

# DRIVEWAY/CULVERT PERMIT APPLICATION

## 1. OWNER/INSTALLER INFORMATION

(Fees Effective Jan 1, 2018)

Property Owner's Name \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Installer Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

## 2. LOCATION OF PROPERTY: (911 Address must be obtained prior to issuance of this permit.)

Prop ID # \_\_\_\_\_ Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## 3. GENERAL INFORMATION (Site Use and Proposed Construction)

Single Family Residential       Multi-Family Residential/Commercial       Agriculture

## 4. DRIVEWAY / CULVERT INFORMATION

Driveway (only)       Driveway with Culvert       Extension of Driveway       Circle Driveway

Culvert Length \_\_\_\_\_ Driveway Width \_\_\_\_\_ Type of Surface Material \_\_\_\_\_

Name of Nearest Cross Street \_\_\_\_\_ Distance from Cross Street \_\_\_\_\_

Direction from Cross Street (circle one) N S E W

**PERMIT TYPE** (Please check application block below)

**\*\* Culvert must be 10' from the property line \*\***

### APPLICANT WILL INSTALL/PRIVATE CONTRACTOR

The permit fee is **\$125.00 plus \$50.00 Inspection Fee**. Waller County will inform you of the proper size and grade requirements prior to installation. Applicant must notify Waller County when pipe is set for inspection, before it is backfilled (before covering up). Only reinforced concrete pipe or HDPE, such as ADS N-12 ® pipe or equivalent is allowed. Culvert installations that are longer than 40 feet in length will require grate inlets be installed equally spaced along the run of pipe unless specified otherwise by the County Engineer.

All driveway construction must be completed in accordance with the Regulations of Waller County for the Construction of Driveways and/or Culverts on County Easements and Rights of Way. Construction pursuant to the permit will be commenced within three (3) months and be completed within six (6) months from the date of the permit.

### WALLER COUNTY WILL INSTALL

Applicant must pay installation fee at the time this permit is issued. Fee is **\$1,000.00 for first 20 feet** installed by the County. Every additional 4' section \$200.00 up to a maximum of 40 feet. If the ditch is wide it may require a double row of culverts. Applicant will be informed of proper size reinforced concrete pipe or HDPE, such as ADS N-12 ® pipe or equivalent and is responsible for cost of pipe, delivery to work site and staking the area for culverts to be set. Applicant will notify Waller County when culverts are at the site ready for installation. Waller County will furnish all labor, materials and equipment necessary to set the pipes.

### COMMERCIAL/PRIVATE CONTRACTOR

The Permit Fee is **\$400.00 plus \$100.00 Inspection Fee**. Waller County will not install commercial driveways. Commercial driveways must be permitted under the same stipulations applying for "APPLICANT WILL INSTALL/PRIVATE CONTRACTOR" and the maximum length for commercial driveways is 100 feet. Also, commercial driveways must be designed by a professional engineer as part of the civil site plans.

### ADD-ON TO EXISTING RESIDENTIAL DRIVEWAY

Add-ons permitted under the same stipulations as applying for "WALLER COUNTY WILL INSTALL", the add-on fee is **\$50.00 per linear foot**, to a maximum length of 40 feet.

OR

Add-ons permitted under the same stipulations as applying for "APPLICANT WILL INSTALL/PRIVATE CONTRACTOR", will be assessed the **\$100.00 permit fee plus \$50.00 Inspection fee**, to a maximum length of 40 feet.

### ADD-ON TO EXISTING COMMERCIAL DRIVEWAY

Add-ons permitted under the same stipulations as applying for "APPLICANT WILL INSTALL/PRIVATE CONTRACTOR", will be assessed the **\$300.00 permit fee plus \$100.00 Inspection fee**, to a maximum length of 100 feet.

### REPAIR BY WALLER COUNTY

Applicant must pay the repair fee at the time this permit is issued. **\$200.00 Permit Fee** to be repair by the County. Applicant will notify Waller County when culverts are at the site ready for installation. Waller County will furnish all labor, materials and equipment necessary to repair the pipes.

