

DENTON COUNTY APPLICATION FOR CULVERT / DRIVEWAY PERMIT

Denton County requires a permit for culverts and/or entrances that are to be installed within County maintained road right-of-way. All culverts must be sized by the Development Services Department prior to installation. Only corrugated metal or reinforced concrete culverts will be permitted. Culverts shall be a minimum of twenty (20) feet in length and no longer than sixty (60) feet in length. The minimum culvert diameter shall be fifteen (15) inches. **Driveway location must be marked on site with a wood stake placed at the approximate centerline of the driveway. Failure to provide this information will delay processing of your permit.**

Allow 10 business days for size requirement determination. The property owner or their representative must contact the Development Services inspector at **940-349-3419** for each of the 3 inspections. 1) Inspection at established grade. 2) Safety end formwork inspection. 3) Final inspection after application of driveway surface. ALL DRIVEWAY TIE-INS TO THE ROAD MUST BE EVEN WITH THE ROAD SURFACE AND EDGE OF THE EXISTING DRIVING SURFACE. Installations and inspections not completed within sixty (60) days of application date will be voided and a new application will be required. Failure to have all inspections performed will void the permit and may result in the culvert being removed. **Permits may be emailed to developmentpermits@dentoncounty.gov or sent to: Development Services 3900 Morse Street Denton, TX 76208. ([Click here for instructions.](#))**

* **REQUIRED** OR THE PERMIT WILL NOT BE PROCESSED

* **Property Owner's Name:** _____

* **Date of Application:** ____/____/____

Mailing Address: City State Zip: _____

* **Owner or Representative Best Contact Information: Email:** _____

Phone: Cell: (_____) _____ - _____ Work: (_____) _____ - _____

* **Contractor Contact Information: *Email:** _____

Phone: Cell: (_____) _____ - _____ Work: (_____) _____ - _____

911 Address OR property ID ** THIS IS THE ADDRESS OF THE CULVERT LOCATION.

* **911 Address or property ID:** _____

* **City State Zip:** _____

Signature of property owner or representative is REQUIRED or the permit application will not be accepted. Signing this permit application acknowledges the receipt of the permit and requirements. Failure to follow the attached requirements will result in removal of the culvert. There will be no reimbursement for permits, culverts or related materials as the result of removal due to improper size or installation.

Signed Name: _____ Date: ____/____/____

Printed Name: _____

COUNTY USE ONLY		
Site evaluated by: _____	Date: _____	Culvert Size: _____
Notified Owner/Representative: Date _____ Via (Circle One): Phone / Email / Fax / Voicemail		
Pre-Cover inspection by: _____	Date: _____	
Form Work Inspection by: _____	Date: _____	
Final Inspection by: _____	Date: _____	
Comments: _____		
Permit Fee: \$15.00 paid by: Check# _____ or Cash Receipt # _____		
Development Permit # _____		Final Approval Date: _____

7.2 Application Procedures:

- A. Culvert Permit Application – The Property Owner will complete the culvert permit application and pay the required fee. The property owner may not begin installation of the culvert until the application is approved by the Department of Development and Emergency Services and the requirements of Sections 7.3 A, and 7.3 B are satisfied. If it is determined a culvert is to be constructed in a Special Flood Hazard Area, a Development Permit will also be required. The culvert permit will not be granted until the requirements set forth in the application have been met.
- B. Sizing will be conducted by a county engineer utilizing acceptable engineering practices and taking into consideration the constraints of ROW, extent of downstream grading required, finished floor elevation of proposed residential structures and existing structures, and the overall lay of the land for the best end result.
- C. Culvert Permit – Once the requirements of the permit application have been met the Department of Development and Emergency Services will issue a Culvert Permit.
- D. Double driveway permits are considered one location. However, both culverts must be completed prior to final acceptance.

7.3 Special Requirements and Conditions

- A. The property Owner is responsible for placing a stake to mark the proposed location of the driveway/culvert. After the stake has been set, the property owner/contractor is responsible for notifying the Department of Development and Emergency Services so the location can be researched so proper sizing of the culvert may be completed. The culverts and/or safety ends are not allowed to cross property lines without a written agreement between both property owners.
- B. Within 10 working days of this notification, the assigned Denton County Inspector shall provide the Property Owner with the size and number of culverts to be installed and shall place grade stakes at the culvert location site marking the new culvert centerline and the depth of cut or fill for the flow-line of the culvert ends. It is the responsibility of the Property Owner to ensure that his or her contractor install the culvert at those grades. Any culvert not placed in accordance with the required grades will be removed and the applicant will be required to re-install it at their own expense.
- C. All culverts shall be corrugated steel only (CMP). The length shall in no case be less than 20 feet or more than 60 feet (not inclusive of the length of the safety ends). Driveways for gas well access may use reinforced concrete pipe (RCP).
- D. The Owner is required to call 48 hours in advance for inspections during the following stages of the culvert installation process:
 - 1. After the culvert has been laid at established grade and backfilled to a depth equal to half of the pipe diameter;
 - 2. After the culvert safety ends (4:1 sloped ends) have been formed and are ready for inspection (reinforcing steel and form work are complete) per the County detail and the remaining backfill has been placed;
 - 3. Once the culvert and safety ends are complete with all concrete poured and the site cleaned of form work and debris, the Property Owner shall call for a final inspection.
- E. Septic Permits will not be issued until the final inspection has been approved by the Department of Development and Emergency Services and the Culvert Permit issued.
- F. "Temporary" driveway/culverts are not permitted on County Roads without permission being requested in writing and granted by the Department of Development and Emergency Services.

7.4 Existing Culverts

Existing Culverts that are in good condition and that do not have any blockages or other restrictions will be allowed to remain in the "as-is" condition. Culverts over 24" in diameter and/or with a flow line depth of 3 feet or more below the edge of pavement will be required to have safety end treatments (SET's) installed in accordance with the culvert policy section 7.3. If the existing culvert does have safety ends a culvert permit will be issued without changes to the existing culvert.

Replacement of Existing Culverts: Culverts that are to be replaced due to re-grading of bar ditches and road repair issues by County forces will be sized appropriately and installed to an as good or better condition than that of the original culvert. If the existing culvert is adequate and undamaged then the culvert can be reused and installed per the new specifications as adopted herein.

7.5 County Enforcement of Policy

- A. As stated above in Section 7.3, culverts will not be approved, and Septic Permits will not be issued until the final inspection has been approved by the Department of Development and Emergency Services and a culvert permit has been issued.
- B. If the culvert is not installed within 60 days from the date the application was approved, the application will expire, fees will not be reimbursed, and the property owner must reapply for a culvert permit. A one-time 60-day extension may be granted by the Department of Development and Emergency Services when circumstances warrant.
- C. Modifications after the permit has been approved and installation accepted will not be permitted and the property owner may be required to remove and replace the driveway/culvert at their own expense.

Permits may be emailed to developmentpermits@dentoncounty.com or submitted to:

Denton County Development Services
3900 Morse Street
Denton, TX 76208