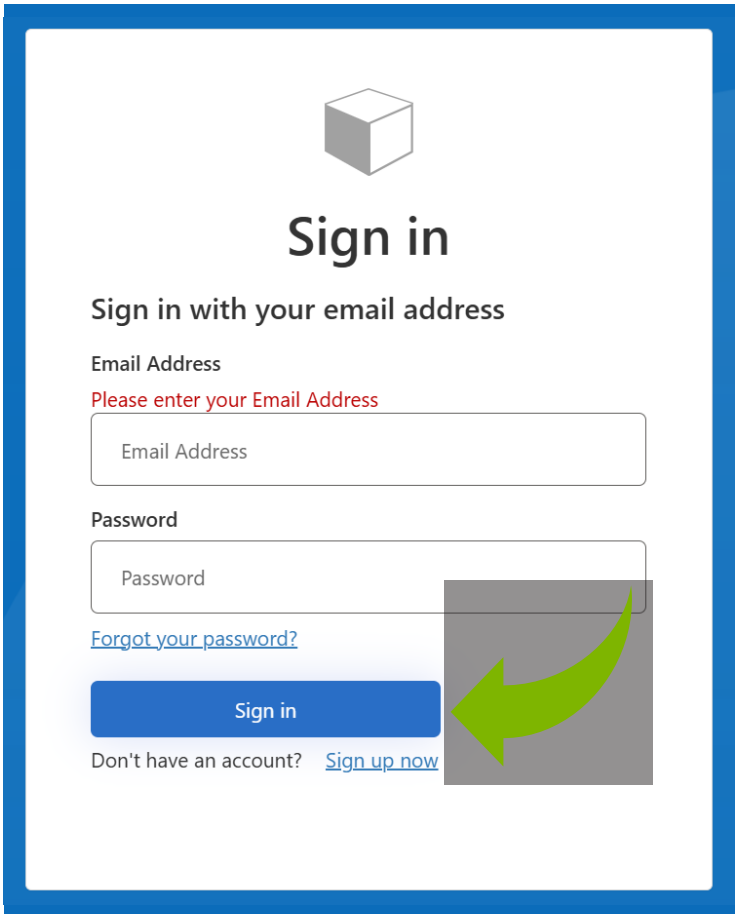
Joint Trench

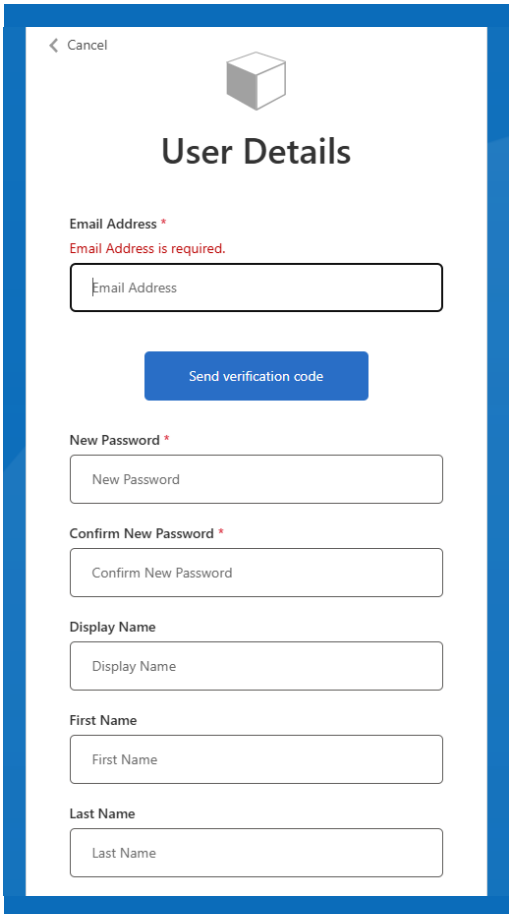
Online portal process for developers

Follow the step-by-step guide to submit plat reviews for a joint trench project completing your project tasks using the online portal. **Click here to login** to the portal.

Step 1

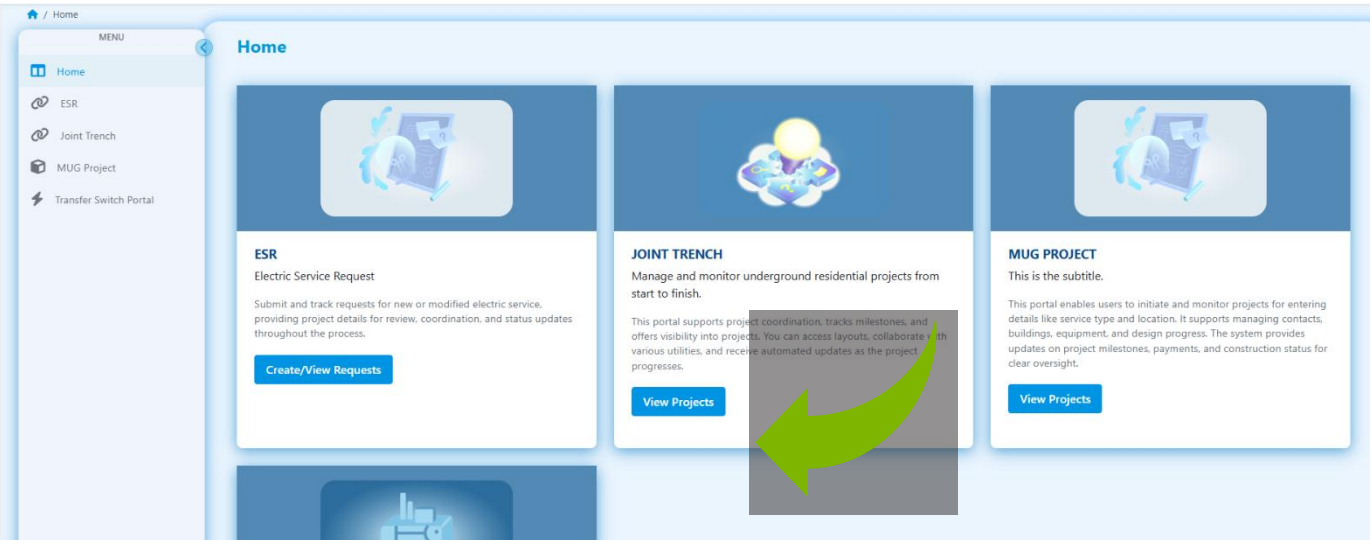
Log in to the portal using your credentials. If this is your first time visiting the site, sign up for an account using your email address. Once you click “Send verification code” you will receive an email to verify your account. If you do not see the email in your inbox, you may need to check your spam folder.





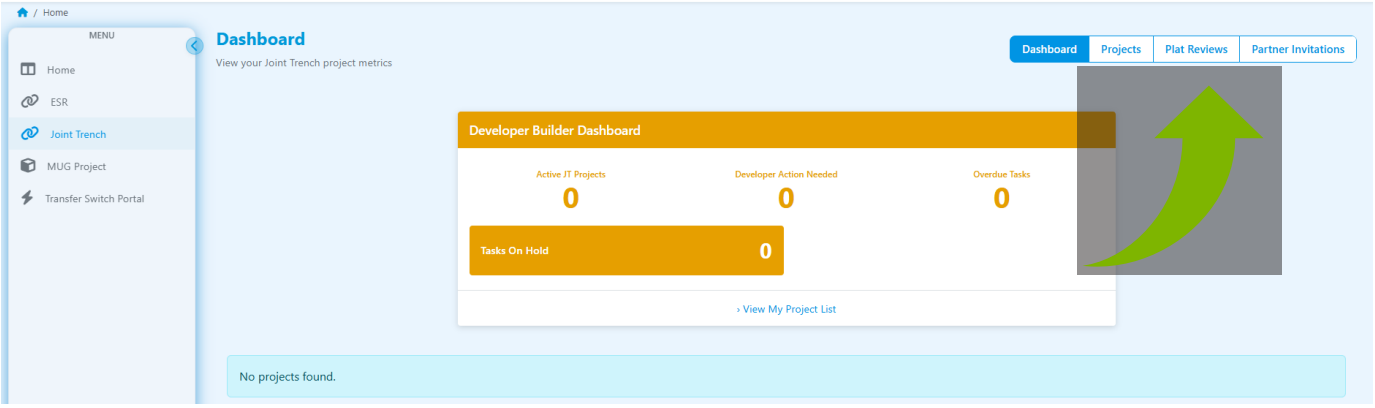
Step 2

Once you are logged in, you will arrive at the portal dashboard. Here you can apply by selecting ***View Projects*** under Joint Trench.



