



Instructions: Culvert/Driveway Permits

ALL TRAFFIC MUST USE A PROPERLY PERMITTED CULVERT TO CROSS A DRAINAGE DITCH TO A PROPERTY.

A culvert/driveway permit must be obtained at the time a building permit is requested or a compliant culvert must already exist. However, a culvert/driveway permit may be obtained prior to requesting a building permit. All requirements of the City's culvert ordinance must be complied with, and a copy of the ordinance is attached hereto for your reference. Failure to comply with the City's ordinance will result in the stoppage of work and/or the issuance of citation(s).

The City will inspect the culvert and the driveway installation within the City right-of-way. If a culvert is not required, then the driveway approach is still subject to City inspections, review and consideration.

Following is the order in which this process will take place:

1. A Miscellaneous Permit (Culvert/Driveway) Application must be completed and submitted to City Hall. The permit fee of \$150.00 will be collected at the time application is made.

Under the City's ordinance, you will be required to submit a Certificate of Installation upon completion of the culvert installation. Therefore, you must have the culvert (including sizing) designed by a licensed engineer prior to installation, and the design must be submitted to the City for approval.

- For culverts to be placed in new subdivisions, the approved subdivision design will serve as the engineering design.
- For culverts to be placed in existing subdivisions, the design must be based on a drainage analysis prepared by a licensed engineer except in those instances where the existing subdivision design is on file with the City and the design includes the line, grade and size of the driveway culverts.
- If the applicant believes that a culvert is not needed, then he may request a determination by the City Engineer. He must first take out a permit application. He may then submit a request in writing to determine if a culvert is necessary. The request should include as much supporting information as possible in order to justify the request.

Please allow 5 business days for design review by the City.

2. Dimensions. Each culvert/driveway application will be reviewed on an individual basis and the appropriate dimensions determined.

3. Certificate of Installation Required. Upon completion of the installation, the permittee must have a Certificate of Installation prepared by either a licensed engineer or a licensed surveyor. The Certificate shall indicate the location of the culvert relative to the site property lines and shall indicate the elevations of the ends and any other information that may be necessary to demonstrate that the drainage facility was constructed in accordance with the size, line and grade of the approved subdivision plans or other design document as approved by the City Engineer.

The Certificate must also contain a statement indicating that the drainage facility was installed in accordance with the approved subdivision plans or with the design document approved by the City Engineer.

4. Inspections. The applicant must notify the Operations Department at City Hall at least 48 hours prior to beginning construction of the culvert and advise us as to when construction will start. The applicant must notify the Operations Department at the City at least 24 hours in advance to request any of the various inspections required by the City. City staff will be present at the beginning of construction and will inspect the culvert periodically throughout the installation process, including but not limited to:

- a. Bedding
- b. Cover
- c. Safety ends.
- d. Embedment and Backfill
- e. Forms and reinforcing steel for the safety ends
- f. Forms and reinforcing steel for the driveway approach
- g. Delivery tickets for the concrete to verify the appropriate mix design (3,000 psi minimum)

These inspections are separate from the inspections performed by the building inspector and are different from the Certificate of Installation required above.

NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL A CERTIFICATE OF INSTALLATION HAS BEEN PREPARED, SUBMITTED TO THE CITY, DETERMINED ACCEPTABLE BY THE CITY ENGINEER, AND FILED WITH THE CITY.

FAILURE TO OBTAIN A PROPER CULVERT PERMIT AND TO HAVE A PROPERLY INSTALLED CULVERT IS A VIOLATION OF CITY ORDINANCE AND IS PUNISHABLE BY A FINE OF UP TO \$500 PER DAY FOR EACH DAY THE VIOLATION CONTINUES.



