

Crossings or Improvements in GBRA Easement Requirements and Procedures

Guadalupe-Blanco River Authority (GBRA) has easements throughout our 10-county basin some which have been in place since for 75 years. GBRA infrastructure is generally installed private easements with rights to use, maintain, operate, repair, and replace pipelines for the public benefit of municipalities and districts. Each easement is unique, and property owners should review the language in the easement and request a meeting to discuss any questions. The following outlines the sequence of requirements and procedures established by the GBRA for any owner, developer or third party wishing to construct improvements within a GBRA easement. Working with GBRA to cross our easement will help to protect those working around underground utilities and for the ongoing maintenance of our water and wastewater services to our communities.

Important Notes:

- **Prohibited Items:** Permanent structures, grading, detention/retention ponds, landscaping, trees, parking lots, walls, or any other construction or obstructions are not permitted within GBRA easements.
- **Permitted Crossings:** Utilities, drainage channels, roads, and fences may cross GBRA easements at or near a 90-degree angle to the longitudinal direction of the easement and shall not be placed parallel to GBRA's facilities within the easement.
- **Encroachment Agreement:** GBRA requires that the proposed Encroachment Agreement undergo an internal review by multiple departments. To mitigate the risk of impacting the project timeline, it is recommended that the initial draft of the Encroachment Agreement be submitted during the preliminary design phase, or a minimum of 90 days prior to the anticipated design review.
- **Design Approval:** All proposed alterations or crossings must be approved in writing by GBRA. Construction must be inspected and approved by GBRA.

Encroachment Procedure:

1. Initial Submission and Meeting

The property owner must submit documentation describing the proposed

improvements and schedule an initial meeting with GBRA. This submission should include:

- Owner and engineer contact information
- Anticipated construction schedule
- Description of the proposed improvements and/or utility crossings
- Plat showing all GBRA utility easements
- Owner's land deed or Utility's easement documentation
- Design documents showing GBRA utility profiles and proposed infrastructure
- A completed Encroachment Agreement template for GBRA review (prior to execution)

2. **Encroachment Agreement Execution**

Upon GBRA's review and approval of the Encroachment Agreement, a project manager will be assigned, and a SharePoint site and project email address will be provisioned. All subsequent document submissions must be made through SharePoint. Email transmittals will not be accepted. GBRA will provide SharePoint usage instructions.

3. **Design Document Submission**

The owner or developer's engineer must submit all design documents via SharePoint for GBRA review. GBRA will endeavor to provide comments or approvals within twenty (20) business days of receipt.

Reference: GBRA Standards and Design Guidelines available at:

<http://www.gbra.org/operations/developer-resources/>

Note: An executed Encroachment Agreement is required before design review can begin.

4. **Common Design Requirements**

- Maintain a minimum of 10 feet horizontal and 12 inches vertical clearance between GBRA water/wastewater and other utilities. Shared trenches are not allowed. Additional clearances may be required.
- GBRA water and wastewater pipelines must be centered at all utility crossings, including dry utilities.
- GBRA pipelines must be sleeved when located under concrete channels, box culverts, multiple-barrel storm sewer crossings (any size), or single-barrel crossings 30 inches or larger.
- Casings for GBRA pipelines may be required for entrance roads into residential or commercial subdivisions in order to minimize disruptions to residents or customers and maintain emergency access in the event of a pipeline repair.
- GBRA may install gates in any fences crossing the GBRA easements. Gates are generally 16-foot wide and centered over the GBRA utility.

5. **Design Approval**

Once all GBRA comments are addressed, a formal design approval letter will be issued to the developer's engineer or the owner.

6. **Construction Documentation (If Applicable)**

If required, the contractor must provide materials documentation and stamped "Issued

for Construction” (IFC) drawings for GBRA’s review. These will be provided to the project inspector.

7. Construction Inspection

All construction must be inspected and approved by GBRA **prior** to backfilling or covering the work. This includes any utility crossings of GBRA water/wastewater lines.

- GBRA will perform **one (1)** inspection per day, for a **maximum of one (1) hour** between **8:00 AM and 5:00 PM**, excluding weekends and holidays.
- To schedule an inspection, submit a request through the SharePoint portal if applicable, or call **830-379-5822** at least **48 hours in advance**.

8. Final Approval and Closeout

Upon construction completion, GBRA will conduct a final walkthrough and, upon satisfactory inspection, issue field approval. The owner must then submit the following final documents for GBRA’s formal acceptance:

- Engineer’s record drawings
- GIS data
- CAD files



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GBRA.ORG

Crossings or Improvements of GBRA Utilities within ROW Requirements and Procedures

The Guadalupe-Blanco River Authority (GBRA) operates utilities throughout our 10-county basin, some of which have been in place for over 75 years. GBRA infrastructure may utilize public right-of-way for the benefit of municipalities and districts. The following outlines the requirements and procedures established by GBRA for any owner, developer, or third party seeking to construct improvements within the Public ROW that may intersect with existing GBRA utilities. Collaborating with GBRA to navigate utility crossings ensures the protection of personnel working around underground utilities and supports the continued maintenance of our water and wastewater services for the communities we serve.

Crossing GBRA Utilities within ROW Procedure:

1. Initial Submission and Notification

The property owner must submit documentation describing the proposed improvements. This submission should include:

- Owner and engineer contact information
- Anticipated construction schedule
- Description of the proposed improvements and/or utility crossings
- Design documents showing GBRA utility profiles and proposed infrastructure

2. Design Document Submission

Upon GBRA's receipt of the initial documentation, a project manager will be assigned, and a SharePoint site and project email address will be provisioned. All subsequent document submissions must be made through SharePoint. Email transmittals will not be accepted. GBRA will provide SharePoint usage instructions.

The owner or developer's engineer must submit all design documents via SharePoint for GBRA review. GBRA will endeavor to provide comments or approvals within twenty (20) business days of receipt.

Reference: GBRA Standards and Design Guidelines available at:

<http://www.gbra.org/operations/developer-resources/>

Note: An executed Encroachment Agreement is required before design review can begin.

3. Common Design Requirements

- Maintain a minimum of 10 feet horizontal and 12 inches vertical clearance between GBRA water/wastewater and other utilities. Shared trenches are not allowed. Additional clearances may be required.
- GBRA water and wastewater pipelines must be centered at all utility crossings, including dry utilities.
- GBRA pipelines must be sleeved when located under concrete channels, box culverts, multiple-barrel storm sewer crossings (any size), or single-barrel crossings 30 inches or larger.
- Casings for GBRA pipelines may be required for entrance roads into residential or commercial subdivisions in order to minimize disruptions to residents or customers and maintain emergency access in the event of a pipeline repair.

4. Construction Inspection

All construction must be inspected and approved by GBRA **prior** to backfilling or covering the work. This includes any utility crossings of GBRA water/wastewater lines.

- GBRA will perform **one (1)** inspection per day, for a **maximum of one (1) hour** between **8:00 AM and 5:00 PM**, excluding weekends and holidays.
- To schedule an inspection, submit a request through the SharePoint portal if applicable, or call **830-379-5822** at least **48 hours in advance**.