



DRIVEWAY/CULVERT PERMIT APPLICATION

Revised 1/31/2019

PROPERTY OWNER INFORMATION

Owner: _____ Contact Name: _____
 Address: _____ Phone: _____
 Address of Driveway/ Culvert Install: _____ Size of Culvert: _____

CONTRACTOR INFORMATION (must be registered with the Town of Northlake)

Contractor: _____ Contact Name: _____
 Address: _____ City/State/ZIP: _____
 Phone: _____ Fax: _____
 Email: _____

PERMIT REQUIREMENTS

Submittal requirements:

- Completed Driveway/Culvert Permit Application
- Provide permit fee payment for \$250 by check payable to the Town of Northlake
- Attach TxDot Form 1058 if within state highway ROW. **Do not complete or sign TxDot form.** The Town Engineer will complete form and submit on owner/applicant's behalf to TxDot, if necessary.
- Complete and Attach proposed culvert detail sheets "A" with proposed design subject to required revisions by Public Works Director/ Town Engineer (or TxDot). The public works director/Town Engineer will verify and approve your proposed culvert design.
 - a.) Only Reinforced Concrete Pipe (RCP) or Reinforced Concrete Box (RCB) is approved for use in public right – of – way or easements.
 - b.) The minimum allowable pipe diameter shall be 18 inches.
 - c.) See Section 4.2 of Engineering Design Manual, Part III – Drainage for culvert design requirements.
- Notify Dig Tess (1-800-344-8377) at least 48 hours prior to beginning any work. Obtain confirmation number.

Confirmation Number: _____

Be prepared to show this permit at work location at any time if requested.

- All construction and materials are subject to field approval by Northlake Public Works (and TxDot Inspector if within state highway ROW). **Notify Public Works at least 48 hours prior to beginning any work by calling 940-465-1664.**
- Note that all construction shall be in accordance with Town of Northlake ordinances (and Texas Department of Transportation rules, standards, and policies). If you have any questions, contact the Public Works Director prior to start.
- Please follow attached barricade and flagging procedures for your and the public's safety.
- All costs associated with construction, corrections and future maintenance or repair are the responsibility of the Property Owner/ Applicant.
- Please allow approximately one week for processing by Town and one week for processing by TxDot if necessary. Applicant will be notified by telephone as soon as the permit is approved.
- The property owner/Applicant shall hold harmless the Town and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
- This permit will expire six months after issuance and will require payment of the permit fee to be reconsidered.

Permits are subject to all applicable codes and ordinances of the Town of Northlake. See Section 4.2 of Engineering Design Manual, Part III – Drainage for culvert design requirements.

APPLICANT INFORMATION

Applicant is: Owner Contractor Other: _____

I have carefully examined the completed application and know the same to be true and correct, and hereby agree to comply with all applicable Ordinances of the Town of Northlake whether herein specified or not. I, the undersigned, do hereby certify that I am the authorized agent/contractor/owner of the property above described and that I am applying for this permit at the request and with the permission of the same. I authorize the Town's Inspector to enter my property to complete any inspections necessary in conjunction with the issuance of the permit.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Stamp Received

Permit #: _____
 Permit Fee: \$250.00
 Receipt #: _____
 Revenue Account: 100-43320-00-00 CURBS