CITY OF OAK POINT
 100 NAYLOR ROAD
 OAK POINT, TEXAS 75068
 (972) 294-2312
 (972) 294-1619 – FAX

MISCELLANEOUS BUILDING PERMIT APPLICATION

TYPE OF PERMIT:

- | | | |
|---|---|--|
| <input type="checkbox"/> CULVERT/DRIVEWAY | <input type="checkbox"/> MOVING | <input type="checkbox"/> ROOFING |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> OVERWEIGHT VEHICLE | <input type="checkbox"/> SOLAR PANELS |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> SWIMMING POOL/SPA |
| <input type="checkbox"/> IRRIGATION | <input type="checkbox"/> POND | <input type="checkbox"/> WATER WELL |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> POD (PORTABLE ON-DEMAND STORAGE/DUMPSTERS) | <input type="checkbox"/> WIND ENERGY |
| | | <input type="checkbox"/> OTHER _____ |

ESTIMATED VALUE: _____ CHECK LIST ITEMS ATTACHED YES NO

DESCRIPTION OF PROJECT: _____

	ADDRESS	SUBDIVISION
PROPERTY INFORMATION	BLOCK:	LOT:
		ZONING:
PROPERTY OWNER	PROPERTY OWNER NAME:	
	PROPERTY OWNER PHONE #:	
GENERAL CONTRACTOR	GENERAL CONTRACTOR COMPANY NAME & CONTACT INFO:	
	GENERAL PHONE #:	
SUB CONTRACTORS	GENERAL CONTRACTOR ADDRESS	
	REGISTERED WITH CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SUB CONTRACTORS	ELECTRICAL SUB CONTRACTOR NAME:	
	REGISTERED WITH CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	PLUMBING SUB CONTRACTOR NAME:	
	REGISTERED WITH CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	MECHANICAL SUB CONTRACTOR NAME:	
REGISTERED WITH CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
SEPTIC CONTRACTOR NAME:		SEPTIC CONTRACTY TCEQ LICENSE:

I agree to allow no work on which separate permits are required. I have carefully examined and read the completed application and know the same is true and correct, and hereby agree that if a permit is issued, all provisions of the City Ordinances and State Laws will be complied with, whether herein specified or not. I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same. I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Signature: _____ Agent/Builder/Owner Date: _____

Building Official Comments:

For office use only:
 Date Plans Received: _____ by _____ Date Approved: _____ Date Issued: _____ Amount: _____



100 Naylor Road; Oak Point, Texas 75068
(972) 294-2312 (972) 294-1619 fax
www.oakpointtexas.com
Email: operations@oakpointtexas.com

Remember it is up to you to contact the inspector

Do not disturb or break the grade stakes until the culvert is set.

Plastic and fiberglass pipes are not acceptable.

Pre-cut or pre-fabricated safety ends may seem like a shortcut, but cost more and are usually not to Oak Point specifications.

Please request 2 days inspection notice

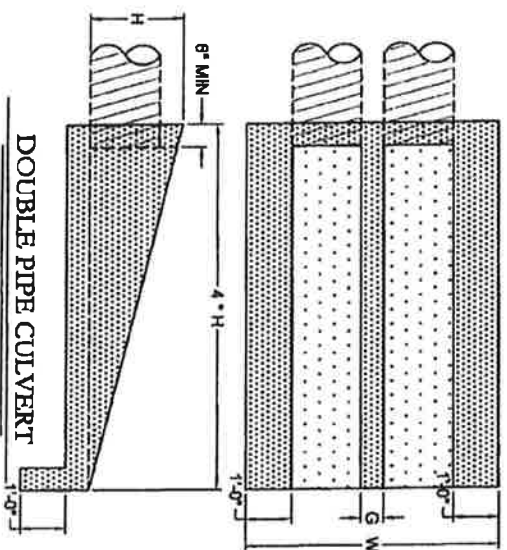
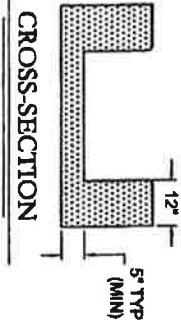
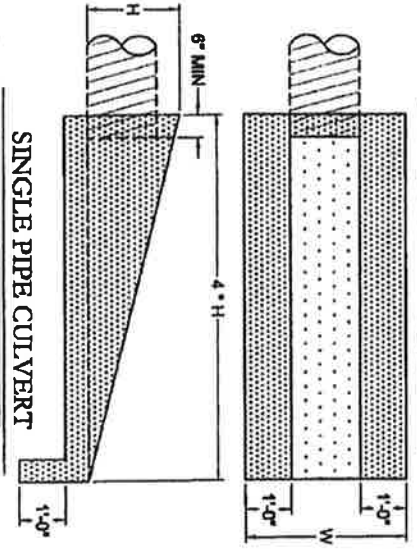
Do not make assumptions! When in doubt, call your inspector. It is much cheaper and easier to correct form work than after concrete has been poured.

