



**CITY OF HOUSTON**



**PUBLIC WORKS AND ENGINEERING  
PLANNING AND DEVELOPMENT SERVICES DIVISION**

**PIPELINE STREET CROSSING  
PERMIT APPLICATION PACKAGE**

**ALL CORRESPONDENCE IS TO BE DELIVERED TO:**

**ATTN: TOYA SHANNON  
1002 WASHINGTON AVE., 2<sup>ND</sup> FLOOR  
HOUSTON, TEXAS 77002**

**TELEPHONE (832) 394-9155  
[Toya.shannon@houstontx.gov](mailto:Toya.shannon@houstontx.gov)**



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## PIPELINE STREET CROSSING PROCEDURE

The Public Works and Engineering Department initiates the application for a pipeline street crossing permit that covers pipelines through which gas or liquids move in transportation and which are operated as a single unit under normal operating conditions, including but not limited to spurs, laterals, valves, corrosion protection devices, and other appurtenances attached to and part of the operation of the pipelines. Each gathering system shall be treated as one pipeline.

The following is a step by step procedure to obtain a **NEW** pipeline permit:

- ✓ Applicant submits a complete Pipeline Street Crossing Permit Application Package to the Pipeline Coordinator (see additional information page for details). In the meantime, applicant contacts and submits construction drawings to PWE - Plan Review Group (see Additional information page for details).

New Pipeline Street Crossing Permit Application submittal must include:

- **New Application**

The application form must be signed by owner or officer of the company. If the application is not completed properly, the applicant is responsible for correcting and returning within the allocated time. Fax or email versions will not be accepted.

- **Mapping Information**

Mapping data is delivered in ESRI's ArcInfo or ArcView format aligned with the City's GIS (COHGIS & GIMS) mapping system and supplied Data format utilizing the following coordinate settings.

- Coordinate system description: Projection=Stateplane; (Texas South Central \_FIPS\_4204\_Feet); NAD83; Unit=Feet; Spheroid=Clarke 1866.)

- **Insurance**

Certificates of insurance or official documents showing that permittee satisfies the self-insurance requirements by Section 40-234 (p), Code of Ordinances.

- **Fees**

All fees in according with Sec. 40-234 (f) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay fees to the city on or before the stated due date. Visit the web page [City of Houston Fee Schedule](#) to review the most current fees.



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Pipeline Coordinator reviews all submitted documents and maps/drawings and notifies applicant of any deficiencies in the street crossing package.

The following three bullets are City of Houston internal procedures:

- Submit for approval to Agenda Director and City Council Members.
- Applicant will be informed of Agenda date and item number.
- Within 30 days of Ordinance passage applicant will submit a letter of acceptance filed with City Secretary.

#### Annual Fees

Sec. 40-234. (f)(3) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay the following fees to the city on or before the stated due date.

A fee per person plus CPI Increase due and payable January 1<sup>st</sup> of each year during the term of a permit ordinance. Visit the web page [City of Houston Fee Schedule](#) to review the most current fees.

The following is a step by step procedure to obtain an **EXISTING** pipeline permit:

- ✓ Applicant submits a complete Pipeline Street Crossing Permit Application Package to the Pipeline Coordinator (see Additional information page for details).

Existing Pipeline Street Crossing Permit Application Package must include:

- **New Application**

The application form must be signed by owner or officer of the company. If the application is not completed properly, the applicant is responsible for correcting and returning within the allocated time. Fax or email versions will not be accepted.

- **Mapping Information**

Mapping data is delivered in ESRI's ArcInfo or ArcView format aligned with the City's GIS (COHGIS & GIMS) mapping system and supplied Data format utilizing the following coordinate settings.

- Coordinate system description: Projection=Stateplane; (Texas South Central \_FIPS\_4204\_Feet); NAD83; Unit=Feet; Spheroid=Clarke 1866.)



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- **Insurance**

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- **Fees**

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Pipeline Coordinator reviews all submitted documents and maps/drawings and notifies applicant of any deficiencies in the street crossing package.

The following three bullets are City of Houston Internal Procedures:

- Identify all streets crossings within the corporate city limits.
- Prepare and submit for Departmental approval.
- Within 30 days of Ordinance passage applicant will submit a letter of acceptance filed with City Secretary.

#### **Annual Fees**

Sec. 40-234. (f)(3) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay the following fees to the city on or before the stated due date.

A fee per person plus CPI Increase due and payable January 1<sup>st</sup> of each year during the 30-year term of a permit ordinance. Visit the web page [City of Houston Fee Schedule](#) to review the most current fees.



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**ADDITIONAL INFORMATION**

**CHECKLIST**

**Application** (complete w/ signatures)

**Application Fees**

Make checks payable to: City of Houston

Payments should be sent to:

Pipeline Permits  
1002 Washington Ave, 2<sup>nd</sup> floor,  
Houston TX 77002

**Questionnaire** (complete)

**Certificate of Insurance**

**Maps/Drawings**

As it relates to the GIS attributes table the following fields and information is required for each pipe.

- Owner Name
- Operator Name
- Emergency Phone
- Pipeline Name
- Pipe Type
- Pipe Size
- Product
- NOP – Normal Operating Pressure
- MOP – Maximun Operating Pressure
- Shape Length

You may print/view maps with the City of Houston limits by utilizing the City’s mapping system: ([www.gims.houstontx.gov](http://www.gims.houstontx.gov)) or you can export the data from <http://mycity.houstontx.gov/home/cohgis.html>

As of January 2011, all pipeline construction plans and mylars submitted to the Plan Review group must indicate a Pipeline Permits Document Control Number; which will be issued from the Pipeline Permits Section. (e.g. **Pipeline Permits #2012-001 or Document Control #2012-001 or DocCon #2012-001**).

**Office of the City Engineer – Contact Information**

Pipeline Coordinator 1002 Washington Ave., 2 <sup>nd</sup> floor Houston Texas, 77002 (832) 394-9155 direct	PWE - Plan Review Group 1002 Washington Ave., 2 <sup>nd</sup> floor Houston Texas, 77002 (832) 394-9148
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OWNER_NAME	OPERATOR	SYSTEM TYPE	PIPELINE NAME	PIPE SIZE (in.)	NOP	MOP	PRODUCT	PRODUCT TYPE	STATUS
ABC PIPELINE LLC	ABC ENERGY PIPELINE	TRANSMISSION	HOUSTON/WEBSTER	8	750 PSI	1480 PSI	NATURAL GAS LIQUIDS	Y-GRADE	IDLE
123 PIPELINE LLC	123 ENERGY PIPELINE	GATHERING	HOUSTON/WEBSTER	8	750 PSI	1480 PSI	PETROLEUM	N/A	NEW PIPELINE

# EXAMPLE

PLEASE FILL IN THE REQUIRED INFORMATION FOR PIPE AND INCLUDE THIS FORM WITH PIPELINE APPLICATION.