

AMENDED CULVERT POLICY WITH MAIL BOX POLICY

REVISED DECEMBER 10, 2019

COMMISSIONERS COURT ORDER

CONSENT #12

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.

Requesting Party Signature

Printed Name

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

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 December 10, 2019 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 1st and 2nd 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.

Residential 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 new culvert pipe (concrete or plastic), A minimum of 24 inch Diameter, suitable for traffic or load bearing conditions, most pipe suppliers are acceptable as long as the ends have interlocking connections or bands to prevent against soil infiltration or separation. (**Corrugated galvanized metal or 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. Driveways that are on a high point of the roadway where there is no drainage ditch will not be required to have a driveway culvert. These locations will be 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. **The Owner is responsible for maintenance of the driveway.**

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 placed 1 FT from each side of the pipe. (So a 24 inch pipe would have a expansion joint 1 ft. either side for a total of 48 inches) For replacement purposes the County will only be responsible for the surface area of driveway surface within the expansion joints or 1 Ft either side of pipe, whichever is less)
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
4. Driveways in excess of 40 Ft should be based on engineering design. Removing open ditch drainage sections by filling in the ditch with pipe and dirt will not be allowed unless the area contains a drop inlet sealed by a licensed professional engineer hired by property owner. The design shall contain a safety grate and shall require review and approval by the County Engineer prior to the owner constructing the drop inlet.

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 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 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. 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.
4. 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.

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 work with the developer to establish minimum pipe sizes and ditch grades for driveway culverts. 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.

SAFETY POLICY FOR DRIVEWAYS AND MAIL BOX

Driveways along Roadways having a posted speed of 45 MPH or greater shall have safety end treatments on driveway culverts in accordance with Texas Manual on Uniform Traffic Control Devices.

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.