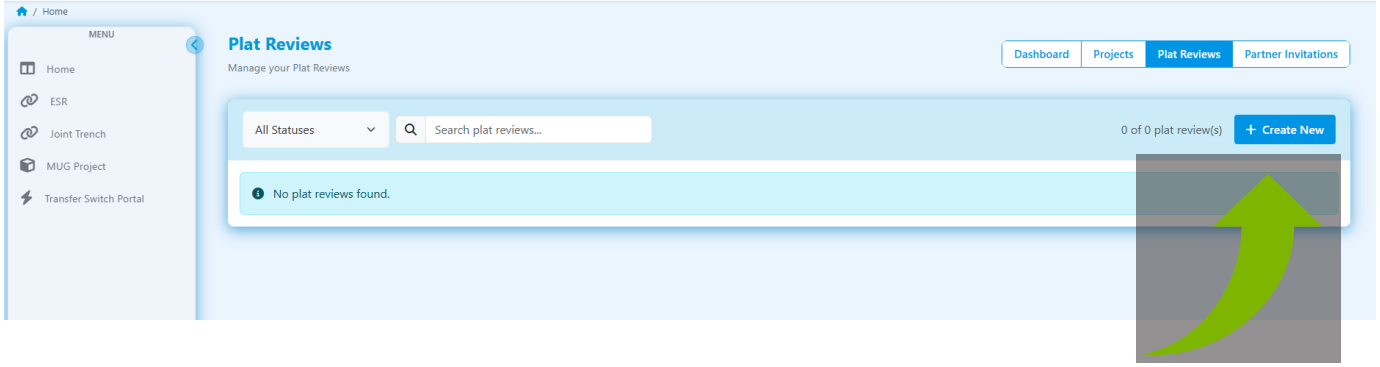
Step 3

The Joint Trench Dashboard will show your open projects. To open a new project, click ***Plat Reviews***.



Step 4

When in the Plat Reviews section, to open a new project, click ***Create New*** to complete the necessary information and upload the necessary documentation.

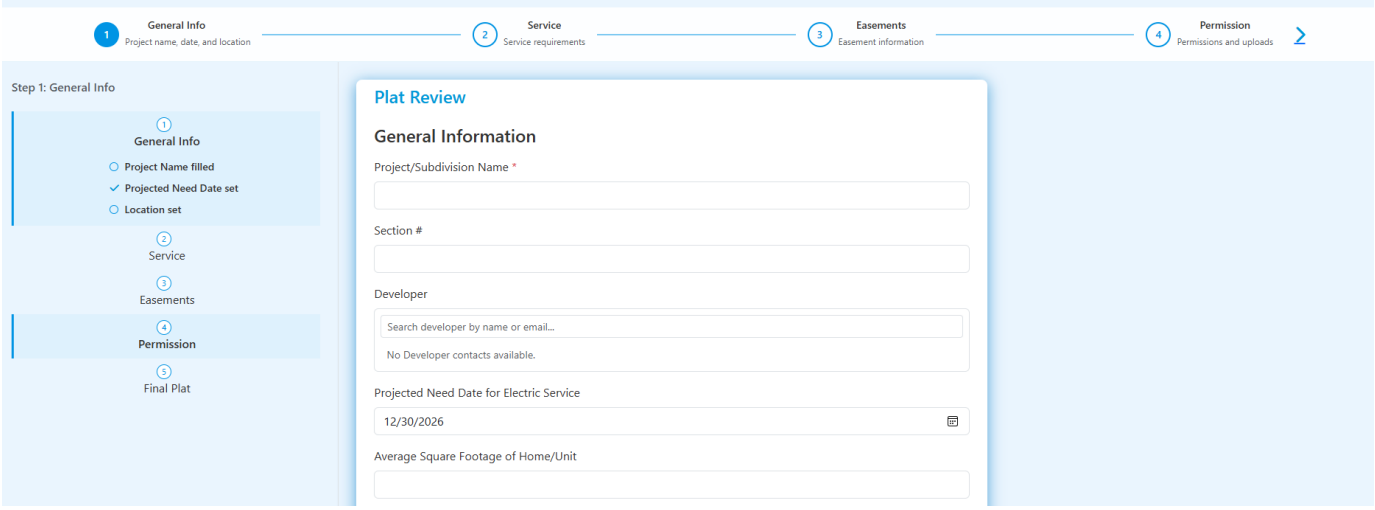


Step 5

Complete **steps 1 — 5** as prompted in the Plat Review section with all required information and documents.

General information

Add the project or subdivision name, developer, projected need date for electric service, average square footage, number of lots, units and/or reserves.

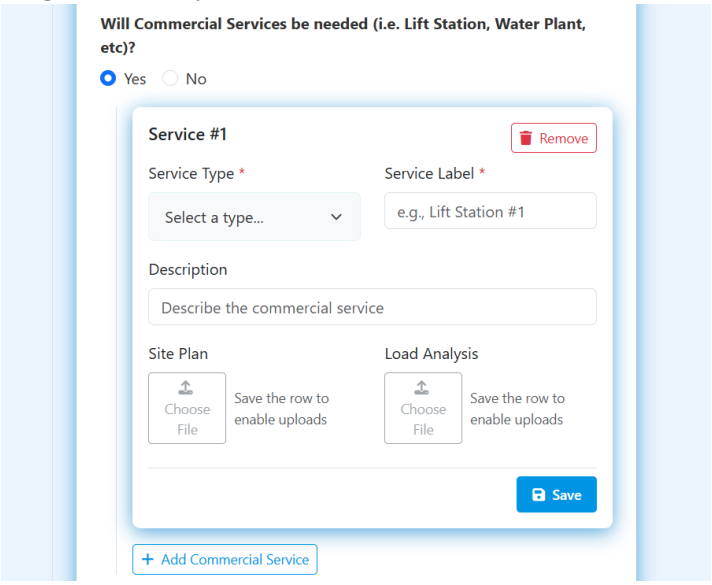


Service related

Here, you'll answer a variety of questions around lots, roads and other prospective utility services needed including natural gas service, streetlights and water services.

Commercial services

In the Services tab, you will have the option to submit any commercial services required for your project, as shown below. ***Important:*** Please ensure that all commercial service requests are included during the initial project submission. Once a project has been submitted, commercial services cannot be added through the portal. If a commercial service request is not included at the time of submission, the required information must be provided directly to your service consultant via email for processing.
follow-up requests during the review process.



Please upload all load analysis documents, site plans and any additional commercial service documentation in this section, as shown above.

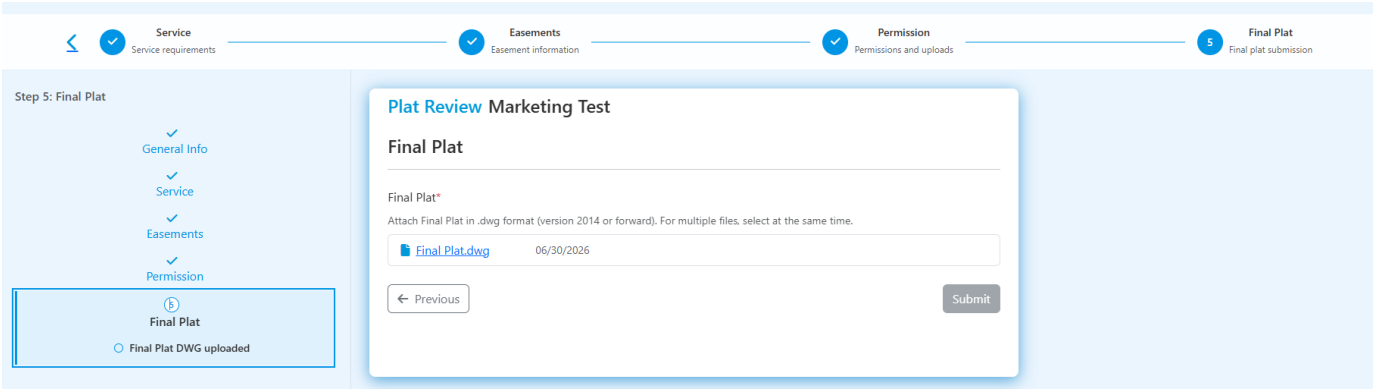
Important: All required commercial service documentation should be submitted with the initial project request to ensure timely processing and to provide the service consultant with the information needed to support the project. Providing complete and accurate documentation up-front helps prevent delays and reduces the need for follow-up requests during the review process.

