable in one (1) or more sections, that in a traveling mode is eight (8) body feet (2438 mm) or more in width or forty (40) body feet (12,192 mm) or more in length, or, where erected on site, is 320 square feet (30 m²) or more, and that is built on a permanent chassis and designed to be used as a dwelling unit with or without a permanent foundation where connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein;

Section 102: Applicable Code Requirements.

All schematics shall be drawn and all other information shall be in accordance with the 2012 International Codes, 2014 National Electrical Code, and City Code Chapter 6. This must be clearly indicated on the plans and other required documents. Failure to include information in the plans and other required documents will result in delay of approval. The building itself is constructed to the Manufactured Home Construction and Safety Standards (42 USC Ch. 5401- 5426) as adopted by the U.S. Department of Housing and Urban Development (HUD) and City Code Chapter 6.

Section 103: Penalty for Work before Permit and/or Inspection.

Any work that is done without an issued permit or missed inspection may result in a penalty fee that adds to the overall cost and/or results in a time penalty in accordance with the adopted Fee Schedule.

Section 104: Prohibition of New Mobile Homes Outside of Mobile Home Parks.

The installation of new mobile homes as a residential dwelling is prohibited outside of established mobile home parks.

Section 105: Historic Review Board Approval Required Before Building Permit Issuance.

For any property located within a City designated historic district any new building requires approval of the City Historic Review Board. This documentation must be provided at the time of application submittal to the City.

Section 106: Trades Permit Application as a Supplement.

Any electrical, fuel-gas, plumbing, or mechanical work to be performed as shown in the building plans requires a separate trades permit application to be completed and approved before this work can be completed by the applicant. A building permit must be issued by this Department before any Trades Permit Applications may be submitted to the City. The Trades Permit Application can be found at <http://elgintx.com/908/Building-Division> or under the Development Services Department portion of the City website.

Section 107: Submission Requirements for Residential Building Permit.

The following items are a generalized list that must be submitted for review and drawn to an appropriate scale. Depending upon the project, additional data may be required. Please submit only one (1) copy of all items on the list. All items shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us

A. Submittal of appropriate filing fees for the application which are as follows: (some to be charged at time of application and some charged at the time of building permit issuance).

1. New Permit:
 - \$0.30 per sq. ft. of building area + 115% for any City third party review.
2. For Each Individual Inspection: (There are typically a minimum of three inspections on new construction).
 - \$75.00 + 115% for any City third party review. A failure of an inspection results in a new charge because it is a new inspection.
3. Impact Fee for mobile home if no previous mobile home existed on the lot.

<u>Date of Plat Approval</u>	City Water Impact Fee*, #	Sewer Impact Fee**
Non platted lot	\$3,790	\$2,348
07/03/2019 – Present	\$3,790	\$2,348
08/05/2014 – 07/02/2019	\$3,000	\$1,600
08/04/2009 – 08/04/2014	\$2,600	\$1,900
04/01/2003 – 08/03/2009	\$1,900	\$1,300
02/15/2000 – 03/31/2003	\$1,500	\$1,000
07/03/1984 - 02/14/2000	\$1,000	\$500
Pre 07/03/1984	\$0	\$0

* - City Water Impact fee based on only a ¾ meter; a larger meter will increase these fees. A larger meter requirement is a rare circumstance.
 # - This impact fee is not charged for dwellings inside a Municipal Utility District or Aqua Water Supply Corp. District.
 ** - Sewer Impact Fee based on only a 4-inch pipe, a larger pipe will increase these fees. A larger pipe requirement is a rare circumstance.

4. Tap Fees into City Utility Lines: \$2,000 for water and \$2,000 for sewer (only needed if taps do not already exist for the home). Prices are for 3/4” water meter and 4-inch sewer line. A larger water meter or sewer line would increase these fees. Larger items are a rare circumstance.
5. City Water Meter Application Fee: \$25.00. Homes not on City water will not incur this fee as they would need to verify with their applicable Municipal Utility District or Aqua Water Supply Corp.

6. City Water Meter Deposit Fee: \$200.00 for ¾ inch or 1-inch water meter. A larger water meter would increase these fees. A larger meter is a rare circumstance. Homes not on City water will not incur this fee. However, their applicable Municipal Utility District (MUD) or Aqua Water Supply Corp may charge a separate fee.
 7. New City Meter Water Install Fee: \$150.00 for ¾ inch meter and \$200.00 for a 1-inch meter. A larger water meter would increase these fees. A larger meter is a rare circumstance. Homes not on City water will not incur this fee. However, their applicable Municipal Utility District (MUD) or Aqua Water Supply Corp may charge a separate fee.
- B. Submittal of fully completed application.
 - C. Copy or picture of the existing HUD certification labels which indicate the date of construction.
 - D. An existing survey of the property.
 - E. If within a historic district, the approval documentation from the City Historic Review Board.
 - F. Site plan of the lot and details which at minimum includes the gross floor area of all buildings (everything under roof for each floor which includes any garages, covered patios, covered porches, and covered balconies), all building footprints, easements, setbacks, and driveway locations/dimensions including their length and width, sidewalk location and width, fence location and sizes, right-of-way, surveyed grade elevation of highest point (Note as Benchmark Elevation 100'), First Floor Elevation, Highest Roof Ridge (Relative to Benchmark), slope of grades showing general drainage, and identification and location of any flood zones.
 - G. Details associated with the anchoring of the mobile home, skirting, landing at entryway with landing that is more than thirty (30) inches above grade having guardrails and steps having handrails.
 - H. Schematics of the driveway on-property and within the right-of-way and include any piping type, materials, and size associated with culverts, driveway materials, fencing schematics which shows the design, height, mounting procedures, and locations, and sidewalk schematics which include the location, materials, and design. **Any piping associated with an open swale must be a minimum 12 inches reinforced concrete. City schematics associated with residential driveway construction over open swales in the City right-of-way have been included in the packet and must be incorporated into the building plans. Wire mesh must be used within the City right-of-way** There must be a minimum of 360 square feet, this includes garages, of impervious area on-site for parking. If construction of the driveway is located within any county or State right-of-way, the City will need a copy of the approved permit.
 - I. Landscape plan which at minimum shows the number, species, caliper, and location of plantings for trees; shows the number, species, gallon-container size, and location of shrubs; and shows locations for placement of sod. **This plan is not required for residential lots that were platted before January 8, 2013, unless re-platted.**

- J. Irrigation plan which shows at minimum the location, type and manufacturer of the backflow prevention device, design pressure, main and lateral lines, valve boxes, and valves sealed by a State licensed irrigation specialist. **This plan is not required for residential lots that were platted before January 8, 2013, unless re-platted.**
- K. **Engineer seal, signature, and date on all foundation plans regardless of size.** Foundation plans shall show; depth, width and spacing of all beams or footings, depth of beams or footing into undisturbed soil, height above exterior grade, fall or finished exterior grade at foundation.
- L. Building plans which includes floors, walls, roof, electrical, mechanical, plumbing, wind bracing/sheathing, and elevations which show front, side, and rear and include at a minimum construction materials and the building heights which is measured at grade within a non-flood zone and at base flood elevation + one (1) foot inside flood-zones with applicable Code requirements on plans. The plans must be approved and stamped off by the applicable Federal entity.
- M. Any other information as required by the City.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 108: Submittal Review.

