



RELEASE OF EASEMENT APPLICATION FORM

SURVEYING & RIGHT OF WAY

MAILING ADDRESS: CENTERPOINT ENERGY, P.O. 1700, HOUSTON, TX 77251

COURIER ADDRESS: 1111 LOUISIANA ST, 7TH FLOOR, HOUSTON 77002

TELEPHONE: (713) 207-6348

**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:

- One (1) copy 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.
- 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.
- A **non-refundable** processing fee made payable by check or money order to CenterPoint Energy must accompany this application before it can be processed. **Select service from rate schedule below:**

RATE SCHEDULE

- | | | |
|--------------------------|-------------------------------|-------------------|
| <input type="checkbox"/> | Within 14 working days | \$600.00 |
| <input type="checkbox"/> | Within 7 working days | \$900.00 |
| <input type="checkbox"/> | Within 4 working days | \$1,300.00 |
| <input type="checkbox"/> | Within 2 working days | \$2,600.00 |

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 CenterPoint Energy. 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 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 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