



**APPLICATION FOR MARINE CONSTRUCTION PERMIT
AND/OR BARGE FLEETING OR BARGE STAGING LEASE**

For instructions regarding the completion and submission of this application, see Instructions to Applicant

PORT HOUSTON

SECTION A – APPLICANT

Company Name:	Mailing Address:		
Corporate Officer Signing the Permit (Name/Title):	Billing Address (if different from mailing address):		
Company Contact (Name/Title):	Phone:	Email:	
Emergency Contact (Name/Title or Call Center):	Phone:	Email:	
Authorized Agent (Name/Title) (if applicable):	Phone:	Email:	
Authorized Agent Company Name:	Mailing Address:		
Person Preparing the Application (Name/Title):	Phone:	Email:	
Barge Fleeting/Staging Area is adjacent to:	Port Authority Uplands	Private Uplands	Open Water
Legal Interest in Property (owner, lease holder, etc.):	<i>If not owner, documentation of possessory interest is required</i>		
Property Owner Name (if applicable):	Phone:	Email:	
Property Owner Authorized Agent Name (if applicable):	Phone:	Email:	

SECTION B – PROJECT

Project Description (Attached supplemental sheet if needed):	
Project Location (physical address or GPS coordinates):	Name of Waterbody or Adjacent Waterbody:
	Port Authority Permit No. relating to project location:
Facility or Project Name:	USACE Permit No. (if applicable):
Total Area for Barge Fleeting/Staging (ac or ft ²):	Total Encumbered Area (ac or ft ²):

Current Depth: _____ ft MLLW	Proposed Depth: _____ ft MLLW	Total Area to be Dredged (ac or ft ²):
Quantity of Dredged Material (yd ³):	Proposed Dredged Material Placement Area(s):	
Quantity of Fill Material on Submerged Land (yd ³):	Total Area of Fill Material (ac or ft ²):	
Source of Fill Material:	Containment of Fill Material (bulkhead, riprap, etc.)	
Estimated Construction Schedule (Start and Completion):	Estimated project construction cost:	
<p>Proposed project is the initial phase of a larger planned development that will occur within the next 10 years: Yes No</p> <p>a. If Yes, attach complete project description and plans for the entire project.</p> <p>b. If No, attach the following, where appropriate:</p> <ol style="list-style-type: none"> 1. A detailed site plan of all proposed work, including structures to be removed or demolished, dredging, and submerged land to be filled (8.5 x 11 to 11 x 17 acceptable). 2. Drawings for all necessary utility line extensions to the waterside structure. 3. Drawings showing the location of pipelines and utilities within 150 feet of the shoreline. 		
SECTION C – LAND USE AND REGULATORY SETTING		
Current Property Use:	Proposed Property Use:	
Current level of ship or barge traffic:	Projected traffic changes:	
Proposed vessel size (LOA, beam, draft) and frequency of use:	Proposed setback of facility from toe of channel:	
Project will maintain, enhance, or conflict with public access in the Port: Yes No	If yes, describe:	
Project requires relocation, modification, or addition of aids to navigation: Yes No <i>If yes, U.S. Coast Guard coordination may be required.</i>	Vessels accessing the fleeting/staging area would impede current or present use of the adjacent property(s): Yes No <i>If yes, coordination with the adjacent property owner(s) is required.</i>	
Adjacent Property Owners (name/phone/address):		
Project would change the capacity of the shoreside handling facility: Yes No	If yes, describe the current and projected capacities:	

Project would change the level of truck or rail traffic: Yes No	If yes, describe current and projected traffic conditions:
Project would include additional lighting near shore: Yes No	If yes, describe how light leakage would be minimized:
New stormwater outfalls would be installed in the project area: Yes No	Facility has or would have a gangway for vessel access: Yes No
Project would result in displacement or abandonment of existing petroleum related operation: Yes No	If yes, describe:

SECTION D – RISK MANAGEMENT

On-site emergency spill response in place: Yes No	On-site fire protection in place: Yes No
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SECTION E - SECURITY

Facility has a U. S. Coast Guard approved security assessment and plan: Yes No Pending Not Required	Company and facility is in compliance with all applicable security laws and regulations: Yes No
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SECTION F – HAZARDOUS MATERIALS AND WASTES

List hazardous material or hazardous waste permits from federal, state, and local regulatory agencies that will be required:

Agency	Permit Type	Permit No.

