



# DRIVEWAY/ CULVERT APPLICATION



## DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
900 Jackson Street, 3<sup>rd</sup> Floor, Suite 380, Dallas, Texas 75202  
Main: 214.653.6565 Fax: 214.653.6752

[Development@dallascounty.org](mailto:Development@dallascounty.org)

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

ETJ: \_\_\_\_\_  
(Staff Only)

Permit Number: \_\_\_\_\_  
(Staff Only)

### PROPERTY OWNER INFORMATION

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

### OWNER /REPRESENTATIVE CONTACT INFORMATION

Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### **\*\* ADDRESS OF THE CULVERT LOCATION\***

It is possible that an actual address does not exist yet. In which case, this can be 911 address.

911 Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

### **\*Copy of Survey must accompany application\***

All culverts not installed per the requirements will be removed by Dallas County and no reimbursement will be made. Signature of property owner or representative is *required* or the permit will not be accepted. Failure to follow the requirements will result in the culvert being removed. There will be no reimbursement for permits, culverts or related materials as the result of removal due to improper size or installation.

By signing the permit application, you agree to abide by the requirements of the permit. If your culvert is found to be in violation, you will receive a written notice allowing 14 days to correct the issue. If the issue is not corrected in 14 days, the culvert will be removed without notice and you will not be reimbursed for any cost associated with the culvert or the removal.

Signature: \_\_\_\_\_



# APPLICATION FOR CULVERT/DRIVEWAY

DEVELOPMENT DIVISION

DEPARTMENT OF UNINCORPORATED AREA SERVICES  
600 Commerce Street 7<sup>th</sup> Floor, Suite 750, Dallas Texas 75202  
Main: 214.653.6565 Fax: 214.653.6464



## CONSTRUCTION STANDARDS

- Minimum residential driveway width is 15 ft (maximum 25 ft), with turnout radii of 25 ft.
- Culvert material must be either reinforced concrete pipe (RCP), corrugated metal pipe (CMP), polyvinyl chloride (PVC) per ASTM D1784, polyethylene (PE) cell class 335400C per ASTM D3350, or polypropylene (PP) per ASTM F2736. No other materials are allowed. Refer to NCTCOG Public Works Construction Standards, Fifth Edition, Item 501.23 “Thermoplastic Corrugated Drainage Tubing and Corrugated Smooth Lined Storm. Water Pipe and Fittings” for more detailed plastic pipe specifications.
- Culvert pipe ends shall be extended 5 ft past residential driveway pavement edge, with ends sloped at 2:1 ratio (horizontal : vertical).
- No CMP culverts shall exceed 60 ft in length, with no more than two sections banded together. RCP culverts must consist of multiple bell and spigot sections of piping.
- Culverts over 50 ft in length must have a grate inlet at the midpoint to aid in capturing surface water on the driveway.
- Minimum inside diameter (I.D.) for culvert pipes is 12 in. (18 in. preferred).
- Minimum cover over driveway culverts is 12 in.
- Culverts can NOT be installed below the natural flow line of a drainage ditch. Each end of the culvert must be even with the ditch, not below it. In some cases this will require the driveway surface over the culvert to have a slight rise. This can be addressed by modifying the height of the driveway, or the drainage ditch. If the ditch is to be modified, it must be modified in such a way as to permit unimpeded flow into and out of the culvert. This may require re-cutting the entire ditch in front of the property and beyond. Dallas County grants no permission to excavate on another’s property. Permission must be obtained by the permittee.
- All driveway tie-ins to the road must be even with the road surface and the edge of the existing driving surface, except that concrete driveways will be offset 2ft horizontally from the existing edge of the County road.

## INSPECTION REQUIREMENTS

The property owner or their representative must contact Dallas County Department of Unincorporated Area Services at 214-653-6565 and provide at least 48 hour advance notice for each of three inspections:

- 1) Pre-inspection to determine required culvert size (location must be clearly flagged or marked on site, including lot number if applicable)
- 2) Inspection of culvert installation prior to application of driveway surface (if concrete, forms must be in place)
- 3) Final inspection after application of driveway surface

[www.dallascounty.org](http://www.dallascounty.org)



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600 Commerce Street 7<sup>th</sup> Floor, Suite 750, Dallas Texas 75202  
Main: 214.653.6565 Fax: 214.653.6464

## DIRECTIONS AND MAP.

Physical Location where Culvert will be Installed PERMIT WILL **NOT** BE PROCESSED WITHOUT DIRECTIONS TO THE PROPERTY AND CULVERT LOCATION. CULVERT LOCATION ***MUST*** BE

FLAGGED OR OTHERWISE CLEARLY MARKED.

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### MAP TO LOCATION—REQUIRED

Additional room is provided on the back page.