

**APPLICATION FOR ENTRY / CULVERT PERMIT**

**General Requirements and Procedures. Detailed Requirements on next pages.**

Collin County requires a permit for culverts and/or entrances that are to be installed or modified within County maintained road right-of-way. All culverts must be sized by the Public Works Department or licensed engineer prior to installation. + **Only corrugated metal culverts will be permitted. \* ORNATE BRICK, STONE OR STEEL MAILBOXES ARE NO LONGER ALLOWED IN COUNTY RIGHT-OF-WAY as of Feb. 1<sup>st</sup>, 2021.**

Culvert shall be a minimum of thirty (30) feet in length unless the driveway over the culvert is concrete or asphalt (not asphalt millings). In which case, the **DRIVABLE** surface of the driveway must be a minimum width of twelve (12) feet **BETWEEN** the curbs, if present. A minimum 20 foot culvert is required for concrete or asphalt driveways. No culverts shall exceed sixty (60) feet in length with no more than two (2) sections banded together. See further requirements in the Collin County Roadway Standards and the Collin County Drainage Manual. **ALL TEMPORARY CULVERTS MUST BE A MINIMUM OF 30 FT. LONG, CORRECT MATERIAL AND ALL WEATHER DRIVING SURFACE.**

Allow 3-5 business days for size requirement determination. Do NOT contact Public Works to schedule the sizing of the culvert. The property owner or their representative must contact the Public Works Office at 972/548-3700 for each of the 3 inspections. 1) Inspection of the placement of the culvert before any cover is placed. 2) Inspection prior to application of the driving surface, if concrete, forms must be in place. 3) Final inspection after application of the driving surface. **ALL DRIVEWAY TIE-INS TO THE ROAD MUST BE EVEN WITH THE ROAD SURFACE AND EDGE OF THE EXISTING DRIVING SURFACE (see attached drawings).**

Installations and inspections not completed within six (6) months 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.

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

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

\* **Date permit paid for:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 6 months to complete the process, starts on this date.

\* **Owner or Representative Best Contact Number:** \_\_\_\_\_

Best Phone to Contact You: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate Phone to Contact You: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\* **Email:** \_\_\_\_\_



**911 Address OR property/parcel ID \*\* THIS IS THE PROPOSED LOCATION OF THE CULVERT. Address or Property ID and TURN BY TURN DIRECTIONS MUST BE PROVIDED OR THE PERMIT WILL BE REJECTED.**

\* **911 Address or property/parcel ID:** \_\_\_\_\_

\* **City State Zip:** \_\_\_\_\_ Check one below New install  Modification  details **required**

Signature of property owner or representative is REQUIRED or the permit application will not be processed. Signing this permit application acknowledges the receipt of the permit and requirements. Failure to follow the 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. **NOTE THE MAILBOX REQUIREMENTS**

Signed Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Printed Name: \_\_\_\_\_

**COUNTY USE ONLY**

Site evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_ Culvert Size: \_\_\_\_\_

Notified Owner/Representative: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Via (Circle One): Phone Email Fax Voice Mail

Placement Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_ Pre-Cover inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

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

**DETAILED TURN BY TURN DIRECTIONS AND MAP.**

**Physical Location where Culvert will be Installed PERMIT WILL NOT BE PROCESSED WITHOUT TURN BY TURN DIRECTIONS TO THE PROPERTY AND CULVERT LOCATION. CULVERT LOCATION MUST BE FLAGGED OR OTHERWISE CLEARLY MARKED.**

