



**STREET/ALLEY CLOSURE APPLICATION FORM
SURVEYING & RIGHT OF WAY
1111 LOUISIANA, 7TH FLOOR, HOUSTON, TEXAS 77002
TELEPHONE (713) 207-5769 or (713) 207-6348; FACSIMILE (713) 207-9040**

STREET ADDRESS

FOR THE PROPERTY: _____

_____ Date of Application

REQUESTOR INFORMATION: (Print or Type Only)

Name: _____ Individual _____ Company _____ Phone Number _____

E-mail address: _____

Address _____ City _____ State _____ Zip Code _____

LOCAL GOVERNMENTAL ENTITY (City or County that Requestor is asking to close the street or alley)

_____ Governmental Entity Name _____ Governmental Official/Phone Number _____

Address _____ City _____ State _____ Zip Code _____

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION:

1. Four (4) copies of a property survey or drawing, a **maximum of 8.5" X 14"**, of legible and clear detail, indicating all dimensions of the portion of the street(s)/alley(s) to be abandoned, including the legal description and a north arrow, as well as the ownership information of all landowners adjacent to the street/alley to be abandoned.
2. If CenterPoint Energy facilities are located within the street or alley, please check here _____ and advise CenterPoint Energy if the facilities serve only your property and if so, will this service be removed or not.
3. Copies of any and all motions, letters, or drawings provided by the local governmental entity involved.
4. **A non-refundable processing fee of \$500.00 made payable by check to CenterPoint Energy must accompany this application before it can be processed.**

If this request is approved, a letter will be issued by CenterPoint Energy, addressed to the appropriate government office, providing the Company's approval to the closure request. This letter will be forwarded to the requestor unless CenterPoint Energy is requested otherwise.

If CenterPoint Energy's facilities must remain in a street/alley to be closed, new easements, as prepared by CenterPoint Energy must be granted by each adjacent landowner who will assume title to any portion of the street/alley before an approval letter will be issued. In addition to the processing fee, if CenterPoint Energy's facilities are located within the area to be abandoned, the cost for CenterPoint Energy to prepare these easement documents will be passed along to the requestor of this service.

CenterPoint Energy requires a time period of approximately 5-6 weeks for review and document preparation. In the event electrical facilities must be relocated or removed, or new easements granted because of this request, a longer time period may be required. Should the relocation of CenterPoint Energy's facilities be necessitated by said request, the cost of such relocation(s) will be borne by a party or parties other than CenterPoint Energy and must be paid before approval is granted. Also, the acquisition of new easements or the relocation/removal of facilities must be completed prior to CenterPoint Energy issuing any letter of approval.

Please be assured that CenterPoint Energy is aware of the urgent nature of your request and will make every effort to expedite the completion of your request.

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

Signature of Requestor