



**Town of Pecos City**  
115 W 3<sup>rd</sup> St / P.O. Box 929  
Pecos, Texas 79772

Ph: 432-445-2421 / Fx: 432-445-6670  
[www.pecostx.gov](http://www.pecostx.gov)

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 January 1, 200)
5. Electrical/Plumbing Permits – Get a licensed Plumber and Electrician to run utilities to manufactured home once it has been delivered.

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
5. Skirting on Manufacture Home must be added



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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:

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\_\_\_\_\_  
Public Works Director Signature

\_\_\_\_\_  
Date

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 Approved  Disapproved

Zoning District: \_\_\_\_\_  Approved Use  Unapproved Use

Comments:

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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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## Moving Permit Application

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Address for placement of Manufactured Home: \_\_\_\_\_

Legal Description of the property: \_\_\_\_\_

HUD# or Serial Number: \_\_\_\_\_

Year Built: \_\_\_\_\_

Manufactured Home

Manufactured Office

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Community Development Director Signature

\_\_\_\_\_  
Date

Zoning District: \_\_\_\_\_

Approved  Disapproved

Permit Number: \_\_\_\_\_