

Tarrant County **PROPERTY ACCESS AND CULVERT POLICY**

Tarrant County is establishing this property access and culvert policy to accomplish the following goals:

- Provide adequate access to properties from County rights-of-way.
- Minimize drainage issues within the County rights-of-way.
- Provide a comprehensive list of requirements to clarify the property access and culvert process.
- Establish means for corrective actions related to noncompliance with this policy.
- Ensure maximum safety to the traveling public.

The following rules will govern the installation of culvert pipes within Tarrant County rights-of-way. The Tarrant County Department of Transportation Services (Department) will verify compliance with this policy. The County Engineer may authorize a deviation from this policy if it does not endanger life or property. However, any decisions are subject to review of the Commissioners Court.

1. The application for a permit (Application) shall be made by the property owner or property owner's designee and such permits shall be only for the purpose of securing or changing access to their property. If the applicant is not the owner, the applicant must provide a signed notice from the owner giving permission for the Department to process the application.
2. A permit Application must be requested from the Department. The Application will provide staff with a detailed description of the project location and work requested. The permit fee shall be established by the Commissioners Court.
3. Upon review of the Application, the Department will determine if the proposed property access pipe(s) will be installed by the County or by the applicant. The Department will then inform the applicant. If it is determined that the applicant may install property access pipe(s), the applicant is subject to the rules stated in this Policy and inspection by the Department.

The inspection process in these situations consists of three major steps listed below:

- a. Size and grade: The department will visit the site and determine the diameter of pipe (if applicable) and ditch grade.
 - b. Proper pipe/box installation: The department will inspect the installed pipe/box prior to any fill being placed to ensure proper grade and joint construction.
 - c. Proper backfill: The department will inspect that the backfill was properly applied prior to the owner installing a surface treatment.
4. The applicant will be responsible for marking both ends of the desired culvert pipe before submitting an application to the Department. The proposed culvert pipe location must be marked with unique, durable, and readily visible stakes at the exact location of the desired access. The stakes shall be placed in the bottom of the ditch at each end of the desired culvert pipe. If the proposed pipe is not clearly marked as required above, and the survey crew is unable to determine where the pipe is to be located, the installation will be rescheduled for a later date.
 5. After submittal of an application to the Department, the County will schedule for the Survey Crew to visit the site to determine the flowline and diameter of the requested pipe. The Survey Crew will provide stakes in the field indicating the flowline for the pipe

and any required grading of the ditch. Any construction materials (portable restrooms, brush, trash, or other construction debris) that are located in the ditch must be removed by the owner to avoid a delay in the survey and installation process. Additionally, there may be a fee incurred by the applicant if re-staking is required due to an alteration by the applicant without communication to the Department.

6. After the survey crew has completed field work, the Department will notify the Applicant of the size of the pipe required and any issues discovered during the field work that may impact the project. The Department will also notify the owner of the cost of the pipe (if pipe is to be installed by the County). Installation will be scheduled once the Department has received payment.
7. All structures located within the County right-of-way shall be reinforced concrete pipe or reinforced concrete box unless prior approval is obtained from the Department. However, the County does not install reinforced concrete box culverts. Any installation of a box culvert must be inspected by the Department following the previously listed inspection procedures.
8. Culvert pipe dimensional requirements are shown below in Table 1. Longer pipes with additional property access width may be allowed on a case-by-case basis as reviewed and approved by the Department. Minimum pipe diameter for all pipes is fifteen inches, unless prior approval is obtained from the Department. Culvert diameter and slope will be in accordance with the subdivision plans or determined by the Department. The culvert shall be sized and installed so that the top of pipe, including pipe wall thickness, is at least 6" below the edge of pavement unless otherwise approved by the Department. For multiple property access locations, the minimum distance between pipes is eight feet, unless otherwise approved by the Department.

| Table 1. Culvert Pipe Requirements | | | |
|---|-----------------------------------|-----------------------------------|--|
| Precinct Location | Driveway Minimum Pipe Length (ft) | Driveway Maximum Pipe Length (ft) | Walkway/ Sidewalk Minimum Pipe Length (ft) |
| 1 | 18 | 48 | 6 |
| 2 | 18 | 48 | 6 |
| 3 | 16 | 48 | 4 |
| 4 | 16 | 48 | 4 |
| *Minimum pipe diameter = 15-inches | | | |
| *Distance between pipes = 8-feet | | | |
| *All property access culverts must be reinforced concrete pipe (RCP) or reinforced concrete box (RCB) | | | |

9. Areas that have minimal depth for drainage may not be required to have a culvert pipe. Such property accesses will only be allowed if they follow the contour of the ditch and the finished surface of the access is no higher than the flow line of the ditch as determined by the Department through field inspection.
10. Property accesses will be covered with a standard flexible base material when installed by the Precinct. If the owner elects to install a concrete surface, at the owner's expense, the concrete surface shall have an expansion joint in the concrete on either side of the culvert pipe. The distance between the expansion joints shall be twice the width of the pipe.
11. The County reserves the right to inspect the installation of the culvert at the time of construction and at all times thereafter, and to require such changes, maintenance, and

repairs, as may at any time be considered necessary, to provide protection of life and property on or adjacent to the roadway.

12. The owner is responsible for all routine maintenance of the property access, including the portion of the access surface within the right-of-way. The County will repair the property access only if the repair work is necessary to correct problems caused by County work within the right of way.
13. If the County has need to increase the size of an existing drainage ditch or drainage easement, the County will incur the cost of replacing existing property accesses within the work area. The property access will be replaced with material similar to the existing access material.
14. No property access, approach, culvert pipe, sod, or other improvement constructed within the right of way of Tarrant County shall be built, rebuilt, relocated or its dimensions altered without a duly executed permit from Tarrant County.
15. Improvements that have been installed without notification or authorization by the County shall be subject to removal and placed on the adjacent offending property.
16. Applicants who receive a permit shall contact the Department at (817) 884-1250, at least forty-eight (48) hours prior to beginning the work authorized by the permit.
17. Permits will become null and void if the facilities are not constructed within six (6) months from the approval date of the permit.
18. The provisions of these requirements are severable. If any word, phrase, clause, sentence, section, provision or part of these requirements should be held invalid or unconstitutional, it shall not affect the validity of the remaining provisions, and it is hereby declared to be the intent of the Commissioners' Court that these requirements would have been adopted as to remaining portions, regardless of the invalidity of any part.