

# ***CITY OF HOUSTON***

## ***SUBDIVISION MARKER PERMIT/REGISTRATION PACKAGE***

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

***CITY OF HOUSTON  
OFFICE OF THE CITY ENGINEER  
ATTN: HANNAH YI  
1002 WASHINGTON AVE., 2<sup>ND</sup> FLOOR  
HOUSTON, TEXAS 77002***

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

## APPLICATION CHECKLIST

- Application form
- Application fee of \$221.35 for up to two new sub-division markers
- Two (2) copies of 11"x17" approved drawings
- Pictures of existing markers
- Exhibit A or B for existing marker

## **PROCEDURES FOR SUBDIVISION MARKER PERMIT/REGISTRATION**

Subdivision Identification Marker means a marker placed in the public right-of-way intended to identify a residential community or residential development with 50 or more platted single-family residential lots excluding advertising content unrelated to the subdivision, moving, electronic, LED or other changeable message.

Existing Subdivision Marker: Subdivision identification markers located within the public right-of-way on December 31, 2008.

New Subdivision Marker: A subdivision identification marker installed after December 31, 2008, in the median of a public street right-of-way or in unimproved excess public street right-of-way of a street within, abutting or adjacent to the subdivision.

### 1. Application Form

Submit subdivision marker application form for any markers located within public right of way. One application is required for each subdivision marker location.

### 2. Application Fee

- a. The application fee for up to two subdivision markers to be located in the public street right-of-way shall be \$193.69, and the application fee for each additional subdivision identification marker to be located in the public street right-of-way shall be \$38.74. There will be \$27.66 administration fee for each sub-division application.
- b. No fees will be assessed for registration of existing subdivision identification markers.

### 3. Plan/Profile Drawing

Submit drawings prepared by Professional Engineer for new subdivision markers according to Chapter 16-City of Houston Infrastructure Design Manual.

- a. Drawings shall show plan view of existing surface and buried facilities within the right of way or easements.
- b. If entrance marker design includes landscaping, show the growth characteristics of the plants.
- c. The drawing shall show location, sizes, and foundation or base of sub-division markers in the public street right-of-way.

#### 4. Pictures

Submit pictures of existing subdivision markers for each location showing texts on the marker, foundation and the primary street abutting the marker location.

#### 5. Refurbishing Existing Marker:

Refurbishing of registered existing subdivision marker requires review and approval of the proposed work by the Office of the City Engineer; major upgrades which alter the size of the existing marker must meet the current technical requirements for a subdivision marker.

#### 6. Construction Permits

A construction permit will be required prior to construction of a subdivision marker with in the public right of way or public easement. The construction permit will be obtained by the applicant from 1002 Washington Ave, 2<sup>nd</sup> floor, Traffic/Paving Permits Section, upon submittal of approved plans and appropriate encroachment permit.

#### 7. Additional Information

City of Houston Design Requirements:

[http://documents.publicworks.houstontx.gov/document-center/cat\\_view/88-engineering-and-construction/90-design-manuals/364-city-of-houston-infrastructure-design-manual.html](http://documents.publicworks.houstontx.gov/document-center/cat_view/88-engineering-and-construction/90-design-manuals/364-city-of-houston-infrastructure-design-manual.html)

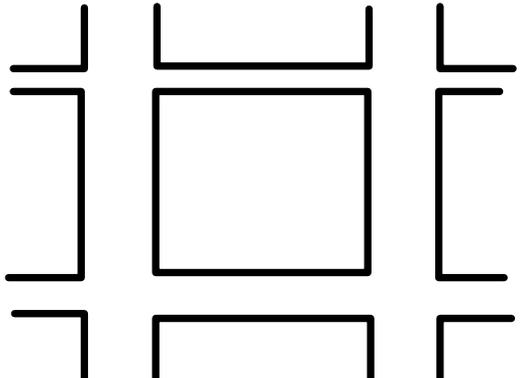
City of Houston Code of Ordinances-Section 41-12: Subdivision Identification Markers

