



STANDARD MAP REQUEST & SIGNATURE PROCESS

Effective April 2, 2020

This document outlines the standard procedures CenterPoint Energy uses to sign and begin facility impact review for private development and public improvement projects. CenterPoint Energy's goal is to help facilitate safe completion of construction projects within our utility footprint by protecting our existing facilities. Please follow the processes as outlined in this document.

MAP REQUEST:

To receive a map of our underground facilities in your project area, please provide the following.

- Completed Map Request Form (page 6)
- Vicinity map clearly showing the project location
- Public jobs require a (WBS#, CSJ#, UPIN#, etc.)
- Private jobs require a \$100 fee be paid by Check or Money Order (Made out to CenterPoint Energy)
- For updating an expired map request include the original CNP ID#.

Send map requests to the addresses shown below:

Public Projects	Private Projects w/\$100 Fee
txmaprequest@centerpointenergy.com (Public entities that have a franchise agreement with CenterPoint Energy)	CenterPoint Energy Attn.: Business Process PO Box 2883 Houston, Texas 77252-2883

The map request process must be completed prior to submitting plans to CenterPoint Energy. CenterPoint Energy will return a map indicating our existing underground facility locations for gas and electric, with respect to the right of way. Locations of CenterPoint Energy facilities are shown in an approximate location only. Gas service lines are typically not shown on the maps. These maps can be utilized to show the approximate location of CenterPoint gas and electric facilities. **Facility maps are valid for six months, after which a new request must be submitted.**

Upon receipt of the submitted map request, CenterPoint Energy will create a project specific folder for your company on our SharePoint site. The facilities map will be placed in a designated project folder and the project folder link will be e-mailed back to the requestor.

Gas Facility Relocation Requests:

For Private and Public Improvement projects, upload plans to the specific project folder (link previously provided to the facilities map requestor). When uploading any documentation to your project folder, ***the CNP issued project ID# must be at the end of all file names.***

Please submit plans at earliest feasible design stage with the following information included:

- A letter indicating the **CNP I.D. Number**, the project's tentative bid date, anticipated signature approval time frame (if required by Public Entity), project coordinator's name and telephone number and your client's project coordinator's name, telephone number, and email address.
- All survey information established for this project, including project baseline geometry (bearings, distances, etc.), ties to horizontal & vertical control (benchmarks, TBM's), traverse points, recovery sketches, and right-of-way maps. If any electronic survey information is available (in ASCII format), please include it along with hard copies or electronic submittal of these files.

Upon receipt of these items, we will begin our conflict analysis. Please allow a minimum of **25** business days for initial review. Be advised, inaccurate or insufficient survey information may impede conflict analysis. The conflict analysis will be based on the location of proposed design facilities and does not include any potential construction method conflicts unless explicitly shown on the design (i.e. engineered bore pit or temporary retaining wall). **The review is valid for six months.**

Plans can be submitted during various stages of design for review. To ensure accurate conflict assessment and relocation, plans should be resubmitted for review when changes to the proposed design occur.

Electrical Facility Relocation Requests:

Public Improvement Road Widening Plans:

Right of Way Plans - Only if New Right of Way is being acquired.

Construction Plans - Submit plans between 30% to Final Design.

The Right of Way plans you submit will be sent for posting onto our system maps. Once our posting has been completed, your construction plans will be sent for review to determine if any distribution power poles, transmission, fiber optic, major underground, or substation facilities will require any adjustments/relocations.

Please allow a minimum of **45** days for review. Upon completion of our electrical review, CenterPoint Energy will notify you in writing or email of our findings. Please be sure to provide an email address from the requestor for any comments we may need to address. Please note, this is a separate review process; it should not interfere with the signature process.

Electrical point of contact:

Cynthia Martinez

713.207.6555

cindy.martinez@centerpointenergy.com

Electronic (Digital) Signatures

If CenterPoint Energy's signatures are required on your plan set by a public entity, please follow the process below. Signatures are provided electronically through Signatures SharePoint site.

