



City of Bellmead
3015 Bellmead Dr
Bellmead, TX 76705
254-799-2436

UDCB BUSINESS LICENSE APPLICATION

Business License #:

APPLICANT/OWNER INFORMATION

Applicant/Representative Name: Date:

Applicant's Role or Title within the Business:

Driver's License #: DL State:

DL Expires: DOB:

Applicant Mailing Address:

Primary Phone: E-mail Address:

Location of Unattended Donation/Collection Box:

Property Owner:

Owner Mailing Address:

Primary Phone: E-mail Address:

BUSINESS INFORMATION

Business Name: Tax ID #:

Physical Address of Business:

Type of Business: Sole Proprietorship Partnership Corporation

By signing below, I am certifying that everything listed in this application is true and correct. I understand that I will need to renew my Business License every year and cannot operate unless I possess a current valid Business License for my establishment.

Applicant/Representative Signature:

Date :

Return to Holly Owens
howens@bellmeadtx.go

Sec. 11-156. - Application requirements.

Applicants for permits under the article shall file a written, sworn application with the City of Bellmead. The UDCB permit application shall be made on a form provided by the City of Bellmead. All applications shall include:

- (1) A signed agreement stating that the parcel owner/agent and operator will abide by all the processes and requirements described in this article;
- (2) A nonrefundable annual application fee as listed on the master fee schedule;
- (3) A signed authorization from the parcel owner/agent to allow placement of the UDCB;
- (4) A signed acknowledgement of responsibility from the parcel owner/agent and the operator for joint and several liability for violations of this article;
- (5) The name, address, email, website (if available) and telephone number of the UDCB operator and parcel owner, including twenty-four-hour contact information;
- (6) A vicinity map showing: 1) the proposed location of the UDCB; and 2) the distance between the site and all existing UDCBs within one thousand (1,000) feet of the proposed UDCB location;
- (7) Photographs of the location and adjacent properties;
- (8) A site plan containing:
 - a. Location and dimensions of all parcel boundaries;
 - b. Location of all buildings;
 - c. Proposed UDCB location;
 - d. Distance between the proposed UDCB, parcel lines, and buildings;
 - e. Location and dimension of all existing and proposed driveways, garages, carports, parking spaces, maneuvering aisles, pavement, and striping/markings; and,
 - f. Any other site information requested by the city manager.
- (9) Elevations showing the appearance, materials, and dimensions of the UDCB, including the information required in this article to be placed on the UDCB and notice sign;
- (10) A description and/or diagram of the proposed locking mechanism of the UDCB;
- (11) A maintenance plan (including graffiti removal, pick-up schedule, and litter and trash removal on and around the UDCB) that is sufficient to prevent/eliminate blight-related conditions;
- (12) Any other reasonable information regarding time, place, and manner of UDCB operation placement and/or maintenance that the city manager requires to evaluate the proposal consistent with the requirements of this article; and,

(13) Proof of general liability insurance in a form acceptable to the city of a minimum one million dollars (\$1,000,000.00) coverage the applicant's UDCB and naming the City of Bellmead as an additional insured, and such other additional insurance as the city may require.