



**Westworth Village**  
The Hidden Jewel of the Metroplex.

# Site Development Permit Application

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

*If more than one, list all applicable addresses.*

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

Legal Description: Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Attach additional page for more contractors**

1. Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Check all categories for which you are requesting a site development permit and inspection and list the valuation for each. Attach site development plans for each requested category.**

- 1. Infrastructure/ Grading \$ \_\_\_\_\_
- 2. Paving \$ \_\_\_\_\_
- 3. Storm Drain \$ \_\_\_\_\_
- 4. Water \$ \_\_\_\_\_
- 5. Sewer \$ \_\_\_\_\_
- 6. Other Utilities: \_\_\_\_\_ \$ \_\_\_\_\_

- Concept Plan has been Approved  Yes  No
- Demolition has been Completed  Yes  No
- Dirt Work has been Completed  Yes  No
- Contractor is Registered with City  Yes  No

**Total Valuation:** \$ \_\_\_\_\_

**See fee schedule ([Sec. A7.001](#)) to determine amount of fees due.**

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMANCE WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING THE PERFORMANCE OF WORK.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (Print)*

REVISED 02/2018

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered into Incode Project Code: \_\_\_\_\_ Date: \_\_\_\_\_
- Routed to Building Department by: \_\_\_\_\_ Date: \_\_\_\_\_

**B. BUILDING DEPARTMENT**

- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_
- Application Routed to Public Works Department by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. PUBLIC WORKS DEPARTMENT**

- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_
- Application Routed to City Administrator by: \_\_\_\_\_ Date: \_\_\_\_\_

**D. CITY ADMINISTRATOR (OR DESIGNEE)**

- Have plans been approved by the City Engineer?     Yes     No    **Attach engineer's findings**
- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_
- If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.***
- Application Routed to Permits Dept. or City Secretary by: \_\_\_\_\_ Date: \_\_\_\_\_

**E. PERMITS DEPARTMENT**

- Electronic Plans on File in Permits Office Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit Created by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit # Issued: \_\_\_\_\_     Permit & Application Scanned into Tyler Content Manager
- Permit Mailed to Applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

**F. CITY SECRETARY**

- Denial Notice Mailed to Applicant & Copied to Application by: \_\_\_\_\_ Date: \_\_\_\_\_

**G. RECORDS DEPARTMENT**

Retention:

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.