Underground storage tanks are present on the property or are proposed to be installed within 150 feet of the shoreline: Yes No	If yes, indicate volumes and uses:
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SECTION G - CERTIFICATION

I attest that to the best of my knowledge and belief the information supplied in and accompanying this application is true and accurate and that any false or misleading information or nondisclosure of material facts shall be cause for denial of this application and for revocation of any permit issued in reliance on the information contained herein.

Signature of Applicant or Authorized Agent _____ Date _____

Name & Title of Applicant or Authorized Agent (printed or typed) _____

**APPLICATION FOR MARINE CONSTRUCTION PERMIT
AND/OR BARGE FLEETING OR BARGE STAGING LEASE
Instructions to Applicant**

This application is to be used to request a lease for barge fleeting or barge staging over submerged lands owned and managed by the Port Authority adjacent to Port Authority upland property, private upland property, and open water areas. The application may be completed and signed by either the applicant, authorized agent, or preparer. Applicants are encouraged to consult with Channel Development concerning the types and levels of detail required. Applicants whose projects require a Federal, City, or County permit are encouraged to apply for that permit concurrent with this application.

Fees: \$1,000 Application Fee
\$10,000 As-Built Deposit
Lease fees to be calculated by the Port Authority (See *Fee Schedule*)

General Instructions

1. Complete and sign the application, put N/A if not applicable.
 - a. *Company Name*: Legal company name as listed with the Office of the Secretary of State or other licensing entity (*Documentation may be required*)
 - b. *Emergency Contact*: Person or call center available 24/7 in case of emergency
 - c. *Corporate Officer*: A person who has authority to bind the company, and the entity type generally determines who has such authority. The proper person to sign is: (a) the president, vice-president or other senior officer of a corporation, witnessed by the corporate secretary or assistant secretary; (b) the partner of a general partnership, properly witnessed; (c) the owner of a sole proprietorship, properly witnessed; and (d) the general partner of a limited partnership, properly witnessed. If someone other than the person listed is signing, or a witness does not additionally sign, proper papers authorizing that action must be submitted (corporate resolution or attorney-in-fact designation)
 - d. *Proposed Use and Project Description*: Provide the intended use (barge fleeting or barge staging) and describe the overall project, including dredging, bulkheads, pilings, spud barges, access areas, etc.
 - e. *Encumbered Area*: (i) the area between the shoreline and the Fleeting Area; and (ii) if dredged, the area between the Fleeting Area and the Channel.
 - f. *Filled Area*: the area taken up by structures such as pilings and docks, or by filled-in areas that were previously submerged.
 - g. *Fleeting Area*: the area used for Barge Fleeting, Barge Staging, or for parking barges.
2. Drawing(s) for all proposed and existing work to be submitted on 8.5" x 11", 8.5" x 14", or 11" x 17" prints or Adobe Acrobat .pdf format. Drawings to include a vicinity map, plan view, and profile view. See sample drawing.
3. Submit the application package and fee(s) as indicated below. The application package includes the completed and signed application, required documentation, and copy of payment.

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APPLICATION FOR BARGE FLEETING OR BARGE STAGING LEASE
Instructions to Applicant

Return application package to: Channel Operations Department
Port of Houston Authority
Attn: Licenses/Permits
111 East Loop North
Houston, Texas 77029
or chandev@porthouston.com

All fees associated with this application should be sent to:

Online Credit Card Payments **For amounts up to \$5,000 USD**
Access our secure online payment system at <http://porthouston.com/portweb/online-payments/>

Check Payment- Lockbox Address:

Port of Houston Authority
P.O. Box 664101
Dallas, Texas 75266-4101

Over-night Address:

Port of Houston Authority
Attn: 664101
12720 Hillcrest Road #115, Dallas, Texas 75230

Wire Transfer and ACH Transfers:

Company	The Port of Houston Authority
Tax ID#	74-6001217
Bank Name/Telephone#	Truist @ 713-425-0818
Bank Address	P.O. Box 664101, Dallas, Texas 75266-4101
Account No.	14400 111 00426
ABA Transit Routing No.	111 017 694
Swift Code (For international wires)	BRBT US33

Wire and ACH transfer payment details must be emailed to paymentremitonly@porthouston.com

The Channel Operations Department may request additional information as deemed necessary to process the application. Contact the Channel Operations Department at 713-670-2441, or 713-670-2839, or chandev@porthouston.com for assistance regarding any of the above requirements.