



## PIPELINE LICENSE AGREEMENT APPLICATION

(Following City of Corpus Christi City Ordinance Chapter 35)

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### PIPELINE LICENSE AGREEMENT APPLICATION

The processing of Pipeline License Agreement applications shall operate in accordance with Section 35-152 of the City Code of Ordinances and the procedures delineated below. Applicant shall submit required documents via email to [ROWManagement@cctexas.com](mailto:ROWManagement@cctexas.com).

#### Application Submittal Checklist:

Applicant submits official written request consisting of the Application License Form. There are several documents that must be included with the application before that application would be considered complete. Staff will verify the required documents have been received before processing the request. Required documents or information includes:

**Fire Department Notification:** At least forty-five (45) days prior to the scheduled start of construction, the pipeline owner is required to notify the Fire Chief, or designee, of the intent to construct the new pipeline. Contact Fire Chief Brandon Wade ([brandonw@cctexas.com](mailto:brandonw@cctexas.com)) and Fire Department Executive Assistant to Fire Chief Shana Larson ([shanal@cctexas.com](mailto:shanal@cctexas.com)) via email stating project scope, company, description of substance, and a location map. Applicant needs to provide a copy of the email as proof that Fire Department received notification.

**Notice to Licensee.** Provide company and address that will be entered in the agreement. Please note that this address will be used for mailing out any renewal notices.

**Exhibit A:** provide a word document that includes two sections: design criteria, and construction. See sample for additional information.

**Origin and Destination Point Exhibit:** need to provide an aerial exhibit that shows origin point and the destination of the segment of the pipeline. Origin and Destination need to show coordinates.

**Engineering plans, drawings and/or maps** with summarized specifications showing the horizontal pipeline location, pipeline covering depths, and location of shutoff valves. (Location of shutoff valves must be known in order for emergency responders to clear area for access to valves.) To the extent that information can be reasonably obtained, drawings shall show the location of other pipelines and utilities which will be crossed or paralleled within five (5) feet. Detailed cross section drawings for all public street right-of-way and easement crossings. The required documents are the following:

- a. Engineering Plans signed and sealed by a Professional Engineer. The plans will need to include plan view and cross section.
- b. Engineering Drawings signed and sealed by a licensed Professional Surveyor. The plans will need to include plan view and cross section.

**A description of the substance** to be transported through the pipeline. A copy of the substance safety data sheet (SDS) shall be included with the submittal.



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**The maximum allowable operating pressure** on the pipeline as determined according to U.S. Department of Transportation and Texas Railroad Commission procedures.

**The normal operating pressure range of the pipeline.**

**A description of the consideration** given to matters of public safety and the avoidance, as far as practicable, of existing inhabited structures and congregated areas.

**Contact Information:** Need to provide a word or pdf document that includes:

- a. The name, business address, and telephone number of the pipeline owner and operator.
- b. The names, titles, and telephone numbers of the following persons:
  - i. The person submitting the information.
  - ii. The person designated as the principal contact for submittal information.
  - iii. The person designated as the twenty-four-hour emergency contact.
  - iv. The person or firm which will operate the pipeline.

**Public Advertisement:** At the time of notification to the city of the intent to construct the pipeline, the pipeline owner or operator shall give notice that the information provided in subsection of this section is available to the public. Notice to the public shall be made in the daily local newspaper having the largest circulation in Corpus Christi. Notice shall be provided in the public notice section of at least five (5) successive issues and include the following information:

- a. General description of planned activity.
- b. Proposed pipeline construction area.
- c. Type of material to be transported.
- d. Pipeline owner or operator.
- e. Location of proposed pipeline information for public review.
- f. Scheduled location and time for new pipeline information meeting.

In addition, an announcement of the scheduled location and time for the public information meeting shall be published concurrently in the local news section of two (2) successive issues of said newspaper in a size not less than two (2) columns by two (2) inches.

