

# TxDOT Houston District Permit Requirements

(Information contained herein is subject to change)

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

- 1) Complete the three (3) page application.
- 2) **Sign and Date** the bottom of the page of TxDOT Form # 1058.
- 3) \* Provide a copy of the executed Property Deed showing the name of the applicant.
- 4) \*\* Submit proposed drawings, which must be signed and sealed by a licensed Professional Engineer (P.E.) registered in Texas.
  - a. If submitted hard-copy: provide four copies of 11" x 17" size and one copy of 22" x 34" size.  
-- OR --
  - b. If submitted electronically: provide documents on CD, DVD or flash drive.
- 5) Obtain and submit copy of a TxDOT right-of-way map. Contact the TxDOT Houston District Mapping Section at (713) 802-5841, or at: [Emile.Desormeaux@TxDOT.Gov](mailto:Emile.Desormeaux@TxDOT.Gov) . **On the map, please highlight / mark your property's location.**
- 6) Provide aerial photo showing 1-3 mile radius around site, with site marked. This can be obtained from any mapping service, such as Bing, Google, MapQuest, Yahoo, etc.
- 7) Provide Flood Insurance Rate Map (FIRM) as issued by the Federal Emergency Management Agency (FEMA), or a land survey signed and sealed by a Registered Public Land Surveyor (R.P.L.S.), that states or depicts if the proposed improvements are within the floodplain.
  - a. If a clear United States Army Corps of Engineers (USACE) jurisdictional determination or permit has been obtained, then the FEMA map is not required. For questions, contact USACE Galveston District at (409) 766-3869.
- 8) Street Tie-In / Highway Modifications.
  - a. A Sponsorship Letter must be submitted by the City or County that will assume ownership and maintenance of the completed improvements.  
-- OR --
  - b. The engineering plans must be approved by the City or County.
- 9) Traffic Studies / Traffic Impact Analysis.
  - a. Provide two hard copies with Synchro runs on CD, and one complete \*.pdf electronic copy.

\* Street Tie-In / Highway Modification / Traffic Studies / Traffic Impact Analysis do NOT require Deed.

**\*\* Proposed drawings should be legible when viewed at 11"x17" size, and should contain the following information:**

- o Width and radius of proposed driveway, street tie-in, medians, etc.
- o Edge of pavement
- o Distance of proposed access from adjacent property lines
- o Ditch line; indicate diameter of nearest upstream and downstream culverts.
- o All driveways (**with name of business**) within 501 feet on either side of the property.
- o All surface utilities and drainage structures on TxDOT rights-of-way.
- o All entrance / exit ramps, and traffic signals, that are within 1,000 feet of proposed access(es).
- o Posted Speed Limit on all adjacent TxDOT highways.
- o **Master / Site Plan of the entire development for all commercial / industrial sites.**

**Access to your site will be evaluated using the TxDOT Access Management Manual and TxDOT Roadway Design Manual, which are available online, at <http://www.txdot.gov>**

***NOTE: Incomplete packages may be delayed or returned to you for re-submittal. Please ensure you've provided all of the requested information.***



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 on electronic media, such as CD, DVD, or flash drive. We are unable to accept submissions on memory card, floppy disk or via electronic mail (email). 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, \*.JPG, \*.PDF, \*.DOC, \*.TXT, \*.XLS.

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, TX 77251-1386

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

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

Sincerely,

Mark D. Wooldridge, P.E.  
Director of Maintenance  
Houston District

OUR VALUES: People • Accountability • Trust • Honesty

OUR MISSION: *Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.*

An Equal Opportunity Employer



# Houston District Permit Application

09-05-17

Name of Applicant:	Permittee ( Property Owner)	Name of Site
Mail Permit To:	Consulting Firm                      Contact	Site Address
	Address	City                      State                      Zip Code
	City                      State                      Zip Code	Contact E-Mail
	Phone No.	Fax No

Type of Access:     Street Tie-In     Commercial     Private     Public     Temporary  
 Sidewalk     Preliminary     Hydraulics Only     TIA/Signal

Highway: \_\_\_\_\_ Name of closest cross street: \_\_\_\_\_

Is Highway within an incorporated city?     Yes     No    City: \_\_\_\_\_ County: \_\_\_\_\_

Property on which side of highway?     North     South     East     West    Key Map: \_\_\_\_\_

Number of requested driveway(s): \_\_\_\_\_ Width of requested driveway(s): \_\_\_\_\_

Number of requested street tie(s): \_\_\_\_\_ Width of requested street tie(s): \_\_\_\_\_

Number of existing access(s) to be modified: \_\_\_\_\_ Width of requested modification(s): \_\_\_\_\_  
(total width of modification without the radii)

Return radius: \_\_\_\_\_ Width of median: \_\_\_\_\_

Type of highway design?                      If open ditch, give inside diameter of  
 Curbed     Open ditch     Both                      nearest upstream and downstream pipes: \_\_\_\_\_

Does this request include any drainage coming to TxDOT?                       Yes     No

If yes, complete the attached Access Permit Request Checklist, TxDOT Hydraulic Section. If no, what drainage authority receives developed flow \_\_\_\_\_ and **attach a copy of approval letter from the drainage authority.**

Is there an existing roadway median opening, ramp, or traffic signal located within 1000 feet of the proposed driveway?                       Yes     No  
If yes, indicate distance and directions to all on your plans

# 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>
			4-DIGIT
MAILING ADDRESS	ENTER YOUR ADDRESS HERE		<b>SECTION</b>
			2-DIGIT EX. 01
CITY, STATE, ZIP	ENTER YOUR CITY, STATE AND ZIP		
PHONE NUMBER	ENTER YOUR PHONE NUMBER HERE		
<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)



## TxDOT Houston District Permits Drainage / Hydraulic Checklist

**Instructions:** Must be completed and submitted for ALL access driveway, street tie-in, or drainage-only permit applications. Check the applicable boxes, or write “N/A” if not applicable.

