



Building, Planning & Development Department
PERMITS AND INSPECTIONS DIVISION
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Right-of-Way Request Application

The purpose of the checklist is to provide guidance to the applicants on the requirements and ensure that this 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.

Job Address: _____
Street Number Street Name

Project Name/Number: _____

Estimated Length of Project: _____

Applicant Information

Name & Position: _____

Phone Number: _____ E-Mail: _____

Third Party Information

- I have this information (Fill out the bottom portion.)
- I do not have this information. (If not yet known, please provide this information to us once the contractor has been assigned.)

Name of Superintendent: _____

Superintendent Phone Number: _____

Superintendent E-Mail: _____

Company Address: _____
Street City State Zip Code

Emergency Contact Information: _____
(24/7 Contact Person) Name Phone Number

We require a copy of general liability insurance from the Third Party. "The City of Piney Point Village" with the address, should be listed as the certificate holder. Please attach this with the application.

What is the Purpose of the Request?

- Emergency
- Routine Maintenance
- Future Project

Type of Repair

- | | |
|--|--|
| <input type="checkbox"/> Underground | <input type="checkbox"/> Network Nodes |
| <input type="checkbox"/> Overhead | <input type="checkbox"/> New Pole(s) |
| <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> New Optic Fiber Install |
| <input type="checkbox"/> Equipment Boxes | <input type="checkbox"/> Sidewalk Point Repair |
| <input type="checkbox"/> Equipment Maintenance | <input type="checkbox"/> Street Point Repair |
| <input type="checkbox"/> Cell Towers | <input type="checkbox"/> Telecommunication |
| <input type="checkbox"/> Manholes | <input type="checkbox"/> Other |

If Other, Please Specify: _____

Agency Applying

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

If Other, Please Specify: _____

Detailed Scope of Work

Refer back to the Right-of-Way Checklist for the required information to be explained in the detailed scope of work.

Location of Project

Provide a description of the proposed location (including 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

- Follow all the guidelines and attach the 11x17 plans with the application.

Trees

- If present, include tree mark-ups on the plans.

Proposed Equipment/Machinery

- Boring
- Trenching
- Hand Digging
- Other Excavation Work

If "Other", Please Specify _____

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

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.

Permits

- We will notify you if a permit is required for electrical reconnect or gas.
- If and when the permit is issued, it is to be posted in a visible location on the jobsite.

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

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

Restoration of Property

By the requirements of the city, I understand that we are to restore any of the city’s property that is affected as a result of our work, to a condition that is equal to or better than the condition of the property prior to the performance of the work.

Signature of Applicant

Date

I understand that if we are issued this permit to work in the city’s right-of-way, we will comply with all requirements in the City of Piney Point Village Code of Ordinances.

Printed Name of Applicant

Signature of Applicant

Date

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.
- 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.