



Westworth Village
The Hidden Jewel of the Metroplex.

Site Development 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. Water \$ _____
- 4. Sewer \$ _____
- 5. Other Utilities: _____ \$ _____

- Concept Plan has been Approved Yes No
- Demolition 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)

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- Application Received by: _____ Date: _____
- Application Payment Received by: _____ Date: _____
- Entered into Incode & Tyler Content Manager 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.