



RELEASE OF EASEMENT APPLICATION FORM

SURVEYING & RIGHT OF WAY

1111 Louisiana Street 7th Floor

Houston, Texas 77002

TELEPHONE: (713) 207-6348 or (713) 207-5769

FACSIMILE: (713) 207-9040

**STREET ADDRESS
FOR THE PROPERTY:** _____

_____ Date of Application

REQUESTOR INFORMATION: (Print or Type Only)

Name: Individual

Company

Phone Number

Address

City

State

Zip Code

E-mail Address:

PROPERTY LEGAL DESCRIPTION (Including Recording References)

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION:

1. Three (3) copies of a property survey or drawing highlighting the easement(s) to be released. Said survey or drawing must be legible, show clear details and include a north arrow.
2. If improvements are being made to the property (new building or additions to an existing building), three (3) copies of the site plan should be included.
3. A non-refundable processing fee made payable by check or money order to CenterPoint Energy Houston must accompany this application before it can be processed. **Select service from rate schedule below:**

RATE SCHEDULE

- | | | |
|--------------------------|-------------------------------|------------------|
| <input type="checkbox"/> | Within 14 working days | \$350.00 |
| <input type="checkbox"/> | Within 7 working days | \$550.00 |
| <input type="checkbox"/> | Within 4 working days | \$700.00 |
| <input type="checkbox"/> | Within 2 working days | \$1000.00 |

The scheduled turnaround times are null & void if electrical/gas facilities are located within the easement to be released.

The submitted information will be reviewed to determine if the easement in question can be released, based on existing and/or future needs of this Company. If approved, we will prepare a recordable form instrument to be executed by the appropriate authority. The requestor will be provided with an original executed instrument for reference.

If facilities exist there will be a minimum of 5-6 weeks for the release of easement to process to be completed. Should the relocation of facilities be necessitated by said release, the cost of such relocation(s) will be borne by a party or parties other than CenterPoint Energy Houston Electric, LLC or CenterPoint Energy Houston and must be paid before the release is granted. Also, the acquisition of new easements or the relocation/removal of facilities must be completed prior to CenterPoint Energy issuing a release of easement.

CenterPoint Energy Houston will make every effort to expedite your request as we realize that the processing of your request may be delaying a closing, building permit, or other important transaction.

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