CenterPoint Energy will only sign plan sets if the following requirements have been met:

- A CenterPoint Energy facilities map package dated within the last **six months** has been received by the requestor. This is necessary to ensure our facilities are shown correctly and are as up to date as possible in the project plan set.
- A project plan set has been uploaded to the project specific folder on the SharePoint site.
- The plan set includes the CenterPoint Energy notes and signature block - shown in the next section of this document.
- Select the link below or paste the link into a browser to open the signature site:
 - <https://centerpointenergy.sharepoint.com/sites/CNPRedandGreen-ApprovalSignatures/Lists/Red%20and%20Green%20%20Tracking/AllItems.aspx>
 - If you do not have access to the site please e-mail txengsignatures@CenterpointEnergy.com to request access.
- Please use either Google Chrome or Microsoft Edge.
- Select the "New" button in the top left of the page to fill out the required form.



- Fill out the top portion of the form, attach the plan set to be signed, and select "Submit"

Texas Engineering Signatures Request Form	
Plan Set Tracking - <i>This section is to be filled out by the requestor</i>	
Project Identification Number:	<input type="text"/>
Email of Client Requesting Signatures:	<input type="text"/>
Plan Set Uploaded and Ready to be Signed:	<input type="text"/>
Attach Plan Set: <i>*Add CenterPoint ID# to the file name</i>	<input type="button" value="Click here to attach a file"/>
Plan Set Signed - <i>This section is to be filled out by a CNP employee</i>	
Has Facility Map Requested been completed within the last six months:	<input type="text"/>
Has a plan set been uploaded to the CNP project submittal site:	<input type="text"/>
Current CNP Standard Notes included:	<input type="text"/>
CNP Employee email Signing Plan Set:	<input type="text"/>
If assigned, enter the Engineer/Designer email:	<input type="text"/>
Plan Set Signed:	<input type="text"/>
<input type="button" value="Submit"/>	

Allow 48 hours for your request to be processed. You will receive an e-mail when the plan set has been signed.

Gas Engineering signs for both Gas and Electric facilities

- Signatures are only valid for six months.
- If it has been more than six months since you requested facility maps, you must request a new set.

NOTE: CenterPoint's signature is only to indicate that CenterPoint has provided you with a facilities map showing our underground gas and electric lines and has received a set of plans for review.

For questions or concerns please e-mail txengsignatures@CenterpointEnergy.com

Required Plan Callouts and Notes

Facility call outs should be shown in the following format:

- CenterPoint Energy (SIZE, PRESSURE & MATERIAL) GAS MAIN
e.g. "CenterPoint Energy 4" IP STL. GAS MAIN"
- Underground Electric utilities are to be called out as indicated on facility maps provided.

Note: It is the responsibility of the consulting engineer/designer to show CenterPoint Energy's facilities correctly in construction plan sets.

Please add the following notes to your general notes page:

CAUTION: UNDERGROUND GAS FACILITIES

The contractor shall contact the Utility Coordinating Committee at 1-800-545-6005 or 811 a minimum of 48 hours prior to construction to have main and service lines field located.

- When CenterPoint Energy pipe line markings are not visible, call (713) 207-5463 or (713)-945-8037 (7:00 a.m. to 4:30 p.m.) for status of line location request before excavation begins.
- When excavating within eighteen inches (18") of the indicated location of CenterPoint Energy facilities, all excavation must be accomplished using non-mechanized excavation procedures.
- When CenterPoint Energy facilities are exposed, sufficient support must be provided to the facilities to prevent excessive stress on the piping.
- For emergencies regarding gas lines call (713) 659-3552 or (713) 207-4200.

The contractor is fully responsible for any damages caused by his failure to exactly locate and preserve these underground facilities.

WARNING: OVERHEAD ELECTRICAL LINES

Overhead lines may exist on the property. The location of overhead lines has not been shown on these drawings as the lines are clearly visible, but you should locate them prior to beginning any construction. Texas law, Section 752, Health & Safety Code forbids activities that occur in close proximity to high voltage lines, specifically:

- ☐ Any activity where person or things may come within six(6) feet of live overhead high voltage lines; and
- ☐ Operating a crane, derrick, power shovel, drilling rig, pile driver, hoisting equipment, or similar apparatus within 10 feet of live overhead high voltage lines.

Parties responsible for the work, including contractors are legally responsible for the safety of construction workers under this law. This law carries both criminal and civil liability. To arrange for lines to be turned off or removed call CenterPoint Energy at (713) 207-2222.

ACTIVITIES ON/OR ACROSS CENTERPOINT ENERGY FEE OR EASEMENT PROPERTY

No approval to use, cross or occupy CenterPoint fee or easement property is given. If you need to use CenterPoint property, please contact our Surveying & Right of Way Division at (713) 207-6348 or (713) 207-5769.

