



**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 <sup>2</sup> ):	Total Encumbered Area (ac or ft <sup>2</sup> ):

Current Depth: _____ ft MLLW	Proposed Depth: _____ ft MLLW	Total Area to be Dredged (ac or ft <sup>2</sup> ):
Quantity of Dredged Material (yd <sup>3</sup> ):	Proposed Dredged Material Placement Area(s):	
Quantity of Fill Material on Submerged Land (yd <sup>3</sup> ):	Total Area of Fill Material (ac or ft <sup>2</sup> ):	
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"> <li>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).</li> <li>2. Drawings for all necessary utility line extensions to the waterside structure.</li> <li>3. Drawings showing the location of pipelines and utilities within 150 feet of the shoreline.</li> </ol>		
<b>SECTION C – LAND USE AND REGULATORY SETTING</b>		
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:	



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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 the Channel Infrastructure Department 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 (c) 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.

**CONTINUED NEXT PAGE**

**APPLICATION FOR BARGE FLEETING OR BARGE STAGING LEASE**  
**Instructions to Applicant**

**Return application package to:** Channel Infrastructure Department  
Port of Houston Authority  
Attn: Licenses/Permits  
111 East Loop North  
Houston, Texas 77029  
or [chandev@porthouston.com](mailto: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](mailto:paymentremitonly@porthouston.com)*

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