



CITY OF HOUSTON

Engineering & Construction Division



RIGHT OF ENTRY AND RELEASE FOR DESIGN AND CONSTRUCTION OF SANITARY SEWER CONNECTION

The City of Houston (“City”) requests that you, as an owner or tenant of your Property (“you”), sign, complete, and return this document (“**Right of Entry**”) to grant the City a right of entry onto your real property, which has the street address _____ (“**your Property**”), so the City may provide your Property with “Substitute Sanitary Sewer Service”. *If you are a tenant*, please provide a copy of this Right of Entry to your landlord and obtain permission before signing.

REASON FOR THE CITY’S REQUESTS FOR A RIGHT OF ENTRY:

SUBSTITUTE SANITARY SEWER SERVICE: Existing utility service is provided through old facilities, which are inadequate to handle existing sewer flow. To preserve sanitary sewer service to your Property, a portion of your sanitary sewer service line must be relocated to newer facilities. This relocation is referred to as the “**Substitute Sanitary Sewer Service**”.

The City will pay for the cost of the Substitute Sanitary Sewer Service on your Property, unless you prefer to have work on your Property performed by a private Master Plumber (requires your signature on page 2).

City personnel or City contractors (“City Representatives”) will need access to your Property to perform work associated with the Substitute Sanitary Sewer Service (“Work”). This Work involves **THREE PHASES** which require City Representatives to enter onto your Property:

- **DESIGN PHASE** –City Representatives will prepare a sketch of the relocated sanitary service sewer line. This sketch shows the location and design of your new sanitary sewer service line and is available to you upon request.
- **CONSTRUCTION PHASE** – The City or a City contractor will construct a new sanitary sewer service line. Before beginning work, the City Representatives will inform or notify you that the contractor will be on your Property to perform the work. The Representatives may continue to enter onto your Property until construction is completed and the City accepts the work.
- **SERVICE RECONNECTION PHASE** – City Representatives will access your property after the actual relocation of your sanitary sewer service line to inspect its connection to the sanitary sewer service stub and sanitary sewer main in the right-of-way.

RIGHT-OF-ENTRY:

By signing and returning this Right of Entry, you grant the City and its Representatives the right to enter your Property between the hours of 7:00 a.m. and 6:00 p.m. for the following purposes and until Substitute Sanitary Sewer Service is complete:

- Design Phase (Sketch) - Assessing the property for a sketch of the new sanitary sewer service line.
- Construction and Service Reconnection Phases – Completing the construction of a new sanitary sewer service line on the property and the connection to the sanitary sewer collection system.

The City Representatives will suitably identify themselves prior to entering the property.

By signing this Right of Entry, you acknowledge:

1. The City and/or its Representatives will prepare a sketch delineating the general alignment of the new sanitary sewer service line. This reconnection sketch is available to you upon request.
2. A new sanitary sewer service line will be constructed on your Property by the City or a City contractor.



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PLEASE NOTE: You and the City agree and understand that the Design Phase of relocating your sanitary sewer service line cannot begin until the City has on file your signed Right of Entry.

In consideration of the foregoing, you affirm that you are the lawful, recorded owner or tenant at your Property and hereby grant to the City a Right of Entry to allow the City and its contractors, agents, and employees to enter your Property, to bring workers, material, equipment, and supplies onto your Property and to utilize your Property for the purpose of performing the Substitute Sanitary Sewer Service Design and Construction.

It is the City’s policy and standard contract provision to require the contractor to restore your Property to preconstruction conditions or better.

IN CONSIDERATION OF AND AS A CONDITION TO THE PERFORMANCE OF THE SUBSTITUTE SANITARY SEWER SERVICE, YOU, THE UNDERSIGNED, HEREBY RELEASE AND FOREVER DISCHARGE THE CITY, ITS EMPLOYEES, AND LEGAL REPRESENTATIVE (COLLECTIVELY THE “CITY”) FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS, REAL PROPERTY, OR PERSONAL PROPERTY IN CONNECTION WITH THE PERFORMANCE OF THE SUBSTITUTE SANITARY SEWER SERVICE, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS THE RESULT OF THE CITY’S SOLE OR CONCURRENT NEGLIGENCE. YOU AGREE TO LOOK TO THE CITY CONTRACTOR ACTUALLY PERFORMING THE WORK TO PAY ANY CLAIM IN CONNECTION TO THIS RIGHT OF ENTRY FOR DAMAGE TO YOUR PROPERTY OR ASSETS ON YOUR PROPERTY.

SIGN BELOW:

“You” (Property Owner/Authorized Tenant):

_____		_____	_____	
Signature		Date	Property Address (Street Number & Street Name)	
_____		_____	_____	
Printed name			City	State Zip

ONCE COMPLETED, RETURN BY EMAIL OR MAIL TO

Scan and e-mail: substitute.services@houstontx.gov

Mail: Public Works and Engineering, 1621
Engineering and Construction Division
P. O. Box 1562
Houston, Texas 77251-1562
Attn: Substitute Service Program, 611 Walker, 15th Floor, Rm. 1539

REQUESTS & CLAIMS:

- A. Master Plumber At Your Cost:** If you prefer to have work performed by a private Master Plumber, at your cost,
Please sign and date here: _____
- B. Your Presence During Work:** If you wish to be present during the Design Phase when a City Representative is on the property designing the sketch, please provide the following contact information:
Name: _____ and Daytime Telephone Number: _____
(Please Print)
City Representatives will contact you to make suitable arrangements to meet with you onsite.
- C. Sketch Request:** Call or email the personnel at the bottom of Page 2 or initial here to receive a copy of the sketch related to Substitute Sanitary Sewer Service and your Property: _____
- D. CLAIM PROCEDURES:** In order to make a claim against the City Contractor for damage to your Property in connection to this Right of Entry, please call 311 and have a copy of this Right of Entry available.