



**CONSENT TO ENCROACHMENT APPLICATION FORM  
(FOR EXISTING STRUCTURES and/or PAVING)  
SURVEYING & RIGHT OF WAY**

TELEPHONE (713) 207-5769 or (713) 207-6348; FACSIMILE (713) 207-9040  
ADDRESS: 1111 LOUISIANA ST, 7<sup>TH</sup> FLOOR, HOUSTON 77002

Date of Application \_\_\_\_\_

**STREET ADDRESS FOR THE PROPERTY:** \_\_\_\_\_

**OWNERSHIP:** \_\_\_\_\_  
(Name) (Title; Vice President or higher) (Company)

**REQUESTOR INFORMATION: (Print or Type Only)** E-mail Address: \_\_\_\_\_

Name: Individual \_\_\_\_\_ Company \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION:**

1. TWO (2) ORIGINAL, CERTIFIED SURVEYS OF THE PROPERTY, A **MAXIMUM OF 8.5" X 14"**, INDICATING ALL DIMENSIONS OF THE ENCROACHMENT(S), INCLUDING A NORTH ARROW, MUST BE PROVIDED. **The survey must include CURRENT OWNERSHIP INFORMATION, NOT PURCHASER'S NAMES, the legal description of the property (including recording information), and be sealed by the Registered Professional Surveyor who performed the survey.**

2. FOR ANY STRUCTURE MORE THAN ONE (1) FOOT ABOVE GROUND LEVEL AND/OR FOR ANY STRUCTURES BELOW GROUND LEVEL ENCROACHING INTO AN EASEMENT, TWO (2) COPIES OF AN ORIGINAL, CERTIFIED PROFILE SURVEY, IF NOT MADE A PART OF THE ABOVE SURVEY, MUST ALSO BE INCLUDED. Profile surveys are not required for swimming pools that are encroaching into an easement where no overhead facilities are located anywhere in the vicinity of that easement. **The profile survey must include all structural encroachments such as chimneys, eaves, balconies, pipelines, conduits, etc., and provide all vertical, horizontal and depth dimensions, including the distances from CenterPoint Energy's overhead electrical facilities and/or underground gas or electrical facilities, if applicable. For any swimming pool encroachment, only the distance from CenterPoint Energy's overhead facilities to the edge of the pool water wall must be included.**

3. CenterPoint Energy has prepared a set of specifications that has been given to registered surveyors in the immediate service area which provides instructions as to the exact type of information required for the processing of an encroachment. Sample surveys are available at CenterPoint Energy's Surveying & Right of Way web site. The link to the web site is located on the left hand side of the page at web address: <http://www.centerpointenergy.com/houston/business>.

4. **A non-refundable application fee of \$500.00, made payable by check to CenterPoint Energy, must accompany this application. Should the adjustment of CenterPoint Energy facilities, in the sole opinion of CenterPoint Energy, be necessitated by such encroachment(s), the cost of such adjustments, plus any required engineering costs, will be borne by a party or parties other than CenterPoint Energy and such costs must be paid and such adjustments completed before a Consent to Encroachment instrument will be granted. If any CenterPoint Energy facilities require physical location, in the field, as part of the review process, an additional fee of \$250.00 per hour or a minimum fee of \$1,000.00, whichever is greater, must be paid within 10 working days of notice of said required work. If the application is approved, an additional non-refundable fee of \$500.00 must be paid within 10 working days of notice of approval. If any previous existing encroachment has been approved for this Applicant, or any affiliate thereof, then the aforementioned additional non-refundable fee shall be \$5,000.00. If a three working day processing time is required by Applicant, then the non-refundable application fee shall be \$1,500.00 and must accompany this application. Any facility adjustment or location fees will be in addition to the above fee. Please be advised that any actual adjustment of facilities or required physical location of facilities could potentially require a significantly longer processing time.**

If a Consent to Encroachment is approved, CenterPoint Energy will prepare duplicate original instruments to be signed by the record owner(s) of the property. Both originals of the instrument must be returned for signature by CenterPoint Energy. A fully executed original will be returned to you for your files and an original will be placed of public record by CenterPoint Energy.

**I certify that the information provided is accurate and I realize that incomplete information may delay processing or invalidate this application.**

**Signature of Requestor:** \_\_\_\_\_