

LICENSE TO ENCROACH SUBMITTAL CHECKLIST

Please submit the following items. The project cannot be reviewed for compliance unless all applicable items have been submitted and are complete.

Submit

- Letter requesting license to encroach.
- Detailed site plan indicating the location of the proposed encroachment.
- Letters from all appropriate utility companies (i.e. HWWS, AEP, Time Warner Cable, Magic Valley Electric, Texas Gas Service, AT&T, TxDOT (if on State right-of-way), Irrigation District and Drainage District.
- Certificate of Liability Insurance with the City of Harlingen as additional insured.

Important Notes

- I understand the license to encroach is reviewed by appropriate City departments after a complete submittal. It will not be scheduled for City Commission unless all items on this list are completed.
- I understand that while all requirements for submittal of the license to encroach the City Commission is the sole authority for the consideration and approval or denial of the request.
- I understand that if the license to encroach is approved by the City Commission, a certificate of liability insurance with the City of Harlingen as additional insured must be submitted to the City of Harlingen. Said insurance company providing additional insured shall agree that this policy shall not be cancelled unless the City is given thirty (30) days written notice in advance.
- The license to encroach (if granted) is revocable at the pleasure of the City of Harlingen.

Applicant: _____ Date _____

Applicant Address: _____

Phone/Fax: _____

Signature: _____

Utility Companies Contact Numbers

	Company/Organization	Contact Person	Address	Phone	Email
1	Texas Gas Service	Everado Balboa	P.O.Box 531827 Harlingen Tx.	444-3900	www.texasgasservice.com
2	A.E.P	Clemente Garza	355 W. Hwy. 77 San Benito	361-2062	ccgarza@aep.com
3	HWWS	Mark Jasper	134 E. Van Buren Harlingen	430-6108	dgunn@hwws.com
4	AT&T	Jeff Wynn	401 E. Van Buren Harlingen	421-7308	lw2160@att.com
5	Time Warner Cable	Luis Limon	2921 S. Exp. 83 Harlingen Tx.		san.plat.processing@twcable.com
6	Magic Valley Electric	Carlos Gualardo	P.O. Box 267 Mercedes Tx.		carlosgualardo@magicvalley.coop
8	Harlingen Irrig. Dist. No. 1	Wayne Halbert	301 E. Pierce Harlingen Tx.	423-7015	waynehalbert@hidcc1.org <i>R hid cc 1.org</i>
9	Cameron County Irrigation Dist. No. 2	Sonia Kaniger	P.O. Box 937 San Benito Tx.	399-2484	alan@hidcc1.org