---

---

---

---

---

---

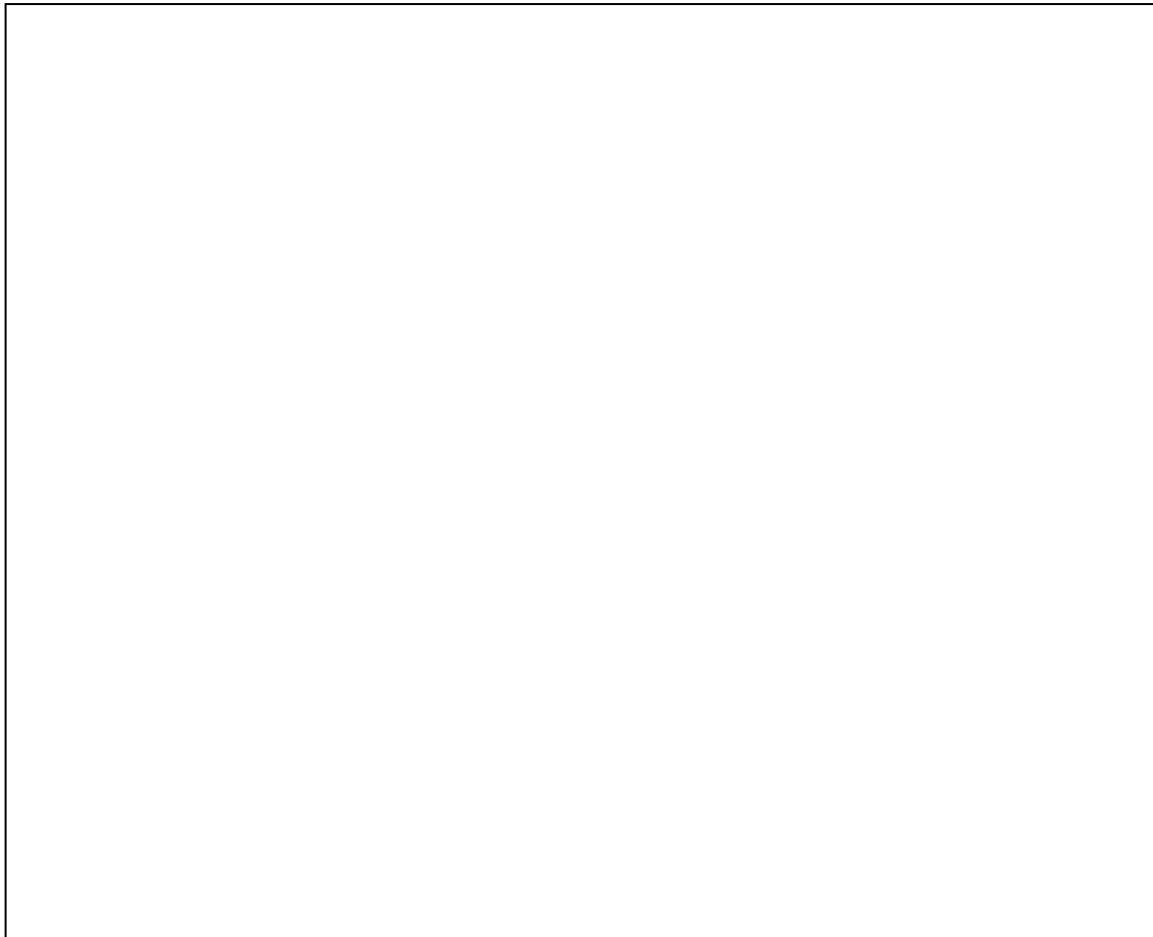
---

---

---

---

**MAP TO LOCATION—REQUIRED**  
**Additional room is provided on the back page.**



**Also refer to the Current County roadway standards, right-of-way policy, drainage manual and subdivision regulations. These can be found on the Collin County website or via the QR code below.**

The property owner or authorized agent MUST contact Collin County Public Works Office at 972/548-3700 prior to covering the culvert with any material other than what may be necessary to keep the culvert in place. Once the inspector for Public Works approves the installation, the driving surface material can be applied.

Collin County will only allow corrugated metal pipe (CMP) culverts to be installed within Collin County road right-of-way+.

Culvert materials NOT allowed include but are not limited to plastic culverts, plastic pipe or steel pipe. The culvert must be a minimum of 30 feet in length if the driveway material is to be gravel or rock. The cover material MUST be all weather material. If the material is going to be asphalt or concrete, the drivable surface of the driveway must be a minimum width twelve (12) feet and the minimum culvert length is 20 feet. Any culvert that is going to be covered with concrete or asphalt and is shorter than 30 feet long must be covered within 30 days of installation or it may be removed.

Collin County does not require the installation of headwalls on culverts installed within Collin County road right-of-way. However, installation of headwalls is allowed. If drainage work requires the removal of the headwalls, the County will not replace them and reimbursement will not be made. Collin County will allow culverts under walk ways on a case by case basis. Collin County will not maintain the walk ways. If a drainage issue arises, the property owner must address it or it will be removed and no reimbursement will be made.

Culverts shall not be installed below the natural flow line of a drainage ditch. Each end of the culvert must be even with the ditch, not below it. In some cases this will require the driveway surface over the culvert to have a slight rise. If you do not want the rise, you must obtain approval from Collin County before the culvert can be installed below grade. If the ditch is to be modified, it must be modified in such a way as to permit unimpeded flow into and out of the culvert and continuing down the ditch. This may require re-cutting the entire ditch in front of the property and beyond. Collin County grants no permission to excavate on another's property. Permission must be obtained by the permittee and the work must be approved by the County before work can begin.

The proposed location of the culvert must be clearly flagged or marked within 24 hours of the culvert permit issue date/time.

Culverts within a subdivision will be sized on an individual basis unless an engineered drainage plan has been submitted to Collin County Public Services and has been approved. Culverts in a subdivision will still require all inspections.

Any culvert that is being installed to widen an existing driveway will require the existing culvert and driving surface to be brought up to current requirements.

