

**ACCESS PERMIT for DRIVEWAY ON COUNTY RIGHT-OF-WAY**

WHICH WILL BECOME PART OF THE BURLESON COUNTY RIGHT-OF-WAY

**(To be filled out by Applicant)**

**PLEASE PRINT CLEARLY**

Application Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Owners Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**LOCATION OF PROPOSED ACCESS DRIVEWAY:**

Address \_\_\_\_\_

Subdivision (if any) \_\_\_\_\_

Precinct #: \_\_\_\_\_

**Pct # 1: (979)567-4996**

**PROPOSED DRIVEWAY INFORMATION:**

**Pct # 2: (979)272-8838**

REQUEST DRIVEWAY WIDTH \_\_\_\_\_ FT (24 FT MINIMUM WIDTH)

**Pct # 3: (979)567-3768**

REQUEST SAFETY ENDS:  METAL  CONCRETE (OPTIONAL)

**Pct # 4: (979)596-1022**

PROPOSED DRIVEWAY SURFACE:  CONCRETE\*  ASPHALT  ROCK \*(INSPECTION BEFORE PLACING CONCRETE)

**Instructions:**

1. Fill out the Access Permit for Driveway at the Burleson County 911 Addressing Office (3<sup>rd</sup> Floor in Courthouse).
2. **Mark the DRIVEWAY LOCATION with WHITE FLAGS within 24 hours**, provided by the Burleson County Pct. Road & Bridge Department.
3. A Road & Bridge Department representative will inspect the driveway location and determine the required culvert diameter. Any needed modifications to the ditch/flowline will be noted and established by the Road & Bridge Department prior to commencing driveway construction. The Road & Bridge Precinct will notify the applicant the culvert specifications within seven (7) days.
4. The Applicant is responsible for driveway and culvert installation, or contracting installation, per the attached policy.
5. After installation, the Applicant shall notify Burleson County Precinct.Comissioner when the driveway is ready for inspection.
6. Any deficiencies resulting from the inspection will be noted by the county and corrected by the Applicant.
7. If any Ditch modifications are required by Burleson County, they will be performed within 30 days unless other arrangements are agreed upon.

The undersigned hereby agrees to comply with the terms and conditions as set forth in the Access Driveway Policy for Burleson County which is included as part of this permit application for construction of an access driveway on County right-of-way and will hold harmless Burleson County, Texas and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

**Applicant Signature**

**Printed Name**

**Date**

**OFFICE USE ONLY**

Permit No.: \_\_\_\_\_

Sized By: \_\_\_\_\_

Date: \_\_\_\_\_

**Required Pipe Diameter:** \_\_\_\_\_ Inches

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved:** \_\_\_\_\_

Pct.County Commissioner

Comments: \_\_\_\_\_

## ACCESS DRIVEWAY POLICY

### **GENERAL REQUIREMENTS:**

- A. **There is no application fee for an Access Permit.** The "Access Permit for Driveway on County Right-of-Way" is included as part of this policy
- B. County representatives will inspect the proposed driveway site for any safety concerns (visibility at curves, hills, etc.), determine the required pipe diameter, flow line and inspect the completed construction for compliance with policy.
- C. **Applicants are responsible for the complete cost of driveway installation**, including pipe, rock backfill, installation and correction of any deficiencies noted at inspection.
- D. Applicants are responsible for correcting any deficiencies noted in county inspection within six weeks of notification of said deficiencies.
- E. Applicants are responsible for the cost of any damages to the county road resulting from driveway installation.
- F. Driveways shall be installed as illustrated in the Culvert Installation Drawing, included as part of this policy.
  - a. The culvert pipe shall be a minimum 16 gauge steel, corrugated metal pipe of the diameter determined by the Road & Bridge Department.
  - b. The minimum culvert pipe length shall be 24 feet.
  - c. Driveways will be backfilled with TxDOT, Specification, Item 247, Type A, Grade 2 rock material.
  - d. Concrete for driveways shall not be placed within one (1) foot of the road edge.
- G. Property owners shall be responsible for the maintenance of all driveway access to their property. The County will provide emergency repairs for any driveway access that becomes inaccessible due to damage during a declared weather emergency, on a case by case basis.
- H. Additional driveways or culvert extensions shall require a new access permit.
- I. If any Ditch modifications are required by Burleson County, they will be performed within 30 days unless other arrangements are agreed upon in writing.

### **ENFORCEMENT:**

Compliance with these regulations will be strictly enforced by the County and the following remedies may be pursued:

- A. If any person engages in the construction or repair of a driveway or culvert crossing a County easement or right-of-way without a permit, the Commissioners' Court may direct the County Attorney to file suit to enjoin the violation of these Regulations.
- B. If any person engages in the construction or repair of a driveway or culvert in any manner except as specified in the permit issued, the Commissioners' Court may direct the County Attorney to file suit to enjoin the violation of these Regulations.
- C. If any person engages in the construction of a driveway or culvert crossing a County easement or right-of-way without a permit, the Commissioners' Court may order the landowner to remove or repair the driveway or culvert at the landowner's expense. [ Texas Local Government Code 81.025, 1987 Tex. Sess. Law, Serv. 1557 (Vernon), provides that the Commissioners' Court may punish contempt by the fine not to exceed twenty-five dollars (\$25.00), or by imprisonment not to exceed twenty-four hours (24) hours and in case of fine, the party may be held in custody until the fine is paid.]
- D. Any person securing a permit under these Regulations must certify to Commissioners' Court that the terms, provisions and conditions of the permit will be complied with. Violation of this certification constitutes contempt of Commissioners' Court.
- E. If the Commissioners' Court finds a person to be guilty of contempt, it may enter such orders consistent with general law as it seems appropriate to punish the person guilty of contempt, and may enter such order and further orders enforceable by civil and criminal contempt, and consistent with its authority under general law, as Commissioners' Court deems necessary to enforce and protect its jurisdiction over the matter and to uphold the integrity of these Regulations.
- F. The procedure for contempt proceedings before Commissioners' Court will be consistent with procedures in actions before other courts in this state for enforcement of court orders, and for the protection of the jurisdiction of courts by process of contempt. Provided, however, that the person shall be given ten (10) days notice of said contempt proceeding by certified or registered mail, return receipt requested.

### **Exhibits:**

Access Permit for Driveway on County Right-of-Way  
Drawing - Culvert Installation

BURLESON COUNTY, TEXAS POLICY  
 FOR THE CONSTRUCTION OF DRIVEWAYS AND CULVERTS ON COUNTY EASEMENTS AND RIGHTS OF WAY