Clean-up & back fill is required. Our goal is to leave the ditches in better condition than we found them.

Remember the inspector is here to assist you with the culvert; the right question now will help to avoid potential problems later.

Martin Almaraz
Operations superintendent
214-649-4425

SAFETY END TREATMENT WITHOUT SLOPED INSERTS



THIS DOCUMENT CONTAINS INFORMATION WHICH IS REQUIRED AS STANDARD TYPICAL INFORMATION. ANY AND ALL SITUATIONS MAY BE SUBJECT TO CHANGE BY A DENTON COUNTY PUBLIC WORKS PROFESSIONAL. PLEASE CONSIDER THE INFORMATION CONTAINED WITHIN THIS DOCUMENT TO BE MINIMUM STANDARD VALUES.

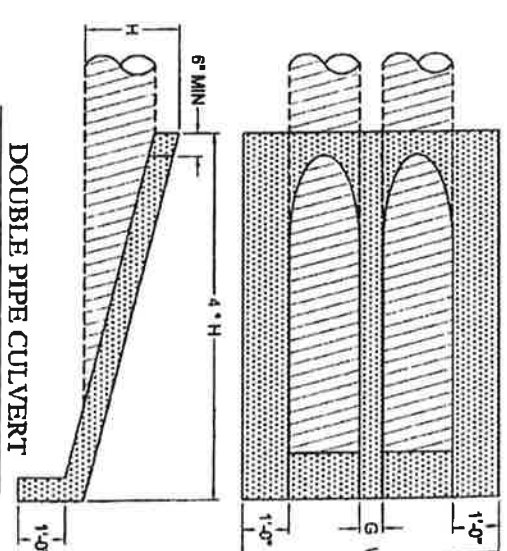
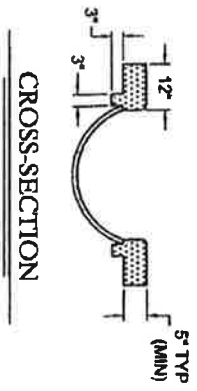
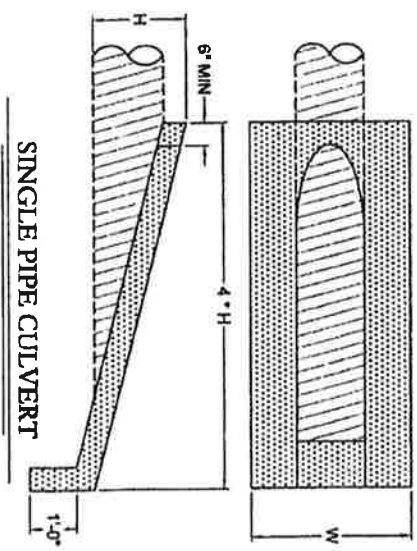
DIMENSIONS FOR SINGLE & CULVERTS		
SIZE OF PIPE (DIA)	W	H
15"	3'-3"	1'-9"
18"	3'-6"	2'-0"
21"	3'-9"	2'-3"
24"	4'-0"	2'-6"
30"	4'-6"	3'-0"
36"	5'-0"	3'-6"

DIMENSIONS FOR DOUBLE CULVERTS			
SIZE OF PIPE (DIA)	W	H	D
2-15"	5'-0"	1'-9"	0'-6"
2-18"	5'-6"	2'-0"	0'-6"
2-21"	6'-0"	2'-3"	0'-6"
2-24"	6'-6"	2'-6"	0'-6"
2-30"	8'-0"	3'-0"	1'-0"
2-36"	9'-0"	3'-6"	1'-0"

REQUIRED CROSS PIPE QUICK REFERENCE (TAKE FROM TYPICAL METHOD)		
SIZE OF PIPE (DIA)	CONDITION FOR USE OF CROSS PIPES	CROSS PIPE SIZE
12"	3 or more Pipe Culverts	1 1/2" Sd. (1.50" O.D.)
15"		
18"		
21"		
24"	2 or more Pipe Culverts	3/4" Sd. (.75" O.D.)
30"		
36"	All Pipe Culverts	1/2" Sd. (.50" O.D.)

