

## COMMERCIAL ACCESS DRIVEWAY (&/OR) STREET TIE- IN PERMIT REQUIREMENTS

1. Complete the **FIVE** page application.
2. Form # 1058 - **sign & date** at the bottom of the page **only**.
3. A copy of the executed Property Deed.(Required for **ALL** requests)
4. **Digital Submittals:** submit entire application package on CD or Flash Drive

**(see next page for additional information)**

Hard Copy Submittals: Submit **ONE** 11" x 17" sets of drawings

### **MUST BE SIGNED & SEALED P.E. DRAWINGS FOR ALL COMMERCIAL SITES**

#### **Drawings must contain information of the items listed below:**

- Legible drawings-all text on 11"x17" sheets shall be readable.
  - Width of driveway or street tie-in (including medians).
  - Radius of return.
  - Edge of pavement.
  - Distance of access from the property lines.
  - Distance between driveways
  - Ditch line; indicate inside diameter of nearest upstream and downstream culverts.
  - Show all driveways (**with name of business**) within 501 feet either side of the property.
  - Show all surface utilities and drainage structures on TxDOT right of way.
  - Show entrance or exit ramps that are within 1000 feet of access locations.
  - Show traffic signals within 1000 feet.
  - Show "**Posted Speed**" **and color of sign** on all TxDOT highways adjacent to the site.
  - **Master plan of the entire development for all commercial sites.**
5. 11"x 17" copy of the Right of Way map **showing exact location of access.** Maps can be obtained at TxDOT mapping group, 7600 Washington Ave. Houston, TX 77007 or call 713-802-5718 or email [emile.desormeaux@txdot.gov](mailto:emile.desormeaux@txdot.gov).
  6. Copy of Site Map **showing exact location of the access point(s).**
  7. Provide Google Earth aerial image **with site marked**
  8. Property shall be staked showing the locations of each access point(s).
  9. **Environmental requirements**
    - Provide FEMA (include Panel Number) map or a land survey **SIGNED & SEALED** by a Registered Public Land Surveyor stating or depicting whether or not the proposed highway improvement is within the 100 year floodplain.
    - If a clear US ARMY CORP of ENGINEERS (USACE) jurisdictional determination or an approval USACE permit has been obtained, then information pertaining to the 100 year floodplain is not required. USACE telephone number is (409) 766-3184.
  10. **Street tie-in or highway modifications:** a **SPONSORSHIP LETTER** shall be submitted from the City or County (that will maintain the highway once completed) or plans must be **SIGNED** and approved by the City or County.
  11. **Traffic Impact Analysis:** Provide **ONE** pdf copy, with Synchro runs on CD,

**\*\*Access to your site will be evaluated using the TxDOT Access Management Manual which can be located online at: [www.txdot.gov](http://www.txdot.gov)**

**\*\*\*NOTE: An incomplete package will be returned with instructions on what material is needed to complete your submittal.**



P.O. BOX 1386 | HOUSTON, TEXAS 77251-1386 | 713.802.5000 | WWW.TXDOT.GOV

Access Driveway / Hydraulics-Only Permit Applications  
Houston District Counties – Brazoria, Fort Bend, Galveston, Harris, Montgomery, Waller

Dear Permit Applicant:

The Texas Department of Transportation (TxDOT) is continually reviewing its procedures to provide better customer service. The TxDOT Houston District accepts electronic submissions of access driveway / hydraulics-only permit applications with all supporting documentation.

We accept submissions via electronic mail (email) or on electronic media, such as CD, DBE, or flash drive, we are unable to accept submissions on memory card. We are unable to return any electronic media that has been submitted. If the file(s) are corrupted or cannot otherwise be opened, we will contact you for re-submission within seven (7) business days. Please submit files that are compatible with the Microsoft Windows operating system and Microsoft Office productivity software, such as those in the following formats.:

\*.TIF, \*.JPEG, \*.PDF, \*.DOC, \*.TXT, \*.XLS.

Email submissions should be sent to the following email address.

[Hou\\_Permits@txdot.gov](mailto:Hou_Permits@txdot.gov)

For those who wish to do so, we will continue to accept hard-copy permit applications, at the following addresses.

Physical address: 7600 Washington Avenue, Houston, TX 77007

Mailing address: P. O. Box 1386, Houston, Texas 77251-1386

Please submit in only one format, either electronic or hard copy.

Should you have any questions, please contact Kai Zhao, Permits Supervisor, at (713) 802-5554.

