



**CITY OF LAREDO**  
**Application for Certification of**  
**Compliance for Utility Connection**  
 (\$ 50.00 Application Fee – Ordinance No. 2012-O-158)

Date received: \_\_\_\_\_

Date of application: \_\_\_\_\_

Received by: \_\_\_\_\_

**Applicant** \_\_\_\_\_  
 (If different from Property Owner)

**Property Owner** \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Cellular \_\_\_\_\_

Cellular \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**\*NOTE:** If applicant is different from the owner named on the deed, the affidavit on page three of this application must be completed.

- All owners of the above cited property must sign and date application.
- If the owner of the property is a corporation, proof of legitimacy of signing party must be provided.

**Name of designated representative** (If different from Property Owner) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Cellular \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Address of site of utility request: \_\_\_\_\_

Legal Description of Property:

Lot / Tract \_\_\_\_\_ Block \_\_\_\_\_ Acres \_\_\_\_\_

Porcion \_\_\_\_\_ Survey \_\_\_\_\_ Abstract \_\_\_\_\_

Total number of existing meters in this property \_\_\_\_\_

Relocation meter \_\_\_\_\_ Yes \_\_\_\_\_ No

Total number of existing residential structures in this property \_\_\_\_\_

Total number of non-residential structures in this property \_\_\_\_\_

What will this utility be connected to: \_\_\_\_\_ (i.e., house, mobile home, business, water well)

*Please, provide the information required on page #4 of this application.*

The undersigned has read the above application and does hereby certify that all information contained herein is true and correct.

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Date

AFFIDAVIT

STATE OF TEXAS

COUNTY OF WEBB

BEFORE ME, the undersigned official, on this day personally appeared \_\_\_\_\_, who is personally known to me and first being duly sworn according to law upon his/her oath deposed and said:

"My name is \_\_\_\_\_ I am over eighteen (18) years of age and I reside at \_\_\_\_\_. I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property which is the subject of this request. I have designated \_\_\_\_\_ to represent me in filing an application for certification of plat compliance with the Planning Department of the City of Laredo, and to appear on my behalf at all necessary meetings of the Planning and Zoning Commission with respect to this request. In relation to this it is my understanding that as owner of the aforementioned property, either I or my representative may apply and appear on behalf of the request.

\_\_\_\_\_  
Affiant

On \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts stated herein are true and correct.

\_\_\_\_\_  
Notary Public, State of Texas

## City of Laredo Planning Department

To obtain a certificate of compliance for a utility connection the following information must be completed along with the application

If the property is outside of the City Limits and within the ETJ\* the petitioner may be eligible to obtain a certificate of compliance for a utility connection and only if the petitioner meets any of the following requirements:

- Y N 1. If the property is platted (date approved, recorded in volume #, page #) and the request is for the first service connection, or
  - Y N 2. If the petitioner is able to provide any proof that the land was first served or connected with service prior to September 1, 1987, or
  - Y N 3. If this property is over 5 acres and your request is for the first service connection, or
  - Y N 4. If the petitioner's request is for residential purpose only and if he/she as owner and applicant, is able to provide to the municipal authority responsible for approving plats (P&Z Commission), the following documents:
    - a) A notarized affidavit by a person requesting services stating the date that the property was sold or conveyed to that person (prior to September 1, 1995), and stating the date that the construction of a residence on the land, evidenced by at least the existence of a completed foundation\* was begun (prior to May 1, 1997).
    - b) Location map, including north arrow, a brief description of the residence and directions how to access the site. (not necessary to scale)
    - c) At least two (2) photographs (from different angles) showing the residence and the condition of the foundation\*.
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- ❖ In all cases, the petitioner shall submit an executed form, letter from the utility service provider (Medina Electric Corp. or C.P.L.) identifying current and previous utility connections on the property.
  - ❖ To be considered, the petitioner must attach a copy of your deed to the above described property (i.e. warranty deed, deed of trust, deed of gift, contract for sale, contract for deed, or other executory contract evidencing ownership that includes, date of sale, and legal description).
  - ❖ NOTE: An on-site visual inspection may be required.
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- Foundation means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.

## City of Laredo Planning Department

The following information must be submitted with the application: / *La siguiente informacion debera presentarse con su solicitud:*

\_\_\_\_\_ 1. Provide an executed form letter from the utility service provider (Medina Electric Corp. or C.P.L.) identifying current and previous utility connections on the property. / *Una carta formal por parte de la compañía proveedora del servicio (Medina Electric Corp. or C.P.L.) al cual deberá identificar las actuales y anteriores conexiones en dicha propiedad.*

\_\_\_\_\_ 2. One (1) copy of a recorded deed (i.e. warranty deed, deed of trust, deed of gift, contract for sale, contract for deed, or other executor contract evidencing ownership that includes, date of sale, and legal description). / *Una copia de las escrituras o contrato de compra venta de la propiedad. El document deberá mostrar que ha sido legalmente registrado en las oficinas del Condado de Webb.*

If you request is for residential purposes only, please attach the following documents: / *Si su petición es unicamente para uso residencial, usted deberá agregar la siguiente documentación:*

\_\_\_\_\_ 3. A notarized affidavit by the person requesting services stating the date that the property was sold or conveyed to that person, and the date that the construction of a residence on the land, evidenced by at least the existence of a completed foundation\* was begun. / *Una carta notariada, especificando la fecha de adquisición de la propiedad por la persona solicitante del servicio, asi mismo deberá incluir la fecha en que fue construida su residencia en dicha propiedad. O por lo menos comprobar la fecha de la existencia de su complete cimentacion.*

\_\_\_\_\_ 4. A location map, including north arrow, a brief description of the residence and directions how to access the site. (not necessary to scale) / *Un mapa de ubicación que muestre la orientación del norte, una breve descripción de la residencia e instrucciones cómo tener acceso a la propiedad en la que se desea instalar el servicio. (no necesariamente a escala)*

\_\_\_\_\_ 5. Two (2) photographs (from different angles) showing the residence and the condition of the foundation\*. / *Dos (2) fotografías tomadas de diferentes ángulos mostrando la residencia y las condiciones de su cimentación\*.*

\* Foundation means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests. / \**Cimentación. La parte más baja de una construcción constituida regularmente de concreto o por una estructura que está parcial o totalmente por debajo de la supervicie del terreno sobre la cual descansa la estructura.*