

APPLICATION FOR CULVERT PERMIT

General Requirements and Procedures
Detailed Requirements on next page.

Collin County requires a permit for culverts that are to be installed along county maintained roads. Any new culvert must be sized by the Public Works Department prior to installation. + Only corrugated metal culverts will be permitted.

Culvert shall be a minimum of thirty (30) feet in length unless the driveway over the culvert is concrete or asphalt. In which case, the drivable surface of the driveway must be a minimum width of twenty (20) feet. The driveway must have a minimum 26 foot turn radius. No culverts shall exceed sixty (60) feet in length with no more than two (2) sections banded together. Culverts over fifty (50) feet in length must have a vent placed at the midpoint of the culvert. See further requirements on pages 2-4.

The property owner or their representative must contact the Public Works Office at 972/548-3722 for each of the three inspections. 1) Pre-inspection to determine required culvert size, 2) Inspection prior to application of driveway surface,(if concrete, forms must be in place, 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.** This permit is valid for one (1) year. Any information regarding the size of the culvert, can be obtained by calling Collin County Public Services at 972-548-3700.

Permits not picked up within *one* year of application date will NOT be retained.

* 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 Number:

Phone: Home: (_____) _____ - _____ Cell: (_____) _____ - _____

Work: (_____) _____ - _____ Fax: (_____) _____ - _____

911 Address ** THIS IS THE ADDRESS OF THE CULVERT LOCATION. TURN BY TURN DIRECTIONS MUST BE PROVIDED OR THE PERMIT WILL BE REFUSED.

It is possible that an actual address does not exist yet. In which case, this can be left blank.

HOWEVER, TURN BY TURN DIRECTIONS ARE REQUIRED REGARDLESS.

911 Address: _____

City State Zip: _____

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

Turn by turn directions MUST be attached or the permit will be refused by Road and Bridge.

Signed: _____ Date: ____ / ____ / ____

Printed: _____

COUNTY USE ONLY	
Site evaluated by: _____	Date: _____ Culvert Size: _____
Notified Owner/Representative: Date ____ / ____ / ____ Via (Circle One): Phone Email Fax Voice Mail	
Pre-Cover inspection by: _____	Date: _____
Final Inspection by: _____	Date: _____
Comments: _____	

REQUIREMENTS

The property owner or authorized agent **MUST** contact Collin County Public Works Office at 972/548-3722 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 driveway material can be applied.

Collin County will only allow corrugated metal pipe culverts to be installed within Collin County road right-of-way. No other materials will be allowed including plastic culverts, plastic pipe, steel pipe or any other material. 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 of twenty 20 feet and have a minimum turn radius of 26 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 will be removed.

Temporary culverts that will be used for no more than 30 days, must be 30 feet long and constructed of required material and all weather cover material.

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.

The culverts can **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. This can be addressed by modifying the height of the driveway, or the drainage ditch. 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. 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.

The location of the culvert must be clearly flagged or marked. A flag will be provided for each culvert applied for. **IF USING A LOT NUMBER, THE LOT NUMBER MUST BE CLEARLY MARKED ON SITE.**

Culverts within a subdivision will be sized on an individual basis unless a drainage plan has been submitted to Collin County Public Services and has been approved. Ideally, the culverts will be sized individually to insure that plat grades are considered when sizing the culverts.

Any culvert that is being installed to widen an existing driveway will require the existing culvert 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. Failure to do this will result in the tie in being removed.

Any culverts installed that do not meet the requirements will be removed. This includes culverts that are of a smaller diameter than is permitted. This also includes culverts that are 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, you 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 notice and you will not be reimbursed for any cost associated with the culvert or the removal.

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 an issue in the future, Collin County will address the issue. However, if the culvert is not installed per the requirements and an issue arises, Collin County will remove the culvert completely and no reimbursement will be made.

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.

