

APPLICATION CHECKLIST

1. Application form (one form for each marker)
2. Application fee of \$234.99 for up two new sub-division markers, \$47.00 for each additional marker, Administrative Fee on each permit shall be \$33.56
3. City of Houston approved drawings
4. Marker detail drawing (dimensions, foundation, text, material)
5. Pictures of existing markers
6. Exhibit A or B for existing marker

All correspondence should be mailed to the Houston Permitting Center or emailed to rightofway.encroachment@houstontx.gov.

Mailing Address:

Houston Permitting Center
Office of the City Engineer
Attn: Encroachment
1002 Washington Ave., 2nd Floor
Houston, TX 77002

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 \$234.99. Each additional marker shall be \$47.00. Administrative Fee on each permit shall be \$33.56.
- 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 18-City of Houston Infrastructure Design Manual.

- a. Drawings shall show plan view of existing surface and buried facilities within the right of way.
- b. The drawing shall show marker location, dimensions, and foundation or base of marker in the public street right-of-way.

4. Pictures

Submit pictures of existing marker for each location. The pictures must show the text on the marker.

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. The construction permit will be obtained by the applicant from 1002 Washington Ave, 2nd floor, Construction Services Section. Upon submittal of approved plans and appropriate encroachment permit.

7. Additional Information

- a. City of Houston Design Requirements: COH IDM _ Chapter 18.2
- b. City of Houston Code of Ordinances: Article I – Section 40-7

SUBDIVISION MARKER APPLICATION FORM

MARKER OWNER INFORMATION

Name: _____

Phone Number: _____ Contact Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

APPLICATION INFORMATION

Name: _____

Phone Number: _____ Contact Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

MARKER INFORMATION

Subdivision Name: _____ New Marker Existing Marker

Primary street address where Marker is located: _____

Cross street address where Marker is located: _____

Marker coordinates in decimal degrees

Latitude: _____ Longitude: _____

How old is the subdivision: _____ What year was the marker built?: _____

Marker dimensions in feet (L X W X H): _____

Marker located in: Median Area Along Right-of-Way line

Description of the Marker:
(material, text, etc.)

APPLICANT STATEMENT

I hereby accept all conditions hereinabove mentioned and certify that all statements herein recorded by me are true.

Print Name: _____

Signature: _____

Date: _____

CITY OF HOUSTON USE ONLY

Date Application Received: _____

Application Fee: _____

License Number: _____

Permit Issue Date: _____

