City of Hunters Creek Village
#1 HUNTERS CREEK PLACE
HUNTERS CREEK VILLAGE, TEXAS 77024
(713) 465-2150 phone
(713) 465-8357 fax

PERMIT CHECKLIST - FENCE & GATE

Date: ___________________ Job Site Address: ________________________________________________________

Value of the Work: $____________

Documents Submitted:
[ ] Two sets of Plans

[ ] Survey of Property
  CH. 44, SUB-SECT. 44-28 (b) HUNTERS CREEK VILLAGE CODE

[ ] Tree Survey
  CH. 18, SECT. 18-20 (c) HUNTERS CREEK VILLAGE CODE

[ ] Tree Disposition Plan (TDP)
  CH. 18, SECT. 18-20 (c) HUNTERS CREEK VILLAGE CODE

[ ] Drainage Plan if Applicable to comply with
  CH. 44, SECT. 44-129 HUNTERS CREEK VILLAGE CODE

[ ] Letter of approval from HOA’s ARC (if required by same) or letter from builder stating there is no HOA or ARC

[ ] Hold Harmless Acknowledgment

Fence Info:
Any lot line touching Voss or Memorial Drive? : __________________
Height of fence (≤7'): ______ ft. (from natural grade)
In front of front face of building, but behind front setback line: ______
Fence Type (Check one):
[ ] Masonry
  NOTE: A MASONRY FENCE 7 FT OR ABOVE NEEDS A SOIL REPORT AND ENGINEERED FOOTINGS IAW CH. 14, SUB-SECT. 6-7(k)
[ ] Decorative Metal
[ ] Wood
[ ] Electric Gate Included: ______
Fence/Gate provides protection for Pool/Spa/Hot Tub area (as required by Code): ______
NOTE: POOL FENCING MUST BE AT LEAST 48" HIGH.
Gates self-closing & latching:
NOTE: POOL GATES MUST OPEN OUT WITH LATCH ON INSIDE.
Fence/Gate is completely on Owner’s Property: ______
NOTE: FENCING STRADDLING A PROPERTY LINE REQUIRES WRITTEN CONSENT FROM NEIGHBOR SHARING FENCE.

Electrical Service: (If Applicable)
Load Analysis total: ________ amps
Service currently in place: ___amps
Recommended service: ____ amps

**OFFICE USE ONLY**

☐ Approved  ☐ Denied

Comments:
________________________________________________________________________________________
________________________________________________________________________________________

Signed By: __________________________ Title: __________________________________________

Permit Fee: $____________

HCVPermitCheckListFenceGate020810
FENCE HOLD HARMLESS ACKNOWLEDGMENT

DATE: ______________________________

ADDRESS:________________________________________________________________________

OWNER: ________________________________________________________________________

CONTRACTOR:____________________________________________________________________

As the owner of the above referenced property, I (we), the undersigned, are requesting permission to install wood or wrought iron fencing not only on our property but also in certain utility easements and/or rights-of-way located within our front, back or side yard.

In consideration of the issuance by the City of Hunters Creek Village of a permit for such construction, I do fully understand and agree that the location of such improvements in any portion of the easements and/or rights-of-way shall not restrict, impede or in any manner impair the City of Hunters Creek Village, Reliant Energy, Centerpoint Energy, Memorial Villages Water Authority, Southwestern Bell, and any other public utility from exercising any and all of the rights which they or any one of them have in and to such easements, and, further, I hereby indemnify and hold harmless the City of Hunters Creek Village, Reliant Energy, Centerpoint Energy, Memorial Villages Water Authority, Southwestern Bell, and any other public utility from any and all damages or losses arising from or in the manner connected with the location of such portion of such construction in said easements.

_________________________________________            ____________________________
Owner’s Signature                       Date

_________________________________________            ____________________________
Contractor’s Signature                   Date

This instrument was acknowledged before me on this ___ day of _____________, 20_____.

_________________________________________
Notary Public in and for the State of TEXAS

_________________________________________
Print or type name

My Commission Expires: ____________________
# Permit Application

**Date:** ______________________  **Job Site Address:** ______________________________________

**Permit Type**

- [ ] New Residence
- [ ] Plumbing
- [ ] Pool
- [ ] Driveway
- [ ] Deck
- [ ] Comm. Build
- [ ] HVAC
- [ ] Fence
- [ ] Demo
- [ ] Irrigation
- [ ] Remodel
- [ ] Signs
- [ ] Roof
- [ ] Drainage
- [ ] Electrical
- [ ] Channel Bank Stabilizer

**Value of Work for Contractor:** $____________________  **Total Square Footage** ______________

**Description of Work** _____________________________________________________________

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<th><strong>Property Owner Information</strong></th>
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<th><strong>Architect / Designer Information</strong></th>
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<th><strong>Contractor / Subcontractor Information</strong></th>
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<td>Employee Name</td>
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<td>Signature</td>
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**Address, City, Zip** ________________________________________________________________

**Comments:** ______________________________________________________________________

**Signed By:** ______________________________________  **Title:** ____________________________

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ONLY COMPANY CHECKS AND CASH ARE ACCEPTED. CONTRACTOR MUST BE REGISTERED WITH THE CITY OF HUNTERS CREEK WITH CERTIFICATE OF INSURANCE AND LICENSE ON FILE.

***OFFICE USE ONLY***

- [ ] Approved
- [ ] Denied

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HCVPermitApplication11102009