Permission

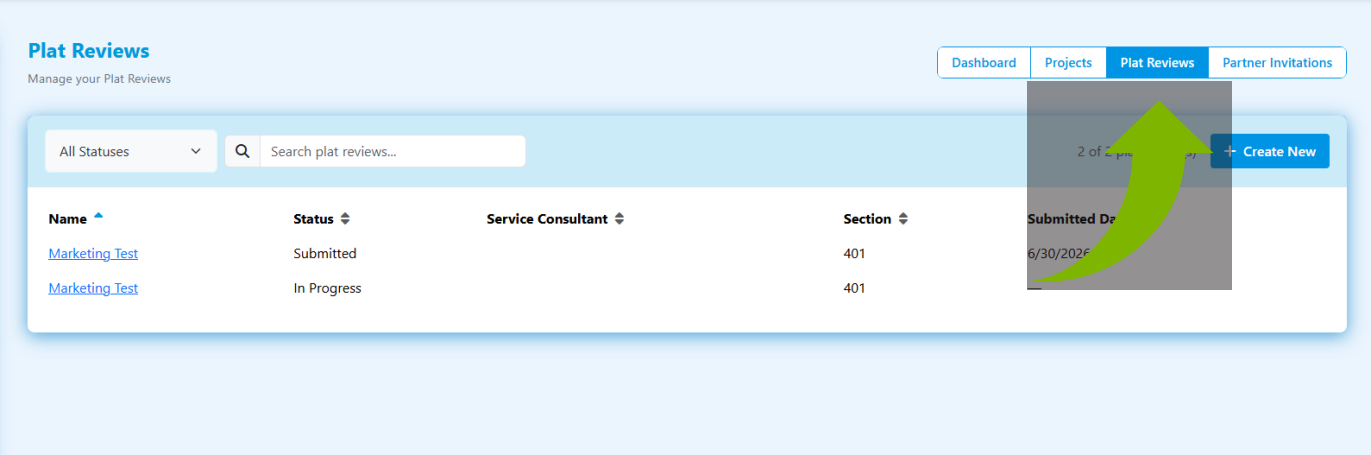
The permission section will ask you about any transmission lines, pipelines or a railroad adjacent or within the section. You will also be required to upload .pdf file types of the “Master Plan” and “Final Plat” documentations before being able to proceed. This is required to submit your application. If you do not have the information on hand, you can save your submission as a draft and return to this step later. The application will not be considered complete until the master plan documentation is added.

Final plat

Before completing your submission, you are required to upload a .dwg file of the final plat.

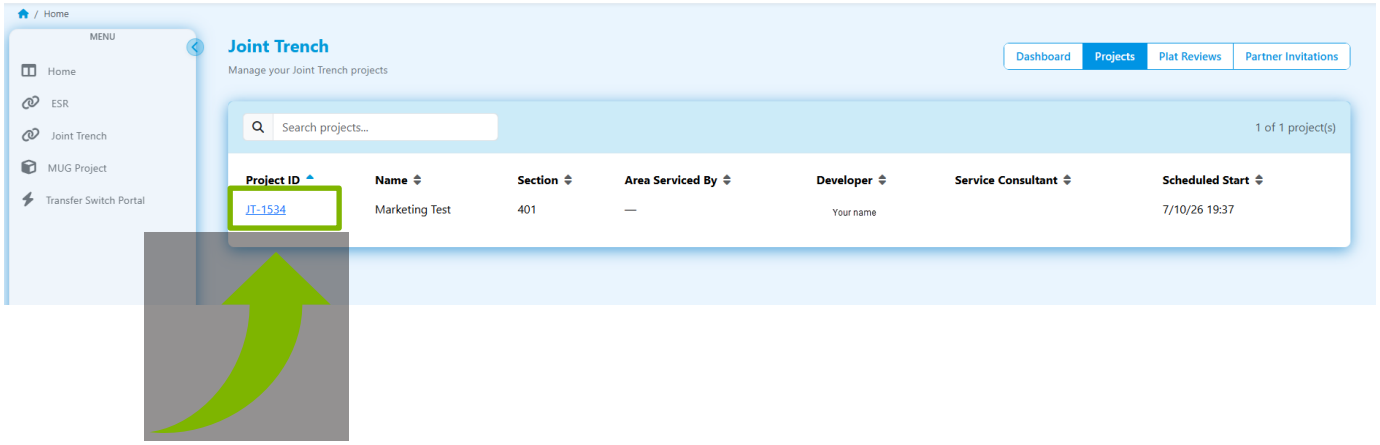


Once you complete the 5 steps to submit your project, your submission will show in the ***Plat Reviews*** section of the dashboard. Once the documentation you uploaded is reviewed and approved, you will be notified via email.



Step 6

CenterPoint will review the submitted plat documentation and approve it within 7 business days. Once reviewed, it will show as ***Accepted*** in your ***Projects Dashboard*** and will be assigned a JT number.



If the documentation is ***not accepted***, you will receive an email with notes outlining the required corrections as shown below.

To Whom It May Concern,

CenterPoint Energy's Survey and Right of Way Department has reviewed your new project submittal and identified a few updates needed before we can move forward with the Joint Utility planning and design process.

Please review the below notes below for details on the requested changes to your plat.

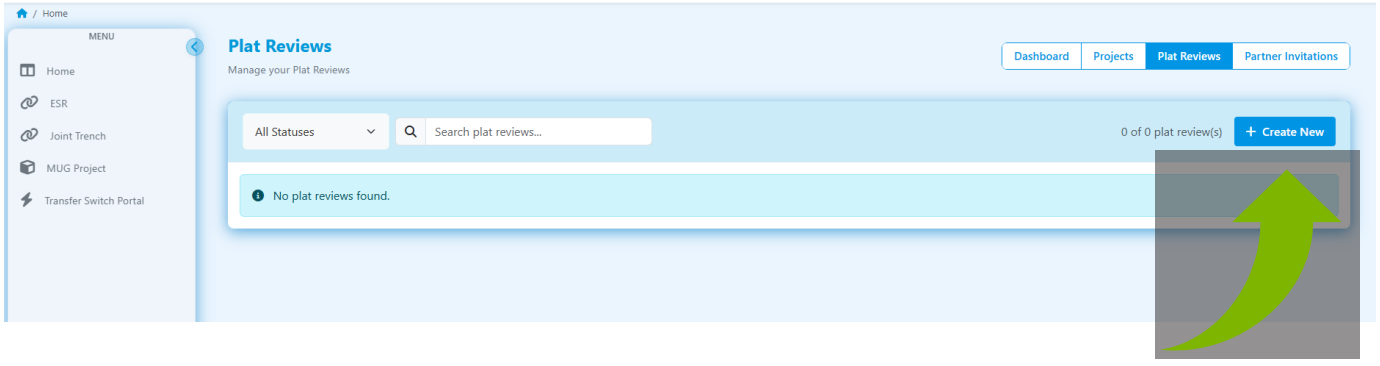
Rejected

Once the above updates are complete, simply use the link provided to return to 7/31 Testing 1 and resubmit your revised plat.

