

Permit #

Town of Bayside

361-529-6520 M-F 8:00 am TO 12:00 pm.
909 FIRST STREET P.O. BOX 194
BAYSIDE, TX 78340

DRIVEWAY/CULVERT APPLICATION

ALL PROPERTY THAT REQUIRES A CULVERT AND ALL DRIVEWAYS LOCATED ON CITY RIGHT OF WAY MUST OBTAIN A PERMIT AND ARE SUBJECT TO INSPECTIONS.

1. Address/Location of Driveway/Culvert: _____

2. Name of Property Owner: _____ Phone: _____

Mailing Address if different from above: _____

CULVERT AND DRIVEWAY MATERIALS: To be purchased by the applicant.

No culvert or structure which provides an opening smaller than fifteen (15") inches in diameter shall be used unless approved by the city council. The city official may require a larger culvert as it deems necessary for the safety of its residents, for the prevention of water damage, and for the prevention of drainage problems. There shall be a minimum distance of ten (10) feet from the edge of the roadway to the culvert and a maximum distance of ten (10) feet from the edge of the property line to the culvert except by approval from the city council.

Single Family Dwellings:

- Minimum culvert length for walkway: three (3) feet;
- Minimum culvert length for driveway: sixteen (16) feet;
- Maximum uninterrupted culvert length for driveway: twenty five (25) feet.

All Other Driveways:

- Minimum culvert length for driveway: sixteen (16) feet;
- Maximum culvert length for driveway: one hundred (100) feet.
- Five (5) foot intermediate catch basins shall be spaced at each end of thirty-six (36) feet of pipe.

The dimensions of driveways will be based on the following standards:

- That the maximum width of a driveway serving a single family dwelling or an agricultural property and on a city right-of-way shall not exceed twenty (20) feet;
- That the maximum width of a commercial driveway and on a city right-of-way shall not exceed one hundred (100) feet.
- That driveways located on the same property shall be separated by a minimum of twenty (20) feet.
- All driveway approaches shall be a minimum of twenty (20) feet apart.
- Driveways shall be located a maximum distance of twenty (20) feet from street intersections.
- Driveways shall intersect the public road at right angles, approximately ninety degrees (90°), from the property line.
- Concrete driveways must have a 36" breakout over the utility lines.
- Driveways shall be located a maximum distance of twenty (20) feet from street intersections.
- Property owner will be responsible for replacing driveway at owner's expense should driveway have to be removed for any reason per Section 3.4.
- Disposal of debris within thirty (30) days from a removed driveway will be at property owner's expense. Fee to be set by Council at a fee not to exceed the prevailing rate.

Culvert Setback: On adjoining property lines, the culvert must be a minimum of five (5) feet from the property line.

CULVERT MATERIALS ALLOWED: reinforced concrete pipe, plastic (PVC, HDPE) smooth interior, aluminum, galvanized steel pipe

BASE MATERIAL ALLOWED: asphalt - limestone - crushed asphalt - concrete.

Culvert Size: Diameter _____ Length _____ Material _____

Distance from the edge of the roadway to the culvert: _____ Distance from the edge of the property line to the culvert: _____

Driveway width on city right-of-way: _____

☐ Yes ☐ No The driveway construction area is staked and flagged;

☐ Yes ☐ No The location of the culvert is staked at the beginning and the end of the proposed culvert on the ground;

☐ Yes ☐ No The property line and property corners are staked and flagged.

- Attach a drawn diagram that shows location, roadway, dimensions and distance from property lines to proposed projects.
- Culverts installed on state highway easements, Third Street and FM 136, must have TDOT permit and meet state requirements.

Fee. The property owner shall install the culvert and be responsible for the cost thereof. There shall be no permit fee for any placement, replacement and/or modification of any culvert.

Driveway materials on city right of way will be replaced with city materials when it becomes necessary for the city to repair/replace utility lines or maintaining easements and may not be replaced with the same original material. Driveway and

private street culverts shall not cause a restriction of the flow of any adjoining street drainage system. The owners of property for which an appurtenant driveway or private street culvert causes, or contributes to, a restriction in flow of the adjoining street's drainage system shall, at their expense, maintain, clean or enlarge the existing culvert to the extent necessary to remove the restriction.

Other permanent installations, such as gates, pillars, trees, shrubbery, posts, lawn sprinkler pipes, etc. is prohibited in the public right-of-way and shall not be placed in a right-of-way.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections before any culvert or structural work is concealed or covered. Customer must have culvert on site and location to be installed must be staked and flagged before inspection approval.

Culverts shall not be backfilled until an inspection prior to commencement of driveway construction is conducted by the city official to determine that the elevation and grade of the culverts have been correctly set.

The Town, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Town road or street and easement at any time, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damage or destruction of such private roadway and/or culvert.

If the City determines that the installation of a culvert would disrupt or otherwise impede the flow of storm water, the placement of a culvert will not be authorized. Upon violations, the Town shall have the right and privilege to remove, repair or replace any structure or culvert in any easement in order to improve drainage or eliminate problems associated with or related to drainage in the area or in case of emergency or flood

If the improvements, when inspected, are found to be in violation of the Driveway and Culvert Ordinance, I (We) understand that I (We) shall be given thirty (30) days within which to upgrade the improvements to meet the requirements of the ordinance. The property owner will be billed for cost associated with removal and installation of culverts, driveways, or any structure in violation of the city culvert ordinance. The failure to pay the bill within sixty (60) days will result in a lien against the real estate for which the work was performed. I (We) understand that if I (We) fail to acquire final acceptance of the work to acceptable standards that I (We) shall reimburse the Town of Bayside for costs including reasonable attorney's fees to collect said costs.

I certify that I have read and examined this application and the information furnished is true and correct and that I am the owner of the subject property. All provisions of laws and ordinances governing this permit will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law, ordinance, or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and or state or federal laws, whether herein specified or not. Any deviations from approved construction plans must have the prior written approval of the City Official. The City Official or mayor may, in writing, suspend or revoke a permit whenever it is determined that the permit was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, a portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes.

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the city official. I will cooperate with the city official and assume the responsibility to arrange for necessary and timely inspections.

Construction pursuant to this permit will be commenced within six (6) months and be completed within one (1) year from the date of the permit.

I/we, the owner of this property and undersigned do hereby certify that the information and statements given on this application, drawings, and specifications are to the best of their knowledge, true and correct. The owner of the property and undersigned acknowledge that it is their responsibility to schedule all required inspections.

Property Owner's Signature (REQUIRED FOR APPROVAL) _____ Date _____

*** NO FEE***

OFFICE USE ONLY

CITY OFFICIAL RECOMENDATION: CULVERT REQUIRED: ☐ YES ☐ NO CULVERT DIAMETER: _____

APPLICATION: ☐ APPROVED ☐ DENIED

City Official Signature

Date

SITE INSPECTION: ☐ APPROVED ☐ DENIED

City Official Signature

Date

FINAL INSPECTION: ☐ APPROVED ☐ DENIED

City Official Signature

Date

REASON IF DENIED: _____