The application and associated materials will be routed for building, zoning, irrigation, and landscaping reviews. **This process will take a maximum period of fourteen (14) calendar days from the date of application submittal to the City.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City.

These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days from the date of re-submittal to the City.**

Section 109: Building Permit.

Once the City closes all comments on the plan review sheet and any applicable penalty fees have been paid, the City will issue to the applicant a signed building permit. This must be placed in a conspicuous place on the property, so it is viewable to the public. **Placement cannot occur until the City issues this permit.**

Section 110: Contact for Inspection.

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors
4910 W. U.S. Highway 290
Austin, TX 78735
Phone: (512) 328-6995
Fax: (512) 328-6996
scheduler@ats-engineers.com

Payment must be submitted to the City for any inspection before any inspection can be scheduled.

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be noted by the person requesting the inspection.

Section 111: Generalized Inspection List.

The plan review sheet provided by the City will indicate the exact inspections required to satisfy the building project, **all required inspections will be listed on the plan review sheet generated during the submittal review.** It is the responsibility of the applicant to ensure compliance with the inspection list. Below is a general representation of inspections the City requires for a new project. Depending upon the project, additional inspections may be required

1. Pre-Construction Review & Temp Electric – This will determine if the meter base and panel is set per Code with regard to under-ground or over-head electrical connection, ground-fault circuit protection on all 120-volt receptacles, proper grounding means must be in place, and if job-site address and permit is visible from street.

During this time a site review will be conducted to help identify building locations, erosion control measures, water quality protection issues, safety fencing verification of trash receptacle, verification of portable toilet facility, safety fence shall be in place when construction site is adjacent to a building completed or near completion, tree protections are in place, and other pre-construction requirements.

2. Plumbing Rough & Layout – This is to be made after the soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete. A water test with a 10-foot head pressure or 5-PSI air test shall be performed on the entire system to verify tightness of the system. Building drain must be sleeved where passing through exterior beam. Sleeve shall be sealed tight around the building drain to prevent insect intrusion. All drain and waste piping installed with slope required for pipe size. Finished floor elevation allowing proper drainage around structure.

3. Sewer-Water Yard Line Inspection – A visual inspection and testing of the building sewer and water service installed from the structure to the utility taps. This inspection requires proper separation of services and burial depths as required by the applicable International Codes. This is to be made after trenches are excavated, piping installed and tested, and before any backfill is placed. All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any backwater prevention valve(s) installed on building sewer piping. Pressure reducing valves shall be in place, if required. Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size. Clean out(s) installed and tap connection complete at main.
4. Engineer’s Pre-Pour Report - This inspection is performed by the applicant’s engineer. The report shall be provided to the City. A “foundation letter” from the engineer must be submitted before scheduling a pre-pour inspection.
5. Foundation Pre-Pour - **See Section 113 before scheduling inspection. Form boards to be in place and “form survey” to be provided to the City from project surveyor before scheduling inspection.** Also, reinforcement steel and/or post-tension cables in place, grade beams cleaned and cut, vapor barrier installed and intact. Approved plans must be on-site. All rough-in plumbing, in-slab electrical or other conduit in place. All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete. Copper water lines shall be sleeved and protected from dissimilar metals. In slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum 80 PSI. "UFER" ground wire bonded to reinforcing steel. All DWV shall remain under water test. This inspection will be performed AFTER the installation of reinforcing rods and/or cables within the foundation area.
6. Permanent Power (Meter Release) - A visual inspection where all wiring shall be properly terminated or contained within a covered outlet box and main disconnect is installed and ready to be energized. This inspection may be scheduled any time after the installation of electrical trim components. All equipment and panels (including meter can) shall be properly bonded. Panels shall be labeled. Electrical service wiring and main disconnect is installed and ready to be energized. Postal address number are posted and visible from street.
7. Driveway – Sidewalk Pre-pour - This inspection must be done before concrete is poured at the site, to ensure all requirements are met including verification of culvert size (as applicable), flow of the culvert (as applicable), sidewalk standards, and driveway standards per plans and City specifications on property and in the City or private right-of-way. Any State or County right-of-way may require separate inspections. The City must perform this inspection.
8. Mechanical Final (Exterior Only) - To be made after the building is complete, the mechanical system is in place, properly connected, and operating and the structure is ready for occupancy.
9. Plumbing Final (Exterior Only) - To be made after the building is complete, all plumbing fixtures are in place and properly connected, gas meter is set, and the structure is ready for occupancy. All properties required to discharge to a private sewage disposal system shall have an approved certificate of completion from the County and a backflow prevention assembly test and maintenance report. Use most current TCEQ form.

10. Electrical Final (Exterior Only) - To be made after the building is complete, all required electrical fixtures are in place and properly secured, connected, or protected all panel(s) are labeled and system is energized.
11. Building Final (Exterior Only) - To be made after the building is complete and ready for occupancy. This is also a visual site inspection for compliance to make sure the skirting is in place, running gear removed, tongue removed, towing hitch removed, axles removed, and transportation lights removed. Anchoring systems are in place and concealed under the home. Also venting, landing steps, impervious cover, final drainage, and grading are sought. Also, the landscaping and irrigation will also be inspected at this time to verify that all plant species, including grass, are installed to appropriate planting standards and that the irrigation is operational. This will also be a visual inspection for completion of components of the property which shall include, but not limited to, fencing, flatwork, site is free of construction debris, construction equipment removed, etc. All prior inspections have passed, and re-inspection fees paid.

Section 112: Requirement to submit Form Survey Before Scheduling Pre-pour inspection.

The applicant shall submit the form survey to the City before the pre-pour inspection is scheduled with ATS to verify the home is being placed as shown in the plans. Failure to submit this document will result in denial to schedule pre-pour inspection.

Section 113: Right of Entry and Inspection.

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

Section 114: Results of Inspections.

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

Section 115: Issuance of Temporary Certificate of Occupancy (TCO).

In situations where a few minor issues exist on the site and are not life, safety, or welfare issues, a temporary certificate of occupancy may be issued at the site. The Building Official has the final authority on whether to issue this permit. It is the Building Official's determination as to the expiration of the permit. If issued, this is regarded as authorization for people to begin inhabiting the premises as a livable space and to begin moving in furniture.

All items associated with the construction must be addressed, another final inspection must be scheduled, and a permanent certificate of occupancy issued within this timeframe. **Failure to follow standards as denoted in the previous sentence will result in expiration of TCO and occupation of premises by any residents must end immediately.**

Section 116: Issuance of Permanent Certificate of Occupancy (PCO).

