



PROPOSED PAVING PARKING AND CROSSING ENCROACHMENT APPLICATION FORM

SURVEYING & RIGHT OF WAY, 1111 LOUISIANA ST., 7TH FLOOR, HOUSTON, TX 77002
TELEPHONE: (713) 207-5769 OR (713) 207-6348; FACSIMILE (713) 207-9230

REV: 10/20/2008

PROPERTY INFORMATION:

STREET ADDRESS: _____ Date of Application

OWNERSHIP: _____
(Name) (Title) Company

LEGAL DESCRIPTION: _____

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

Name: Individual Company Phone Number / Fax Number

Address City State Zip Code

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION:

1. Drawings, building plans, surveys, and/or other pertinent information showing the proposed encroachment(s) in relation to the easement into which the proposed encroachment(s) will extend, including a north arrow, must be provided. The elevations of all of CenterPoint Energy's overhead electrical facilities and/or underground gas or electrical facilities, as well as distances from these facilities to the proposed encroachment(s) must also be provided. Profile plans must be included for all crossings above and below ground level that are proposed to encroach into an easement. CenterPoint Energy has prepared specifications for registered surveyors in the service area that provide 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/services/andmore/surveyingandrightofway/consenttoencroach>

2. 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's facilities, in the sole opinion of CenterPoint Energy, be necessitated by such proposed 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 approval will be granted. If any CenterPoint Energy facilities require physical location, in the field, as part of the review process, an additional fee of \$200.00 per hour or a minimum fee of \$1000.00, 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 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.

The submitted information will be reviewed by CenterPoint Energy to determine if, in the sole opinion of CenterPoint Energy, the proposed encroachment(s) can be approved based on existing National Electrical Safety Codes and gas clearance requirements. If approved, a preliminary agreement will be provided stating that CenterPoint Energy has reviewed the proposed encroachment(s) and provides its tentative agreement of same based upon the assumption that the actual construction is in accordance with the proposed plans. The preliminary agreement will be valid for a period not to exceed 120 days from the date provided. If you proceed with construction of the proposed encroachment, before this application is approved, the applicable building inspector may be notified and this application may be denied or an additional fee of \$5,000.00 will be charged and the cost of adjusting company facilities may be levied.

UPON COMPLETION OF ACTUAL CONSTRUCTION, THE FOLLOWING INFORMATION MUST BE PROVIDED:

- 1. Two (2) original, certified surveys of the property, a maximum of 8.5"x14", indicating all dimensions of the encroachment(s) including a north arrow, must be provided. The survey must include CURRENT OWNERSHIP INFORMATION, the legal description of the property (including recording information), and be signed and sealed by the Registered Professional Surveyor who performed the survey.
- 2. For any crossings above or below ground level that are 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. The profile survey must include all 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.

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 original instruments must be returned for signature by CenterPoint Energy. One fully executed original will be returned to you for your files and an original will be placed of public record by CenterPoint Energy. Should the actual construction not match the proposed encroachment(s), CenterPoint Energy will review the actual existing encroachment(s) and the approval of the encroachment(s) will be based solely on the actual encroachment(s), the preliminary agreement notwithstanding. If said actual existing encroachment(s) is/are approved, an additional non-refundable fee of \$ 5,000.00 must be paid within 10 working days of notice of approval. Should the actual encroachment(s), in the sole opinion of CenterPoint Energy, not comply with the National Electrical Safety Code or gas clearance requirements, CenterPoint Energy reserves the right to take whatever steps are necessary to protect its facilities, including facility adjustment or refusal of the encroachment request. Should the adjustment of CenterPoint Energy's facilities, in the sole opinion of CenterPoint Energy, be necessitated by such encroachment(s), the cost of such adjustments will be borne by a party or parties other than CenterPoint Energy and such costs must be paid before a Consent to Encroachment instrument will be granted.

THIS APPLICATION IS NOT SOLICITED BY CENTERPOINT ENERGY AND IN NO WAY CONSTITUTES AN OFFER OF APPROVAL OR ACCEPTANCE OF ANY ENCROACHMENT. I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE AND I REALIZE THAT INCOMPLETE INFORMATION MAY DELAY PROCESSING OR INVALIDATE THIS APPLICATION.

Signature of Requestor: _____