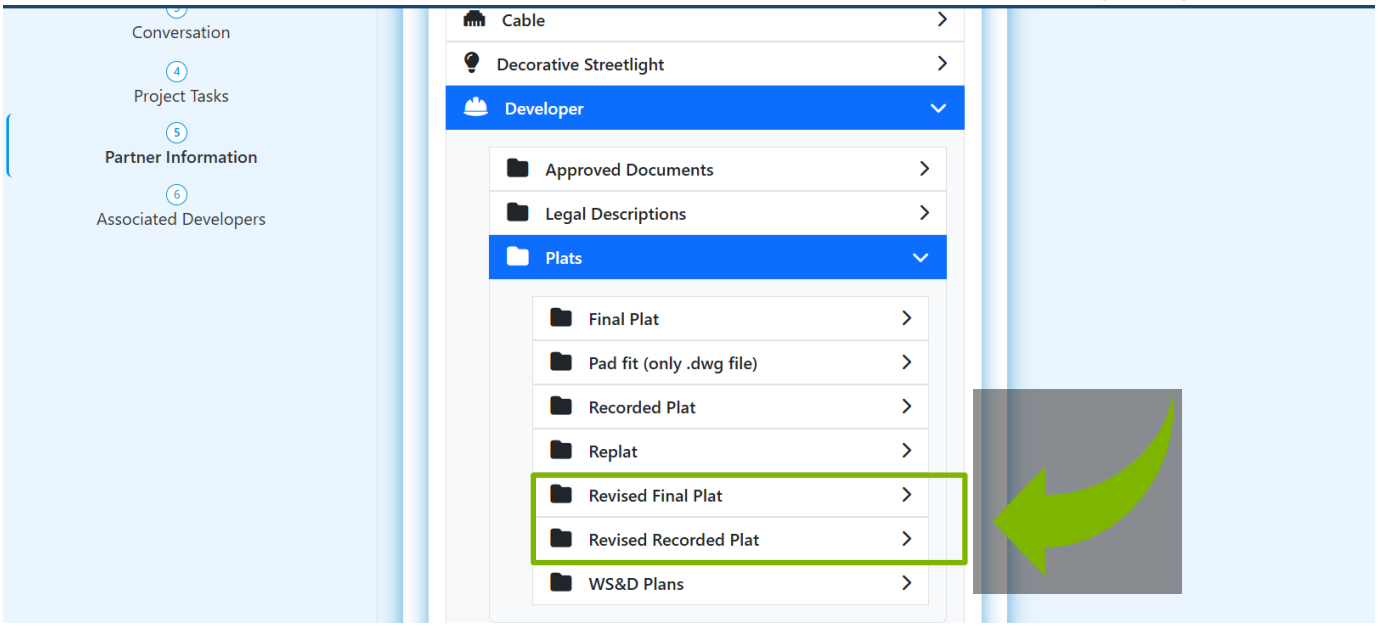
If you have any additional questions, please reach out to plat.review.tx@centerpointenergy.com and include the Plat Name and Plat Number in the subject.

Best Regards,
Joint Trench Portal

After you make the required corrections, please resubmit the plat for review through the ***Plat Reviews*** section, to open a new project, click ***Create New*** to complete the necessary information and upload the necessary documentation.

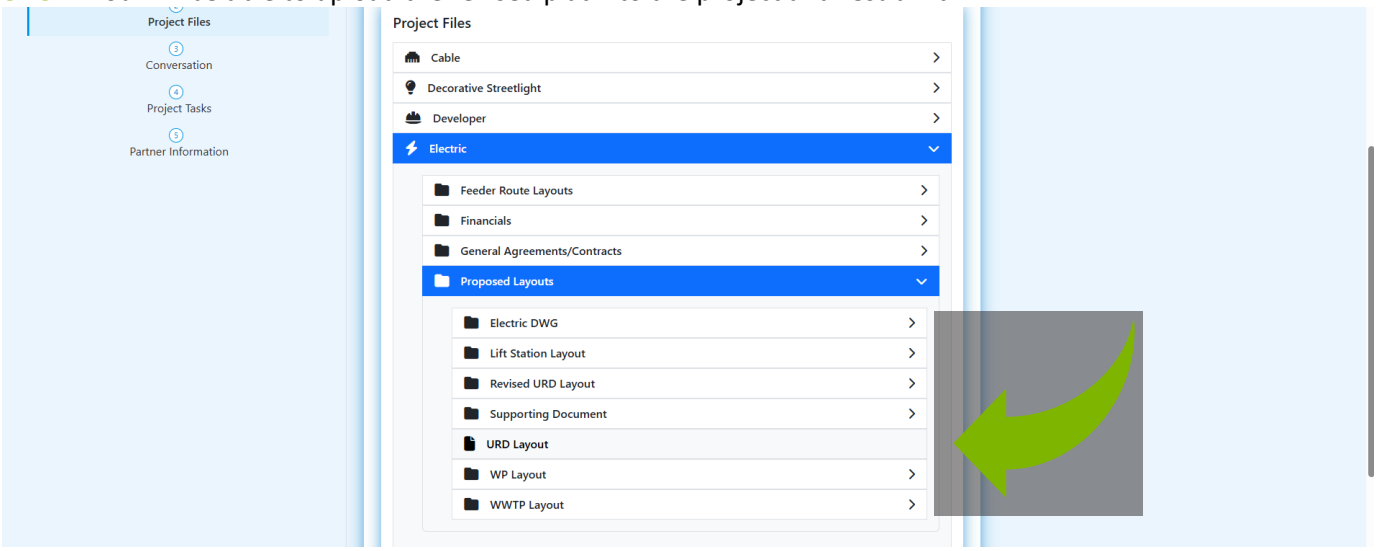


If the plat has been replated, you will need to upload the revised plat under the ***developer tab*** in the ***Plats*** section in the ***Revise Final Plat*** or ***Revised Recorded Plat*** as shown below.



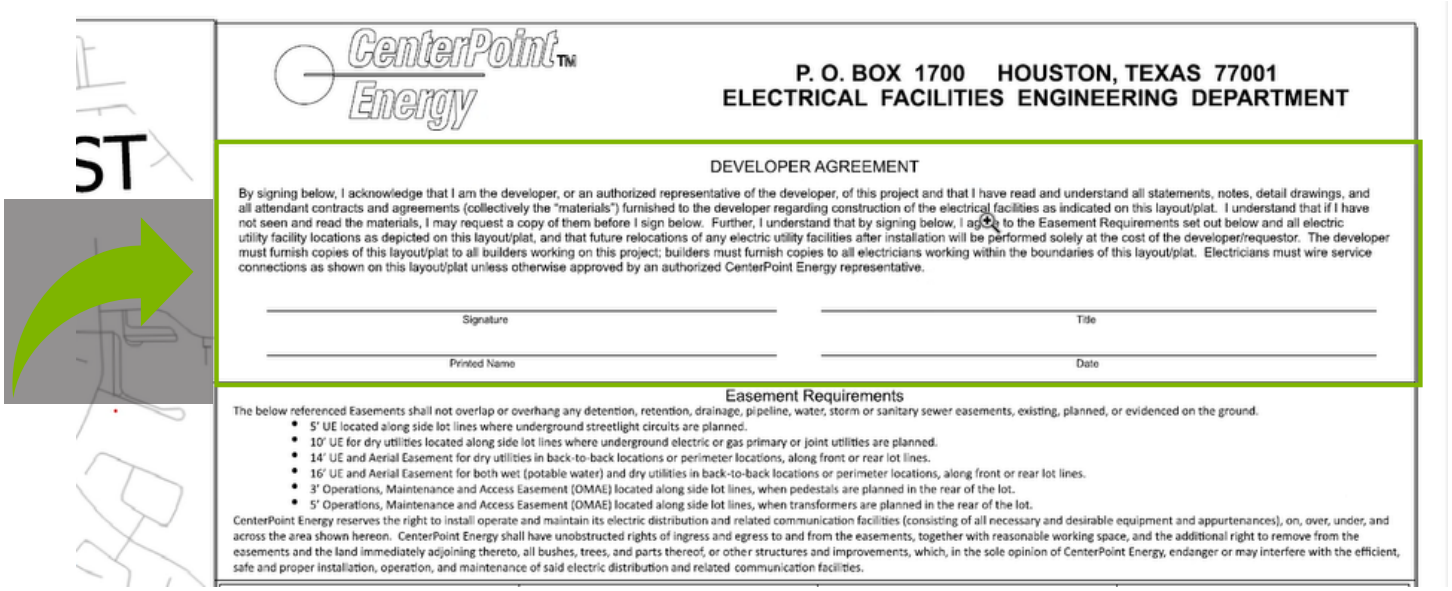
Step 7

Now that your plat review is approved, you will wait for a CenterPoint service consultant to upload the layout and set ***Task 11 status to Done*** in the task view. Once the service consultant has uploaded the layout, you will receive an email stating the electric layout has been uploaded. You will find the approved layout in the electric tab of the project files in the "Proposed Layouts" section by selecting ***URD Layout***. If the plat is rejected, you will see the project in ***Plat Review***. You will be able to upload the revised plat into the project and resubmit.