Sincerely,

DocuSigned by:

1424B05DA97051  
Mark D. Woodridge, P.E.  
Director of Maintenance  
Houston District

OUR VALUES: *People • Accountability • Trust • Honesty*

OUR MISSION: *Connecting You With Texas*

An Equal Opportunity Employer



# Background Information

Access Driveway for Commercial / Industrial Developments; or  
Street Tie-In / Drainage-Only

**Date:**

**County:**

**Highway:**

**Location / Limits:**

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**1. Purpose of Request:** *Explain the need for proposed access*

**2. Proposed use of the property:** *Proposed operations / facilities, frequency of use of proposed access, approximate types and sizes of vehicles using proposed access for each individual year of the next three years*

**3. Background:** *Dated chronology of previous correspondence, meetings, or discussions about proposed access, identification of property zoning or approved platting, if applicable. Include any previous approved permits, permit applications, preliminary approvals, and tracking numbers, if applicable.*

**4. Participant(s) in the request process:** *Including City, County, developers, consultants, legal counsel, etc., as applicable*

## Background Information

### Access Driveway for Commercial / Industrial Developments; or Street Tie-In / Drainage-Only

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**5. Attach Maps:** *Vicinity Map (showing surrounding area), Project Location Map (showing adjacent highway(s), ramps, and local streets), Locations of Access Breaks (relating to property boundaries)*

**6. Existing roadway characteristics:** *At location(s) of proposed access: Number of roadway lanes in each direction, Approximate width of roadway lanes / shoulders, Posted speed of roadway, Roadway pavement material (asphalt, concrete, gravel, dirt). Also, is there an existing roadway median opening, entrance / exit ramp, or traffic signal within one-thousand feet of the proposed access?*

**7. Design of proposed access:** *Proposed radius, throat width, entry/exit width.*

**8. Provide name of entity that will receive any drainage outfall / storm discharge after the site has been developed:** ~~if TxDOT~~, *please complete and attach the two-page Drainage/Hydraulic Checklist. If other agency / authority, provide copy of approval letter.*



## Permit to Construct Access Driveway Facilities on Highway Right of Way

<b>PERMIT NUMBER: TxDOT ENTER PERMIT NUMBER HERE</b>			
		<b>GPS*</b>	<b>ROADWAY</b>
REQUESTOR	LATITUDE, LONGITUDE		HWY NAME
	30.25540701, -97.74494290		<b>FOR TxDOT'S USE</b>
NAME	ENTER YOUR FIRST AND LAST NAME HERE		<b>CONTROL</b>
MAILING ADDRESS	ENTER YOUR ADDRESS HERE		4-DIGIT
CITY, STATE, ZIP	ENTER YOUR CITY, STATE AND ZIP		<b>SECTION</b>
PHONE NUMBER	ENTER YOUR PHONE NUMBER HERE		2-DIGIT EX. 01
<small>*GLOBAL POSITIONING SYSTEM COORDINATES AT INTERSECTION OF DRIVEWAY CENTERLINE WITH ABUTTING ROADWAY</small>			

The Texas Department of Transportation, hereinafter called the State, hereby authorizes \_\_\_\_\_, hereinafter called the Permittee, to  construct /  reconstruct a \_\_\_\_\_ (residential, convenience store, retail mall, farm, etc.) access driveway on the highway right of way abutting highway number \_\_\_\_\_ in \_\_\_\_\_ County, located \_\_\_\_\_.

USE ADDITIONAL SHEETS AS NEEDED

Subject to the Access Driveway Policy described on page 2 and the following:

1. The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the state highway right of way.
2. Design of facilities shall be as follows and/or as shown on sketch on page 2 and is subject to conditions stated below:

\_\_\_\_\_

All construction of materials shall be subject to inspection and approval by the State.

3. Maintenance of facilities constructed hereunder shall be the responsibility of the Permittee, and the State reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the highway. Changes in design will be made only with approval of the State.
4. The Permittee shall hold harmless the State 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.
5. Except for regulatory and guide signs at county roads and city streets, the Permittee shall not erect any sign on or extending over any portion of the highway right of way, and vehicle service fixtures such as fuel pumps, vendor stands, or tanks and shall be located at least 12 feet from the right of way line to ensure that any vehicle services from these fixtures will be off the highway right of way.
6. The State reserves the right to require a new access driveway permit in the event of a material change in land use or change in driveway traffic volume or vehicle types.
7. This permit will become null and void if the above-referenced driveway facilities are not constructed within six (6) months from the issuance date of this permit.
8. The Permittee will contact the State's representative \_\_\_\_\_ telephone, (\_\_\_\_\_) \_\_\_\_\_, at least twenty-four (24) hours prior to beginning the work authorized by this permit.
9. The requesting Permittee will be provided instructions on the appeal process if this permit request is denied by the State.

\_\_\_\_\_

Date of Issuance

\_\_\_\_\_

State Authorized Representative

The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the highway right of way.

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

Signed: \_\_\_\_\_  
(Property owner or owner's representative)



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## Drainage / Hydraulic Checklist

The drainage / hydraulic checklist must be completed and submitted for ALL access driveway, street tie-in, or drainage-only permit applications.

Please visit the following Link for the latest Houston District Hydraulic Section Drainage / Hydraulic Checklist:

<https://www.txdot.gov/inside-txdot/district/houston/guidelines-and-criteria.html>