

# ***CITY OF HOUSTON***

## ***ENCROACHMENT PACKAGE***

***ALL CORRESPONDENCE IS TO BE DELIVERED  
TO 611 WALKER, 1st FLOOR, OR MAILED TO:***

***CITY OF HOUSTON  
OFFICE OF THE CITY ENGINEER  
ATTN: KATHLIE BULLOCH  
611 WALKER, 18<sup>TH</sup> FLOOR  
HOUSTON, TEXAS 77002***

***TEL # (713) 837-7690  
FAX # (713) 837-0570***

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## ENCROACHMENT PROCEDURE

Encroachments are defined as private uses into, upon, over, or under the City's Right of Way. The City's Office of the City Engineer Branch initiates the application for an encroachment permit that covers tunnels, vaults, pedestrian walkways, basements, tiebacks, railroad spurs, pipelines, high and low voltage circuits, cables, conduits, signs, tanks, balconies, canopy, etc.

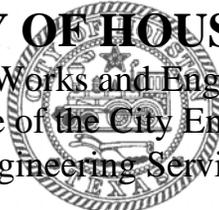
The following is a step by step procedure to obtain an encroachment permit:

1. Applicant submits 5 copies of blue line drawings for plan review (1<sup>st</sup> floor, 611 Walker).
2. Applicant submits a complete Encroachment Permit Application Package (18<sup>th</sup> floor, 611 Walker). Each street of the City's ROW occupancy is required to submit one application package.

The package includes:

- 1) Application Checklist
- 2) Application form  
The application form must be filled out completely and accurately. If the application is not completed properly, the applicant will correct the application personally. Fax or email versions will not be accepted.
- 3) Application fee of \$1005.00 payable to the City of Houston  
This application fee is for one application package per each street of the City's ROW occupancy.
- 4) Two (2) copies of 24"x36" the City approved Mylar drawing  
The copies of drawing will be submitted after the Mylar drawing was approved and drawing number was issued. Cloud the encroachment area; identify encroachment items and show dimensions and volume for each item within encroachment area.
- 5) Signed letters from Entex, HL&P, and Southwestern Bell stating that there are existing lines in the encroachment area
- 6) Certificate of insurance  
A certificate of insurance with public liability coverage in the amount of not less than two hundred thousand (\$200,000) and property damage coverage of not less than one hundred thousand (\$100,000) covering buildings and construction, relinquishing the City of Houston from all liability of the encroachment area being used.

**CITY OF HOUSTON**  
Public Works and Engineering  
Office of the City Engineer  
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3. Office of the City Engineer reviews the application, calculates the annual administration and inspection fee, discusses with applicant and work with the City attorney of Legal Department to draft encroachment agreement.
4. The City attorney forwards the draft encroachment agreement, including Encroachment Permit and Permit for Use and Occupancy of a Portion of the City's Right of Way, to applicant for review, comment and approval.
5. Final encroachment agreements were signed by applicant, and PWE director, or his/her designee. Meanwhile applicant submits 1<sup>st</sup> annual fee payable to the City of Houston.
6. Annual administration and inspection fee  
The annual fee calculation is based on the three parts:
  - 1) Volume along one street for each item at each location  
One-third of one cent per cubic feet, or \$100.00, which ever is greater.
  - 2) Volume crossing each street for each item at each location  
One-third of one cent per cubic feet, or \$100.00, which ever is greater.
  - 3) Administration fee of \$5.00 for each item at each locationThe annual fee will be the total amount of the three parts above for all items.  
  
The 1<sup>st</sup> annual administration and inspection fee will due on the date of the encroachment permit issues. Each subsequent annual fee will be billed and be paid on or before each anniversary of the date of the permit issues.
7. Applicant brings the encroachment permits to Court House (201 Caroline) to obtain the record agreement in Harris County Real Property.
8. Applicant returns the recorded documents to Office of the City of Engineer for filing.
9. Applicant brings the encroachment permits and recorded agreements to Code Enforcement Branch (3300 Main) to obtain the construction permit.

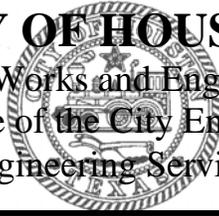
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**ENCROACHMENT CHECKLIST**

- Application Form
- Application Fee of \$1005.00
- Two (2) Copies of Approved Mylar drawing with Encroachment Area Clouded and Dimensions and Volume Indicated
- Permit Questionnaire
- Certificate of Insurance
- Signed Letters from Utility Companies

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**ENCROACHMENT APPLICATION FORM**

**OWNER INFORMATION**

<i>Name</i>			
<i>Address</i>		<i>City, State, Zip</i>	
<i>Billing Address</i>		<i>City, State, Zip</i>	
<i>Phone</i>		<i>Email Address</i>	

**APPLICANT INFORMATION**

<i>Name</i>		<i>Contact Person</i>	
<i>Address</i>		<i>City, State, Zip</i>	
<i>Phone</i>		<i>Email Address</i>	