Step 8

Please review the layout and provide your approval. Once approved, please upload the signed layout to the portal.



CenterPoint Energy

P. O. BOX 1700 HOUSTON, TEXAS 77001
ELECTRICAL FACILITIES ENGINEERING DEPARTMENT

DEVELOPER AGREEMENT

By signing below, I acknowledge that I am the developer, or an authorized representative of the developer, of this project and that I have read and understand all statements, notes, detail drawings, and all attendant contracts and agreements (collectively the "materials") furnished to the developer regarding construction of the electrical facilities as indicated on this layout/plat. I understand that if I have not seen and read the materials, I may request a copy of them before I sign below. Further, I understand that by signing below, I agree to the Easement Requirements set out below and all electric utility facility locations as depicted on this layout/plat, and that future relocations of any electric utility facilities after installation will be performed solely at the cost of the developer/requestor. The developer must furnish copies of this layout/plat to all builders working on this project; builders must furnish copies to all electricians working within the boundaries of this layout/plat. Electricians must wire service connections as shown on this layout/plat unless otherwise approved by an authorized CenterPoint Energy representative.

Signature | Title

Printed Name | Date

Easement Requirements

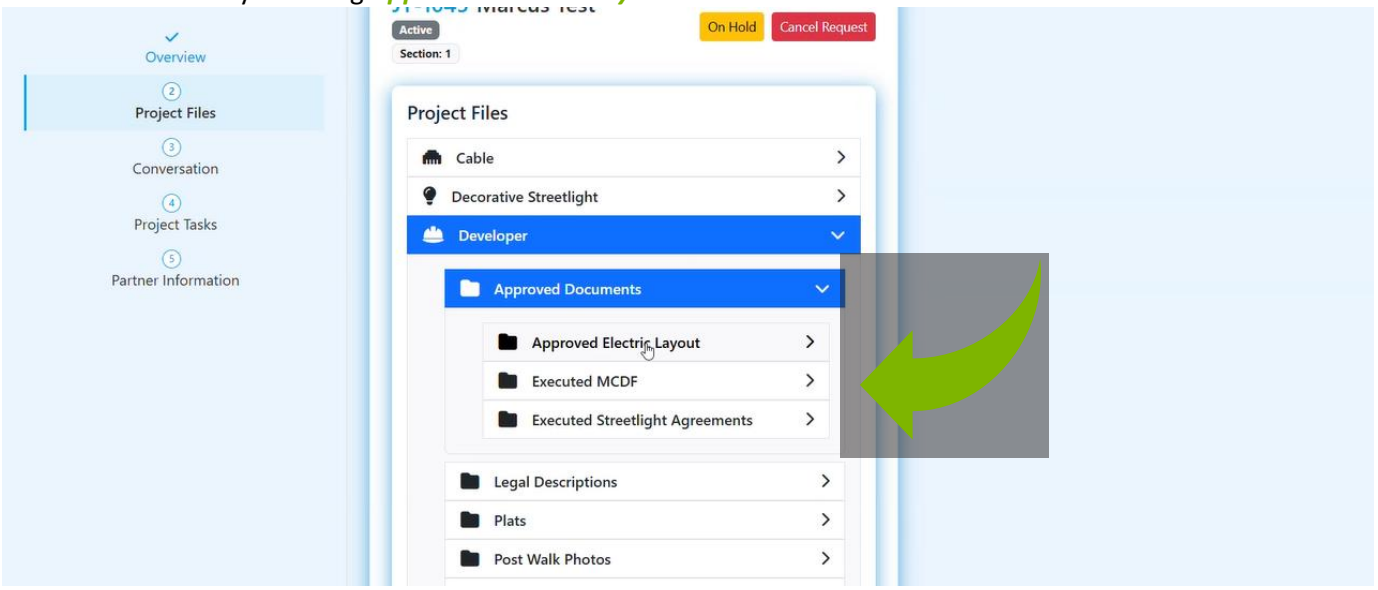
The below referenced Easements shall not overlap or overhang any detention, retention, drainage, pipeline, water, storm or sanitary sewer easements, existing, planned, or evidenced on the ground.

- 5' UE located along side lot lines where underground streetlight circuits are planned.
- 10' UE for dry utilities located along side lot lines where underground electric or gas primary or joint utilities are planned.
- 14' UE and Aerial Easement for dry utilities in back-to-back locations or perimeter locations, along front or rear lot lines.
- 16' UE and Aerial Easement for both wet (potable water) and dry utilities in back-to-back locations or perimeter locations, along front or rear lot lines.
- 3' Operations, Maintenance and Access Easement (OMAE) located along side lot lines, when pedestals are planned in the rear of the lot.
- 5' Operations, Maintenance and Access Easement (OMAE) located along side lot lines, when transformers are planned in the rear of the lot.

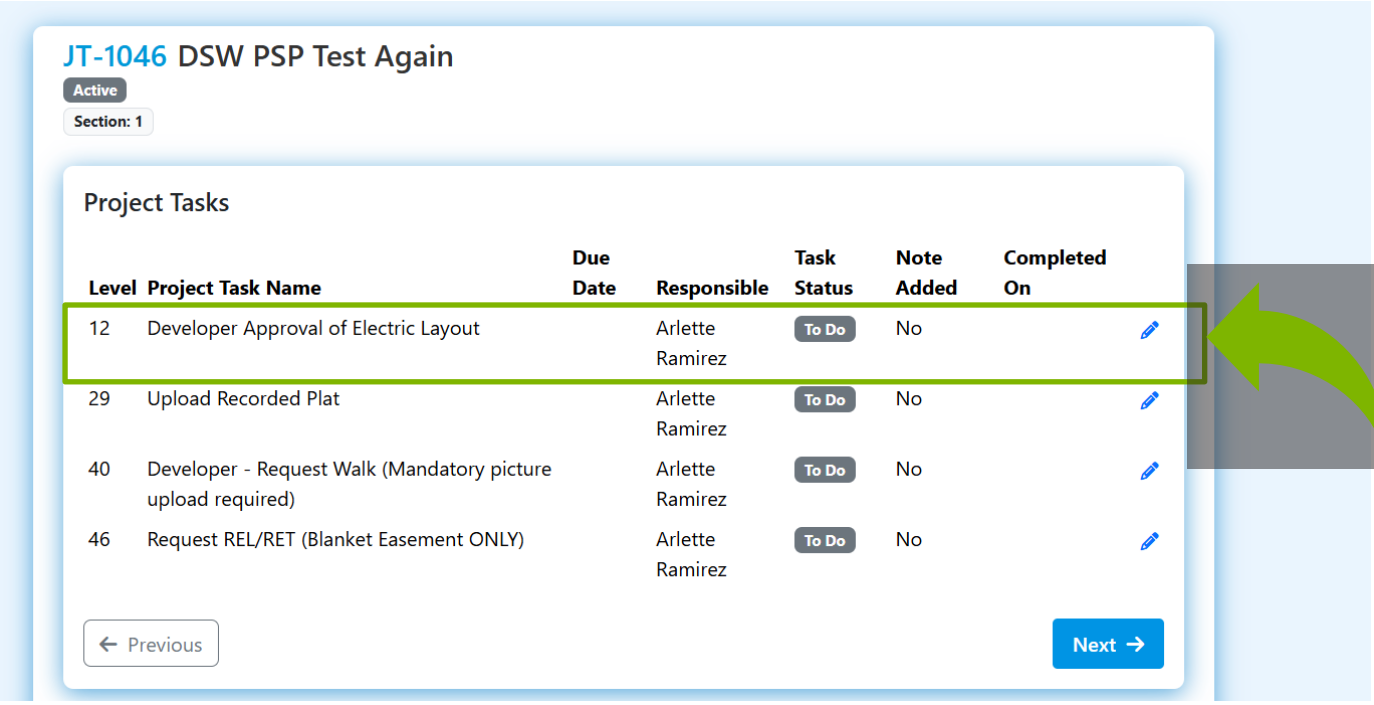
CenterPoint Energy reserves the right to install operate and maintain its electric distribution and related communication facilities (consisting of all necessary and desirable equipment and appurtenances), on, over, under, and across the area shown hereon. CenterPoint Energy shall have unobstructed rights of ingress and egress to and from the easements, together with reasonable working space, and the additional right to remove from the easements and the land immediately adjoining thereto, all bushes, trees, and parts thereof, or other structures and improvements, which, in the sole opinion of CenterPoint Energy, endanger or may interfere with the efficient, safe and proper installation, operation, and maintenance of said electric distribution and related communication facilities.