Once all inspections have been passed by the City, it will issue a signed permanent Certificate of Occupancy to the applicant. This is the authorization for people to begin inhabiting the premises as a livable space and to begin moving in furniture.

MANUFACTURED HOME APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____; OR

County Appraisal District Property ID #'s: _____; OR

Legal: Subdivision: _____

Lot: _____; Block: _____; Section/Phase: _____

APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other State or local law.

Signature

Printed Name

Date



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

Description of Project

Total Square Footage of Building: _____; Cost of Improvements: \$ _____

Square Footage: Living Area _____; Covered Patio _____

Covered Porch _____; Carport _____; Other _____

Foundation Type: _____.

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

Signature

Printed Name

Date

All schematics shall be drawn and all other information shall be in accordance with the 2012 International Codes, 2014 National Electrical Code, and City Code Chapter 6. This must be clearly indicated on the plans and other required documents. The building itself is constructed to the Manufactured Home Construction and Safety Standards (42 USC Ch. 5401- 5426) as adopted by the U.S. Department of Housing and Urban Development (HUD) and City Code Chapter 6. Failure to include information in the plans and other required documents will result in delay of approval.



TO BE COMPLETED BY STAFF

Historic Review Board: No: _____; Yes: _____; Date of Approval: _____

Building Permit Fee Total: \$ _____

Plan Review Fee Total: \$ _____

Electric Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Plumbing Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Fuel/Gas Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Mechanical Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Water Impact Fee: \$ _____; Sewer Impact Fee: \$ _____; Total: \$ _____

Water Tap Fee: \$ _____; Sewer Tap Fee: \$ _____; Total: \$ _____

Sidewalk-in-lieu Fee: \$ _____

Water Meter Size: _____; Water Meter Deposit: \$ _____

Water Deposit Application Fee: \$ _____

Grand Total: \$ _____



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119

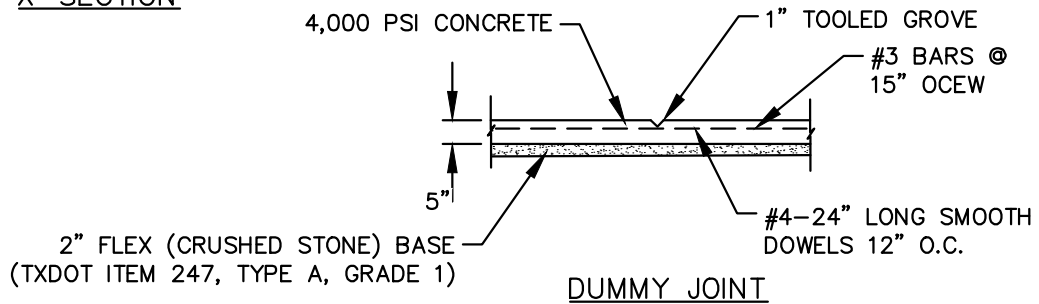
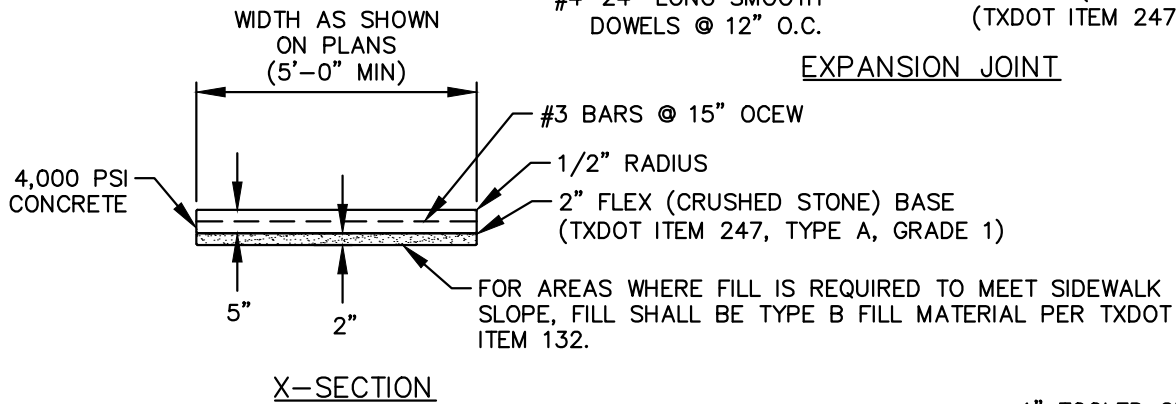
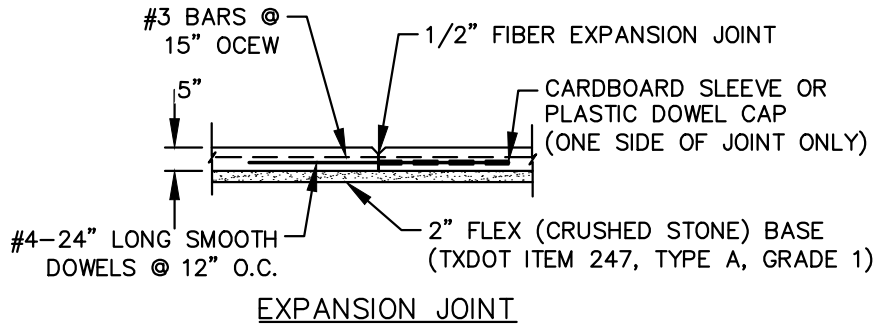
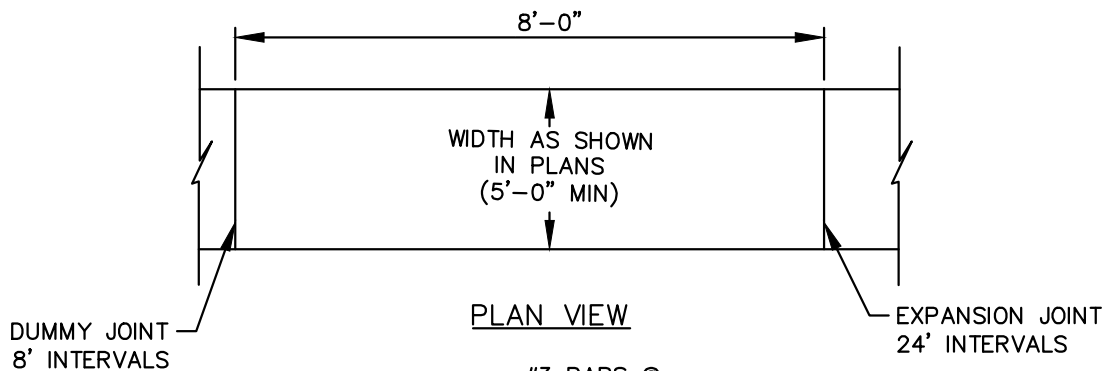


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AVOID COMMON MISTAKES

If you fail an inspection, you will be charged for an additional inspection. The following are suggestions and basic **MINIMUM** requirements that will help you avoid any extra expense.