[http://documents.publicworks.houstontx.gov/document-center/cat\\_view/88-engineering-and-construction/281-subdivision-marker-registration-form.html](http://documents.publicworks.houstontx.gov/document-center/cat_view/88-engineering-and-construction/281-subdivision-marker-registration-form.html)



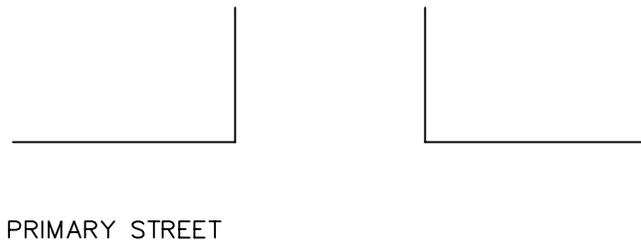
# CITY OF HOUSTON

## SUBDIVISION MARKER REGISTRATION FORM

APPLICANT INFORMATION – Official Sponsor			
Organization Name		Date	
Address		Key Map No.	
City, State, Zip		Phone	
Contact Name		Contact Email	
SUBDIVISION MARKER INFORMATION			
Subdivision Name		<input type="checkbox"/> New Marker	<input type="checkbox"/> Existing Marker
Primary Street where Marker is located			
Cross Street where Marker is located			
How old is Subdivision?		Number of Markers	
How old is the Marker?		Marker Dimensions (L x W x H )	
Marker located in		<input type="checkbox"/> Median Area	<input type="checkbox"/> Along ROW line
Description of the Marker (material, text, etc.)			
MARKER MAINTENANCE			
Responsible Entity		Contact Name	
Contact Email		Contact Phone	
REGISTRATION INFORMATION (OFFICE USE)			
Form Received By			
Date Received			
Registration No.			
PWE Drawing No.			
Picture Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Notes	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Location Map: Please include ROW lines and median dimensions on drawing.</b> </div> 		
<ol style="list-style-type: none"> <li>1.) Please attach picture(s) of subdivision marker with form.</li> <li>2.) One form is required for each marker location.</li> <li>3.) All Subdivision markers must follow The City of Houston Ordinances Sec 41-12 and Design Manual 10.04.</li> <li>4.) All correspondence is to be delivered to Kathlie Jeng-Bulloch @18th Floor 611 Walker St Houston , TX 77002</li> </ol>			

# EXHIBITS FOR EXISTING MARKER

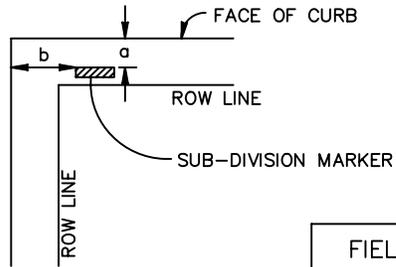
## EXHIBIT A - ROW



a } DISTANCES OF MARKER  
b } FROM FACE OF CURB.



CROSS STREET



FIELD MEASUREMENTS	
a =	_____
b =	_____

## EXHIBIT B - MEDIAN

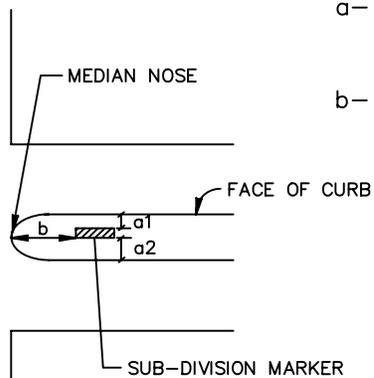


a - DISTANCES OF MARKER  
FROM FACE OF CURB.

b - DISTANCE OF MARKER  
FROM MEDIAN NOSE.



CROSS STREET



FIELD MEASUREMENTS	
a <sub>1</sub> =	_____
a <sub>2</sub> =	_____
b =	_____