Step 9

Once you have approved the layout, upload it to the ***Developer*** tab of the project file under the ***Approved Documents*** section by selecting ***Approved Electric Layout***.

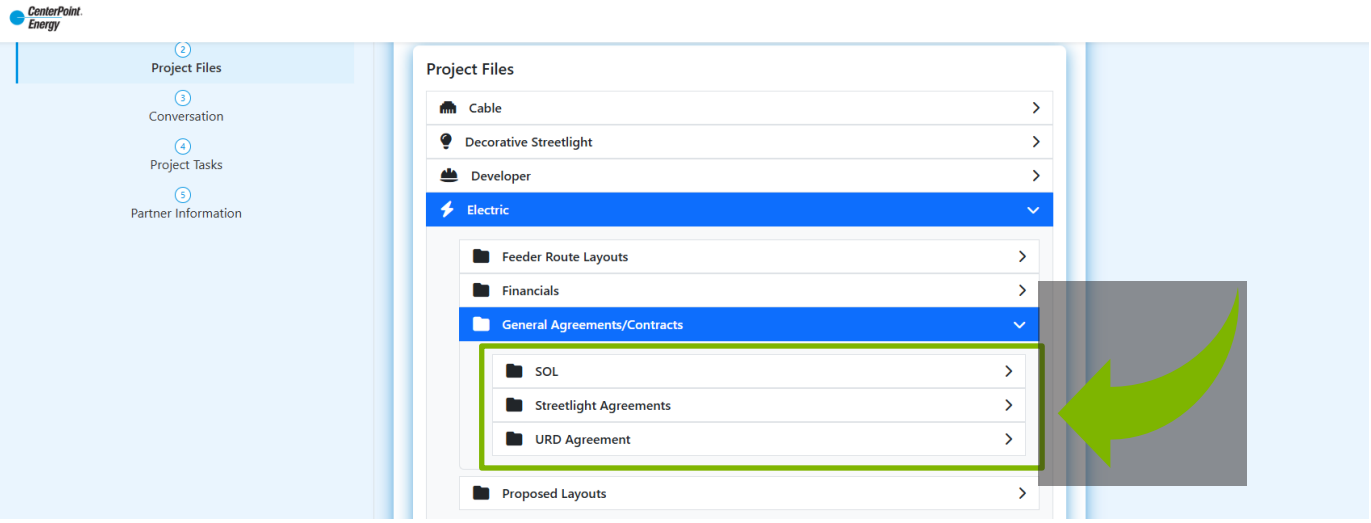


After uploading the document, mark **Task 12** as complete by selecting the pencil icon and change the status to ***Done***.

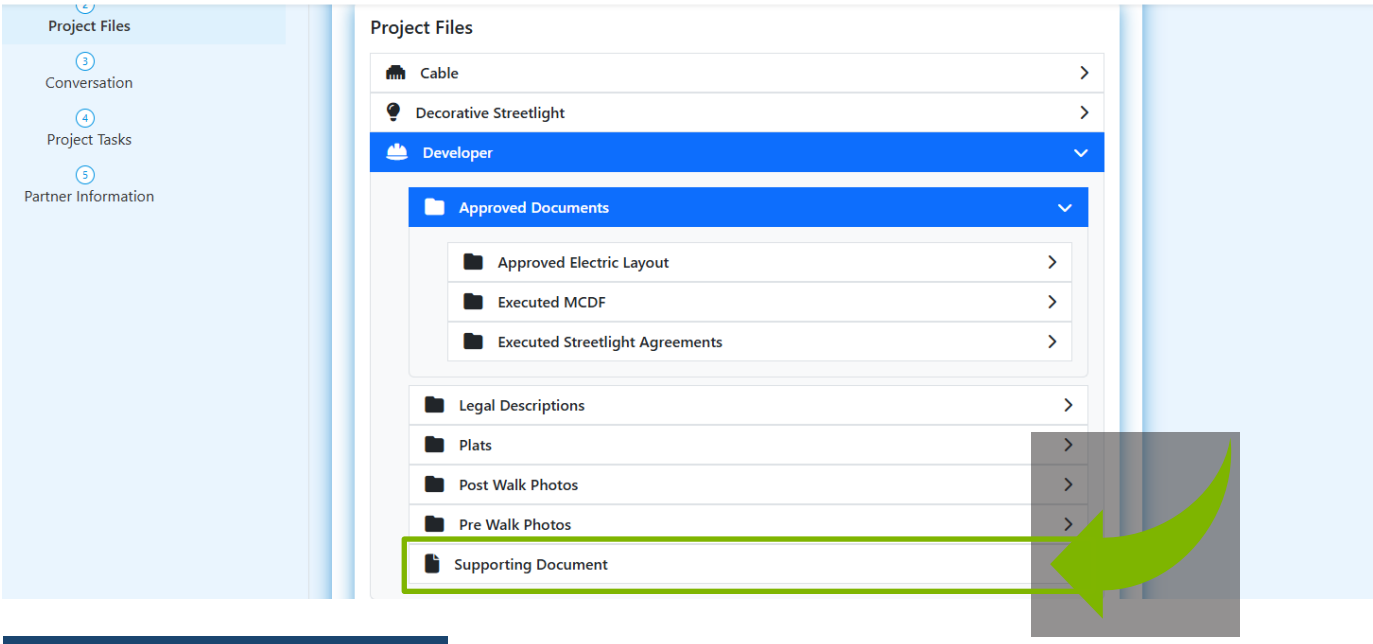


Step 10

After the layout has been approved, the CenterPoint service consultant will provide the URD Agreement, Streetlight Agreement, and MCDF (if standard streetlights are included as part of the project). These documents can be found in the portal under the ***Electric*** tab in the ***Approved Documents section***. Once the URD Agreement is received, please ***return three (3) original signed copies*** to the CenterPoint service consultant at their assigned service center.

