



**LICENSE APPLICATION FORM
SURVEYING & RIGHT OF WAY**
P. O. BOX 1700, HOUSTON, TEXAS 77251
COURIER ADDRESS: 1111 LOUISIANA, 7TH FLOOR
HOUSTON, TEXAS 77002 TELEPHONE (713) 207-LROW(5769);

Date of Application

REQUESTOR INFORMATION: (Print or Type Only)

Company	Contact Person	Email	Phone
Street Address	City	State	Zip Code

LOCATION DESCRIPTION:

Type of License Requested: Parking/Paving: _____ **Private Road:** _____ **Surface Site:** _____

Other (please specify): _____

SITE PLAN REQUIREMENTS:

For review purposes, requestor shall provide site plan of proposed license area which must include the location and configuration of the proposed license area on CenterPoint Energy's right-of-way. The site plan must clearly indicate all of CenterPoint Energy's facilities located within or adjacent to the proposed license area including dimensions of the area, and distances to nearest CenterPoint Energy Facility.

GENERAL INFORMATION:

- The submittal of this request is not a guarantee of approval.**
- Parking License request will only be considered for license areas that are to be utilized for secondary parking. All entrances and exits to the licensed area must be from the adjoining property, and not from a public thoroughfare. The requestor must also include the type and thickness of the paving with any storm sewer installation details (if applicable).
- Should there be any pipelines or the facilities of a third party located within the right-of-way to be licensed, it is the responsibility of the requestor to contact said third party for their approval. The requestor is also responsible for securing permission from any other party where CenterPoint Energy has only limited property rights.
- Upon receipt of the application and all appropriate information, CenterPoint Energy will require approximately 4 - 8 weeks for a complete review. Any revisions or incomplete information may delay or lengthen the review process. CenterPoint Energy, in its review of the proposed license, reserves the right to request additional information including but not limited to detailed drainage plans of the proposed license area and the adjacent area, survey exhibits signed and sealed by a Registered Professional Land Surveyor.
- CenterPoint Energy's standard license has a five (5) year term, which may be extended by the mutual agreement of Licensor and Licensee for additional five year periods in accordance with the terms of the license instrument. The annual rental is based on the current market value of the property.
- No license application will be processed unless signed by the requestor or by an authorized agent for the requestor (corporations, partnerships, etc.).
- A non-refundable processing fee of \$1500.00 made payable by check or money order to CenterPoint Energy must accompany this application. Any request submitted without the required application fee, or that does not contain adequate information, will not be considered.
- Under no circumstances is the requestor to enter upon CenterPoint Energy's property prior to receipt of an executed license agreement. CenterPoint Energy advises any license requestor not to purchase any material, etc., in anticipation of securing a license with the Company.**

I certify that the information provided is accurate and I realize that any inaccuracy or missing information, including failure to sign below, may delay processing or invalidate this application.

Signature of Requestor