

CITY OF HOUSTON

ROW ENCROACHMENT PACKAGE

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

SUBMIT APPLICATION PACKAGE OR QUESTIONS TO:

rightofway.encroachment@houstontx.gov

CITY OF HOUSTON

Houston Public Works
Office of the City Engineer

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 (OCE) 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.

Application fee of \$1,284.06 is applied for each street. The following is a step by step procedure to obtain an encroachment permit:

A. SUBMITTAL

Applicant submits a complete Encroachment Permit Application Package to COH/OCE/Encroachment Group.

Encroachment package includes:

1. 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.

2. Encroachment Questionnaire

3. 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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- 4) After Plan is approved by the City and a drawing number is assigned, applicant emails the drawing number to Encroachment Group.
- 5) Applicant submits Mapping data by 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-State plane; Texas South

Central_FIPS_4204_Feet; NAD83; Unit=Feet; Spheroid=Clarke 1866

- 6) The Renewal of Application is same package with new application except no drawing number is required. If the encroachment condition has not been changed since last permit was issued, you can use existing drawing. otherwise, a drawing with encroachment location and dimensions is required.

B. PROCESS

1. OCE/Encroachment Group 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.
2. The City attorney will forward the draft encroachment agreement to permittee for review, comment, and approval.
3. Final encroachment agreement will be signed and notarized by permittee and HPW director or his/her designee.
4. Applicant must take the encroachment permit to Harris County Civic Court to obtain the record agreement in Harris County Real Property.
5. Applicant must email the copy of the recorded permit to OCE/Encroachment Group for filing.
6. Applicant must take the recorded encroachment permit to Houston Permit Center (HPC) to obtain the construction permit.

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7. Encroachment annual fee calculation

Fee consists of three parts:

- a) Volume along each street
\$0.0041 per cubic feet, or \$125.28, whichever is greater
- b) Volume crossing each street
\$0.0041 per cubic feet, or \$125.28, whichever is greater
- c) Administration fee of \$31.32 for each permit

The 1st year annual fee will be due on the date of permit issuance. Each subsequent annual fee will be billed and must be paid on or before each anniversary of the date of the permit issuance.

8. Additional information

Encroachment application package online download:

[Encroachment Permit | Houston Permitting Center](#)

Office of the City Engineer/Encroachment, City of Houston
1002 Washington Ave., 2nd floor
Houston, TX 77002

Office of the City Engineer/Plan Review, City of Houston
1002 Washington Ave., 2nd floor
Houston, TX 77002

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

Paving 832-394-8819, 2nd Fl.
Storm 832-394-8819, 2nd Fl.
Alley 832-394-9386, 2nd Fl.

Sanitary 832-394-8971, 3rd Fl.
Water 832-394-8971, 3rd 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

1. Application Form
2. Encroachment Questionnaire
3. Certificate of Insurance
 - If Company has no owned autos, still requires employer's non ownership and hired auto coverages.
 - If Company has no employees. Submit a letter stating they have no employees.
4. The City approved property survey or plat/replat (if property platted/replatted since acquired by applicant)
5. Property deed or lease (if applicant is lessee)
6. An Exhibit with clouded encroachment areas and surrounding streets
7. GIS Mapping Data (electronic file)

Upon complete review by our office, a sale order for Application Fee of \$1,284.06 for each street will be emailed to applicant.

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

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?

6. How many streets the encroachment crossing? Please provide each street name.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/04/2021

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 have ADDITIONAL INSURED provisions or 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
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED input property owner's information	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** HOU-003800220-03 **REVISION NUMBER:** 3

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			61UENDH6982			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 DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	90-20891-001			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: BCE20007048 & OCE20019119

City of Houston is included as an additional insured where required by written contract or agreement.

CERTIFICATE HOLDER

City of Houston
Office of the City Engineer/ROW Encroachment
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