



Building, Planning & Development Department
PERMITS AND INSPECTIONS DIVISION
7676 Woodway Dr, Suite 300
Houston, Texas 77063
Phone: (713) 782-1757 / Fax: (713) 782-3178
bldgofficial@pineypt.org

Right-of-Way Request Checklist

The purpose of this checklist is to provide guidance to the applicants on the requirements and ensure that the application packet submitted to the city is complete.

The City of Piney Point Village Right-of-Way Ordinances can be found in the Code of Ordinances, Chapter 56 - Section 1, Definitions, through Chapter 56 - Section 20, Conflicts with other requirements.

What is the Purpose of the Request?

Specify for which of the following you are requesting a permit:

- Emergency
- Routine Maintenance
- Future Project

Type of Repair

In this section, specify whether the work will be underground or overhead. Also indicate for which of the following the work will be for.

- Cell Towers
- Electrical Equipment
- Equipment Boxes
- Equipment Maintenance
- Manholes
- Network Nodes
- New Pole(s)
- New Optic Fiber Install
- Sidewalk Point Repair
- Street Point Repair
- Telecommunication
- Other

Agency Applying

- AT&T
- CenterPoint Energy (Electric)
- CenterPoint Energy (Gas)
- Comcast
- Memorial Village Water Authority
- Other

Detailed Scope of Work

- Describe the project with as much detail as possible.
- Specify the estimated time frame of the project.
- Describe the installation methods.
- Show the location of where the material will be staged.
- Show where the proposed equipment will be located.
- Show and describe new meter boxes, pad-mounted transformers, and service equipment.

Location of Project

Provide a description of the proposed location and state whether such location will be within or adjacent to one of the following:

- Church / School
- Residential Development
- In the Street
- In the Esplanade

Plan Requirements

- All plans are to have a cover sheet, detailed notes, and show a vicinity map with North Arrow.
- Hard copy and electronic drawings are required (three sets of 11x17 paper plans).
- Provide an aerial map and street-view images of Network Facilities and related equipment you are requesting to install, maintain, modify, operate, or replace.
- Provide scaled dimensioned construction plans showing the current ROW line, proposed underground conduit and equipment, and its spacing from existing utilities (water lines, sewer, storm sewer, and other existing utilities).
- Drawings must include before and after scaled dimensioned drawings/pictures of all proposed attachments and associated standalone equipment indicating the spacing from the existing curb, driveways, sidewalk, existing poles, and/or appurtenances.
- If working on a network node, include the certificate of compliance with applicable regulations of the Federal Communications Commission.
- If working with an existing pole, include the latitude, longitude, and elevation of the pole along with the pole identification number.
- If installing a new pole(s), show the intersection and the aerial location, as well as specifying the quantity of new poles.
- All plans are to be prepared, signed, and sealed by a professional engineer licensed in the State of Texas.

Required Notes on Plans

- “The working hours in the City are from 7:00 AM to 7:00 PM Monday through Friday and 8:00 AM to 6:00 PM on Saturday. Sunday work is not allowed. The Contractor must submit a request, in writing, 72-hours prior to the weekend if the Contractor desires to work on a Saturday.”
- “Any area of grass within the City’s right-of-way which is disturbed or dug up during construction, shall be replaced with St. Augustine or grass which matches the grass removed.”

- “Any damage to existing roads, driveways, sidewalks or other appurtenances within the City’s right-of-way shall be saw-cut, removed and replaced with material equal to, or superior to, existing material, and be installed in a manner acceptable to the City.”
- “The Contractor shall notify the City a minimum of 48 hours prior to beginning work.”
- If the proposed work will be completed in the vicinity of existing trees in the City right-of-way, include a note for the Contractor to coordinate with the City’s Urban Forester on any necessary tree protection measures prior to beginning work.

□ **Trees**

- Show trees in the general work area and the description of such trees. For example, the type of tree, the height, and the measurement of branches.
- Indicate if trees are to be removed
- Provide a tree forester report and tree protection fencing, to ensure that the proposed work will not damage trees or tree roots.
- Tree trimming may require the city’s forester input and verification prior to work performed.

