

DRIVEWAY / CULVERT PERMIT APPLICATION

1. 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 _____

2. 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 _____
 Property Tax Account Number _____ - _____ - _____ - _____

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 the Nearest Cross Street _____
 Distance from Cross Street _____ Feet or Miles Direction from Cross Street (circle one) N S E W

ATTACH TWO SITE PLANS OR SURVEYS (to scale) SHOWING THE PROPOSED DRIVEWAY(S) AND CULVERT(S) FOR PRELIMINARY REVIEW, MORE DETAILED DRAWINGS MAY BE REQUIRED BEFORE A PERMIT CAN BE ISSUED. PROVIDE STAKES OR FLAGS TO IDENTIFY THE DESIRED LOCATION OF DRIVEWAY(S) OR CULVERT(S) AT THE SITE.

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. **Additional Inspections are \$50 (Res./Agr.) or \$100 (Comm.) per visit. Permits fees are not refundable.**

CALL BEFORE YOU DIG – 811

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 County Easements and Rights of Way will be faithfully and fully complied with.

The permit 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. The applicant acknowledges that the driveway construction must be inspected before the surface material is placed and after it 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.

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 / Installer) _____ Date _____

WALLER 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	Backfill Checked	Surface Checked	Other (explain)
Application Rejected (explain)			Permit Completion Date/By		

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

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

Installer Name _____

Permit No. _____

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 formwork 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.

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Re-inspection Fees: Residential/Agricultural - \$50 or Commercial - \$100

SIGNATURE of Installer

Date