1. Know where your property lines are and know your **SET BACK** requirements in your zone. Property lines shall be identified by string line at the time of the first inspection.
2. Call for inspections **before** you cover any of your work.
3. Give the inspector a **24-hour** notice when you are **READY** for an inspection.
4. **DO NOT** schedule an inspection before you are sure the work is finished.
5. If you schedule concrete to be delivered before your steel has been inspected give yourself plenty of time to correct any problems, which the inspector may find. If not, you should be prepared to pay for a second order of concrete.
6. Have a set of building plans at the work site.
7. Have your building permit posted on the work site.
8. **DO NOT** use anything less than 4" schedule 40 P.V.C. for your sewer line.
9. There should be two clean outs on the sewer line, one at the house and one at the tap, both 4" schedule 40 P.V.C.
10. Water lines and sewer lines can be no closer than 5' to one another, in some cases water lines and sewer lines must cross one another, in this event, the water line should be on top of the sewer line and the water line must be sleeved where they cross with a slightly larger piece of schedule 40 P.V.C. If crossing can be avoided and is not, you will fail the inspection.
11. All underground electric wiring should be run through GRAY schedule 40 P.V.C. or be rated for direct burial.
12. All P.V.C. exposed to sunlight must be protected from direct sunlight in accordance to code.
13. All copper water piping must be put under pressure for inspection, minimum of 65 P.S.I.
14. Gas pipes must be under pressure for inspection, minimum 15 P.S.I.
15. Sewer pipes must be loaded with water with a 10' header and plugged at the end for inspection.
16. Temporary electric services as well as the permanent service should be grounded to an eight-foot grounding rod connected with at least a number 6 copper conductor.
17. Only use metal eye bolts for point of attachment, not ceramic.
18. Vapor barrier on our slab should be 6 mil. poly minimum and overlapped 6" minimum.
19. To save yourself from extra inspections you should ask your electrician to use a tester on all the outlets especially the G.F.C.I. outlets or you can buy a tester at any hardware store and test them yourself. More houses fail the final inspection due to faulty G.F.C.I. plugs than for any other reason in the City of Elgin.
20. **DO NOT** move in or store any of your belongings or furniture in the house until you have passed a final inspection and received your **CERTIFICATE OF OCCUPANCY**.



NOTES:

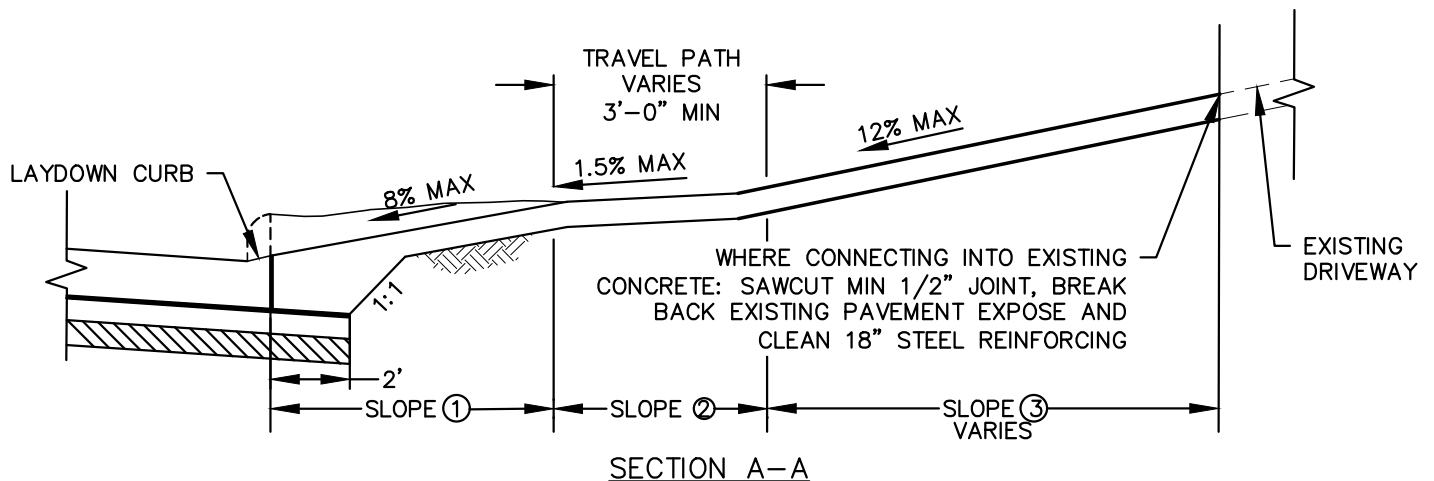
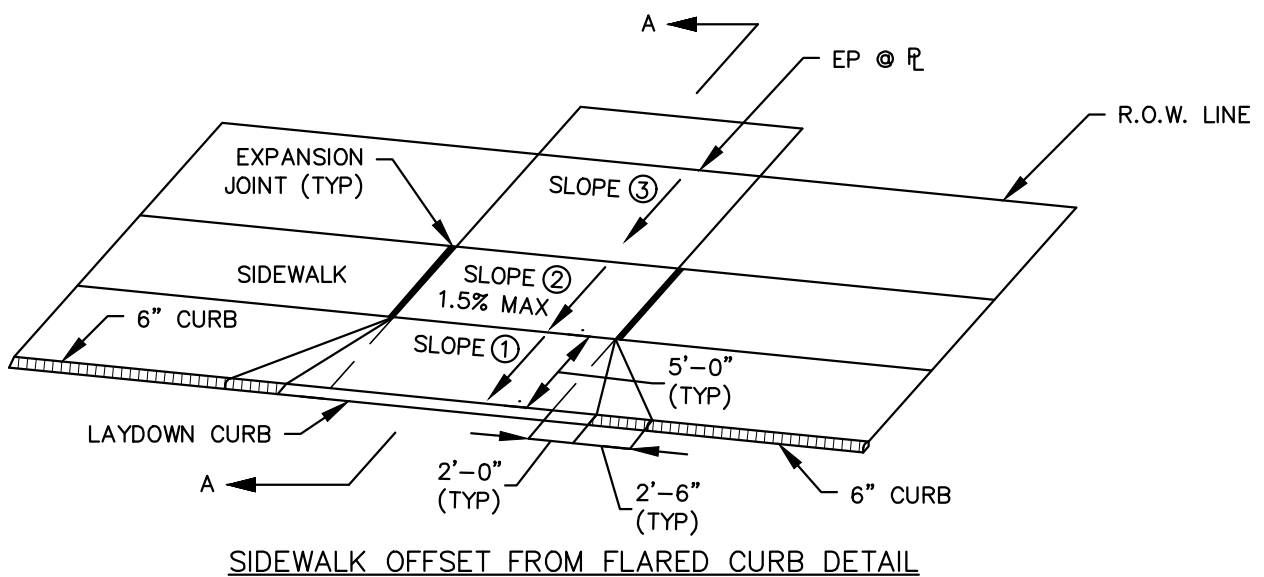
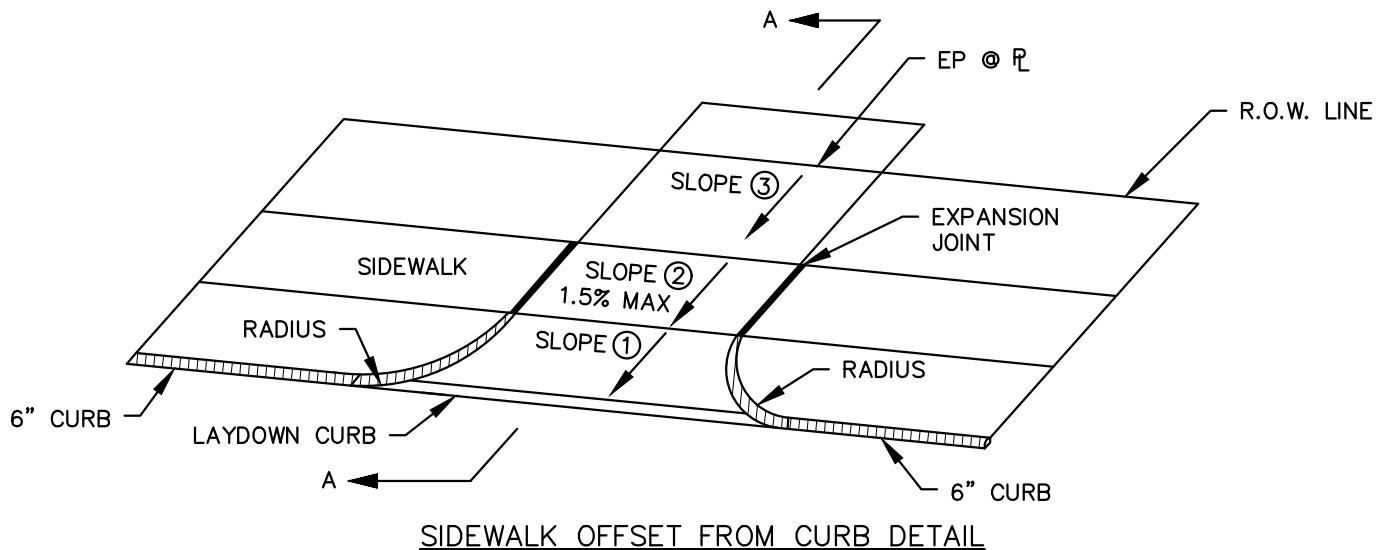
1. EXACT SIDEWALK LOCATION AND DIMENSIONS MAY BE ADJUSTED OR DETERMINED IN THE FIELD BY CITY STAFF IF NOT CLEARLY SHOWN ON PLANS, OR REQUIRED DUE TO EXISTING SITE CONDITIONS.
2. CONTRACTOR SHALL LOCATE TOP OF SIDEWALK SO THAT IT DOES NOT ALTER EXISTING DRAINAGE PATTERNS. ALL DRAINAGE SHALL BE DIRECTED TO THE STREET.
3. LONGITUDINAL DUMMY JOINT REQUIRED AT MIDPOINT OF SIDEWALK 10'-0" OR WIDER.
4. SIDEWALK TO CONFORM TO ALL A.D.A. AND TEXAS ACCESSIBILITY STANDARDS (TAS).
5. ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIBLE STRENGTH OF 4,000 PSI.
6. ALL CONCRETE AND REBAR SHALL BE INSTALLED PER ACI CODE.
7. SIDEWALKS INSTALLED ACROSS DRIVWAYS SHALL BE 6" IN THICKNESS.



