

## **General Instructions for Driveway Culvert Installations**

- 1. Complete the following Drive-Way Permit Application**
- 2. Property owner receives required culvert information from Rains Co. Road and Bridge Administrator**
- 3. Culvert is installed according to installation guidelines provided by the Road and Bridge Administrator**
- 4. Property owner or contractor notifies the Road and Bridge Administrator that the culvert is ready for inspection**

## **In the Commissioners Court** **Of** **Rains County, Texas**

### **DRIVE-WAY 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 Rains County, Texas hereby promulgates this Drive-way Permit Application form, to be used by Rains County to monitor and regulate the installation of access drive-ways across the county maintenance easement on either side of a county road, and to insure 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 Drive-Way Permit Application Form with attached specifications must be received and approved by the Rains County Road and Bridge Administrator before work commences upon the drive-way.

Upon satisfactory completion of the drive-way installation the completed Approval of Installation form attached hereto and incorporated herein shall be included in the Rains County Road and Bridge Administrators monthly report to the Commissioners Court.

Any disapproved or non-conforming drive-way installed pursuant to this form is subject to removal or repair, at the sole discretion of Rains County, with any and all related expenses incurred in the removal or repair of the disapproved or non-conforming drive-way charged to the Applicant.

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

**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 \_\_\_\_\_ --Email \_\_\_\_\_

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

Installer Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime 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 must be completed in accordance with the Regulations of Rains 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.

**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 Commissioners' Court of Rains County in ensuring that all provisions, conditions and requirements attached to the issuance of the driveway permit(s) under the Regulations of Rains 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 Rains County Road and Bridge Administrator or his designee may make scheduled or unscheduled inspections of the property upon the issuance of the permit. The applicant acknowledges that the driveway 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 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** \_\_\_\_\_

RAINS COUNTY USE ONLY					
Application No.	Date Application Received	Received By	Payment Method Chk # _____ Cash _____	Planchecker	
Culvert Length	Culvert Diameter	Dwy Width	Dwy 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. \_\_\_\_\_

### ACKNOWLEDGMENT OF INSTALLER

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

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

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

**County Inspector will size and recommend type of culvert.**

*SEE FIGURE 1:1 FOR MORE INFO*

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

**Installer is to call the County Inspector (903.473.5099) once culvert is installed.**

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

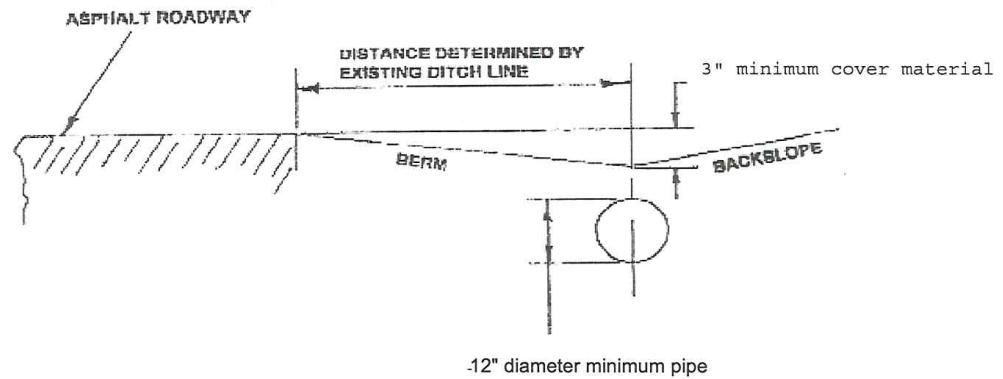
**Final Site Inspection.** The Installer understands and agrees that the Rains County Road and Bridge Administrator or Inspector may make unscheduled inspection of the construction activities upon issuance of the permit. The Installer acknowledges that the driveway construction must be inspected as noted above.

### EXECUTION:

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

Dated: \_\_\_\_\_

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.