

---

Project Address

Owner Name

Date

---

## Checklist For Category I, Manufactured Home

**Check appropriate boxes in the "Attached" column once an item has been completed**

(Note: If the listed item is not required, write 'N/A' in place of the checkmark.)

**The Architectural Review Committee reserves the right to determine the construction category for your project and reserves the right to require additional information.**

---

**Proposed construction** (Indicate one):

---

1 NEW Manufactured Home/Mobile Home/Trailer

---

2 USED Manufactured Home/Mobile Home/Trailer

---

<i>Attached</i>	<i>Rec'd</i>	<i>Date</i>	<i>Item</i>
<i>(by applicant)</i>	<i>(by ASPOA)</i>		

---

Pre-Application Inspection Report w/ photos (for used Manufactured Homes)

---

ASPOA Application for Building Permit

---

Building & Construction Regulations & Requirements

---

**Site plans** (must include, at a minimum)

<i>Attached</i>	<i>Rec'd</i>	<i>Date</i>	<i>Item</i>
<i>(by applicant)</i>	<i>(by ASPOA)</i>		

---

Valid (stamped & certified) survey showing easements and building setbacks

---

Planned and existing structures/additions/enlargements, driveways, patios to remain on property

---

Retaining walls and fences (plans/drawings)

---

Location of existing or planned septic system design

---

Location of existing or planned utilities (Location where electric & water enter the lot & connect to home.)

---

Lot drainage flow (Mark with arrows)

---

**Building plans**

<i>Attached</i>	<i>Rec'd</i>	<i>Date</i>	<i>Item</i>
<i>(by applicant)</i>	<i>(by ASPOA)</i>		

---

Texas Dept of Housing Community Affairs Statement of Location

---

Foundation/Tie Down Plan

---

Floor Plan

---

Retaining wall engineering plans if over 48" *(If applicable)*

---

---

Existing or proposed fence plans *(If applicable)*

---

Existing or proposed pool and/or spa plans *(If applicable)*

---

Builder's specifications (Optional)

---

**Travis County**

*Attached  
(by applicant)*

*Rec'd  
(by ASPOA)*

*Date*

*Item*

---

Travis County Basic Development Permit

---

Travis County Driveway Approach Permit (ROW)

---

Travis County On-Site Sewage Facility (OSSF) Permit

---

WCID #17 Permit, or signed receipt for permit application

---

Travis County Easement Release *(If applicable)*

---

**Required documents**

*Attached  
(by applicant)*

*Rec'd  
(by ASPOA)*

*Date*

*Item*

---

\$10,000 Permit Bond with ASPOA as insured

---

Move On Agreement (required when applying to move a home into or within Apache Shores (ASPOA))

---

**Fees**

---

\$ ASPOA Admin Fee *(Due with application)*

---

\$ Capitol Improvement Fee *(Due with application)*

---

\$ Plan Review *(Due with application)*

---

\$ Two inspections *(Due with application)*

---

**Refundable Deposit**

---

\$ Refundable Deposit (Due when permit is approved and prior to issuing ASPOA permit)

---

[\(Cat I Major Construction, Manufactured Home Checklist\)](#)

---

**I have read, understand, and agree to abide by all rules, regulations, notices and policies in this packet AND have supplied all necessary plans, permits, paperwork, etc, as required by the type of construction I am requesting.**

---

Owner Signature

Date

---

Contractor Signature

Date

---

02/2015