

**AMENDED CULVERT POLICY  
WITH  
MAIL BOX POLICY**

**REVISED MARCH 28, 2017  
COMMISSIONERS COURT ORDER  
NO. 17-03-168  
POLICY ACCEPTANCE AGREEMENT**

This page is to be signed by the Requesting Party and returned in person or emailed back to the Chambers County, Texas, Road and Bridge Department. By signing and returning this page the Requesting Party agrees to abide by the attached Culvert Policy and Mail Box Policy.

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Requesting Party Signature

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Printed Name

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Date

# Chambers County Road & Bridge Department

## Request For Access Driveway

### OR DRIVEWAY REPAIR

Date: \_\_\_\_\_

Road District No. \_\_\_\_\_

Precinct No. \_\_\_\_\_

Requesting Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ / \_\_\_\_\_  
City State ZIP

Telephone Number: \_\_\_\_\_  
Day Night Other type (mobile, pager, etc)

Exact location of request, Physical Address (if known), or distance to nearest intersection, stream, etc.

Purpose of Culvert on Property (Type Development Planned): \_\_\_\_\_

- New Driveway \_\_\_\_\_  
Length \_\_\_\_\_ Comments \_\_\_\_\_
- Additional Culvert or Driveway \_\_\_\_\_  
Length \_\_\_\_\_ Comments \_\_\_\_\_
- Repair: \_\_\_\_\_  
Reason \_\_\_\_\_

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**DEPARTMENTAL USE ONLY**

Person Taking Request: \_\_\_\_\_

Comments

Physical Address: \_\_\_\_\_

Approval Signature

Is Floodplain & Sewer Determination Required: Y N N/A     
Approval Signature

Pipe Diameter: \_\_\_\_\_ Catch Basins: \_\_\_\_\_ Completed By \_\_\_\_\_

Pipe Quote: \_\_\_\_\_ ft. of \_\_\_\_\_ in.

Catch Basin Quote: \_\_\_\_\_ inlets(s) of \_\_\_\_\_ in.

Driveway Additions: \_\_\_\_\_ ft. @\$50.00/ft. Plastic pipe or \$ 80.00/Concrete pipe \$ \_\_\_\_\_

Driveway Repair \_\_\_\_\_ @ \$10.00/ft.

Completed By: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash \$ \_\_\_\_\_ Check # \_\_\_\_\_ Total \$ \_\_\_\_\_

**CHAMBERS COUNTY**  
**PROPERTY ACCESS AND CULVERT POLICY**  
(Revised March 14, 2017 by Commissioners Court Order No. \_\_\_\_\_)

Chambers County is establishing this driveway policy to accomplish the following goals:

- Provide adequate access to citizen's property.
- Minimize conflicts between neighboring citizens due to drainage.
- Provide a comprehensive list of requirements.
- Establish means for corrective action.
- Chambers County will install 1<sup>st</sup> and 2<sup>nd</sup> Driveway only. See Culvert installation and pricing for additional fee.

The following rules will govern the installation of driveways within Chambers County. All requests for deviation from the policy that the County Engineer feels are extreme in nature will be brought before the Commissioner's Court for a final decision.

Driveway Procedures & Installation:

1. Owners requiring a driveway or driveway extension will contact the Road and Bridge Dept. to fill out a driveway permit at no charge. (**NOTE: FIRST ACCESS WILL BE PER INDIVIDUAL PROPERTY OWNER**). The permit will give a detailed description of the location and work requested so that County personnel can determine an appropriate pipe size or any complications prior to advising owner. Owner should mark the proposed driveway location with durable, readily visible markers.
2. The Owner will be responsible for providing all culvert pipe and catch basins. All varieties of new culvert pipe (concrete, metal, or plastic), suitable for traffic or load bearing conditions, are acceptable as long as the ends have interlocking connections or bands to prevent against soil infiltration or separation. (**Corrugated galvanized steel pipe is not acceptable**) Used culvert pipe are acceptable under the same conditions listed above.
3. The driveway will be limited to a minimum culvert width of 20 feet and a maximum of 40 feet. Longer culvert widths and additional driveways may be allowed but will be addressed in the specifications below. Walkways shall have a minimum culvert width of 6 feet.
4. Areas that have minimal depth for drainage will not be required to have a driveway culvert. Such driveways will only be allowed if they follow the contour of the ditch and the finished surface of the driveway is no higher than the flow line of the ditch as determined by the Road and Bridge Dept.
5. The **Owner** will be responsible for notifying County that the culverts have been delivered and for marking both ends of the desired driveway. **County will NOT sell, provide, store, or pick-up pipe.**
6. Unpaved driveways shall be covered with a standard flexible base material. When conditions warrant, Chambers County will provide periodic maintenance to driveways surfaced with flexible base, within the right-of-way line. Owner is responsible for maintenance of any portion of the driveway surface beyond the right-of-way line.

