



Town of Pecos City
110 E 6th St / P.O. Box 929
Pecos, Texas 79772

Ph: 432-445-2421 / Fx: 432-445-6670
www.townofpecoscitytx.com

Town of Pecos City

Moving Permit Instructions:

STEPS:

1. Zoning Application – to insure the structure being moved in is zoned accordingly
2. Water & Sewer – Ensure that water and sewer lines can be supported on the land (Public Works)
3. 911 Address Application – to address or confirm a address for the structure
4. Moving Permit – must provide land deed or lease agreement, ownership of structure contract, bill of sell, etc.) and HUD# (manufactured home must be newer than June 15, 1976)

FAQ:

1. Minimum lot size for manufactured home 5,000 square foot
2. Setbacks from property lines: 25 ft. front, 5 ft. on the side, 10 ft. from the back
3. City does not have to capability provide property lines, a surveyor or go to court house and see if the land survey has been filed.
4. Caliche pad for manufactured home: 1ft. above street level



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ZONING APPLICATION

1. PROPERTY OWNER

Property Address: _____ City: _____ State: ____ Zip Code: _____

Property Owner: _____ Property Owner's Address: _____

City/State: _____ Cell: _____ Home: _____

Email: _____ Property ID#: _____

Legal Description of Property: _____

2. APPLICANT

Please check if "Applicant" is the same as "Property Owner".

Name of Applicant: _____ Date: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Hm: _____ Wk: _____ Cell: _____ Email: _____

3. PROJECT NARRATIVE

Describe Proposed Property Use

Customer Signature _____ Date _____

4. CONDITION (OFFICE USE)

Prohibited Uses: _____

Director of Permits _____ Date _____

City Manager _____ Date _____

Approved Denied

Date: _____

Town of Pecos City

Pre-Approval Application to Pay for Water and/or Sewer Tap

Date: _____

Applicant Name: _____ Number: _____

Applicant Address: _____ City, State, Zip: _____

Applicant Mailing Address: _____ City, State, Zip: _____
(If different then above)

Address (where service will be performed): _____

Property ID #: _____
(Can be found at Reeves County Appraisal District or Reeves County Tax Office)

Subdivision: _____ Lot: _____ Block: _____

Select the Type of Service Requested:

Sewer Tap

Sewer Re-Tap (for services in current use)

Water Tap

Size requesting: 5/8" 1" 2" 3" 4" 6"

Property Description: (Select all that apply)

Empty Lot Existing Residence Existing Commercial Building Other

If other was selected please describe property: _____

Intended Use of Property: _____
(this information required)

I certify that the information provided is true and correct. I understand that false or misleading information may delay services being requested. I also understand that I must comply with all the requirements of the Town of Pecos City Water Department, and all Ordinances of the Town of Pecos City Code of Ordinances, and all other local, state and federal laws. Failure to comply may result in disconnection of services.

Customer Signature

Date

Water Dept.

Date

Water Access to the Property: Yes No Size of Line: _____

Sewer Access to the Property: Yes No Sewer: _____

Comments:

Public Works Director Signature

Date

 Approved Disapproved

Zoning District: _____ Approved Use Unapproved Use

Comments:

Are there any taxes owed on the property requesting services according to Ordinance No 15-05-02

Yes No

If yes, has property owner showed proof of payment plan?

Yes No

Director of Permits

Date



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911 Address Request Form

Date: _____ Property Id: _____
(for property needing the address)

Customer Name: _____ Telephone Number: _____

Business Name: _____ Business Number: _____
(If applicable) (If applicable)

Current Mailing Address: _____

Legal Description of Property: _____
(Lot, Block, Subdivision, etc...)

Property Description: _____
(Lot dimensions House description, fence, unique visible features, additional structures, etc.)

Intended Use of Property: _____

Notes: _____
(Include any special conditions for this property, i.e. persons with medical conditions, large dogs, etc...)

Signature: _____ Date: _____

The information below to be filled out by City Hall

911 PBRPC Address Confirmation: Y ___ N ___ Reeves County Appraisal District Notified: Y ___ N ___
Date Confirmed: _____ Date Notified: _____

TOPC Utility Department: Y ___ N ___ Texas New Mexico Power Co. Notified: Y ___ N ___
Date Notified: _____ Date Notified: _____

Texas Gas Service Notified: Y ___ N ___ USPS Notified: Y ___ N ___
Date Notified: _____ Date Notified: _____

Issues/Stipulations: _____

911 Address Issued (subject to change): _____ Zoning District: _____

Date/Name Issued by: _____



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City of Pecos 9-1-1 Address Receipt

Customer Name: _____

9-1-1 Address: _____

(subject to change)

(House Number)

(Street Name)

The above address should be posted near the entrance of your property and should be visible from the street. The numbers must be at least five inches tall but can be taller. They should be on opposing backgrounds, i.e. black on white or white on black but can also be cut out of metal or other durable materials. Only the house number and apartment space number or letters need to be posted. The street name is posted at the street intersections. We request you remove any old address numbers that you may have up. If you have any questions, please contact Syra Nichols, City Secretary at the office @ 432-445-2421 ext. 207, Monday-Friday 8:00 a.m. to 5:00 p.m.

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Moving Permit Application

Owner's Name: _____

Owner's Address: _____

Contact Phone: _____

Address for placement: _____

Legal Description: _____

HUD#: _____

Year Model: _____

Manufactured Home

Manufactured Office

Customer Signature

Date

Community Development Director Signature

Date

Zoning District: _____

Approved Disapproved

Permit Number: _____