



## CULVERTS/DRIVEWAYS

### **When is a Permit Required?**

All buildings and other structures, whether used for residential or business purposes, shall, at the time of such construction, placement or installation, install or construct a culvert along the side of and adjacent to the street or road which abuts the property, said culvert to be used to provide drainage for water flowing in, upon or adjacent to the street or property.

Whenever there exists or is placed a driveway or other access way for vehicles to cross a city easement, or right-of-way, there shall be placed under said driveway or access way a pipe which shall be made of reinforced concrete or 16 gauge galvanized corrugated steel at least 12 inches in diameter and minimum of 20 feet in length. Each end of the culvert shall be fitted with a safety end treatment having a slope of not greater than 3:1. The culvert and safety end treatment shall be installed in accordance with either state department of transportation or City of Denton standards, unless otherwise specified by the city, including clearance from the edge of the driveway.

Unless a compliant culvert already exists and has been permitted, a culvert/driveway permit must be obtained prior to the issuance of a building permit.

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 of Oak Point and the design includes the line, grade and size of the culvert/driveway.

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.

### **What Information Must Be Submitted to Obtain a Permit?**

1. Miscellaneous Permit Application
2. Applicable Fees
3. Two (2) copies of an engineering drawing, drainage analysis with the line grade and size of the driveway culvert.
4. Other information as required.

(If applicant believes that a culvert is not needed, a written request can be submitted by an engineer including as much supporting information as possible in order to justify the request. Upon review of the information submitted, a final decision will be determined by the City Engineer.)



### **What Inspections are required of the Project and How Do I Schedule the Inspections?**

The applicant must notify the Operations Department at City Hall (972-294-2312 ext. 112) 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:

- Bedding
- Cover
- Safety ends
- Embedment and Backfill
- Forms and reinforcing steel for the safety ends
- Forms and reinforcing steel for the driveway approach
- Delivery tickets for the concrete to verify the appropriate mix design (3,000 psi minimum)

Upon completion of the installation, the permittee shall cause a “Certificate of Installation” to be prepared by either a licensed engineer or licensed surveyor. The certificate shall indicate and contain a statement noting 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 documents as approved by the city engineer.

### **What Codes and Ordinances are Applicable to Culvert/Driveway Installation?**

- City of Oak Point Code of Ordinances
  - Chapter 3, Article 3.09 (Building Regulations)
  - Chapter 10, Section 10.03 (Subdivision Regulation)

#### **PLEASE NOTE:**

**Certificate of occupancy will not be issued without an approved final inspection and a “Certificate of Installation” prepared by a licensed engineer or surveyor.**



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

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: \_\_\_\_\_