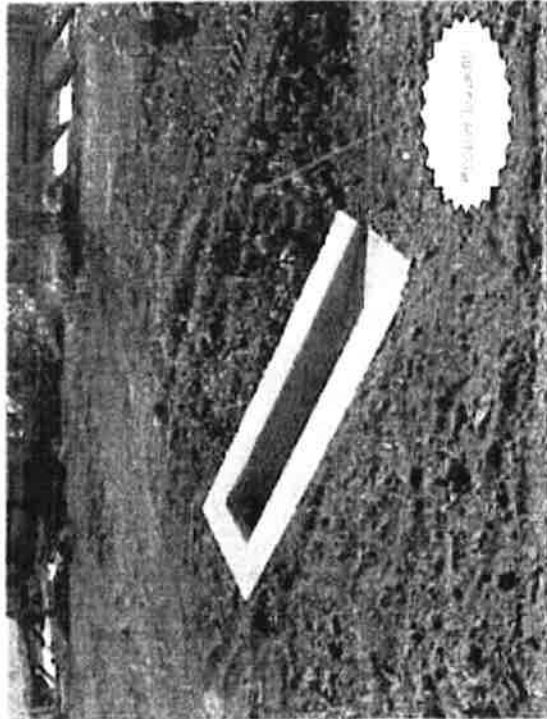
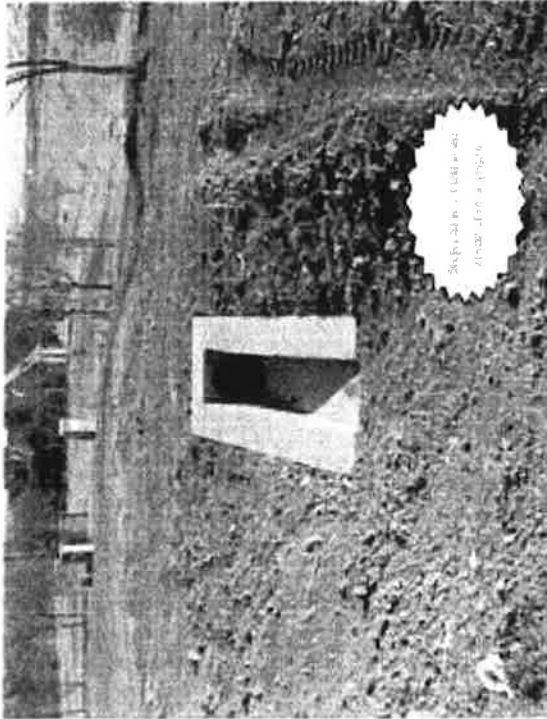
* Additional requirements as shown on the above-standard TYPICAL detail sheet must be met to meet approval.

SAFETY END TREATMENT WITH SLOPED INSERTS

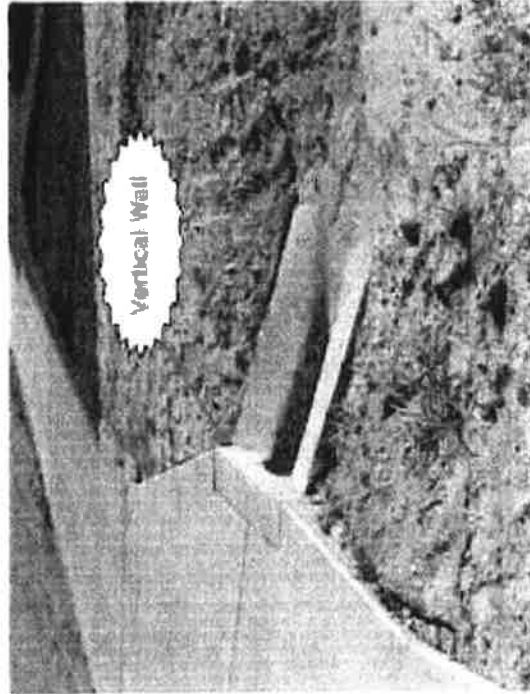
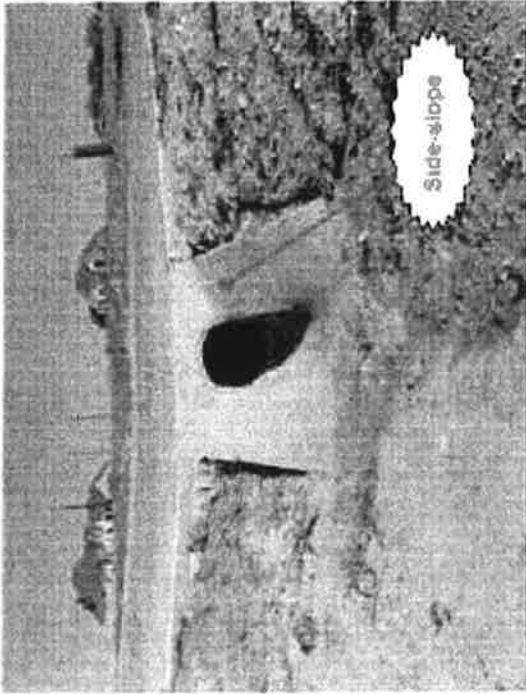


