



Submittal Guidelines for Culverts

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

Driveways shall not be less than twelve (12') feet or greater than thirty-six (36') feet in length. They shall have a minimum of five (5') feet setbacks from lot or property lines. Multiple driveways in total shall not exceed forty (40%) percent of the total lot or tract frontage and must be placed a minimum of ten (10') feet apart.

What are size culvert do I need? Once you have submitted your application, site plan, and fees, the City will contact you with the appropriate size reinforced concrete culvert that you need to purchase.

What type of driveway material can be used? Approved driveway material may consist of dirt, sand, limestone, crushed concrete, earthen materials, pavers, stone, brick, concrete or other standard driveway material. Concrete driveways are required to have an expansion gap above entire length of culverts. Unapproved driveway materials such as, but not limited to, shingles, sheetrock, broken bricks, construction debris, and other materials deemed inappropriate may not be used for driveways.

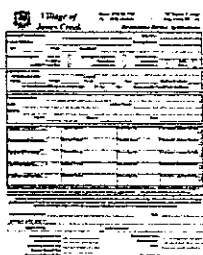
The Village of Jones Creek has adopted the 2009 International Building, Residential, Plumbing, Mechanical, Fuel/Gas, Property Maintenance, and Energy Conservation Codes and the 2008 National Electrical Codes.

Required Documents to be submitted:

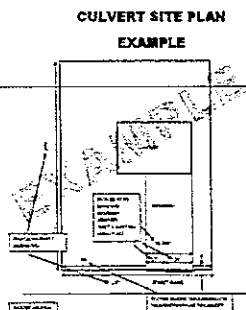
☐ Application

☐ Site Plan – See Example “Culvert Site Plan”

