



## EASEMENT DEFINITION APPLICATION FORM

**Mailing Address: Surveying & Right of Way, P. O. Box 1700, Houston, TX 77251-1700**

**Courier Address: Surveying & Right of Way, 1111 Louisiana, 7<sup>th</sup> Floor, Houston, TX 77002**

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

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

**CURRENT  
OWNERSHIP:** \_\_\_\_\_

**REQUESTOR INFORMATION:** (Print or Type Only)

Company Name	Contact Person	Phone Number	E-Mail
Street Address	City	State	Zip Code

### The Following Information Must Be Included With This Application

1. TWO (2) ORIGINAL, SEALED SURVEYS OF THE PROPERTY, A MAXIMUM OF 8½"x11", INDICATING ALL DIMENSIONS OF THE PROPERTY, 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.
2. Should you need information concerning a registered surveyor or the type of survey required, please contact James Hamilton, Supervising Surveyor, at 713-207-6384.
3. A non-refundable fee of \$2,000.00 made payable by check or money order to "CenterPoint Energy Houston" must accompany this application before it can be processed. The actual total fee will depend upon the amount of CenterPoint Energy Houston fieldwork that will be necessary.
4. If a width is stated in the current easement, the new easement will have the same dimension. An easement with an undefined width will be replaced as follows; a 2-inch or smaller gas line requires a ten-foot easement, a gas line larger than 2-inches requires a fifty-foot easement, an electric distribution line requires a ten-foot easement. All easements will be centered on facilities.
5. Should the adjustment of CenterPoint Energy Houston facilities or a new easement be necessitated, the cost of such adjustments or easement will be borne by a party or parties other than CenterPoint Energy Houston. Cost must be paid and new easement, if required, must be acquired before the relocation process proceeds.
6. If any excavation is involved by the requestor, you must comply with "Call before you Dig" requirements by calling 1-800-669-8344.
7. Once the new easement is signed by the record owners of the property and returned to CenterPoint Energy Houston, a release of easement will be prepared as it affects the property. CenterPoint Energy Houston will place both the signed easement and the release of easement of record with the appropriate County Clerk's office.

I certify that the information provided is accurate and I realize that any inaccuracy or incomplete information, including failure to sign below, may delay processing or invalidate this application.

\_\_\_\_\_  
Signature of Requestor