THE CITY
OF
ELGIN

DATE ISSUED:		MAY 2016	
REV	DATE	BY	
1	3/5/18	KBP	
2	12/1/19	KBP	

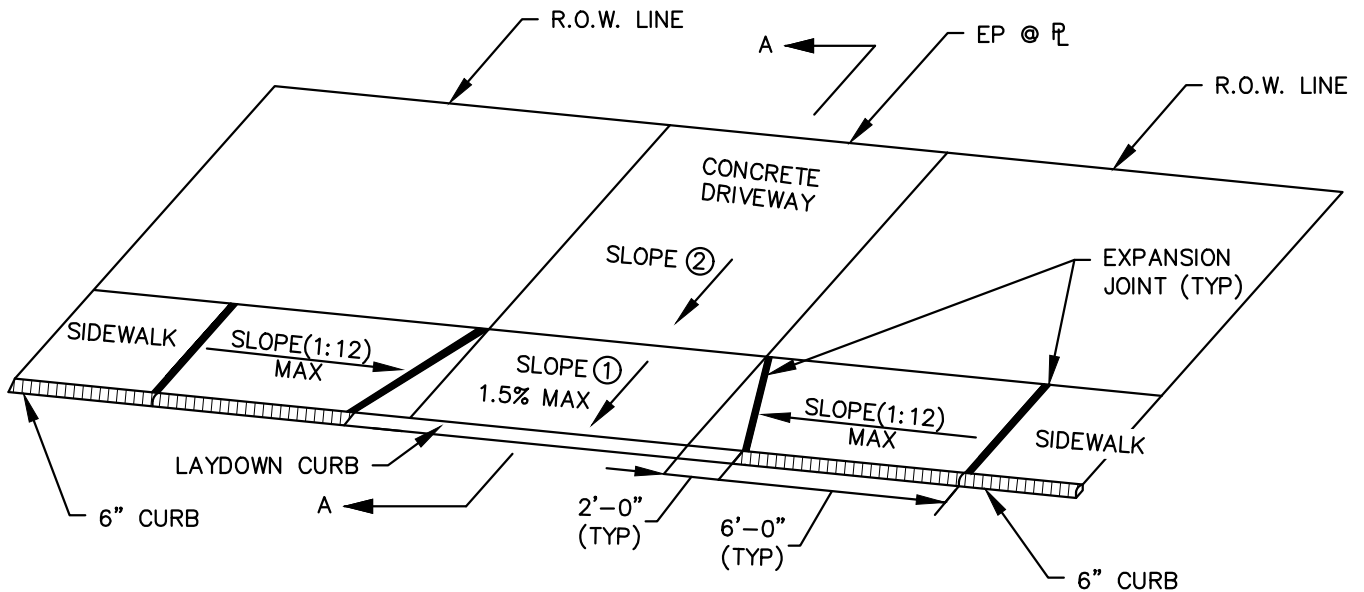
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SIDEWALK DETAIL	
SCALE:	DRAWING No.
N.T.S.	S - 1



