



APPLICATION FOR 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 Lease (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 Upland Property (owner, lessee, 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

Proposed Use and Project Description (Attach supplemental sheet as needed),		
Project Location (physical address or GPS coordinates):	Name of Adjacent Waterbody:	
Port Authority Permit No. relating to project location:	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):

APPLICATION FOR 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: \$675 Application Fee
\$2,500 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.

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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 <http://porthouston.com/portweb/online-payments/>

<u>Check Payment- Lockbox Address:</u> Port of Houston Authority P.O. Box 95279 Grapevine, Texas 76099-9752	<u>Over-night Address:</u> Port of Houston Authority Attn: Lockbox# 95279 3330 West Royal Lane, Irving, Texas 75063-6013
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<u>Wire Transfer and ACH Transfers:</u> Company Tax ID# Bank Name/Telephone# Bank Address Checking Acct. No. Bank Transit & Routing Number Swift Code (For international wires)	The Port of Houston Authority 74-6001217 Branch Banking and Trust @ 713-425-0818 P.O. Box 95279, Grapevine, TX 76099-9752 14400 111 00426 ABA# 111 017 694 BRBT US33
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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 chandev@porthouston.com for assistance regarding any of the above requirements.