**CONSULTANT INFORMATION**

<i>Name</i>		<i>Contact Person</i>	
<i>Phone</i>		<i>Email Address</i>	
<i>Approved Drawing #</i>		<i>Drawing ILMS #</i>	<i>Survey By</i>

**ENCROACHMENT SITE INFORMATION**

<i>Address</i>				
<i>Lot</i>		<i>Block</i>		<i>Subdivision</i>
<i>Description of Encroachment</i>				
<i>Dimensions of Each Item</i>				
<i>Volume of Each Item</i>				
<i>Total Volume of Encroachment</i>				

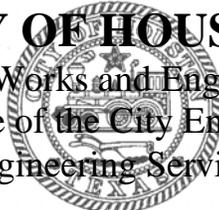
**APPLICANT'S STATEMENT**

<i>I hereby accept all conditions hereinabove mentioned, and certify that all statements herein recorded by me are true.</i>				
<i>Signature</i>		<i>Print Name</i>		<i>Date</i>

**CITY USE ONLY**

<i>Date Application Received</i>		<i>Application Fee</i>		<i>Annual Fee</i>	
<i>Confirmed Volume (each item and total)</i>					
<i>License #</i>		<i>Related License #(s)</i>			
<i>Permit Issue Date</i>		<i>Permit Expire Date</i>			

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**ENCROACHMENT QUESTIONNAIRE**

1. Type of Encroachment

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> <u>water line</u> | <input type="checkbox"/> <u>sewer line</u>              | <input type="checkbox"/> <u>storm sewer line</u> | <input type="checkbox"/> <u>petroleum line</u> |
| <input type="checkbox"/> <u>conduit</u>    | <input type="checkbox"/> <u>cable</u>                   | <input type="checkbox"/> <u>tunnel</u>           | <input type="checkbox"/> <u>basement</u>       |
| <input type="checkbox"/> <u>tieback</u>    | <input type="checkbox"/> <u>vault</u>                   | <input type="checkbox"/> <u>balcony</u>          | <input type="checkbox"/> <u>canopy</u>         |
| <input type="checkbox"/> <u>bridge</u>     | <input type="checkbox"/> <u>railroad</u>                | <input type="checkbox"/> <u>walkway</u>          | <input type="checkbox"/> <u>tank</u>           |
| <input type="checkbox"/> <u>signs</u>      | <input type="checkbox"/> <u>others (please specify)</u> |  |  |

2. Who is the owner of the facility?

3. Who will be the operator of the facility?

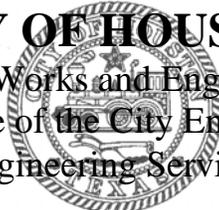
4. Please provide the accurate legal name of the owner.

5. What will occupy the City's Right-of Way? Please provide the dimensions and volumes.

6. For what exact purpose will this permit be used?

7. What is the proposed location for this project? Please provide a copy of the appropriate Key Map sections highlighting the City's Right-of -Way location involved.

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Public Works and Engineering  
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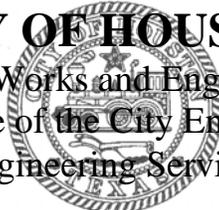
8. Is there any other encroachment application(s) associated with this project? If yes, please describe the associated encroachment applications.
  
  
  
  
  
  
  
  
  
  
9. How many construction items in each street within the City's Right-of -Way? Please provide dimensions and volume of each item in each street.
  
  
  
  
  
  
  
  
  
  
10. How many streets each item crossing? Please provide each street name.
  
  
  
  
  
  
  
  
  
  
11. What will be the method of construction that will be used for the project, i.e., trenching, boring, cutting, or other (please describe)?
  
  
  
  
  
  
  
  
  
  
12. If it is pressure facility, what is the operating psi for the facility? What is the testing pressure of this facility?
  
  
  
  
  
  
  
  
  
  
13. Will the company realize any revenues from this facility?

(Questions 14-17 for pipelines only)

14. What is the route of the pipeline (beginning and ending points)? What is the route of the pipeline within the City's Right-of -Way? Please provide a verbal description of the route.



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**CERTIFICATE OF INSURANCE**

1968 Code, 41-196; Ordinance # 72-97, 1/19/1972

The permittee, or his successors, assigns or representatives agree, obligate and bind himself or itself to indemnify send does hereby indemnify and hold, and save forever harmless, the City from liability, cost or damage on account of the construction within the City's right-of-way, or on account of using, occupying, preparing, maintaining an operating such improvements therein. The permittee also agrees to furnish the Building Official written evidence that he has in full force, send effect during all times, of the building and construction within the City's right-of-way, public liability insurance in the amount of not less than two hundred thousand dollars (\$200,000.00) and insurance for property damage in the sum of not less than one hundred thousand dollars (\$100,000.00) covering such buildings and construction.