



**West Fort Bend Management District  
Development/Redevelopment Application  
Richmond Corridors**

CITY OF RICHMOND  
DATE STAMP

Submit this application and the appropriate items listed on the Checklist on Page 2 to the City of Richmond, Building Department, 112 Jackson Street, Richmond, Texas, 77469; phone 281-232-6871.

Please check all that apply:

- Building Permit
- Landscape Permit
- Lighting Permit
- Site Clearing Permit
- Heritage Tree Removal Permit
- Plat
- Sign Permit

Project Name: \_\_\_\_\_  
\_\_\_\_\_

Address (or general location of property): \_\_\_\_\_  
\_\_\_\_\_

Legal Description or Lot and Block Number and Subdivision Name:  
\_\_\_\_\_

**Property Owner Information**

Contact Name: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant/Project Manager/Planner/Engineer Information**

Contact Name: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This is to certify that the information on this form is complete, true, and correct, and the undersigned is authorized to make this application.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

| Application Type:            | Fees Inside City | Fees Outside City | Fees Paid |
|------------------------------|------------------|-------------------|-----------|
| Building Permit              | \$ 250.00        | \$ 500.00         |           |
| Landscape Permit             | \$ 250.00        | \$ 500.00         |           |
| Lighting Permit              | \$ 100.00        | \$ 250.00         |           |
| Site Clearing Permit         | \$ 100.00        | \$ 250.00         |           |
| Heritage Tree Removal Permit | \$ 500.00        | \$ 500.00         |           |
| Plat                         | \$ 250.00        | \$ 250.00         |           |
| Sign Permit                  | \$ 25.00         | \$ 25.00          |           |

Total Paid: \_\_\_\_\_

Notes:

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Submittal Checklists**

In addition to the completed application and fee, the following items are also required to be submitted with the application. Any required drawings should be folded and attached to the application.

- Fees shall be made payable to the **City of Richmond**.

**Building Permit Application**

- Two (2) full-sized (24" x 36") and two (2) reduced (11" x 17") copies of the Site Plan clearly showing all details as described on the Plan Review Checklist (such copies shall be separate from those submitted in the City of Richmond Building Permit Application package(Inside city limits only)).
- Two (2) building material sample boards.

**Landscape Permit Application**

- Two (2) full-sized (24" x 36") and two (2) reduced (11" x 17") copies of the Landscape Plan clearly showing all details as described on the Plan Review Checklist.

**Lighting Permit Application**

- Two (2) full-sized (24" x 36") and two (2) reduced (11" x 17") copies of the Lighting Plan clearly showing all details as described on the Plan Review Checklist.

**Plat Application**

- Two (2) full-sized (24" x 36") and two (2) reduced (11" x 17") printed copies of the plat clearly showing the property boundaries and the following details:
- Building Setback Lines
  - Parking Setback Lines
  - Right-of-way lines for all Corridors, including Primary Roads and Secondary Roads, adjacent to the property
  - Note: "Subject to the West Fort Bend Management District Standards."
  - Note: "West Fort Bend Management District requires a Tree Survey and Tree Preservation Plan and the issuance of a Site Clearing Permit and/or Heritage Tree Removal Permit, as applicable, prior to removal of any trees from property."
  - Note: "The City of Richmond, agent for West Fort Bend Management District, shall be notified prior to any site clearing or construction."
  - Note: "Site Plans shall be submitted to the City of Richmond, agent for West Fort Bend Management District, for staff review and approval prior to Construction."
  - Note: "This plat was prepared to meet West Fort Bend Management District Requirements."

**Site Clearing Permit Application**

- Two (2) full-sized (24" x 36") and two (2) reduced (11" x 17") copies of the Tree Survey Plan and Long Term Tree Preservation Plan clearly showing all details as described on the Plan Review Checklist.

**Heritage Tree Removal Application**

- Two (2) full-sized (24" x 36") and two (2) reduced (11" x 17") copies of the Tree Survey Plan, clearly showing the following details:
- All trees that are greater than 30 inches in diameter, measured at a level 24 inches above natural ground
  - Photos of the trees to be removed
  - Statement explaining why the trees must be removed from the site

**Sign Permit Application**

- Two (2) 11" x 17" or letter size copies of the proposed signs, clearly showing all details as described on the Sign Criteria Checklist (such copies shall be separate from those submitted in the City of Richmond Sign Permit Application package (inside the city limits only)).