

NHCRWA PERMITTED ENCROACHMENT/LONO REQUEST PROCESS

1. All improvements made within the NHCRWA easement require an encroachment agreement prior to construction of the improvement(s). All encroachment requests must be reviewed by the Authority, and if the encroachment is permissible, the Authority will issue a letter of Permitted Encroachment.
2. Requestor shall complete the Encroachment Request Form found on the NHCRWA website. This form provides the Authority with information associated with the requested encroachment including owner, location, and encroachment description.
3. Within five business days of receipt of the completed Encroachment Request Form, the Authority's Program Manager will provide relevant documents to the requester (such as record drawings and easement agreements) for the potential encroachment in question.
4. Requestor is to incorporate the details of the Authority's water line and its appurtenances in plan and profile views on their drawing set, ensuring that the profile is adjusted to match the datum levels of the Authority's record drawings. Requestor is to meet required clearances between utilities and follow the standards provided in the **NHCRWA Design Manual** as well as the **Standard Specifications and Details**. This information can be found on NHCRWA's website ([Design and Construction Documents - North Harris County Regional Water Authority \(NHCRWA\)](#)).
5. Landscape encroachment is allowed for certain shrubs and plants. Plants and trees with a potential to cause damage to the water line with their root system are not allowed. Requestor must show the name of the plants and their location on the plans.
6. In addition to the water line and easement details, Requestor shall add the following note to their drawings:
"Contractor shall call the NHCRWA (281-440-3924) 48 hours prior to beginning construction."
7. Requestor shall submit a permit review package to the Authority's Program Manager for approval (NHCRWAprogram@carollo.com). Package shall include:
 - a. Cover letter requesting the Authority issue a letter of Permitted Encroachment(s). Letter is to include a list of all encroachments that are to be permitted.
 - b. Project drawings signed and sealed by a registered professional engineer.
8. The Authority will review the provided package for completeness. If additional information is required, a request will be made to the Requestor. The Authority will then review the submitted package for compliance with NHCRWA standards. Initial review of the provided package may take up to two weeks, and the Requestor should plan accordingly. If resubmittals are required, subsequent reviews may also take up to two weeks. Any requests to relocate Authority assets to accommodate the Requestor's encroachment will require additional review time.
9. If the requested encroachments are not within the NHCRWA easement, but they cross or impact the NHCRWA water line, the Authority will issue a Letter of No Objection (LONO). A LONO may also be issued by request if needed by Requestor to meet requirements of other permitting agencies for encroachments that are not within the NHCRWA easement or crossing the water line. The process for issuing a LONO is the same as that of an Encroachment Agreement.
10. A meeting between the Requestor and the Authority and/or its Program Manager may be held to discuss any additional site considerations, constraints, or project specific requirements.
11. Additional questions on the encroachment process should be directed to the Authority's Program Manager at NHCRWAprogram@carollo.com.