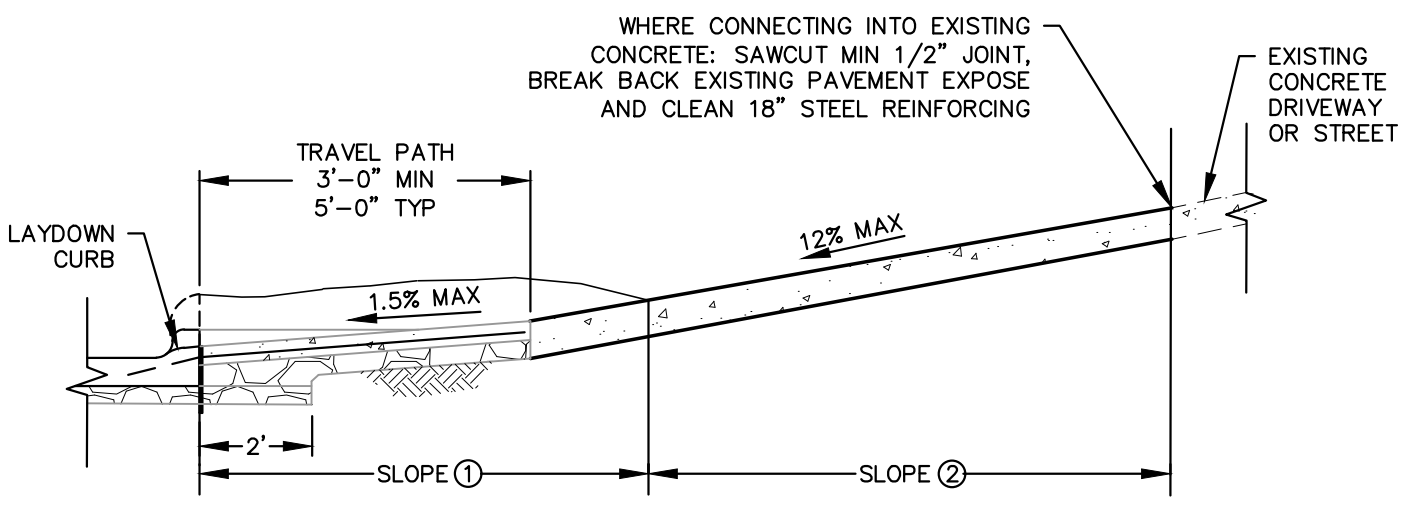
THE CITY OF
ELGIN

DATE ISSUED:		MAY 2016	
REV	DATE	BY	

TITLE:	
SIDEWALK ACROSS DRIVEWAY - OFFSET	
SCALE:	DRAWING No.
N.T.S.	M - 4



SIDEWALK ADJACENT TO CURB DETAIL



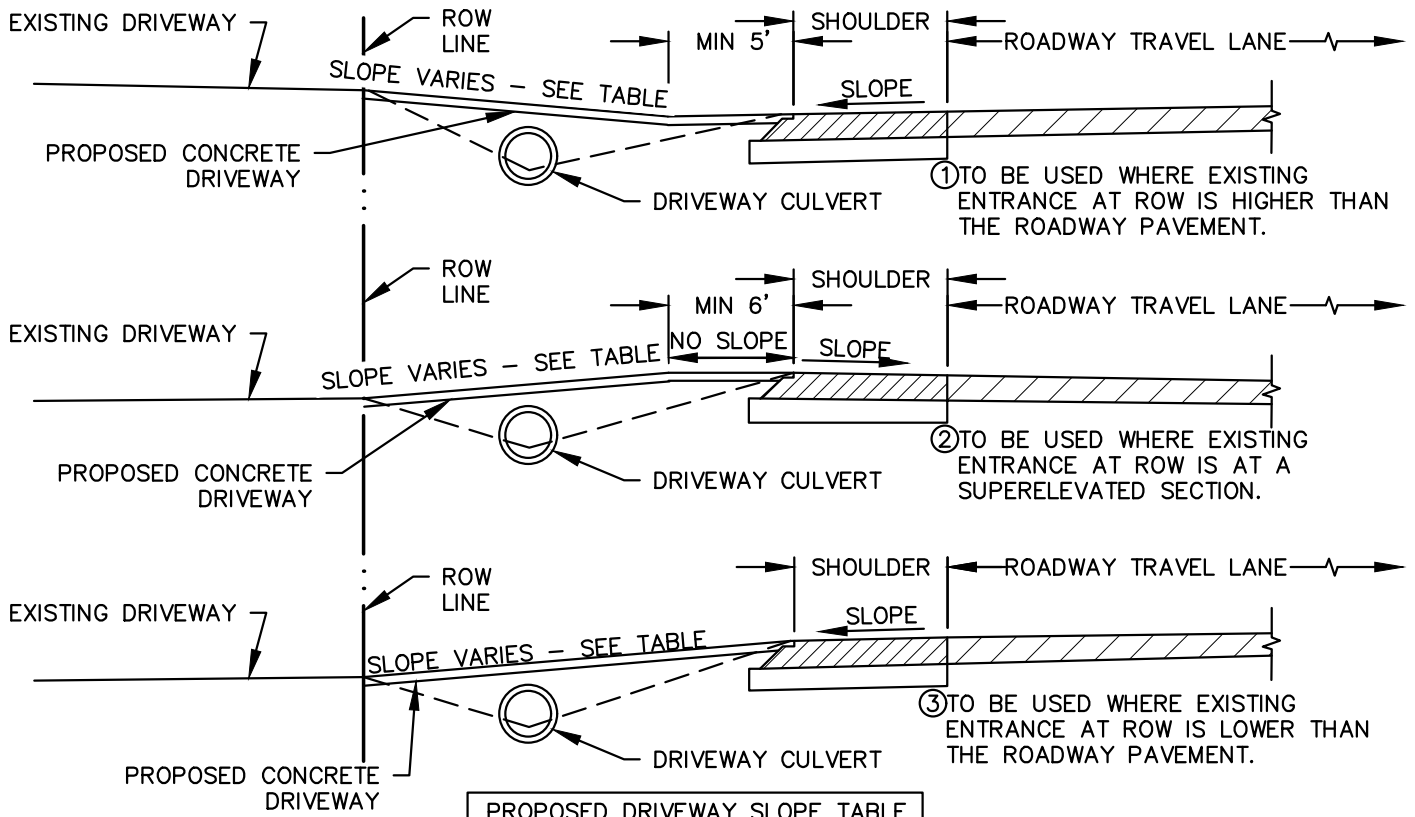
SECTION A-A



THE CITY
OF
ELGIN

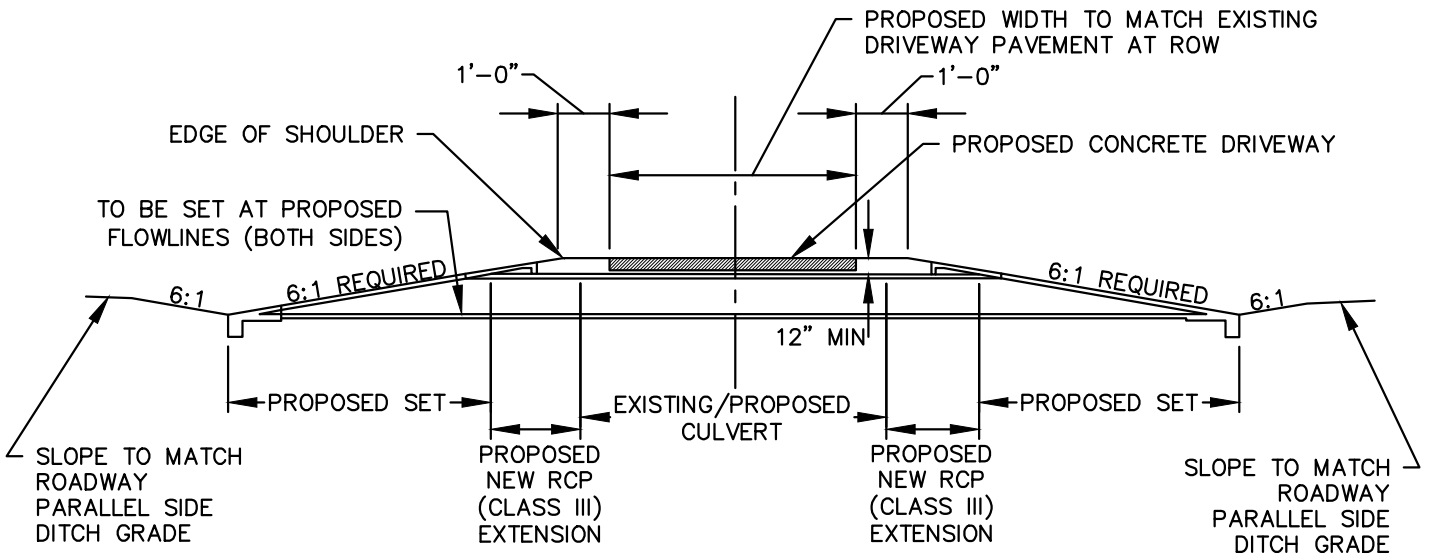
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REV	DATE	BY	

TITLE:	
SIDEWALK ACROSS DRIVEWAY - ADJACENT	
SCALE:	DRAWING No.
N.T.S.	M - 5



PROPOSED DRIVEWAY SLOPE TABLE	
