

## **DELTA COUNTY, TEXAS DRIVEWAY/CULVERT INSTALLATION PERMIT**

Morgan Baker, County Commissioner, Precinct 1 | P: (903) 395-4206 | E: [mbaker@deltacountytx.com](mailto:mbaker@deltacountytx.com)  
Jimmy Sweat, County Commissioner, Precinct 2 | P: (903) 395-4924 | E: [jsweat@deltacountytx.com](mailto:jsweat@deltacountytx.com)  
Anthony Roberts, County Commissioner, Precinct 3 | P: (903) 359-6673 | E: [aroberts@deltacountytx.com](mailto:aroberts@deltacountytx.com)  
Mark Brantley, County Commissioner, Precinct 4 | P: (903) 395-2617 | E: [mbrantley@deltacountytx.com](mailto:mbrantley@deltacountytx.com)

**County Judges Office: P: (903) 395-4400 ext. 226 | F: (903) 395-2178**

## **General Instructions for Driveway/Culvert Installations in County Right-of-Way**

1. Complete the following Drive-Way Permit Application
2. Property owners receive required culvert information from the County Commissioner of the Precinct that the culvert and/or driveway being applied for installation is located.
3. Culvert is installed according to installation guidelines provided by the County Commissioner.
4. The property owner or contractor notifies the County Commissioner that the culvert is ready for inspection.

## **Commissioners Court of Delta County, Texas**

### **DRIVEWAY AND CULVERT PERMIT APPLICATION**

Pursuant to §251.003, §251.017, §251.102 of the Texas Transportation Code, and §181.044, §181.045, and §181.046 of the Texas Utilities Code, the Commissioners Court of Delta County, Texas hereby promulgates this Driveway and Culvert Permit Application form, to be used by Delta County to monitor and regulate the installation of access driveways and culverts across the county maintenance easement on either side of a county road and to ensure that such installations do not pose a traffic hazard to the public or impose any unnecessary or unduly burdensome maintenance obligations upon the County regarding maintenance of the roadway easement, drainage or maintenance easement on either side of the county road.

This Driveway and Culvert Permit Application Form with attached specifications must be received and approved by the County Commissioner of Delta County for the precinct in which the culvert and/or driveway being applied for installation is located before work commences upon the driveway.

Upon satisfactory completion of the driveway and/or culvert installation, the completed Approval of Installation form attached hereto and incorporated herein shall be retained as a matter of record by the County Commissioner inspecting and approving the installation and entered into the minutes of the Commissioners Court of Delta County, Texas as a matter of record.

Any disapproved or non-conforming driveway and/or culvert installed pursuant to this form and process, as ordered by the Commissioners Court of Delta County, Texas, is subject to removal or repair, at the sole discretion of the County Commissioner of the precinct in which the installation is performed, with any and all related expenses incurred in the removal or repair of the disapproved or non-conforming driveway and/or culvert charged to the Applicant.

Applicant agrees to provide all materials, including but not limited to, culverts and any road materials necessary to complete the installation to the specifications required for approval by the inspecting County Commissioner.

Applicant agrees to indemnify Delta County from any and all damages caused to Delta County by the construction of the driveway.

(Return to the County Judge's Office, Delta County Courthouse, 200 West Dallas Avenue, Cooper, Texas, 75432 to the attention of the County Commissioner in which the proposed driveway and/or culvert installation is located)

**1. GENERAL INFORMATION** (Site Use and Proposed Construction)

Single Family Residential     Multi-Family Residential / Commercial     Agriculture

**DRIVEWAY / CULVERT PERMIT APPLICATION**

**2. OWNER/INSTALLER INFORMATION** (Please print or type)

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

Property Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Installer Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**3. LOCATION OF PROPERTY** (911 Address must be obtained prior to issuance of this permit.)

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Reserve: \_\_\_\_\_

Survey Name: \_\_\_\_\_ Abstract: \_\_\_\_\_

Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

**4. Property Tax Account Number** \_\_-\_\_

**DRIVEWAY / CULVERT INFORMATION**

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

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

Name of the Nearest Cross Street \_\_\_\_\_

Distance from Cross Street \_\_\_\_\_ Feet or Miles

Direction from Cross Street (circle one): North South East West

All driveway construction and culvert installations must be completed in accordance with the Regulations of the Delta County, Texas Commissioners Court 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.

