



PERMIT CHECKLIST – FENCE & GATE

Documents to Submit:

- Two (2) sets of plans
- Survey of Property
 - CH. 44 Sect. 44-28 (b) Hunters Creek Code
- Tree Disposition Plan and Tree Survey
 - If no trees are to be removed, a letter stating such will be required in place of the Tree Disposition Plan and Tree Survey.
 - CH. 18 Sect. 18-20 (c) Hunters Creek Code
- Drainage Plan [if Applicable]
 - CH. 44 Sect. 44-129 Hunters Creek Code
- Letter of approval from HOA's ARC or letter from builder there is no HOA or ARC.
- Hold Harmless Acknowledgment [Must be notarized]
- Fencing straddling a property line requires written consent from neighbor sharing fence.
 - If the homeowner decides to build the fence inside of the property line, the fence post shall be set a minimum of 2 inches inside of the property line.

Fence Information:

Fence Type:

- Masonry [NOTE: A Masonry Fence 7ft or above needs a soil report and engineered footings. CH. 44 Sect. 44-163 (11)]
- Wood
- Decorative Metal
- Electric Gate Include? ____ (yes or no) Provide Electrical information below.

Any lot lines touching Voss or Memorial Drive? ____ (yes or no)

Height of Fence ($\leq 8'$): ____ ft. (from natural grade)

Fence in front of the building, but behind front setback line? ____ (yes or no)

Fence and/or Gate is completely on **Owner's** Property? ____ (yes or no)

Electrical Service: (if applicable)

Load Analysis total: ____ amps

Service currently in place: ____ amps

Recommended service: ____ amps

City of Hunters Creek Village
#1 Hunters Creek Place
Hunters Creek Village, Texas 77024
(713) 465-2150 phone
(713) 465-8357 fax



HOLD HARMLESS ACKNOWLEDGMENT – FENCE

Date: _____

Name: _____

Job Address: _____

Company / Contractor: _____

As the owner of the above referenced property, I (we), the undersigned, are requesting permission to install wood, wrought iron, or masonry 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, CenterPoint Energy, Memorial Villages Water Authority, 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 hold harmless the City of Hunters Creek Village, CenterPoint Energy, Memorial Villages Water Authority, 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.

Signature: _____ Date: _____
(Owner)

Signature: _____ Date: _____
(Contractor)

STATE OF TEXAS §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this ____ day of _____ 20____.

(seal)

Notary Public, State of Texas

City of Hunters Creek Village
 #1 Hunters Creek Place
 Hunters Creek Village, Texas 77024
 (713) 465-2150 phone
 (713) 465-8357 fax



Permit Application

Date: _____ Job Site Address: _____

Permit Type:

- | | | | | |
|--|--|--------------------------------|---|-------------------------------------|
| <input type="checkbox"/> New Residence | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Pool | <input type="checkbox"/> Driveway | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Comm. Build | <input type="checkbox"/> HVAC | <input type="checkbox"/> Fence | <input type="checkbox"/> Demo | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Signs | <input type="checkbox"/> Roof | <input type="checkbox"/> Drainage | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Channel Bank Stabilizer | <input type="checkbox"/> Tree | <input type="checkbox"/> Fire Sprinkler | |

Value of Work: \$ _____ Total Affected Square Footage: _____

Description of Work: _____

<i>Property Owner Information</i>	
Name	Phone Number
E-Mail	Fax Number
<i>Architect / Designer Information</i>	
Name	Phone Number
E-Mail	Fax Number
<i>Contractor / Subcontractor Information</i>	
Company Name	Phone Number
Employee Name [Printed]	Fax Number
Employee Signature	E-Mail
Company Address, City, Zip	

ONLY COMPANY CHECKS, CASH, & CREDIT CARDS 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

Comments: _____

Signed By: _____ Title: _____