- g. The public may review the proposed pipeline information made available pursuant to subsection (c) above, for a period of fourteen (14) days following the publication of the first public notice and submit comments, if any, within such period to both the director of engineering services and the pipeline owner or operator.
- h. Within twenty (20) days of notification to the city of the intent to construct the pipeline, the pipeline owner or operator shall conduct a public information meeting. At this meeting the owner/operator shall review the proposed construction and operation of the new pipeline.
- i. Following the public review period, but not more than forty-five (45) days following notification to the city of intent to construct a new pipeline, the pipeline owner/operator shall meet with the director of engineering services to review any public comments. If there are no substantive, nonresolvable technical issues, construction of the pipeline will proceed. If there are substantive, nonresolvable



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technical issues concerning matters that do not fall within the exclusive jurisdiction of the department of transportation or the Texas Railroad Commission, an administrative hearing shall be held within fourteen (14) days as provided in subsection (g) below.

- j. An administrative hearing shall be conducted to seek resolution of any substantive, nonresolvable technical issues. The hearing will be conducted before the city manager or designee who will render a decision within seven (7) days of the date of such hearing.
- k. Reserved.
- l. All pipelines will be constructed repaired, and/or replaced in compliance with all statutory or regulatory requirements of the U.S. Department of Transportation and the Texas Railroad Commission.
- m. The pipeline owner or operator will give notice of the commencement of pipeline construction to all residents and business establishments that are within three hundred (300) feet of the proposed centerline of the pipeline, but not less than forty-eight (48) hours prior to commencement of construction.
- n. Upon completion of pipeline construction the pipeline owner or operator shall provide the city with as-built pipeline drawings within one hundred twenty (120) days. Accuracy of as-built drawings shall meet a survey level of one (1) foot to fifty thousand (50,000) feet. The drawings shall also be supplied in a workable electronic document with the location tied to one (1) nearby GPS (global positioning system) city monument. If the new pipeline length exceeds one thousand (1,000) feet within the city or its jurisdiction, the pipeline should be tied to at least two (2) GPS city monuments.
- o. Any change in service of a pipeline not previously addressed by this article to gas, hazardous liquid, or chemical service must be reviewed in accordance with the new pipeline review procedure outline in subsections (a)—(g) of this section, as if it were new pipeline construction.
- p. The city manager or his designee has the authority under this article to modify any of the procedural requirements in this section if it is in the best interest of the City of Corpus Christi.

**Right of Way Construction Application:** applicant shall submit the following:

- a. ROW application filled out and signed.
- b. Sign indemnity agreement located in the ROW construction application.
- c. Certificate of Insurance with the City as certificate holder, and meeting the requirements described on Exhibit A of insurance requirements.
- d. Traffic Control Plan.
- e. Engineering Drawings.
- f. Other requirements shown in the checklist for ROW Construction application.



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**Payments:** The applicant will need to submit payments for the following:

- a. **License Fee** – \$3,000 (Non-refundable)
- b. **Annual Fee** - \$1500 (Regardless of the number of pipelines licensed or City ROW occupied) or \$2.00/LF of pipeline in City ROW.
- c. **ROW fees:** the applicant will need to pay an application fee of \$95.00 plus any ROW blockage fees or street cut recovery fees.
- d. **County Recordation Fees.** At the time that the agreement is ready to get recorded, City staff will contact Nueces County Appraisal District to obtain a quote for the recordation fees, and the applicant will need to submit a check payable to the County for that amount, so city staff can go to record the agreement.

By signature of its authorized representative below, company certifies that the information required by City Code Sections 35-147(a) and (b) and 35-153 (a) and (k) has previously been furnished for any pipeline to be included in this license and is currently accurate, and that the engineering drawings provided identify the location of any current or future pipeline within City Right of Way.

Per Section 49-93 of the City Code of Ordinances, the City shall grant or deny the license within thirty (30) days of receipt. If the application is in compliance with the terms of this article, the City Manager shall execute the tendered license. The Manager's denial of a license shall be in writing and addressed to the address provided by the applicant and shall state the reason for denial.

Date Submitted \_\_\_\_\_

Agent Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Location: \_\_\_\_\_

Email Address: \_\_\_\_\_