



New Build Check List

Note: We are not Connected to the Cape Royale
Property Owners Association.

****This is not an Official Check List****

☐

911 ADDRESS

USUALLY GIVEN WITH PERMIT OR OFFICE OF EMERGENCY MANAGEMENT

☐

Packet from POA

Phone Number: 936-653-3233

Office Address: 6 Sales Dr. Coldspring TX 77331

Cape Royale Utility District

☐

fill out Drainage packet

☐

make \$500.00 Deposit

Turn in:

☐

Plot Plan

☐

Survey

before approval is given:

☐

we'll determine culvert size

standard is 18" galvanized or preferred HDPE

☐

we'll determine if an encroachment is needed

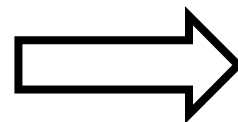
If an encroachment is needed you will come to the office.

We will fill out the encroachment and collect the \$35.00 fee.

We file it at the court house.

These are reviewed on Tuesdays and turned into the POA ACC
The Field Supervisor Mike Jacobs will call you upon completion

Check List Continued on back





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**Meeting w/ Cape Royale Property Owner's
Association's Architectural Control Committee.**

Cape Royale Utility District

**Now when you need water you will come down and fill out a tap app
here at the office things you need to know: This generally**

☐

Fill out Tap App/ make deposit

it is \$100.00 security deposit w/ 5/8"meter \$1,600.00

5/8" meter Total \$1,700.00

**please dicuss other options with Field Supervisor*

☐

CSI's will be done

Number of CSI's will vary for each build

☐

Sewer Inspection will also be done

Please do not bury any sewer lines until inspection is done



DRAINAGE DEPOSIT

PART ONE OF NEW BUILDS

OPENING

EFFECTIVE DATE: _____

TAX ACCOUNT R/0000 _____

LONG : _____

CUSTOMER PORTION

NEW ACCOUNT # _____ (WE WILL PROVIDE) OWNER RENTER LANDLORD: _____

NAME: _____

ADDRESS: _____

PHONE NUMBERS: _____

DRIVERS LICENSE: _____ AND _____

EMAIL ADDRESS: _____

Please Note: No account will be approved or submitted to the ACC Board with out Deposit.

****The Drainage deposit is to ensure two things. *****

1. Correct Culvert sizes are installed.
2. Sewer Lines are installed and Inspected

Deposit Amount \$500.00

Once the Sewer Line is inspected and approved the Deposit will be returned.

OFFICE USE ONLY BELOW THIS LINE

MISC./CHARGE: **Drainage Deposit** \$ _____

CHECK NUMBER # _____

NOTES: *i.e: Builder/Owner* _____

CHANGE CHARGES TO: WATER (Y/N) SEWER (Y/N) TRASH (Y/N) CNVS (Y/N) REG FEE(Y/N)

ADD M AT MISC VFD AND YEAR 2900 (YES/NO)

SERVICE ADDRESS: _____

LEGAL DESCRIPTION: _____ WALK SEQ: _____

METER ID: _____ METER READ: _____

RATE NUMBER: _____ ROUTE NUMBER: _____

MAKE SURE TO CHECK BILL THIS UTILITY IS CHECKED



TAX ACCOUNT & ROLL

☐

SCAN & FILE SERVICE AGREEMENT

☐

ENTER AND FILE DIRECT DEBIT FORM

☐



Review Letter

To: Cape Royale Property Owners Association
Architectural Control Committee
6 Sales Drive
Coldspring Tx 77331

Regarding the following Property

Site Plan and Survey provided on: _____

Address of Build: _____

Culvert size agreed upon: _____

☐ As shown, the Survey and Plot Plan provided by _____ **DOES NOT** encroach on any of the existing Cape Royale Utility District Easements. The property owner of any lot or lots within the District has an on-going responsibility to help maintain the integrity of the District's drainage facilities, as outlined in the Drainage Policy. Building on this property or ANY property could potentially cause property damage.

☐ As shown, the Survey and Plot Plan provided by _____ **DOES** encroach on the existing Cape Royale Utility District Easements. The Owner has filled out an encroachment with the Cape Royale Utility District office, and it has been filed at the San Jacinto County Courthouse. The property owner of any lot or lots within the District has an on-going responsibility to help maintain the integrity of the District's drainage facilities, as outlined in the Drainage Policy. Building on this property or ANY property could potentially cause property damage.

If you have any questions, please contact the Field Supervisor at Cape Royale Utility District.

Sincerely,

Approval Stamp

Mike Jacobs, Field Supervisor
Cape Royale Utility District (936) 653-4861