PORT HOUSTON

APPLICATION CHECKLIST

1. Application is complete and signed by either the applicant, authorized agent, or preparer
   a. All information fields are complete. N/A used where not applicable
   b. Company name is written as registered with the Office of the Secretary of State or other licensing entity
   c. Corporate Officer listed is a person who has authority to bind the company, such as a president or vice-president. If someone other than the president or vice president is listed, provide proper documentation authorizing action (such as a corporate resolution or attorney-in-fact designation)
   d. Emergency contact listed is a person or call center that first responders can contact in the event of an emergency

2. Drawing(s) to include, but not limited to, the following:
   a. Submitted on 8.5" x 11", 8.5" x 14", or 11" x 17" prints or Adobe Acrobat .pdf format
   b. Vicinity map and plan/profile format
   c. Survey ties to adjacent topography and property corners
   d. NAD 1983 StatePlane Texas South Central FIPS 4204 (Feet) coordinates for the beginning and end points of the project across Port Authority property, and routing (distance and direction) in plan view
   d. If GPS was used to obtain coordinates, include the accuracy level of the collection device and whether the data was differentially corrected
   e. Mean Lower Low Water elevations with nearest U.S.C.G.S. benchmark and year datum
   f. If a mile post is referenced, give the associated distance from known street or highway
   g. All use of Port Authority property (including submerged lands) and PTRA railroad right of way must be redlined

3. Required documentation (e.g. sediment sampling plan, drawing(s), bill of sale, corporate resolution, etc.)

4. 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.

Return application package to:

Port of Houston Authority
Channel Development Department
Attn: Licenses/Permits
111 East Loop North
Houston, Texas 77029 or *chandev@poha.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:	Over-night Address:
Port of Houston Authority	Port of Houston Authority
P.O. Box 95279	Attn: Lockbox# 95279
Grapevine, Texas 76099-9752	3330 West Royal Lane, Irving, Texas 75063-6013

Wire Transfer and ACH Transfers:

Company	The Port of Houston Authority
Tax ID#	74-6001217
Bank Name/Telephone#	Branch Banking and Trust @ 713-425-0818
Bank Address	P.O. Box 95279, Grapevine, TX 76099-9752
Checking Acct. No.	14400 111 00426
Bank Transit & Routing Number	ABA# 111 017 694
Swift Code (For international wires)	BRBT US33

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

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