**ALL DRIVEWAY TIE-INS TO THE ROAD, MUST BE EVEN WITH THE ROAD SURFACE AND EDGE OF THE EXISTING DRIVING SURFACE. COLLIN COUNTY WILL NOT INSTALL OR MAINTAIN ANY TIE-INS THAT DO NOT MEET REQUIREMENTS. ALL MAILBOXES MUST MEET CURRENT POSTAL REQUIREMENTS. COLLIN COUNTY WILL NOT MAINTAIN THE AREA BETWEEN THE EDGE OF THE DRIVING SURFACE AND THE MAILBOX**

Any culverts installed that do not meet the requirements will be removed. This includes culverts that are of a smaller diameter, shorter or longer than permitted.

By signing the permit application on the front page you agree to abide by the requirements of the permit. If your culvert is found to be in violation, the property owner will receive a written notice allowing 14 days to correct the issue. If the issue is not corrected in 14 days, the culvert will be removed without additional notice and the property owner will not be reimbursed for any cost associated with the culvert or the removal. Additionally, the property owner may be charged for the removal and disposal of the culvert and/or driveway.

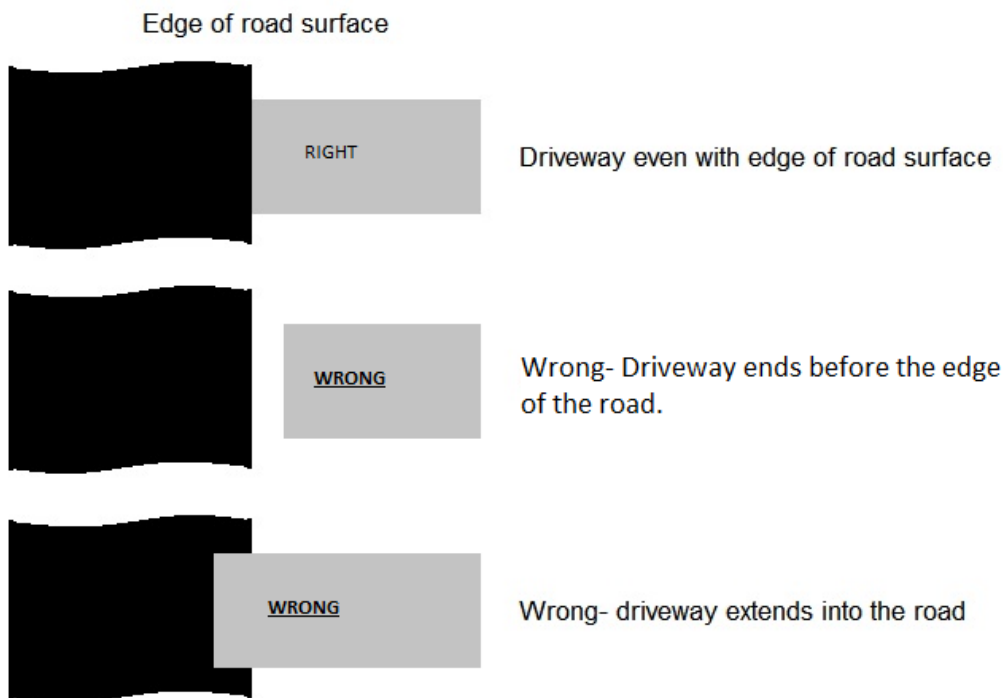
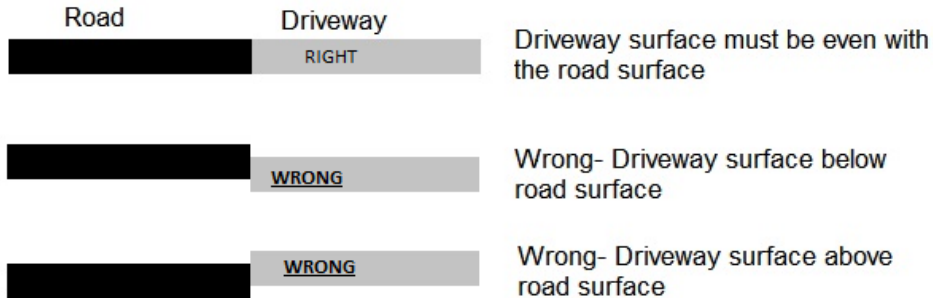
All culverts that are installed in the right-of-way become the property of Collin County. As such, if the culvert is installed per the requirements and has a drainage issue in the future, Collin County will address the drainage issue. However, if the culvert is not installed per the requirements and a drainage issue arises, Collin County will remove the culvert completely and no reimbursement will be made. Collin County does not maintain the driving surface over the culvert.

Collin County does NOT sell or install culverts.  
+ Appeals for other culvert material can be made on a case by case basis based on property use.