CenterPoint Energy Signature Block

NOTICE: For your safety, you are required by Texas Law to call 811 at least 48 hours before you dig so that underground lines can be marked. This signature does not fulfill your obligation to call 811.
VERIFICATION OF PRIVATE UTILITY LINES
Date
CenterPoint Energy natural gas utilities shown. (Gas service lines are not shown). This signature not to be used for conflict verification. Signature Valid for six months.
Date
CenterPoint Energy/UNDERGROUND Electrical Facilities Verification ONLY. (This signature verifies existing underground facilities - not to be used for conflict verification.) Signature Valid for six months.

Date: _____

CenterPoint Energy
STANDARD MAP REQUEST FORM

Revised: July 16, 2019

In order to receive a map of our facilities in your project area, you must fill out the following request form & send it in with a vicinity sketch:

Public Projects
txmaprequest@centerpointenergy.com (Public entities that have a franchise agreement with CenterPoint Energy)

Private Projects w/\$100 Fee
CenterPoint Energy Attn.: Business Process PO Box 2883 Houston, Texas 77252-2883

If this is for update to a previous project please indicate the CenterPoint Energy ID#: _____

1. **Requesting Firm Name:** _____

2. **Requestor's Name:** _____

3. **Requestor's Email:** _____

4. **Physical Address:** _____

5. **Phone Number:** _____ **Cell Number:** _____

6. Indicate public entity with franchise agreement (Mandatory for all public map requests).

☐ City of _____

☐ if City of Houston, **WBS#** _____

☐ County _____

☐ if Harris County **APIN/UPIN#** _____

☐ TxDOT, **CSJ#** _____

☐ HCFCD _____

☐ Other _____

7. **Title of this Project:** _____

8. **Project Limits:** _____

Key Map Page: _____

9. **Scope of Proposed Work** (Ex. Paving, Drainage, Private Development, Survey, etc.)

10. **Anticipated Construction Schedule:** _____

11. **Remarks:** _____

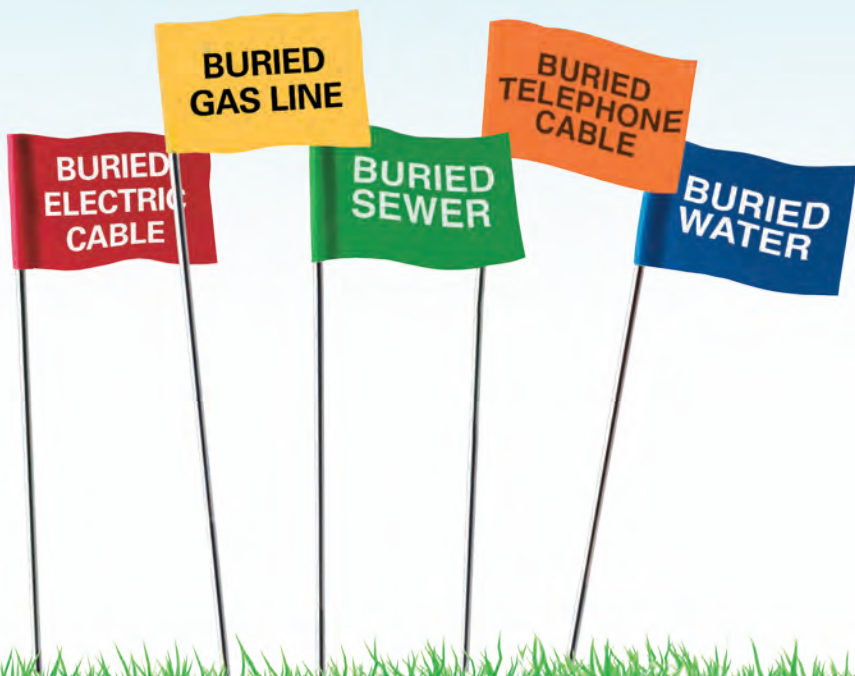
**If this form is not completed correctly, your map request will be delayed
until we receive the pertinent information.**

Questions Email: michael.brower@centerpointenergy.com



**Know what's below.
Call before you dig.**

**It's safe,
it's free and
IT'S THE LAW!**



Call 811 or enter your ticket online at www.lonestar811.com.

