RELEASE OF EASEMENT APPLICATION FORM
LAND MANAGEMENT

MAILING ADDRESS: CENTERPOINT ENERGY, 1111 LOUISIANA ST, 7TH FLOOR
HOUSTON, TX 77002
TELEPHONE: (713) 207-6348

STREET ADDRESS
FOR THE PROPERTY:_____ _____
Date of Application

REQUESTOR INFORMATION: ***(Print or Type Only)***

_____ _____
Name: Individual Company Phone Number

_____
Address City State Zip Code

E-mail Address: _____

PROPERTY LEGAL DESCRIPTION (Including Recording References)

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION:

1. One (1) copy of a property survey or drawing **highlighting the easement(s) to be released**. Said survey or drawing must be legible, show clear details and include a north arrow.
2. If improvements are being made to the property (new building or additions to an existing building), three (3) copies of the site plan should be included.
3. A **non-refundable** processing fee made payable by check or money order to CenterPoint Energy must accompany this application before it can be processed. **Select service from rate schedule below:**

RATE SCHEDULE

❑ **Within 14 working days**	**$600.00**
❑ **Within 7 working days**	**$900.00**
❑ **Within 4 working days**	**$1,300.00**
❑ **Within 2 working days**	**$2,600.00**

The scheduled turnaround times are null & void if electrical/gas facilities are located within the easement to be released.

The submitted information will be reviewed to determine if the easement in question can be released, based on existing and/or future needs of CenterPoint Energy. If approved, we will prepare a recordable form instrument to be executed by the appropriate authority. The requestor will be provided with an original executed instrument for reference.

If facilities exist there will be a minimum of **5-6 weeks** for the release of easement process to be completed. If any CenterPoint Energy facilities require physical location, in the field, as part of the review process, an additional fee of $250.00 per hour or a minimum fee of $1,000.00, whichever is greater, must be paid within 10 working days of notice of said required work. Should the relocation of facilities be necessitated by said release, the cost of such relocation(s) will be borne by a party or parties other than CenterPoint Energy and must be paid before the release is granted. Also, the acquisition of new easements or the relocation/removal of facilities must be completed prior to CenterPoint Energy issuing a release of easement.

CenterPoint Energy will make every effort to expedite your request as we realize that the processing of your request may be delaying a closing, building permit, or other important transaction.

I certify that the information provided is accurate and I realize that any inaccuracy or missing information, including failure to sign below, may delay processing or invalidate this application.

_____
Signature of Requestor