**CALL BEFORE YOU DIG – 811**

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

**(Must be submitted along with application in order to obtain permit for  
construction.)**

**ACKNOWLEDGEMENT OF OWNER**

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

The permit applicant (Owner) understands and agrees that the County Commissioner of the precinct in which the driveway or culvert is installed, or his/her designee, may make scheduled or unscheduled inspections of the property upon the issuance of the permit. The applicant acknowledges that the driveway and/or culvert construction must be inspected after the surface material is finished. 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/culvert permit.

The Applicant (Owner) hereby acknowledges and agrees to pay a fee of (no \$ fee in present policy) to cover all costs of review and inspection required by this permit, and hereby tenders payment of said fee in full. I acknowledge that additional inspections may be required to correct errors, omissions, or defects in each stage and that additional fees of \$25 per inspection may be required prior to final permit approval.

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.

**SIGNATURE** of Applicant (Owner): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**DELTA COUNTY INTERNAL-USE ONLY**

DELTA COUNTY INTERNAL-USE ONLY					
Application No.	Date Application Received		Received By	Payment Method Chk # _____ Card _____	Plan Checker
Culvert Length	Culvert Diameter		Driveway Width	Driveway Material(s)	PCT
Inspection Log: (provide date)	Sized and Staked	Bedding and Pipe Grade Checked		Surface Checked	Other (explain)
Application Rejected (explain)			Permit Completion Date/By		

Permit No. 202 - -

ACKNOWLEDGMENT OF INSTALLER

The Installer hereby acknowledges and agrees to be strictly bound to the Commissioner's Court of Delta County, Texas in ensuring that all provisions, conditions, and requirements attached to the issuance of the driveway/culvert permit(s) under the Regulations of Delta County, Texas 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 of Inspector on Completion)      Date: \_\_\_\_\_

**Complete the permit application and use stakes to identify the desired location for the driveway.**

**Step 2** \_\_\_\_\_ (initial of Inspector on Completion)      Date: \_\_\_\_\_

**County Commissioner, or his/her designee, will size and recommend the type of culvert.**

*SEE FIGURE 1:1 FOR MORE INFO*

**Step 3** \_\_\_\_\_ (initial of Inspector on Completion)      Date: \_\_\_\_\_

**Installer is to call the County Commissioner, (903) 395-4400 ext. 226, once the culvert is installed.**

**First Site Visit** Installer will be notified after initial inspection is completed regarding the approved diameter, length and location is determined.

**Final Site Inspection.** The Installer understands and agrees that the County Commissioner of Delta County, Texas, or his/her designee, may make an unscheduled inspection of the construction activities upon issuance of the permit. The Installer acknowledges that the driveway construction must be inspected as noted above.

**EXECUTION:**

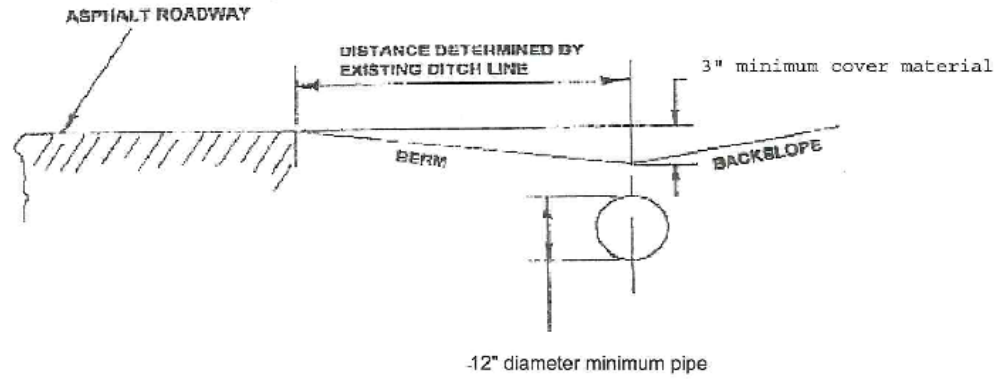
I have read the above and the foregoing Driveway Request/Consent form, and I understand and agree to the obligations imposed by this form.

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Installer: \_\_\_\_\_ Dated: \_\_\_\_\_

Notary:

FIGURE 1:1



- 1) Use High Density Polyethylene double wall pipe. It has a corrugated exterior and a smooth interior.
- 2) Minimum length is 30 feet for new or existing culverts.
- 3) Install Polyethylene Pipe with Green Line on top for internal condensation to drain properly.
- 4) Material used to install culvert can be: Rock, Crushed Concrete, and Dirt or any combination.