TYPICAL DRIVEWAY CULVERT SAFETY END TREATMENT

NOT TO SCALE

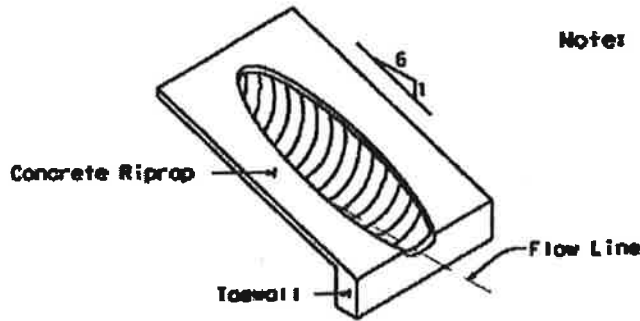


Placed. A safety end treatment using entire wooden form work. **Because wood was used to construct the entire form, exact and correct dimensions were obtained.** Having the floor cast with the top and sides makes for a stronger, longer lasting structure as well. The square channel in the middle matches the diameter of the pipe. Backfilling and clean-up have been completed as well. This is a near perfect example.

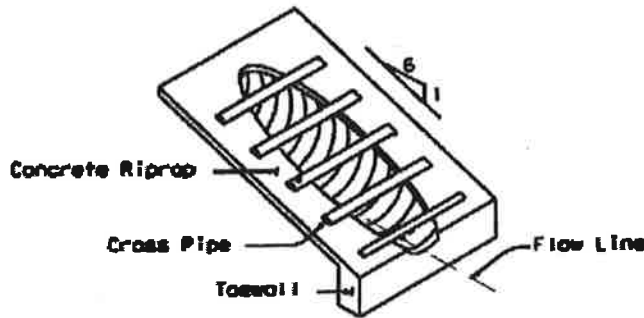


Failure of a safety treatment using a pre-fabricated metal end. These ends are not a correct form guide. They have a vertical lip at their top which is often mistaken as a guide for a vertical form wall. This lip also makes the sides too low as well, leading to steeply slanting side-slopes. Another fallacy with these pre-fabricated ends is they are often too short leading to a steep safety treatment. Additional inside form work is usually necessary for these ends to yield the proper result.

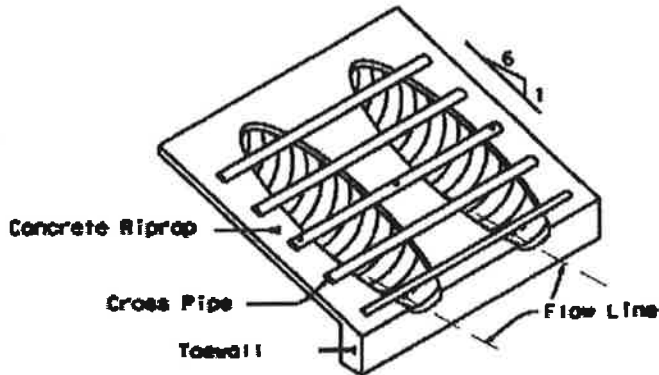
Note: Refer to Bridge Division Standards for Details



ONE PIPE INSTALLATION
WITH DIAMETER LESS THAN 30"



ONE PIPE INSTALLATION
WITH DIAMETER 30" OR GREATER



TWO PIPE INSTALLATION

TYPICAL SAFETY END TREATMENTS FOR DRIVEWAY CULVERTS