If you damage a gas line, call 811 immediately from a safe distance of spewing gas. Texas law requires this call to be made within 2 hours of the gas line damage.

- Give two working days, excluding holidays and weekends for marks to be placed at the excavation area.
- Respect the utility markers and dig carefully.

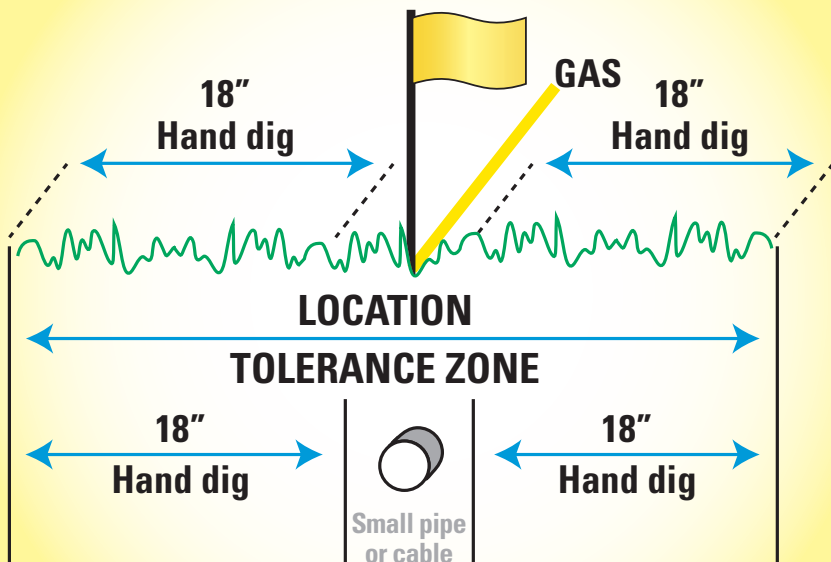
SAFE DIGGING SAVES LIVES

Texas law requires hand digging within 18" of the tolerance zone as shown below. You are not allowed to use mechanical equipment within the tolerance zone. Texas law requires potholing to spot the line to confirm depth. Locating equipment does not provide depth of underground facilities. Gas lines may be shallow, use extreme caution.

HAND DIG WITHIN TOLERANCE ZONE

If you damage a gas line, please be advised that there may be a charge associated with the product loss and repair costs. If applicable, you will be contacted by a CenterPoint Energy claims representative.

TOLERANCE ZONE



EXCAVATORS:

Hand dig with care around the marked gas line

ONCE THE UTILITY LINES HAVE BEEN MARKED AND YOU'RE READY TO DIG IN THE VICINITY OF UTILITY LINES ...

- Use only rounded/blunt edged tools.
- Don't use axes, hand or powered post hole diggers, picks, mattocks, pry/probing bars or mechanized equipment, as these often result in damage.
- Keep the face of the shovel parallel with the utility line markings.
- If the utility line is visible, keep the face of the shovel parallel with the utility line and use all precautions when removing the soil from around the utility line.
- Don't be aggressive with digging close to utility lines.
- Don't pry against a utility line.
- Don't take for granted that a utility line will be at a certain depth.
- Don't assume an unmarked line is abandoned.
- Don't assume that a utility line that is uncovered will be the only one. There may be another line underneath or close by.
- Don't become frustrated if you do not encounter a utility line right away. Frustration can lead to carelessness and eventual damage to the utility line.
- Don't expose excessive lengths of a utility line.
- Don't leave utility lines exposed while unattended.
- Don't attempt to move underground utility lines.



Privately-owned electric and gas lines will not be located by 811. Texas has laws to protect underground pipelines from excavation activity. For more information visit Texas Railroad Commission website: www.rrc.state.tx.us.

APPROVED



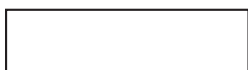
NOT APPROVED





Don't miss the obvious above ground markers that indicate underground gas facilities. Call 811 to get these lines marked before excavation.

APWA UNIFORM COLOR CODE For marking underground utility lines



Proposed excavation



Temporary survey markings



Electric powerlines, cables, conduit and lighting cables



Gas, oil, steam, petroleum or gaseous materials



Communication, alarm, signal lines, cables or conduit



Potable water



Reclaimed water, irrigation and slurry lines



Sewer and drain lines

For more information on pipeline safety, visit our website at CenterPointEnergy.com/Safety.



Always There.®