

Utility Addresses for Utility Notification Letters

Per the City of Tomball Code of Ordinances, utility notification letters are required for preliminary plats and re-plats.

Sec. 40-28. Application for preliminary plat approval.

5) Notice to utilities. Evidence of notice to all utility companies that provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat that is filed within the city.

CenterPoint Energy/Houston
Surveying & Right of Way
P.O. Box 1700
Houston, Texas 77251-1700

Comcast
8500 W. Tidwell
Houston, Texas 77040

AT&T Communications
7602 Spring Cypress Road, Room 226
Spring, Texas 77379

Sample Letter:

To Whom It May Concern:

I am enclosing a copy of a proposed _____ (Type of Plat) plat of _____ (Plat Title) _____. The purpose of the plat is to create a _____ (Type of Use) Lot. We are preparing the plat for recordation in the Map Records of Harris County. Per the City of Tomball Development Procedures, we are requesting a “No Objection” letter for the attached plat.

If you have any questions or comments please contact _____ (Contact Person) _____ at _____ (Telephone Number) _____.

Please send a copy of the report to _____ (Surveyor or Owner Contact) _____, by fax to _____ (Fax Number) or email to _____ (Email Address) _____.

Thank you,