



PARKING LICENSE APPLICATION FORM

SURVEYING & RIGHT OF WAY

CENTERPOINT ENERGY, P. O. BOX 1700, HOUSTON, TEXAS 77251
TELEPHONE (713) 207-LROW(5769); FACSIMILE (713) 207-9040
COURIER ADDRESS: 1111 LOUISIANA, 7TH FLOOR 77002

Date of Application

REQUESTOR INFORMATION: (Print or Type Only)

Name:	Company	Contact Person	Phone Number
Street Address	City	State	Zip Code

LOCATION DESCRIPTION:

SITE PLAN REQUIREMENTS:

For review purposes, requestor shall provide three (3) copies of parking and paving plans, which must include the location and configuration of the proposed license area on CenterPoint Energy's right-of-way. The plans must also include the type and thickness of the paving with any storm sewer installation details (if applicable). All CenterPoint Energy facilities located within or adjacent to the proposed paving area must be clearly indicated on the site plans.

PROCEDURES:

- CenterPoint Energy will only review requests 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.
- 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 request and all appropriate information, CenterPoint Energy will require approximately 4 - 8 weeks for a complete review of the request. Any revisions or incomplete information may delay or lengthen the review procedure. CenterPoint Energy, in its review of the proposed license, reserves the right to request a detailed drainage plan of the parking area and the adjacent right-of-way. The requestor herein agrees to provide said plans should they be required.
- CenterPoint Energy's standard parking 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. The current market value will be determined as if the right-of-way was unencumbered land and as if it was a portion of the adjoining property.
- The requestor may be requested to secure an appraisal or estimate of value from an appraiser who has been approved by CenterPoint Energy. The requestor will be responsible for the cost of the appraisal. This cost will not be refunded by CenterPoint Energy regardless of whether or not the license is actually granted, regardless of the reasons. All approved appraisers have been instructed to forward their estimate of value directly to CenterPoint Energy as part of this procedure. The requestor is advised to submit the complete license proposal to CenterPoint Energy for review prior to securing any estimate of property value from any appraiser.
- No parking license requests will be processed unless signed by the requestor or by an authorized agent for the requestor (corporations, partnerships, etc.).
- There is a \$1,200.00 non-refundable processing fee due upon request for any new parking license. Please include the \$1,200.00 processing fee with the initial request.
- Under no circumstances is a 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