

### Culvert Process Instructions

1. The Property Owner is responsible for placing a stake to mark the proposed locations of the culvert.
2. Once the proposed location is marked, the Property Owner/Contractor is responsible for notifying the Road & Bridge Division so the location can be researched and the design of the culverts and/or processing of approved subdivision plans can proceed. Culverts and/or safety ends are not allowed to cross property lines.
3. Within 10 working days of this notification, the Denton County Road & Bridge Division shall provide the Property Owner with the size and number of culverts to be installed and shall place grade stakes at the culvert location marking a new culvert centerline and the depth of cut or fill for the flow-line of the culvert ends. It is the responsibility of the Property Owner to insure that his or her contractor install the culvert at those grades. Any culvert not placed in accordance with the required grades will be removed and the applicant will be required to reinstall at their own expense.
4. All culverts shall be galvanized corrugated steel only. The length shall in no case be less than 20 feet or more than 60 feet (not inclusive of the length of the safety ends.)
5. The Owner must call for inspections during the following stages of the culvert installation process:
  - a. After the culvert is set at the grades shown on the field stakes **prior** to covering the culvert.
  - b. After the culvert safety ends (4:1 sloped ends) have been formed and are ready for inspection (form work and reinforcing steel are complete) per the County specifications and the backfill has been placed.
  - c. After the culvert and safety ends are complete with all concrete poured, the site cleaned of form work and debris, and all **compacted** backfill is in place.
6. All inspections must be called in at least 48 hours in advance. Grade stakes will be set one time per application. Should the stakes be disturbed prior to installation, cut specifications will be given.
7. Development Permits will not be issued until the final inspection has been approved by the Road & Bridge Division.
8. Any modifications to the driveway/culvert after the permit has been approved and installation accepted will not be allowed and the Property Owner may be required to remove and replace the driveway/culvert at their own expense.

**DENTON COUNTY CULVERT/DRIVE PERMIT APPLICATION: GAS WELL**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Landowner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Contact/Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Road Name: \_\_\_\_\_

Well Name and Number: \_\_\_\_\_ API Number: \_\_\_\_\_

Location Description: \_\_\_\_\_

**Work is not to begin on drive entry until the inspector has given the instruction. Improper fill or pipes will be removed from the County Right-of-Way. Well name and number must be given. A Denton County Development Permit must be applied for concurrently with this drive application. As of January 1, 2007, all gas and oil operations must apply for a Denton County Fire Code Permit. You must contact the Fire Marshall's office at: (940) 349-2840. Failure to meet any of the above criteria will delay drive entry installation. Please notify any and all subcontractors of these rules and regulations.**

<small>For Official Use Only</small>	
Permit Fee: \$15.00 paid by: Check # _____ or Cash <input type="checkbox"/> Receipt # _____	
Development Permit # _____	Fire Permit # _____
Drive R# _____	Well R# _____

It is understood that this is not a permit and is only an application for a permit once the following requirements and conditions have been met. This application expires after 60 days.

**A COPY OF THIS DOCUMENT MUST BE POSTED ON SITE**

**Failure to do so will result in work stoppage.**

I have read and understand this document and the culvert process instructions.  
Applicant Signature: \_\_\_\_\_ Printed: \_\_\_\_\_

<small>For Official Use Only</small>	
Date: _____	Taken By: _____

<small>For Inspector Use Only</small>			
Pre-insp: _____	Staked: _____	Grade insp: _____	
Form insp: _____	Final insp: _____	Free Insp: _____	
Notes: _____			
_____			