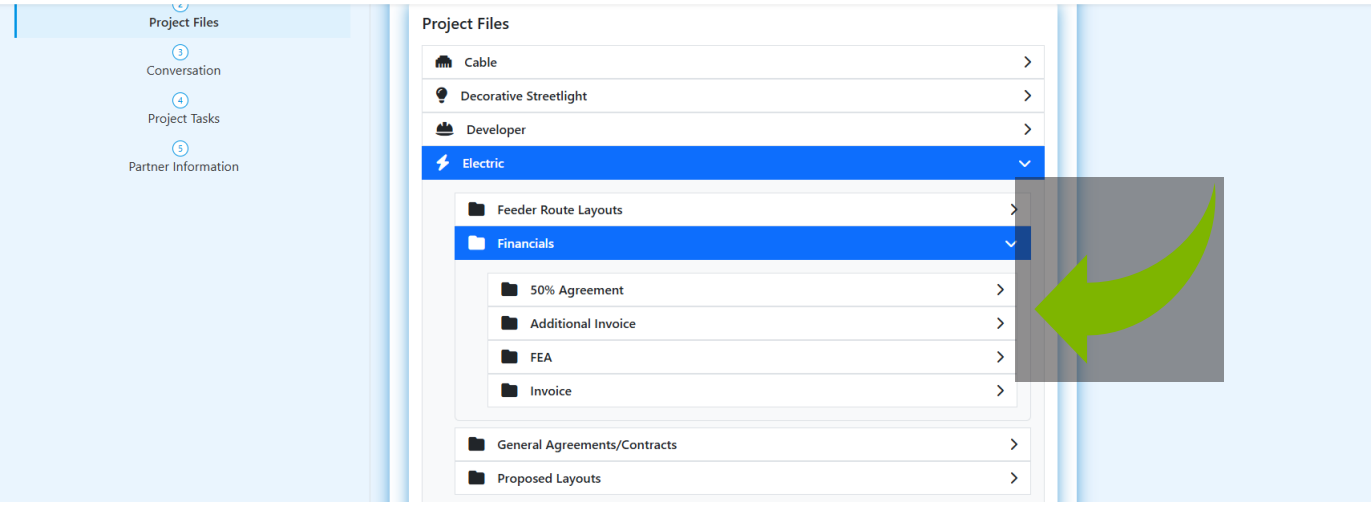


The executed MCDF and Streetlight Agreement should be uploaded through the portal under the Developer tab in the ***Executed MCDF*** and ***Executed Streetlight Agreemets*** section under approved documents in the ***Developer*** tab.

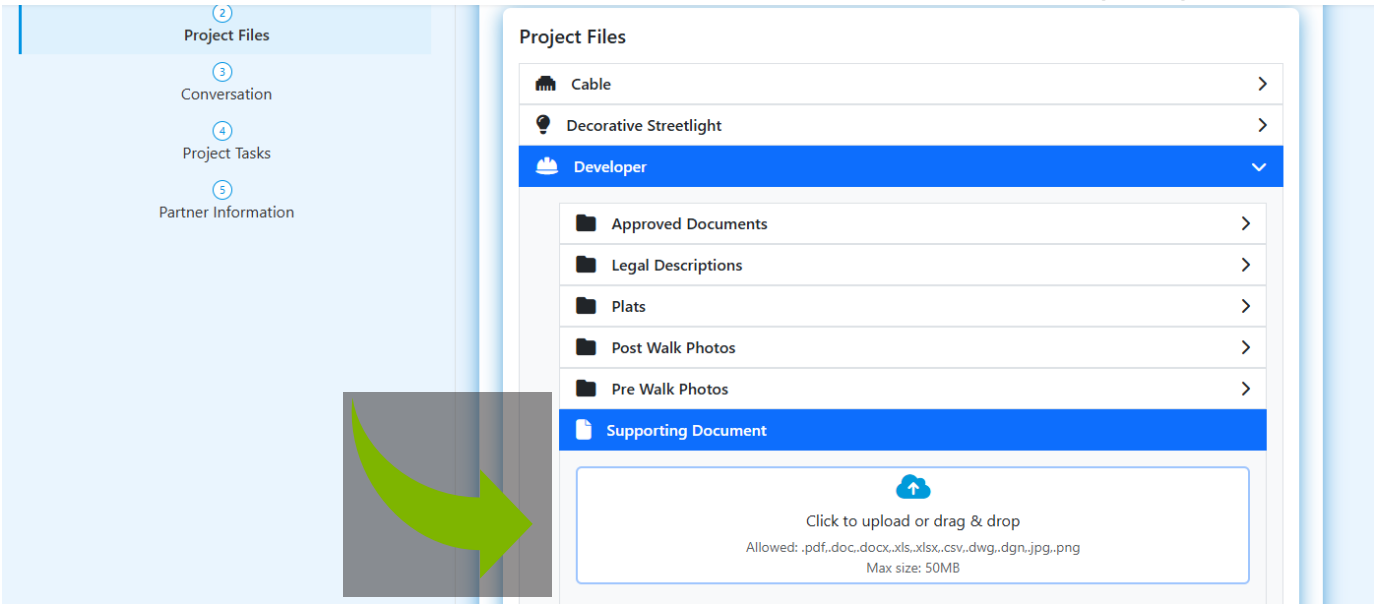


Step 11

If there is any payment required for this project, you will receive an email once the financial documents have been uploaded to the portal by the Service Consultant. You will be able to find these documents in the portal under the ***Electric tab*** in the ***Financials section***.

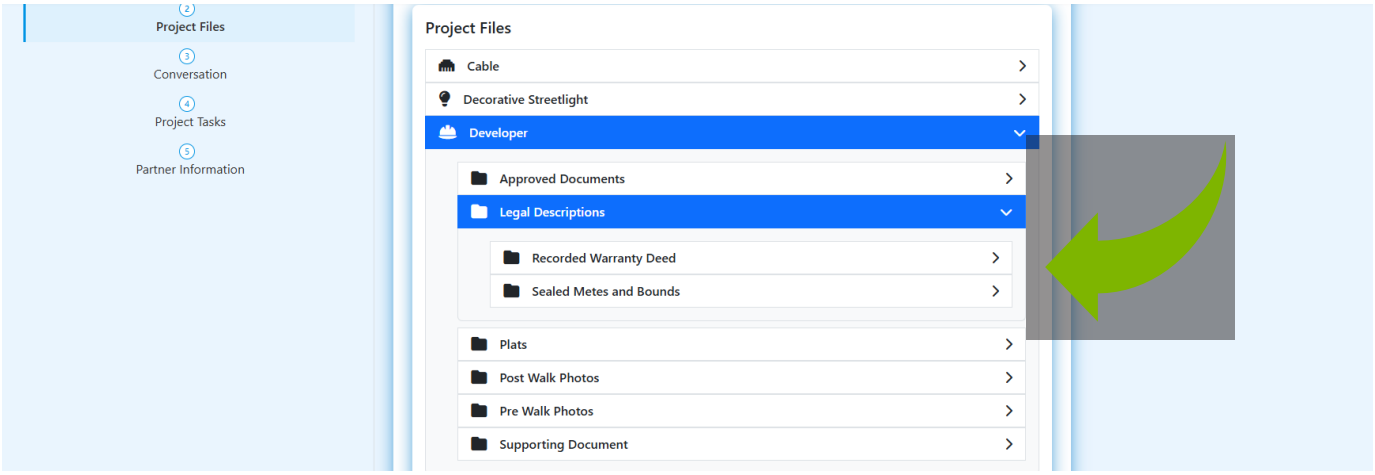


Once your documents are completed, please upload them under the ***Developer tab*** in the ***Supporting Document section***.