Culvert size, inspection and installation questions:  
Collin County Public Works  
700 A. West Wilmeth Rd. [map](#)  
McKinney, TX. 75069  
Phone: 972-548-3700 Metro # 972-424-1460 ext. 3700

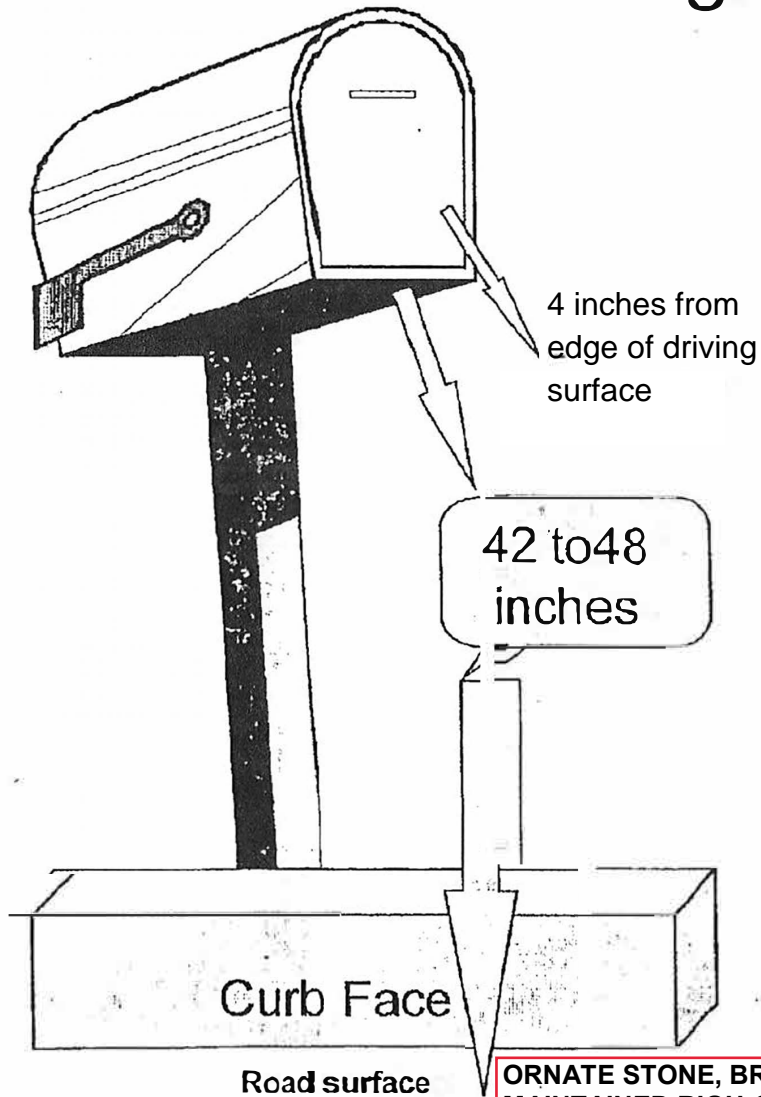
Purchase the permit at:  
Collin County Development Services  
4690 Community Ave. Suite 200 [map](#)  
McKinney, TX 75071  
Phone: 972-548-5585 Metro # 972-424-1460 ext. 5585

**INSTALLATION REQUIREMENTS, DO NOT DISCARD** **Page 2 of 2**



**Mailbox information:**  
All mailboxes are to be installed via USPS regulations attached.

# Installation Specifications For Curbline Mailboxes Where Single Boxes Are Approved



This information is furnished to assist home owners in the installation of their mailbox and to help avoid some of the unnecessary problems previously encountered by other home owners.

1. Your delivery will be motorized carrier-to-curbline delivery boxes. Delivery will begin either after the development is 50% complete or if the post office has an agreement with the developer - and all requirements are being met.
2. Mailboxes must be either the *approved* traditional or conventional design type. Boxes must be installed with the bottom of the box being between 3-1/2 and 4 feet from the roadway surface and set-back where the front of the box is approximately 4 inches behind the face of the curb to prevent vehicles with wide mirrors from making contact with and damaging the mailbox.
3. Please locate your box where it will not be blocked by parked cars during the day.
4. Every mailbox must bear the house number (and street name if the box is located on a different street than your residence). The owner's name is not required on a mailbox.

If you have further questions, please contact the Growth Management Coordinator at (972) 393-~~6206~~ 743 Exhibit 6-2

**ORNATE STONE, BRICK OR STEEL MAILBOXES ARE NO LONGER PERMITTED IN THE COUNTY MAINTAINED RIGH-OF-WAY, AS OF FEB. 1<sup>st</sup>, 2021**

**PARKING IS NOT PERMITTED ON COUNTY ROADS OR IN COUNTY RIGHT-OF-WAY AT ANY TIME, AS OF FEB. 1<sup>st</sup>, 2021.**