

CITY OF HOUSTON

ROW ENCROACHMENT PACKAGE

***ALL CORRESPONDENCE IS TO BE DELIVERED
TO 1002 WASHINGTON AVE. 2ND FLOOR, OR MAILED TO:***

***CITY OF HOUSTON
HOUSTON PERMIT CENTER
OFFICE OF THE CITY ENGINEER
ATTN: HANNAH YI
1002 WASHINGTON AVE. 2ND FLOOR
HOUSTON, TEXAS 77002***

***TEL # (832) 394-9122
FAX # (832) 394-9622***

CITY OF HOUSTON
Public Works and Engineering
Office of the City Engineer
Engineering Services

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, utilities, high and low voltage circuits, cables, conduits, signs, tanks, balconies, canopies, etc. The encroachment procedure and application do not apply to requests to install a network of equipment and Wireless networks and components of wireless networks, including antennas and other above ground Facilities, within the Right-of-Way. An executed License Agreement for Wireless Facilities and Poles in the Right-of-Way is required before these above ground facilities can be installed in the Right-of-Way.

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

1. Applicant submits a complete Encroachment Permit Application Package to the City's Office of the City Engineer Branch, Encroachment Group.

Encroachment package includes:

- 1) Application fee of \$1,134.47 for each street. Make check payable to: City of Houston
- 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) Encroachment Questionnaire
- 4) Certificate of insurance
 - a. Worker's Compensation at statutory limits;
 - b. Employer's Liability, including bodily injury by accident and by disease, for \$500,000 combined single limit per occurrence and a twelve (12)-month aggregate policy limit of \$1,000,000;
 - c. Commercial General Liability Coverage which includes broad form coverage, contractual liability, bodily and personal injury, completed operations, operations hazard, explosion collapse and underground hazards for \$2,000,000 per occurrence and twelve (12) - month aggregate policy limit of \$4,000,000;
 - d. Automobile Liability Insurance (for automobiles used by the Permittee in the course of its performance under this Permit, including employer's non-ownership and hired auto coverage) for \$1,000,000 combined single limit per occurrence.

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5) The City approved drawing number

Applicant submits five (5) copies of 24"x36" drawing to the City's Office of the City Engineer Branch, Plan Review Group. After the drawing is approved and a drawing number is assigned, applicant must notify the City's Encroachment Group the assigned drawing number.

For renewal of application, two copies of 11" x 17" survey drawings with encroachment dimensions and indicated volume are required. Applicant submits the Mylar of survey to the City's Survey Section, Engineering and Construction Division.

6) Mapping data

Applicant submits electronic file showing the route, location and dimensions of encroachment items.

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

2. Office of the City Engineer will review the application, calculate the annual administration and inspection fee, discuss with applicant and work with the City attorney of the Legal Department to draft encroachment agreement.
3. The City attorney will forward the draft encroachment agreement to permittee for review, comment and approval.
4. Final encroachment agreement will be signed and notarized by permittee and PWE director or his/her designee. Meanwhile applicant must submit the 1st annual fee payable to the City of Houston.
5. Applicant must take the encroachment permit to Harris County Civic Court to obtain the record agreement in Harris County Real Property.
6. Applicant must return one copy of the recorded encroachment permit to Office of the City of Engineer for filing.
7. Applicant must take the recorded encroachment permits to the City's Permit Center to obtain the construction permit.

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8. Encroachment annual fee calculation

Encroachment annual fee consists of three parts:

- 1) Volume along each street
\$0.0037 per cubic feet, or \$110.67, whichever is greater

- 2) Volume crossing each street
\$0.0037 per cubic feet, or \$110.67, whichever is greater

- 3) Administration fee of \$27.66 for each permit

The 1st annual fee will be due on the date when the encroachment permit is issued. Each subsequent annual fee will be billed and must be paid on or before each anniversary of the date of the permit issue.

9. Additional information

Encroachment application package online download:

http://documents.publicworks.houstontx.gov/document-center/cat_view/88-engineering-and-construction/338-row-encroachment-application.html

Encroachment group, Office of the City Engineer Branch, City of Houston
1002 Washington Ave., 2nd floor
Houston, TX 77002
(832) 394-9122

Plan review group, Office of the City Engineer Branch, City of Houston
1002 Washington Ave., 2nd floor
Houston, TX 77002
(832) 394-9146

Construction Permit:
Houston Permit Center, City of Houston
1002 Washington Ave.
Houston, TX 77002

Paving 832-394-8851, 2nd Fl.	Sanitary 832-394-8971, 3rd Fl.
Storm 832-394-8851, 2nd Fl.	Water 832-394-8971, 3rd Fl.
Alley 832-394-8851, 2nd Fl.	Street cut 832-394-9101, 2nd Fl.

Real Property Records, Harris County Civil Court
201 Caroline, 3rd floor
Houston, TX 77002
(713) 755-6439

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ENCROACHMENT CHECKLIST

- Application Fee of \$1,134.47
- Application Form
- Encroachment Questionnaire
- Certificate of Insurance
- The City Approved Drawing Number (new application only)
- 11"x17" Survey Drawing (renewal application only)
- GIS Mapping Data (electronic file)

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ENCROACHMENT APPLICATION FORM

OWNER INFORMATION

<i>Name</i>					
Contact Person		Contact Phone #		Contact email	
<i>Address</i>					<i>City, State, Zip</i>
<i>Billing Address</i>					<i>City, State, Zip</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>					
Contact Person		Contact Phone #		Contact email	
Drawing Log #		Approved drawing #		ILMS #	

ENCROACHMENT SITE INFORMATION

<i>Address</i>				<i>City, State, Zip</i>	
<i>Lot</i>		<i>Block</i>		<i>Subdivision</i>	
<i>Description of Encroachment</i>					
<i>Dimensions of Encroachment on Each Street</i>					
<i>Volume of Encroachment on Each Street</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</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>signs</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>others (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. How many streets the encroachment crossing? Please provide each street name.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	PRODUCER CUSTOMER ID #:		
INSURED	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below		N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Encroachment license #5151xxxx
Add City of Houston as additional insured

CERTIFICATE HOLDER City of Houston Office of the City Engineer/ROW Encroachment Attn: Hannah Yi, P.E. 1002 Washington Ave., 2nd Floor Houston, TX 77002	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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