7. The installer of concrete driveways will provide an expansion joint in the concrete either side of the drainage pipe. The distance between the expansion joints shall be twice the width of the pipe.
8. If the County has need to increase the size of an existing drainage ditch parallel to a county road or drainage easement, the county will incur the cost of the replacement for existing driveways within the work area. Driveways will be replaced with similar material. The driveway installation will only be offered to properties that exhibit signs of recent and frequent access or to properties that have existing structures such as garages or boat barns that require vehicular access.
9. Driveways that have been installed without notification or authorization by the County and have been found to hinder drainage or violate one of the above regulations will be removed and placed on the adjacent offending property.
10. The Grantee shall not erect any mailbox within the right-of-way that does not meet county approval.

Extended Driveways and Landscaping:

1. Driveway may be installed by Owner's contractor following all of the rules outlined in this order. The flow line elevation of the pipe will be coordinated with the Road & Bridge Dept.
2. Driveway extensions and additional culvert pipe for landscaping will be allowed provided that:
  - a. The finished elevation of the backfill (including sod) over the pipe is at least 3-inches below the edge of the pavement; and
  - b. An adequate number of catch basins or inlets are installed to prevent the accumulation of run-off. The size and number of inlets will be determined by the Road & Bridge Dept.
3. Additional driveways or extensions that are not joined by a catch basin or inlet must have a minimum of six feet between the ends for maintenance.

## Culvert Installation and Pricing

1. County **will not** install driveways for homebuilders or tract home speculators **UNLESS** the name of the county resident for whom the driveway is being requested is furnished.
2. County will install initial (first) driveway access using plastic or metal pipe at **NO COST up to 24 feet** in length. Addition to a driveway lengths up to **40 feet OR second driveways** to be installed at \$ 50.00/ft using plastic or metal pipe. However, second driveways over 40 feet are considered landscaping and will be the responsibility of the homebuilder or owner to purchase and install the culvert with the appropriate grade set by the county.
3. Installation of a culvert will require a saddle/grate inlet every **40 feet for those driveways longer than 40 feet**. Purchase of inlets are the responsibility of the homeowner.
4. County will install initial (first) driveway **using concrete pipe at \$ 10 /ft. up to 24 feet** in length. Additional lengths up to **40 feet OR second driveways** to be installed at \$ 80.00 /ft.
5. County will **NOT** install **third or more driveways**, these will be installed by Owner or Owner's contractor following all of the rules outlined in this order. The flow line elevation of the pipe will be coordinated with the Road & Bridge Dept

**NOTICE: AFTER INSTALLATION, REQUESTING PARTY SHALL NOT ALLOW VEHICLES OTHER THAN CARS AND PICK-UP TRUCKS TO USE THE DRIVEWAY. OVER-SIZE VEHICLES SUCH AS DUMP TRUCKS, CONCRETE TRUCKS, OR BOB TAIL TRUCKS SHALL NOT BE PERMITTED TO USE THE DRIVEWAY UNDER ANY CIRCUMSTANCES UNLESS ADEQUATE PROVISIONS ARE MADE TO PREVENT DAMAGE TO THE DRIVE WAY INSTALLATION OR PIPE. ADEQUATE PROVISIONS COULD INCLUDE AS LITTLE AS THE USE OF PLYWOOD BRIDGING. REQUESTING PARTY IS RESPONSIBLE FOR ANY DRIVEWAY DAMAGE DUE TO THE NEGLIGENCE OF THE REQUESTING PARTY.**

### Ditches and Driveways in New Subdivisions

In order to reduce the number of discrepancies and confusion between the County and a Subdivision Developer and/or builder of "spec" homes regarding roadside ditch grades and/or driveway culvert installations in new subdivisions, the County will not set ditch grades or driveway culverts in a new subdivision until such time as the warranty period has elapsed and the County has accepted the roads and drainage into the County Road Maintenance System. During this interim period, it is the responsibility of the Developer and/or the "spec" homebuilder to confirm that the flow line of the ditches, driveway culverts and road crossing culverts correspond to the construction plans submitted to the County by the Design Engineer.

## **MAIL BOX POLICY**

A mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgment of the Chambers County Commissioners Court, the installation interferes with the safety of the traveling public or the function, maintenance or operation of the County roadway system.

- For roadways having a Speed Limit greater than 40 MPH, the face of the mailbox must be set back a minimum of 3 feet from the edge of the pavement and must be mounted on a break-a-way post conforming to the standards adopted by the Texas Department of Transportation ( TxDOT).
- For roadways without curbs and having a Speed Limit of 40 MPH or less, the face of the mailbox must be set back a minimum of 3 feet from the edge of the pavement.
- For roadways with curbs and having a Speed Limit of 40 MPH or less, the face of the mailbox must be set back a minimum of 6 inches from the back of curb.