

Planning & Development Department
CLEARING PERMIT APPLICATION

1. PROPERTY OWNER CONTACT INFORMATION:

OWNER NAME: _____ PHONE 1: _____
PHONE 2: _____ FAX #: _____
E-MAIL: _____
MAILING ADDRESS: _____

2. *AGENT/CONTRACTOR REPRESENTING PROPERTY OWNER (If Applicable):

AGENT / CONTRACTOR COMPANY: _____
PHONE 1: _____ PHONE 2: _____
E-MAIL: _____ FAX #: _____
MAILING ADDRESS: _____
CONTACT PERSON'S NAME: _____ PHONE: _____

3. PROPERTY DESCRIPTION:

HCAD PARCEL NO(s) 13-digit Tax ID(s): 1.) _____
2.) _____
3.) _____
PROPERTY ADDRESS (If existing): _____
PROPERTY LEGAL DESCRIPTION: _____
FLOOD ZONE: _____ USE ZONE (ZONING DISTRICT): _____

4. APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION INCLUDED WITH SUBMITTAL (Check applicable boxes):

- COMPLETE ITEMS 1-4 OF CLEARING PERMIT APPLICATION
- INCLUDE PROPERTY SURVEY (WITH CLEARING AREA CLEARLY ILLUSTRATED)
- INCLUDE PROPOSED TREE REPLACEMENT PLAN (PER CITY'S RECOMMENDED TREE LIST)
- PROVIDE WRITTEN AUTHORIZATION FROM PROPERTY OWNER TO ACT ON HIS/HER BEHALF
- SUBMIT \$20.00 PERMIT APPLICATION FEE

NOTES TO APPLICANT:

1. A CLEARING PERMIT IS APPLICABLE ONLY TO NON-RESIDENTIAL DEVELOPMENT & RESIDENTIAL SUBDIVISIONS OF 5 OR MORE ACRES.
2. IF PROJECT INCLUDES PLACEMENT OF FILL DIRT, SUBMIT A COMPLETED FILL DIRT PERMIT APPLICATION WITH YOUR SUBMITTAL (FILL DIRT UTILIZED WITHIN CONSTRUCTION FORMS OF PROPOSED FOUNDATION AREA IS EXEMPT FROM FILL DIRT PERMITTING REQUIREMENTS.)

APPLICANT PRINTED NAME: _____ APPLICANT SIGNATURE: _____

(STAFF USE ONLY):

PERMIT NO: _____

CODE ENFORCEMENT ACTION? YES NO

TAXES CURRENT?: YES NO

FWD. APPLICATION & SURVEY TO PARKS DEPT. (for Field Review) DATE: _____ BY: _____

REC'D. FIELD REVIEW RESULTS FROM PARKS DEPT. DATE: _____ APPROVED DENIED

Comments: _____

FWD. APPLICATION & SURVEY TO CITY PLANNER DATE: _____ BY: _____

REC'D. CITY PLANNER'S REVIEW OF PROP. TREE & PLANT LIST: DATE: _____ APPROVED DENIED

Comments: _____

FWD. APPLICATION & SURVEY TO CITY ENGINEER (for = or > 1 ac.) DATE: _____ BY: _____

REC'D FIELD REVIEW RESULTS FROM CITY ENGINEER (for = or > 1 ac.) DATE: _____ APPROVED DENIED

PERMIT APPROVED FOR ISSUANCE: DATE: _____ BY: _____