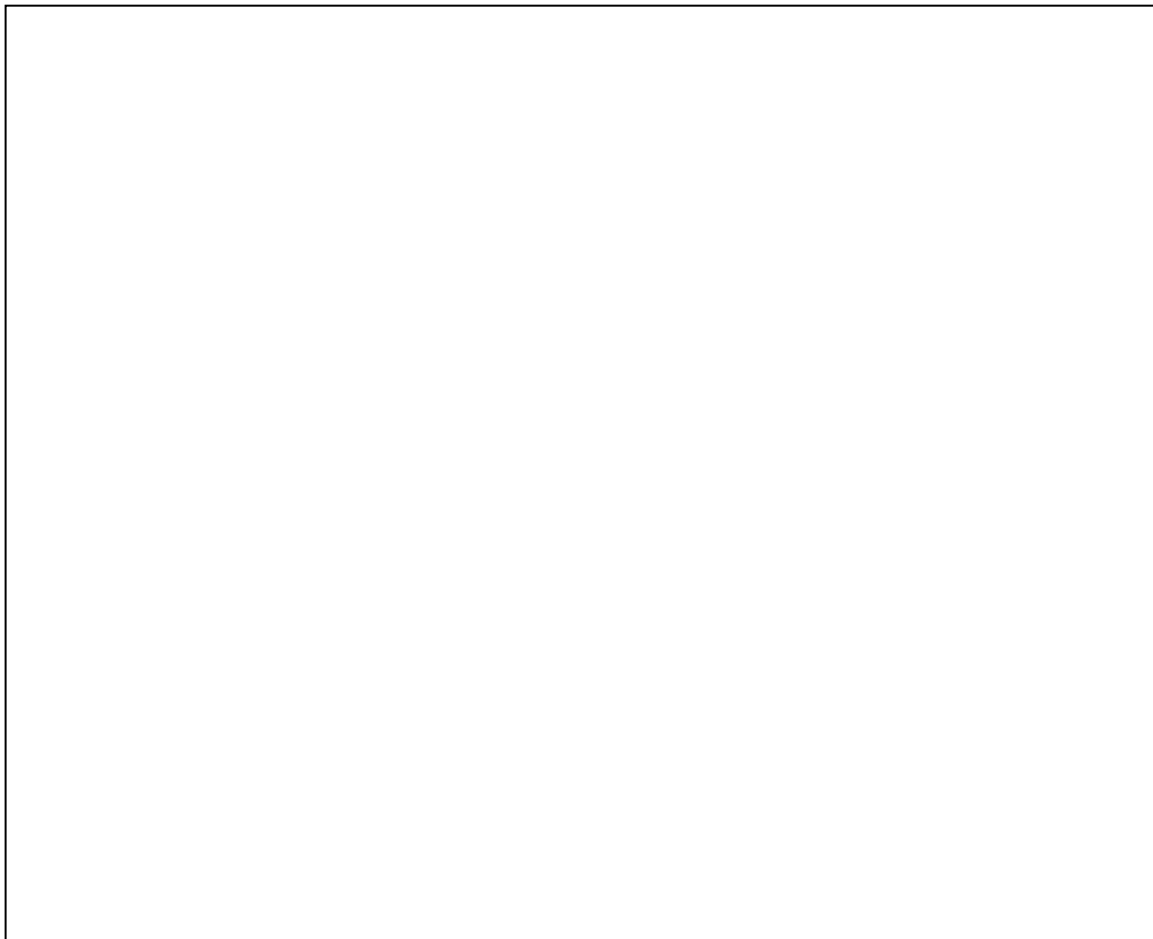
Culvert size, inspection and installation questions:
Collin County Public Works
700 A. West Wilmeth Rd. [map](#)
McKinney, TX. 75069
Phone: 972-548-3700 Metro # 972-424-1460 ext. 3700

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

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.



Additional information



Driveway surface must be even with the road surface



Wrong- Driveway surface below road surface



Wrong- Driveway surface above road surface

Edge of road surface



Driveway even with edge of road surface



Driveway ends before the edge of the road



Wrong- driveway extends into the road