Please Note: When trees are involved, include a forester report and/or recommendation in regards to that area.

□ **Proposed Equipment/Machinery**

Indicate which of the following will be used to perform the work.

- Boring
- Trenching
- Hand Digging
- Other Excavation Work

Please Note: No utility trucks / vehicles are to be staged on our city’s planted esplanade.

□ **Third Party Information**

It is required that we know who the Third Party is. Please provide the following:

- Name of Superintendent
- Company Address
- Superintendent Contact Information
- Emergency Contact Information
- Proof of required insurance or self-insurance to be provided prior to any commencement of work.
- We require a copy of general liability insurance from the Third Party.

- Certificate shall state the policy number; name of insurance company; name and address of the agent or authorized representative of the insurance company; name, address, and phone number of insured; policy expiration date; and specific coverage amounts.
- If any changes were to happen to the Third Party contractor during the length of the project, the city must be immediately notified and updated with the requesting information.

□ Damage

Users are responsible for the workmanship of any damages caused by a Third Party contractor, to any of the following:

- Water/Sewer Lines
- Gas Pipelines
- Grass
- Plants, Flowers, and Bushes
- Trees and Tree Roots
- Streets, Curbs, Potholes
- Street Poles/Street Signs
- Mailboxes
- Residential Fencing

All users shall notify the city immediately of any damage to other utilities, either city or privately owned.

□ Restoration of Property

The restoration of the affected property is required. Users of the right-of-way shall restore property affected by construction/installation to a condition that is equal to or better than the condition of the property prior to the performance of the work. The restoration shall include, but not limited to:

- Replacing all natural ground cover with an equal or better type of ground cover damaged during work, either by sodding or seeding.
- Installation of all manholes and handholes, as required
- All bore pits, potholes, trenches, or any other holes shall be covered or barricaded daily
- Leveling of all trenches and backhoe lines
- Restoration of excavation site to city specifications
- All locator flags shall be removed during the cleanup process
- Repair of all street and sidewalk removals shall be made promptly to avoid safety hazards to vehicle and pedestrian traffic.

To ensure proper restoration of the affected area, the city may require before and after pictures.

□ Permits

- Permits may be required for electrical reconnect and gas.
(Subject to scope of work)
- A copy of right-of-way permits should be posted and visible.

□ **Inspections**

- Electrical and gas permits will need to be inspected prior to being released to CenterPoint Energy.
- The city will inspect the areas of all right-of-way work.

□ **Plan Examiners**

For a request approval, there have to be no objections from any of the following plan examiners.

- City Director of Planning, Development, & Permits
- City Forester
- HDR Engineering
- Memorial Village Water Authority
- Piney Point Village City Council
- Public Works
- Other

Helpful Notes:

- A copy of the construction permit and approved engineering plans shall be maintained at the site and made available for inspection by the city at all times when installation work is occurring.
- Prior approval must be obtained from the city when a street or sidewalk cut is required.
- Precautionary measures need to be taken when a sidewalk is repaired or redone.
- Any work done to a sidewalk needs to be secured with cones and temporary fencing around the perimeter for pedestrian safety.
- The city may require notification letters to adjacent residential developments and neighborhoods.
- The City of Piney Point Village must approve the work being performed.
- No person shall perform any construction or installation of structures in the right-of-way without first obtaining a Right-of-Way Permit.
- Any work commenced in the right-of-way without a permit will be immediately shut down by the city's code enforcement.
- Any and all changes to the original project scope must have city approval.
- City Council approval is not required for all applicants; it is subject to the scope of work.
- In addition to the scanned PDF set, the city does require paper submissions. These must be dropped off to the city.
- For questions regarding water and sewer line markings, please call the Memorial Village Water Authorities at (713) 465-8318.
- Electronic drawings must be emailed directly to Kimberly Perez, Right-of-Way Coordinator, at cityhall@pineypt.org and CC Annette Arriaga, Director of Planning, Development, and Permits, bldgofficial@pineypt.org.
- Please allow two to three weeks for plans to be reviewed and receive a response.