Application

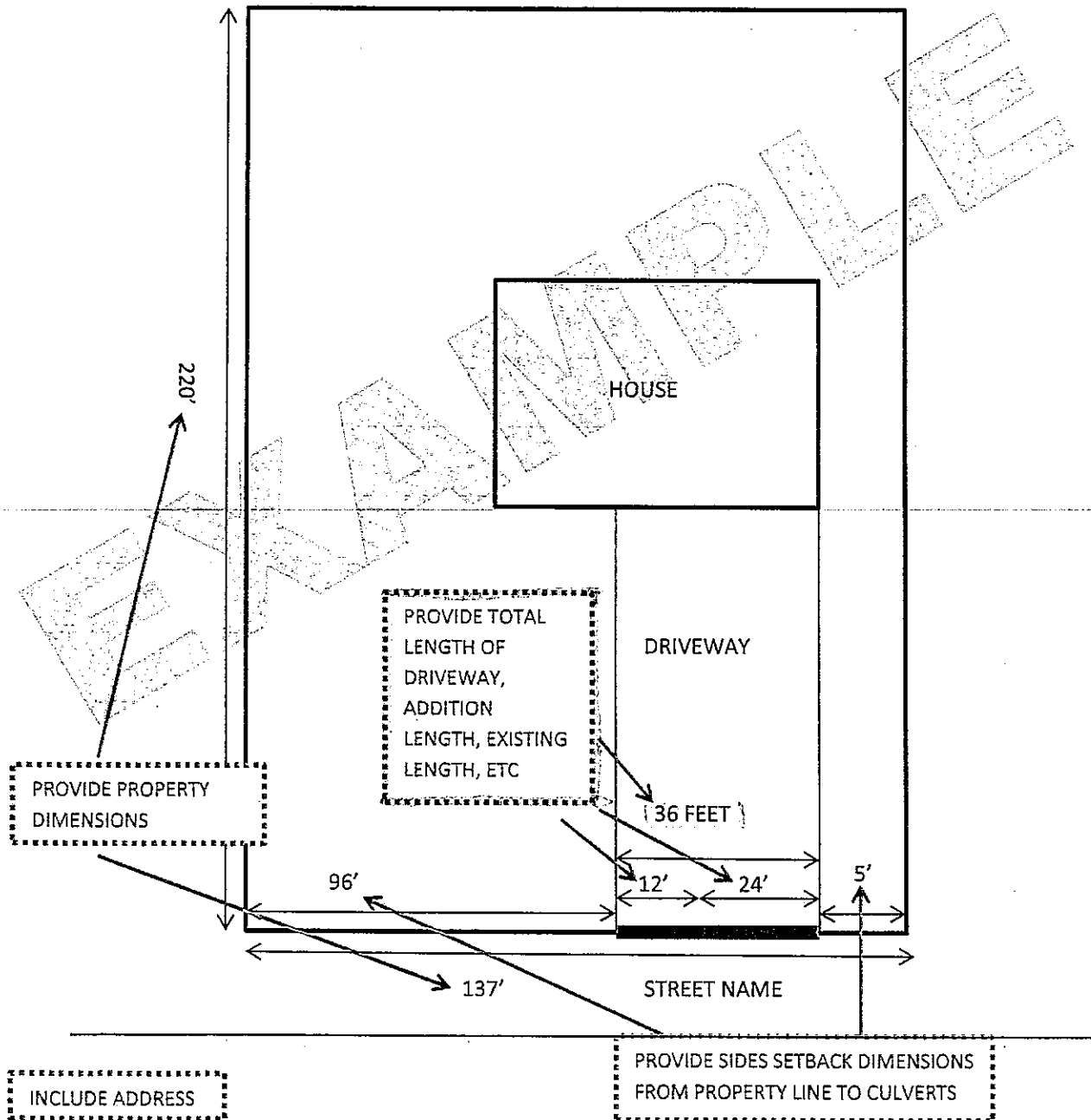


Culvert Site Plan



CULVERT SITE PLAN

EXAMPLE





Village of Jones Creek

7207 Stephen F. Austin
Jones Creek, Texas 77541
Phone: (979) 233-2700

Permitting Process

Step 1: Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite permit issuance. All required documents and fees must be submitted to begin the process. If any required documents, or if fees are not paid, the application will be rejected.

Step 2: Plan Review

The City will review your culvert site plan to ensure compliance with City Ordinances and determine size of culvert needed.

Step 3: Permit Issuance

Once the plan review process is complete, the city will issue the permit and contact you to inform the culvert size that needs to be purchased.

Step 4: Installation Requests

Installation Requests should be made to the City by calling 979-233-2700 once culverts are on site. Please make sure to have the location of the culverts clearly marked with stakes or paint.

Step 5: Installation

A road and bridge crew will be sent to install the culverts in the clearly marker area. Fill dirt will be used to cover the culverts. If you would like driveway material placed on top, you may purchase materials and have them on site prior to installation and the road and bridge crew will spread the materials. Materials will only be applied on the day of installation and if on site, crews will not come back out to install materials.

Step 6: Release of Permit

Once you have culverts are installed this closes out your permit.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Village of Jones Creek

Phone: (979) 233-2700

Fax: (979) 230-0606

7207 Stephen F. Austin

Jones Creek, TX 77541

Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
CULVERT: NEW <input type="checkbox"/> ADD <input type="checkbox"/> REPLACE <input type="checkbox"/>			
Project Description: NEW SFR <input type="checkbox"/> SFR REMODEL/ADDITION <input type="checkbox"/> SPECIFY OTHER: _____			
PLUMBING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> DEMO <input type="checkbox"/>			
ACCESSORY BUILDING <input type="checkbox"/> LAWN IRRIGATION <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> FENCE <input type="checkbox"/>			
Description of Work: _____			
Area Square Feet: _____			
Living: _____		Garage: _____	
Covered Porch: _____		Total: _____	
Number of stories: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____		Mobile #: _____	
Email: _____			

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____	Date: _____
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OFFICE USE ONLY:	
Approved by: _____	Date approved: _____

Building Permit Fee: _____
Plan Review Fee: _____
Plumbing Permit Fee: _____
Electric Permit Fee: _____
Mechanical Permit Fee: _____
Permit fees are non-refundable

Total Permit Fees: _____
Received By: _____
Date: _____
BV Project #: _____