

# ***CITY OF HOUSTON***

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

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

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

***[rightofway.encroachment@houstontx.gov](mailto:rightofway.encroachment@houstontx.gov)***

## APPLICATION CHECKLIST

- Application form (one form for each marker)
- Application fee of \$219.31 for up to two new sub-division markers, \$43.86 for each additional marker. Administrative Fee on each permit shall be \$31.32
- COH approved drawing
- Marker Detail drawing (dimensions, foundation, text, material)
- 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 \$219.31. Each additional marker shall be \$43.86. Administrative Fee on each permit shall be \$31.32
- 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.
- 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, 2<sup>nd</sup> 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 16.05
- b. City of Houston Code of Ordinances:  
Article I – Section 40-7

## SUBDIVISION MARKER APPLICATION FORM

MARKER 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>	

MARKER INFORMATION			
<i>Subdivision Name</i>		<input type="checkbox"/> New Marker	<input type="checkbox"/> Existing Marker
<i>Primary Street address where Marker is located</i>			
<i>Cross Street address where Marker is located</i>			
<i>Marker coordinates in decimal degrees</i>		<i>Latitude =</i>	
		<i>Longitude =</i>	
<i>How old is the subdivision?</i>		<i>How old is the marker?</i>	
<i>Marker Dimensions in ft (L x W x H)</i>			
<i>Marker located in</i>	<input type="checkbox"/> Median Area	<input type="checkbox"/> Along ROW line	
<i>Description of the Marker (material, text, etc.)</i>			

APPLICANT STATMENT				
<b><i>I hereby accept all conditions hereinabove mentioned and certify that all statements herein recorded by me are true.</i></b>				
<i>Signature</i>		<i>Print Name</i>		<i>Date</i>

COH USE ONLY			
<i>Date Application Received</i>		<i>Application Fee</i>	
<i>License #</i>		<i>Permit Issue Date</i>	

# EXHIBITS FOR EXISTING MARKER

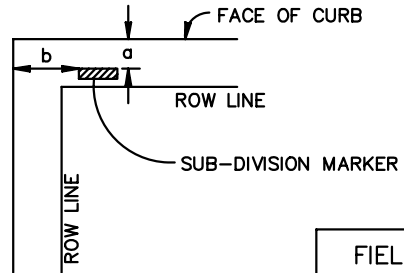
## EXHIBIT A - ROW



PRIMARY STREET



CROSS STREET



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

### FIELD MEASUREMENTS

a = \_\_\_\_\_

b = \_\_\_\_\_

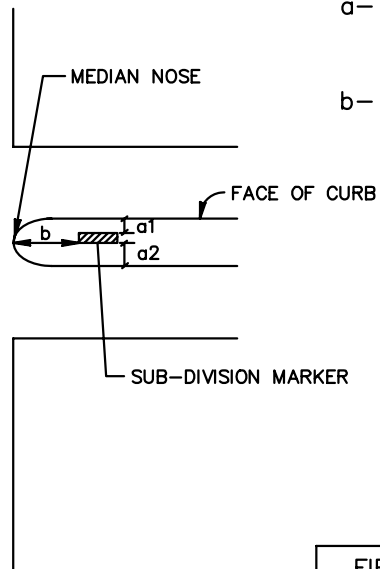
## EXHIBIT B - MEDIAN



PRIMARY STREET



CROSS STREET



a - DISTANCES OF MARKER  
FROM FACE OF CURB.

b - DISTANCE OF MARKER  
FROM MEDIAN NOSE.

### FIELD MEASUREMENTS

a<sub>1</sub> = \_\_\_\_\_

a<sub>2</sub> = \_\_\_\_\_

b = \_\_\_\_\_