



Right-of-Way Request Application

7660 Woodway Dr, Suite 460 Houston, Texas 77063, Phone: (832) 849-8446

gquevedo@pineypt.org

Date: _____

Applicants Name: _____

Type of Application: ROW Request Application

Applicants Phone: _____

Job Address: _____

Applicants Email: _____

Note: Submittal will not be accepted unless all items in the checklist have been completed.

Right-of-Way Application Checklist

	Type of Application	Description	Application Form (please print and attach forms)
	Right-of-Way Application	This application must be read thoroughly and be filled out to process the ROW request.	Right-of-Way Application Form
	Site Plan	Must provide a site plan or a drawing that specifies the location and the scope of work.	Drawing Specifications
	MVWA Approval	The Memorial Village Water Authority must approve the ROW request. Once form is filled out, it should be sent to trey@mvwa.org and copy gquevedo@pineypt.org on the email. Make sure to attach the Right-of-Way Application.	MVWA Application Phone: (713) 465-8387
	Online Portal Submittal	The ROW request should be submitted to our online portal for our engineer's review. The submission must include the ROW Application, a detailed drawing of the request and the MVWA Approval Form.	Online Portal
	City Forester Approval	The City Forester Approves all the ROW request. If you have any tree problems, feel free to contact our city forester, Cary.	Phone: (832) 516-1321
	Help Document	Refer to his form when filing out the ROW application. This form is to help answer any questions you may have about the application	Help Document Form
	Before and After Pictures	As part of your ROW request, you are required to submit both before and after photos of the job site. A "before" photo must be included with your application. An "after" photo is required upon completion of the work to close out the project. Submit the after pictures via email.	gquevedo@pineypt.org

When the application gets approved by the Memorial Village Water Authority and the Engineer, Gerson Quevedo will send the letter of No Objection via email. Contractors must notify the city a minimum of **48 hours** prior to beginning work.

Right-of-Way Ordinance for Your Review: [Chapter 56 – Right-of-Way Management](#)

Please ensure to comply with the City of Piney Point's Right-of- Way Ordinance.

***Chapter 56 Section 7 (a) Restoration of affected property required. Users of the right-of-way shall restore property affected by construction in the right-of-way to a condition that is equal to or better than the condition of the property prior to the performance of the work. This includes, but is 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, as directed by the city administrator.**

**Please print this document and attach this to all the documents.
Email these documents to gquevedo@pineypt.org**