

Tarrant County
PROPERTY ACCESS AND CULVERT POLICY

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

- Provide adequate access to citizen's property ~~ies from County rights-of-way.~~
- Minimize conflicts between neighboring citizens due to drainage ~~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 ~~when the process set by the policy is not followed.~~
- Ensure maximum safety to the traveling public.

The following rules will govern the installation of driveways-culvert pipes within Tarrant County rights-of-way. The County Engineer ~~Tarrant County Department of Transportation Services (Department)~~ will verify compliance with this policy ~~e-rules~~. The County Engineer may authorize a deviation from this policy ~~e-Commissioners Court 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 permits (Application) shall be made by the property owner or property owner's designee or lessee, who shall represent all parties in interest, 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 from the owner for the Department to process the application.
2. An Access driveway permit Applications can must be requested from the Tarrant County Department of Transportation Services Department. The Application will give provide staff with a detailed description of the project location and work requested. The permit fee shall be established by 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.
If the proposed driveway installation property access is within an area where County forces install driveway culverts culvert pipes (currently Precincts 1, 2, and 4), the Department will inform the applicant shall inform will be informed by the Department of Transportation Services on the application if they intend for the County to provide the installation. If the proposed property access is within an area where the County forces do not install culvert pipes, In Precinct 3, Dculvert pipes riveways may the applicant must be installed installed by the culvert pipes subject to the rules stated in this Policy and inspection by the Department. applicant provided they meet all of the the rules outlined in this policy are met including the 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 is placed for 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 driveway culvert pipe before submitting an application to the Department. The proposed driveway culvert pipe location will must be marked with a unique, durable, and readily visible stakes at the exact location of the desired access. The stakes shall be located-placed in the bottom of the ditch at each end of the desired driveway culvert pipe. If the proposed driveway pipe is not clearly marked as required above, and the survey crew is unable to determine where the proposed pipe is to be located, the installation work will be rescheduled for a later date.
5. After submittal of an application to the Department of Transportation Services, the County will schedule for the Survey Crew to visit the site to determine the flowline and size diameter of the requested driveway pipe. The Survey Crew will provide stakes in the field indicating the flowline for the pipe and any required ditch work 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/applicant to avoid a delay in the survey and installation process. Additionally, there will may be a fee incurred by the owner/applicant if re-staking is required due to an alteration by the owner/applicant without communication to the Department.
6. After the survey crew has completed their field work, the Department of Transportation Services will notify the Applicant of the size of the pipe required and any issues discovered during the field work that may impact the project. or other issues discovered in the field. If the project location is within a precinct where County forces are to install the culvert pipes, the Department of Transportation Services 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. payment is received.
7. All structures located within the County right-of-way shall be reinforced concrete pipe or reinforced concrete boxes, unless prior approval is obtained from the Transportation Department. However, the County forces Precincts the County does not install reinforced concrete box culverts. Any and the installation of a box culvert must be inspected by the Department following the previously listed inspection procedures.
8. The driveway will be limited to a minimum culvert width of 16 feet, and a maximum of 48 feet Culvert pipe dimensional requirements are shown below in Table 1. Longer culvert pipes widths and with additional driveway property access width may be allowed on a case-by-case basis as reviewed and approved by the Department. Walkways shall have a minimum culvert width of 4 feet. Minimum pipe diameter for driveways all pipes is fifteen inches, unless prior approval is obtained from the Department of Transportation Services. Culvert size diameter and slope will be in accordance with the subdivision plans or sized determined by the Department of Transportation Services. The pipe 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.
- soffit is lower than the roadway-

Commented [EMS1]: Should this be culvert pipe?

Commented [EMS2]: I don't think this should be in there.

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)			
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9. When necessary to provide adequate flow through the pipe and ditch, the applicant may be required to re-grade the ditch outside the limits of the installation. If this work is required, the Survey Crew will provide grade stakes indicating limits of the necessary ditch work. Drainage ditches shall be seeded or sodded within 14 days of completing the installation. It is the responsibility of the property owner to provide and maintain the necessary erosion control measures until vegetation is established.

109. Areas that have minimal depth for drainage will may not be required to have a driveway culvert culvert pipe. Such driveways property accesses will only be allowed if they follow the contour of the ditch and the finished surface of the driveway access is no higher than the flow line of the ditch as determined by by the Department through field inspection and inspected by the Department of Transportation Services.
110. Driveways Property accesses shall will be covered with a standard flexible base material when installed by the Precinct. If the owner elects to install a concrete driveways surface, at his own the owner's expense, the concrete surfaced driveway shall have an expansion joint in the concrete on either side of the drainage pipe culvert pipe. The distance between the expansion joints shall be twice the width of the pipe pipe.
112. The County reserves the right to inspect the installation of the pipe culvert at the time of construction and at all times thereafter, and to require such changes, maintenance maintenance, and repairs, as may at any time be considered necessary, to provide protection of life and property on or adjacent to the roadway.
132. The owner is responsible for all routine maintenance of the driveways property access, including the portion of the driveway access surface within the right-of-way. The County will repair the driveway property access only if the repair work is necessary to correct problems caused by County work within the right of way.
143. 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 driveways property accesses within the work area. Driveways The property access will be replaced with material similar to the existing driveway access material. The driveway installation will only be

~~offered to property 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.~~

154. No ~~driveway~~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.
165. ~~Driveways Improvements~~ 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~~shall be subject to removal and ~~the pipe will be~~ placed on the adjacent offending property.
176. Applicants who receive a permit shall contact the Department ~~of Transportation Services~~ at (817) 884-1250, at least ~~twenty-four~~forty-eight (48) hours prior to beginning the work authorized by ~~this~~se permit.
187. Permits will become null and void if the ~~driveway~~ facilities are not constructed within six (6) months from the ~~issuance~~approval date of the permit.
198. 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.

Commented [EMS3]: Approval or issuance? This should be compliant with whatever our permit will say.