



CITY OF HOUSTON
Engineering & Construction Division
SUBSTITUTE SERVICE PROGRAM – WATER SERVICE



**RIGHT OF ENTRY AND RELEASE
FOR DESIGN AND CONSTRUCTION OF WATER 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 Water 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 WATER SERVICE: Existing water utility service is provided through old facilities, which are inadequate to handle existing water flow. To preserve water service to your Property, water meter and a portion of your water service line must be relocated and reconnected to newer facilities. This relocation is referred to as the “**Substitute Water Service**”.

The City will pay for the cost of the Substitute Water 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 Water 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 water service line and water meter. This sketch shows the location and design of your new water service line and new location of the water meter, and it is available to you upon request.
- **CONSTRUCTION PHASE** – The City or a City contractor will construct a new water service line and relocate your water meter. 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 water meter and water service line to inspect its connection to the water main line 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 Water Service is complete:

- Design Phase (Sketch) - Assessing the property for a sketch of the new water service line and the relocation of water meter.
- Construction and Service Reconnection Phase – Completing the relocation of water meter, the construction of a new water service line, and the connection to the water main line.

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 water service line. This reconnection sketch is available to you upon request.
2. A new water service line will be constructed on your Property by the City or a City contractor.



CITY OF HOUSTON

Engineering & Construction Division
SUBSTITUTE SERVICE PROGRAM – WATER SERVICE



PLEASE NOTE: You and the City agree and understand that the Design Phase of relocating your water 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 Water 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 WATER 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 WATER 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):

_____ Property Address (Street Number & Street Name)

_____ Signature

_____ Date

_____ Mailing 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 Water 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.