COMMERCIAL DRIVEWAYS	@ 12:1 MAX
RESIDENTIAL DRIVEWAYS	@ 8:1 MAX

TYPICAL ENTRANCE PROFILE FOR DRIVEWAYS WITH CULVERT



TYPICAL ENTRANCE SECTION FOR DRIVEWAYS WITH CULVERT

NOTES:

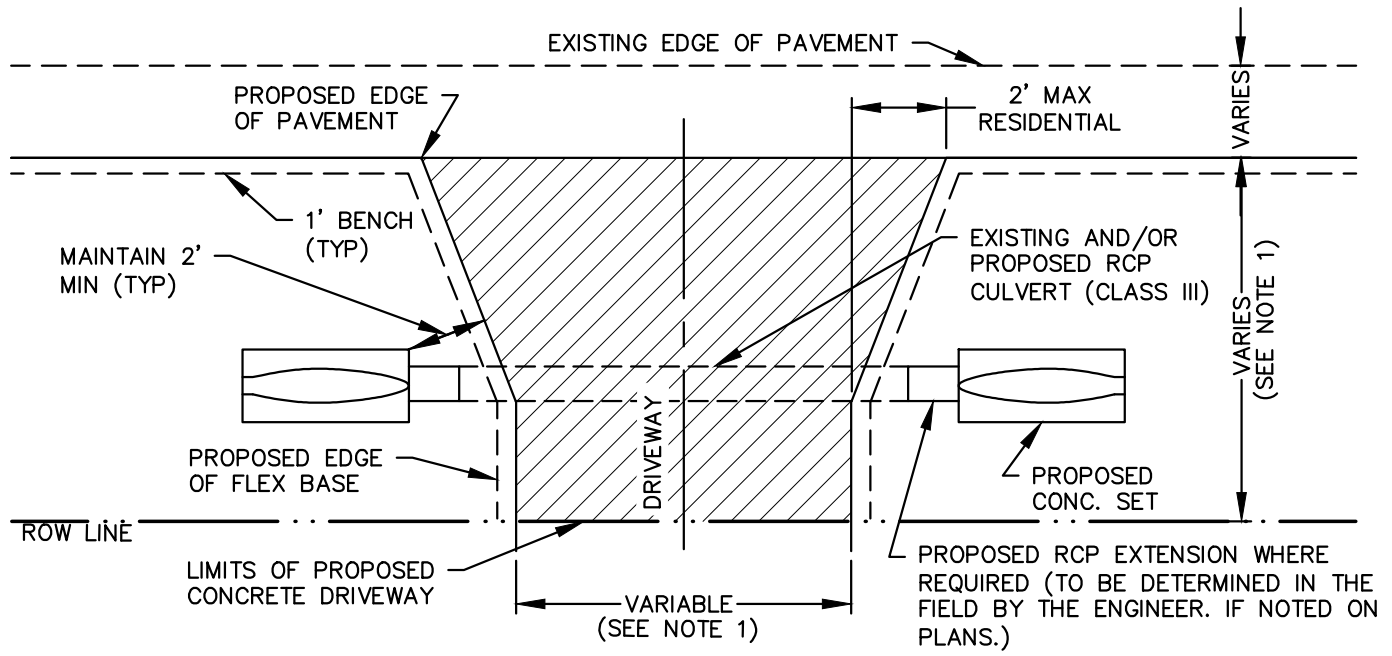
1. DRIVEWAY CULVERT TO BE INSTALLED WHERE ROADWAY DITCH DRAINAGE IS NECESSARY, AS INDICATED ON PLANS AND/OR AS DIRECTED BY THE ENGINEER.
2. DRIVEWAY CULVERT TO BE INSTALLED WITH A MINIMUM OF 12" COVER WITH PROPOSED RESIDENTIAL AND COMMERCIAL DRIVEWAY MATERIAL.



