

APPLICATION FOR CULVERT / DRIVEWAY 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 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 twelve (12) feet. 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 2 inspections. 1) Inspection prior to application of the driving surface, if concrete, forms must be in place. 2) 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 **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: _____

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 Voice Mail

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.



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 twelve (12) 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.

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.

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. 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 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.

The proposed location of the culvert must be clearly flagged or marked.

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.

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. 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.

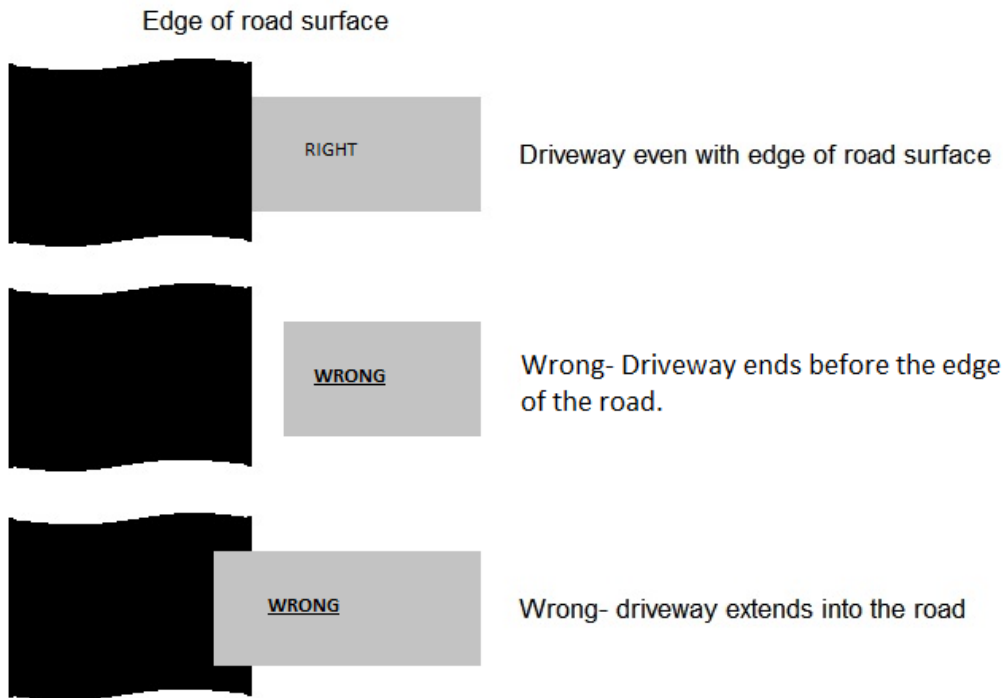
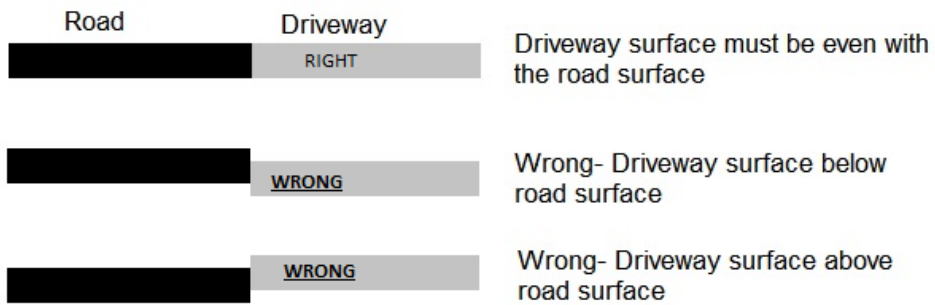
By signing the permit application on the front page you agree to abide by the requirements of the permit. If your culvert is found to be in violation, the property owner will receive a written notice allowing 14 days to correct the issue. If the issue is not corrected in 14 days, the culvert will be 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: 972-548-3722 Metro # 972-424-1460 ext. 3722

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



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