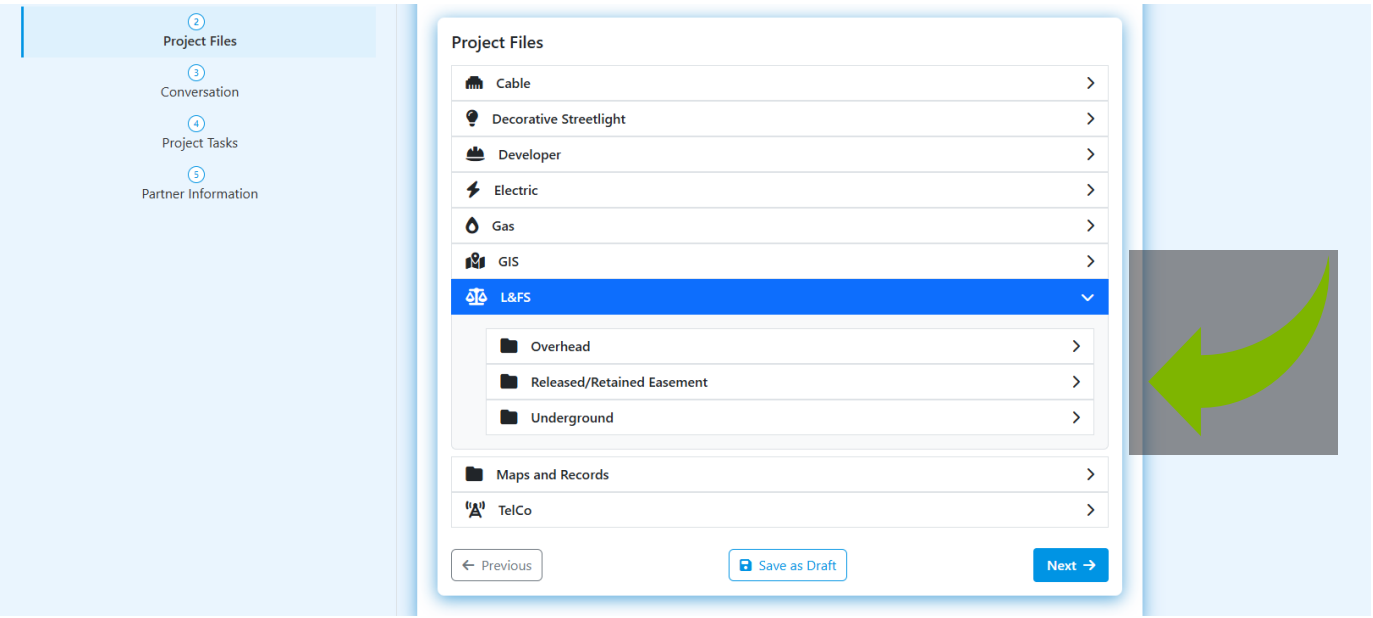


Step 12

Once the partners have uploaded their layouts, the Service Consultant will request either a defined easement or a blanket easement. If a blanket easement is required, ***you must provide the recorded Warranty Deed and sealed Metes and Bounds***. These documents can be uploaded through the portal under the ***Developer tab*** in the ***Legal Descriptions section***.

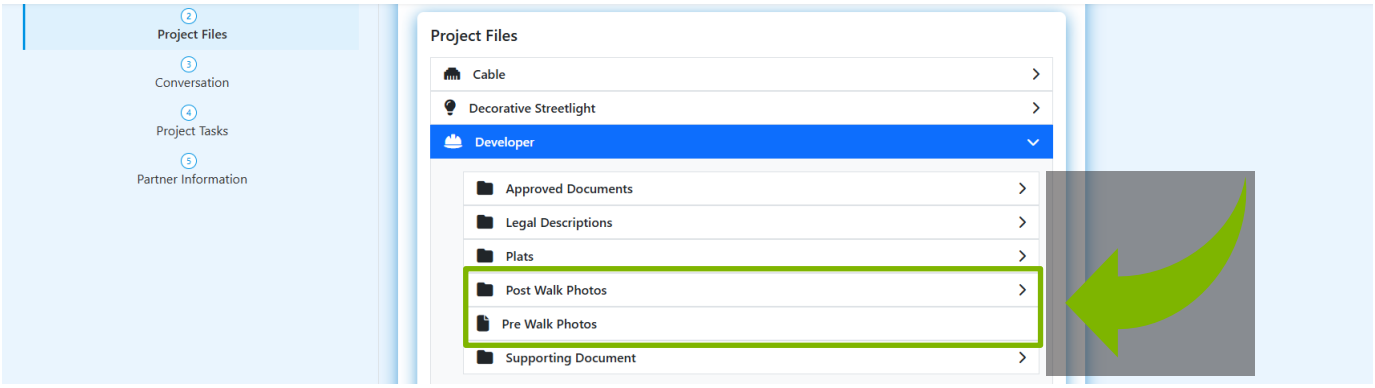


Once the easement documents have been completed, you will receive an email notification that the documents are ready. The completed easement documents can be found in the portal under the ***L&FS tab***.

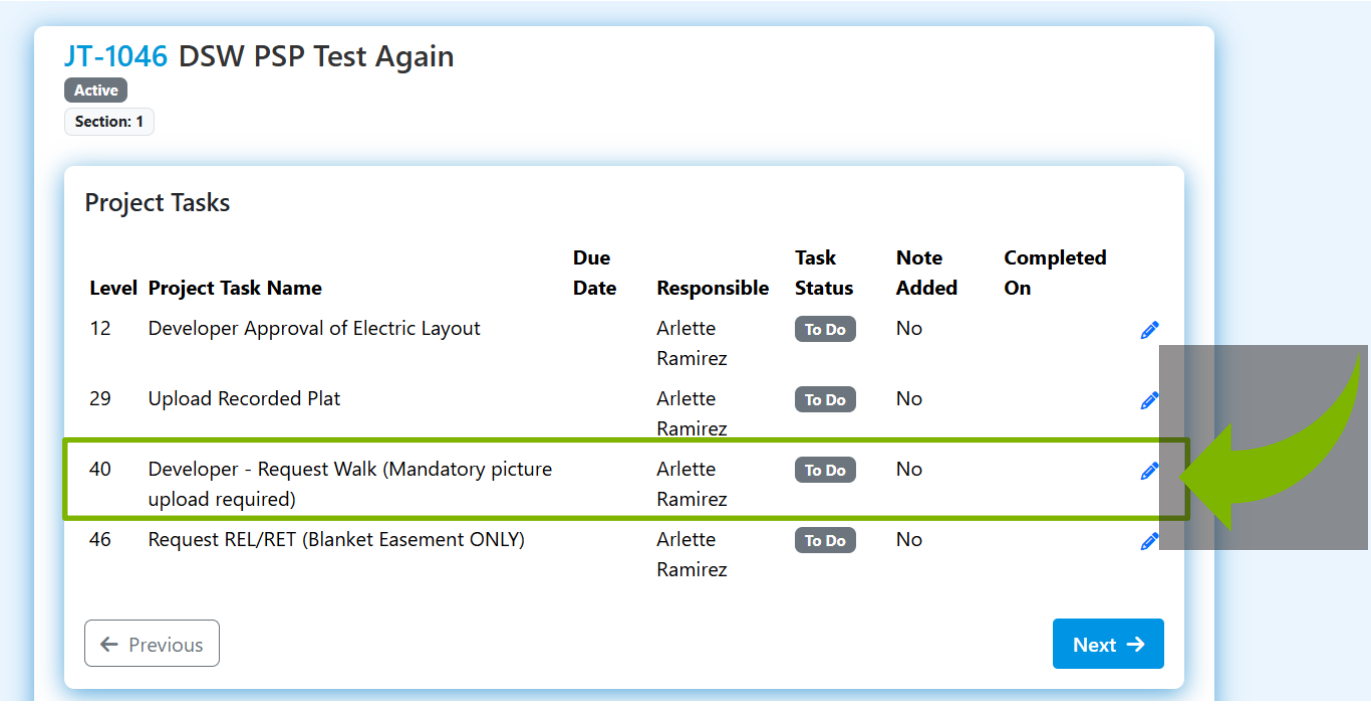


Step 13

When you are ready to request a walk, ***mandatory photo uploads are required***. Please upload current photos of the project site showing that the streets are curbed and guttered, lots are pinned and staked at both the front and back property corners, permanent street signs have been installed, lots are at final grade, and all easements are free of obstructions. These photos should be uploaded through the portal under the ***Developer tab*** in the ***Pre-Walk Photos section***.



Once the photos have been uploaded to the portal, complete ***Task 40*** in the ***Project Tasks section***. Click the pencil icon and update the task status from '***To Do***' to '***Done***.' This will notify the CenterPoint service consultant that the project is ready for a walk request.



Once the walk is scheduled, you will receive a calendar invite email from CenterPoint's ***svc-Powersync***. You are required to provide a full sized (24" x 36") set of water and sewer plans at the walk.

To Whom It May Concern,

A pre-construction walk date has been established for:

JT Project Number: JT-1470
Date: 01/07/2026
Time: 03:43 PM CST

Attendance:
If you are unable to attend, please ensure a representative from your organization is present.

Meeting Requirements:
Please bring a full-size (24" x 36") set of the **water and sewer plans** to the meeting. This is essential for a successful walk.

Site Readiness Checklist:

- All property pins are installed
- Lots are staked and at final grade
- Street signs are in place
- Roads and curbs are complete
- Proposed facilities meet the 10:1 slope requirement
- All easements are construction-ready and free of obstructions (e.g., tree bores, home slabs, fences/walls, stored materials, third party utilities, or unsuitable trenching conditions

Contractor Support:
Identify and clearly mark **material drop site locations** for the contractor.

To track project progress, please select the link below.
Joint Trench Portal