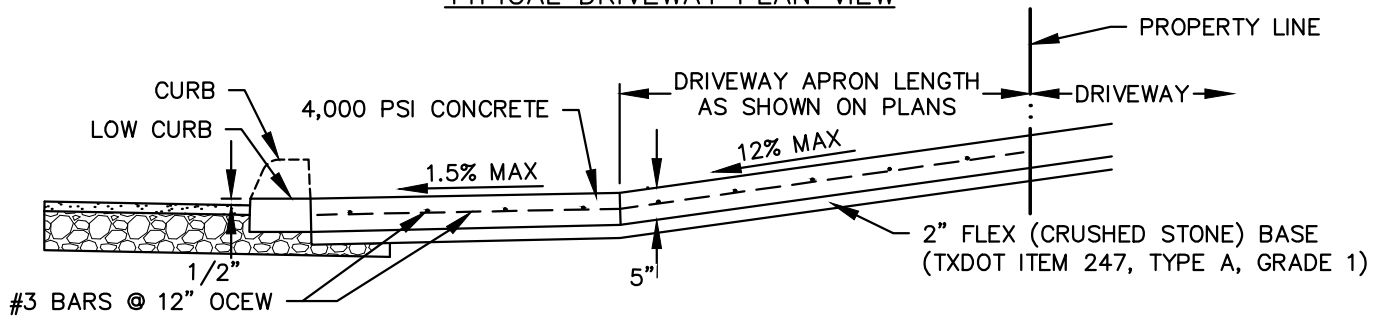
THE CITY OF ELGIN

DATE ISSUED:	DECEMBER 2019		
REV	DATE	BY	

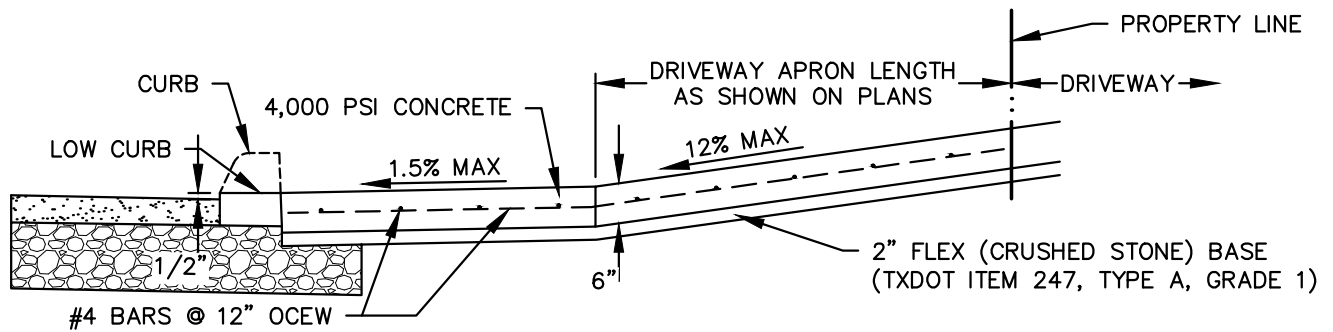
TITLE:	DRIVEWAY PROFILE DETAIL LOCAL STREETS SHEET 1 OF 2	
SCALE:	N.T.S.	DRAWING No. M - 7



TYPICAL DRIVEWAY PLAN VIEW



TYPICAL RESIDENTIAL DRIVEWAY SECTION



TYPICAL COMMERCIAL DRIVEWAY SECTION

NOTES:

1. MATCH EXISTING DRIVEWAY WITH A MINIMUM WIDTH OF 12 FEET AND A MAXIMUM WIDTH OF 24 FEET FOR PRIVATE RESIDENTIAL DRIVES.
2. 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.
3. A MINIMUM OF 2 ROUND AND SMOOTH DOWEL BARS 3/8" IN DIAMETER AND 18" IN LENGTH SHALL BE SPACED 18" APART AT EACH EXPANSION JOINT.
4. CONCRETE SURFACE SHALL BE BRUSH FINISHED.
5. SET DETAILS SHALL BE SUBMITTED.



THE CITY OF ELGIN

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TITLE:	
DRIVEWAY DETAILS LOCAL STREETS SHEET 2 OF 2	
SCALE:	DRAWING No.
N.T.S.	M - 8

CITY OF ELGIN

APPLICATION FOR RESIDENTIAL SERVICES

WATER / WASTEWATER / GARBAGE

DEPOSIT / SERVICE FEE \$200 / \$25

**DEPOSITS/SERVICE FEES/ LEASE/ CLOSING DOCUMENTS/ PICTURE ID ARE
REQUIRED TO ESTABLISH SERVICE**

SERVICE START DATE: _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

CUSTOMER INFORMATION

PRIMARY NAME (printed on the bill): _____

DRIVERS LICENSE #: _____ **DATE OF BIRTH:** _____

HOME PHONE: _____ **WORK PHONE:** _____

CELL PHONE: _____ **ALT PHONE:** _____

SECONDARY NAME (not printed on the bill): _____

DRIVERS LICENSE #: _____ **DATE OF BIRTH:** _____

HOME PHONE: _____ **WORK PHONE:** _____

CELL PHONE: _____ **ALT PHONE:** _____

PREFERRED BILLING METHOD

PAPER BILL – U.S. MAIL PAPERLESS BILL – EMAIL: _____

Please check the box to elect to have your information remain confidential. Utility customers have the right to request confidentiality of personal information. Personal information is defined as “an individual social security number, address or telephone number”. Typically, these things have been available routinely through an Open Records Request. All other information on your account is still subject to the terms of the Open Records Act. Further, this information is still available to other utility suppliers, law enforcement agencies, government officials and consumer reporting agencies.



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 285-5721



www.elgintx.com

Initial Customers are responsible for the timely payment of their Utility Bill whether the bill is received or not. Utility bills are due on the 15th of each month. If you do not receive your utility bill, please contact the Utility Billing Department as soon as possible.

Initial Customers are responsible for reviewing the accuracy of their Utility Bill. If you find an error, please contact the Utility Billing Department as soon as possible.

Initial If not paid by the due date, a penalty of 10% of the unpaid balance is applied to the account. Full payment including penalty charge is due no later than the 25th of the month.

Initial Service will be disconnected if full payment is not received on or before the 25th of the month and will include a fee of \$75.00. This is an administrative fee and will be charged whether your service is disconnected or not.

Initial To restore service the past due balance and all penalties must be paid. After payment is received, service will be restored by the end of business day.

Initial Services restored AFTER HOURS will be charged an additional \$50.00 after hours connection fee.

Initial It is unlawful for any person or property owner to reconnect or attempt to reconnect service and is punishable by fine up to \$100.00. If meters are found to be tampered with (locks cut, etc.) fees will be charged to the account.

IF THE DUE DATE FALLS ON A DATE THAT THE CITY OF ELGIN OFFICES ARE CLOSED (A WEEKEND OR HOLIDAY) YOU CAN STILL, MAKE YOUR PAYMENT AFTER HOURS BY UTILIZING THE NIGHT DROP BOX AT CITY HALL OR VIA THE WEBSITE AT WWW.ELGINTX.COM

I certify that all the above information is true and correct to the best of my knowledge. Also, I acknowledge that any previous City of Elgin Utility Account balances owed by me or authorized person listed above will be due at the time of service.

Payment accepted in the form of cash, check, money order, VISA, MASTER CARD or DISCOVER only (\$3 convenience fee). Make check payable to: CITY OF ELGIN UTILITIES

 SIGNATURE

 DATE

FOR OFFICE USE ONLY

Connection Date: _____ Account #: _____ Initials: _____