**Village of Jones Creek**

**7207 Stephen F. Austin Jones Creek, TX 77541**

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**Culvert Permits**

**When is a permit needed?**

A permit is required to install, alter, remove, replace, or change in any manner any drainage pipe or other drainage structure on any right-of-way for street, alley, sidewalk, parkway, drainage, or any other public place within the City.

**What are the requirements for Culverts?**

Any drainage pipe to be installed, altered, removed, replaced, or changed in any manner within any right-of-way for street, alley, sidewalk, parkway, drainage, or any other public place within the City shall meet the following minimum requirements and specifications or be maintained in such a manner as described:

a. Driveway approaches or drainage systems shall not obstruct or impair drainage and street ditches, drainage easements or roadside areas. Driveway culverts, where required by the City in its sole discretion, shall be adequate for surface water drainage along the street, road, alley, or drainage right-of-way and shall not be less than the equivalent of a fifteen inch (15”) diameter pipe.

b. The location of the driveway and type of culvert must be approved by the City prior to installation. Culverts shall be purchased by the property owner at the owner’s expense. All culverts shall be constructed of reinforced concrete.

c. City drainage systems shall not be closed in an amount less than twelve (12’) or greater than thirty-six feet (36’) along any given street, to preserve existing storm water detention capacity throughout the community. Culvert sizes and configurations shall be approved by the City Secretary/Administrator’s Office.

d. A maximum number of driveway approaches allowed per lot shall not exceed forty percent (40%) of the total lot or tract frontage width along any given street, and be placed at a minimum of ten feet (10’) apart from other driveway approaches or culverts.

e. Driveway approaches or culverts shall have a minimum of five feet (5’) setbacks from lot or property lines.

f. Approved materials for driveway approaches may be dirt, sand, limestone, crushed concrete, earthen materials, pavers, stone, brick, concrete or other standard driveway material. Driveway approaches consisting of concrete are required to have expansion gaps places above the entire length of culverts. Owners may NOT use non-standard driveway materials such as, but not limited to, shingles, sheetrock, broken bricks, construction debris, and other materials deemed inappropriate by the City Secretary/Administrator or his/her designee.

g. The surface of the driveway shall slope downward and away from the roadway shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the roadbed and shall be maintained by the property owner in such a manner.

h. The placement of culverts prior to installation are not to be placed in the drainage right-of-way in such a way to prevent the flow of storm water. When able, culverts pending installation shall be placed on the property but in such a manner that can be reached from the roadway for installation.

i. Property owners shall not place in drainage systems, drainage right-of-ways, or drainage easements any type of material, brush, debris, or other item that will obstruct the flow of water. Property owners must apply for a permit to place any other type of culvert, bridge, channel or apparatuses in a drainage system, drainage right-of-way, or drainage easement.

j. After this installation or construction of any drainage system or driveway approach, it is the responsibility of the property owner to maintain the structural and functional integrity of the drainage system or driveway approach.

k. When an application for permit is made for additional and/or the enlargement of a driveway, and where the existing driveway approach is in poor condition, the City Secretary/Administrator’s Office may deny the permit until such repairs are made to bring the existing driveway approach to adhere to this Chapter, or the existing driveway approach is removed.

l. Where a culvert or driveway approach is not present, it shall be unlawful for vehicle travel or noticeable damage to occur in or to the drainage system, drainage right-of-way, or drainage easement. Property owners are required to install a proper driveway approach or culvert as described in this chapter to gain proper access to their property.

The following standards shall apply to all construction and maintenance activities affecting the operation of public drainage systems, and shall apply equally to new construction, post-construction, or at any time to all drainage systems within the City.

a. **General**

The addition of fill to any lot or tract of ground shall be accomplished in compliance with these regulations. No such fill material shall be placed in a manner that will allow such fill materials to enter into or otherwise compromise any roadside or public drainage system. Silting and storm water or wastewater runoff pollution shall be retained on the property in an approved manner.

b. **Construction Activities**

Upon issuance of a building permit the builder or owner shall become responsible for re-construction and maintenance of roadside and other public drainage systems affected by the builder’s construction activities until such time as the construction is completed and occupancy approved.

i. Prior to construction and occupancy of any building, for which a permit shall be issued, the builder shall first obtain and establish approved grades and profiles defined by benchmarks placed at intervals along the ditch flow line at their expense. This mandate applies to drainage systems adjacent to and across such construction site. Such drainage system shall be maintained at all times, unobstructed, and in fully functional working conditions during the course of construction activities.

ii. Culverts and driveways must be installed prior to the start of any construction of any building upon the premise. Site construction access is limited to the approved driveway location, and construction materials shall not be stored on the public right-of-way, roadway, or drainage system.

iii. The builder and property owner shall be responsible for the establishment of a fully-soded drainage system or yard between the road berm and private property line across the full lot frontage or affected length of frontage as determined by the City Secretary/Administrator or his/her designee. Sod placement shall result in a final grade as specified by the pre-construction benchmarks.

iv. Prior to completion and occupancy of any permitted construction activity the builder or owner shall notify the City Secretary/Administrator’s Office, and therefrom, obtain final inspection and approval of the drainage system.

**What is required to receive a permit?**

An application for a culvert permit shall be made to the City Secretary/Administrator’s Office, on a form provided by said office. A permit fee is due at submission of application.

**Submittal Documents:**

1. A drawing or site plan accurately depicting the portion of proposed private driveway to be constructed, reconstructed, altered, or enlarged lying within the dedicated portion of a public street, road or alley; the dimensions thereof and a statement of the materials proposed to be used; the drawing or site plan should also include property lines, mailboxes or street signs, nearby intersecting streets, and existing driveways;
2. A plat, survey, or map that accurately depicts the lot lines with width and depth noted and includes any and all drainage or other easements as they relate to the property;
3. The name of the person, firm, or corporation requesting that the work be done; and, the name of the person, firm, or corporation who owns the property where the work will be conducted;