**5. ACKNOWLEDGEMENTS**

The Waller County Road and Bridge Department will set a culvert on the above-mentioned location and hereby authorizes you to construct a driveway on the County right of way for access to your property in adjoining County maintained road \_\_\_\_\_, provided you agree to and comply with the following conditions:

- All culverts shall be new reinforced concrete pipe or HDPE, such as ADS N-12 ® pipe or equivalent of size determined by Waller County, and to be purchased by the Owner. The purchase price should include delivery. **THE COUNTY DOES NOT SELL OR PICK UP CULVERTS.**
- Maintenance of driveways constructed hereafter shall be the responsibility of the PROPERTY OWNER. Any future changes, required by the PROPERTY OWNER, will be at the owner's expense, either by private contractor or county fee structure. Waller County Road and Bridge Department reserves the right to require changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the County road. These changes shall be the responsibility of the County.
- The property owner shall hold harmless Waller County and it's duly appointed agents and employees from any action or personal injury or property damage sustained in the installation of this driveway.
- Mark the driveway on each side with a stake provided by Waller County R&B, Owner name will be written on stake.
- Purchasing new approved culverts and all delivery fees.
- Payment of fees.
- Circular Driveways: fees double.
- Minimum culvert length: 20 feet.
- Safety end treatments with pipe runners are required for all pipes larger than 30".
- Once concrete is placed over the culvert the maintenance of this culvert becomes the full and total responsibility of the property owner. If at any time Waller County must remove the culvert it will be the responsibility of the owner for all replacements.
- The property owner shall keep the culverts open and free flowing.
- No alteration of the driveway (including pavement) shall be made without prior approval from Waller County.

The applicant (Owner/Installer) understands and agrees that the County Engineer may make scheduled or unscheduled inspections of the property upon the issuance of the permit. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, then the undersigned acting as the authorized representative of said entity will be responsible for ensuring the entity's compliance with all provisions, conditions and requirements of the development and driveway permit.

The applicant (Owner/Installer) hereby acknowledges and agrees to be strictly bound to Commissioners' Court of Waller County in ensuring that all provisions, conditions and requirements attached to the issuance of the driveway permit(s) under the Regulations of Waller County for the Construction of Driveways and/or Culverts on Easements and Rights of Way will be faithfully complied with.

I, \_\_\_\_\_, the undersigned, have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct.

**CALL BEFORE YOU DIG – 811**

SIGNATURE of Applicant (Owner/Installer) \_\_\_\_\_ Date \_\_\_\_\_

|   |  |           |
|---|--|-----------|
| Permit #:                                   | Date Application Rec'd:  | Rec'd by: |
| Plan Checker: DK    Date Given:             | Payment Method: Cash                      Check                      # | CC - ID#  |
| Culvert Length:                             | Culvert Diameter:  | Width:    |
| Notified Owner of Culvert Size:             | Completion Date:   |           |
| <b>PRIVATE INSTALLATIONS Inspection Log</b> |  |           |
| Sized & Staked:                             | Bedding & Pipe Grade Checked:  |           |
| Backfill Checked:                           | Surface Checked:   |           |
| <b>CONCRETE SETS</b>                        |  |           |
| Surface Checked:                            | Final Pour:  |           |
| Notes:                                      | Set by:  |           |

**ACKNOWLEDGEMENT OF UNDERSTANDING DRIVEWAY/CULVERT  
PERMITTING-INSPECTION PROCESS**

(must be submitted along with application in order to obtain permit for construction)

Installer name \_\_\_\_\_

The Installer hereby acknowledge and agree to be strictly bound to Commissioner's Court of Waller County in ensuring that all provisions, conditions and requirements attached to the issuance of the driveway permit(s) under the Regulations of Waller County for the Construction of Driveways and/or Culverts on County Easements and Rights of Way will be faithfully and fully complied with.

Construction pursuant to the permit must be commenced within three (3) months and be completed within six (6) months from the date of the permit.

Step 1 \_\_\_\_\_ (Initial)

Complete permit application and pay appropriate fee. Use stakes to identify desired location for driveway.

Step 2 \_\_\_\_\_ (Initial)

County Inspector will determine culvert size (if needed) and establish grades.

Step 3 \_\_\_\_\_ (Initial)

Installer begins construction: Install bedding and pipes at established grade.

Installer calls inspector to arrange inspection after installation of bedding and pipes at grade.

Step 4 \_\_\_\_\_ (Initial)

Upon successful inspection of bedding and pipe grades, Installer to place backfill. Installer calls

Inspector to arrange inspection after installation of backfill.

Step 5 \_\_\_\_\_ (Initial)

Upon successful inspection of backfill, installer to place surface material. If concrete is used, an inspection is required after form work and prior to pouring the concrete. Installer calls inspector to arrange inspection of surface material to close permit.

Step 6 \_\_\_\_\_ (Initial)

Upon successful inspection of surface material, permit will be closed.

The Installer understands and agrees that the County Engineer or Inspector may make unscheduled inspection of the construction activities upon issuance of the permit. The Installer acknowledges that the driveway construction must be inspected as noted above.

CALL BEFORE YOU DIG – 811

\_\_\_\_\_  
Signature of Installer

Date