As-Built / Record Drawings can be obtained by sending an email to: [HOU\\_PlanRequest@TxDOT.Gov](mailto:HOU_PlanRequest@TxDOT.Gov)

Miscellaneous	Applicant	TxDOT Reviewer
Graphical scale and north arrow (required on all civil plan sheets)		
Symbols and legend		
Project location map		
Benchmark with elevation and Datum reference		
Signed and sealed boundary & topographic map with effective Flood Insurance Rate Map (FIRM) information		
Total development acreage and type of development		
Is the subject site crossed by jurisdictional waters? If so, have all necessary permits been secured?		
Is the subject site receiving drainage from TxDOT ROW? If so, consult with hydraulics section prior to final design.		
Is the subject site receiving offsite drainage via a TxDOT cross drainage structure? If so, then the proposed plan must clearly show that prescriptive water rights are maintained and the drainage conveyance will not be diminished by the proposed development.		
Amount of the TxDOT frontage either from survey or scaled from as-built plans		
Proposed drainage tie-in (details/cross section and elevations)		
Proposed restrictor detail ( <b>NOTE:</b> Restrictor shall be accessible to TxDOT inspectors, otherwise engineering justification is required on the drainage plan)		
Proposed detention areas (ponds/parking/underground vault, etc.) cross sections with 100-yr Water Surface Elevation (WSE)		
Storm Water Pollution Prevention Plan (SW3P)		
Applicable standard details and construction notes		
<b>Pump Discharge</b> – Please consult with the TxDOT Houston District Hydraulic Section		
Hydrology	Applicant	TxDOT Reviewer
Any diversion or re-routing of natural flow pattern in proposed condition		
Existing 10-yr and 100-yr storm events runoff (Q-e) which currently drains to TxDOT right-of-way (ROW)		
Existing off-site drainage area map and runoff calculations (Q-os)		
TxDOT allowable discharge (Q-a) which is the maximum discharge allowed through primary restrictor ( <b>NOTE:</b> in lieu of as-built plan: 2-yr design, C=0.65 and area of 150-ft strip fronting the TxDOT ROW may be used for the site’s allowable discharge)		
All pertaining hydrologic parameters and assumptions used in calculations (e.g. flow velocities, time of concentration, path of sheet flow, land cover, type of development, design rainfall depth & losses, IDF factors, % or acreage of existing & proposed impervious cover, storm event & duration, runoff coefficient (C), etc.) <b>NOTE:</b> For dry, grass lined ponds with side slope $\geq 2:1$ , C = 0.75 shall be used, and C = 0.90 for all other types of detention ponds		
Developed 10-yr and 100-yr storm events runoff (Q-d).		



## TxDOT Houston District Permits Drainage / Hydraulic Checklist

Proposed site discharge (Q-p) which shall not exceed Q-e and Q-a.		
<b>Hydraulics</b>	<b>Applicant</b>	<b>TxDOT Reviewer</b>
Restrictor/outfall pipe calculations (e.g., Orifice, culvert, Weir, combination, etc.)		
Required Detention Volume Calculations: Acceptable Methods: a) Malcom b) Triangular (NOTE: Please consult with Houston District Hydraulic Section before using other methods)		
Proposed detention volumetric calculations		
Proposed detention storage/stage/discharge table and supporting calculations, for the 10-yr and 100-yr storm events		
Internal drainage system hydraulic calculations		
On-site 100-yr sheet flow analysis. (100-yr HGL may be used for sheet flow analysis) NOTE: A grading plan with sheet flow arrows that clearly shows the path of the flow to the detention pond may be used in lieu of the analysis.		
Off-site 100-yr sheet flow analysis (if applicable)		
Tail water (TW) elevation(s) used in hydraulic calculations		
Open channel hydraulic calculations (if applicable)		
Minimum restrictor size (6" diameter orifice)		
<b>Grading Plan</b>	<b>Applicant</b>	<b>TxDOT Reviewer</b>
Building finished floor elevation (FF ELEV)		
Proposed driveway elevations at the high point and where it ties into the existing roadway		
Proposed top of grate inlets, top of pavement and curb elevations		
Finished grade elevations on the perimeter (property line) of the site		
Elevations of the proposed detention pond top, bottom, flow line, etc.		
Detention pond 10-yr and 100-yr design WSE		
Detention pond static WSE, if a wet pond proposed		
Ditch re-grading		
Sheet flow arrows		
<b>Drainage Plan</b>	<b>Applicant</b>	<b>TxDOT Reviewer</b>
Existing and proposed storm sewer layout, pipe sizes, slopes, and material		
Proposed detention pond layout (NOTE: 10-ft minimum maintenance berm of distance from the detention pond top of bank to the TxDOT right-of-way is required)		
Existing and proposed drainage junction box/manhole/inlets showing type, size, top, and flow line elevations		
Sheet flow arrows		
Restrictor pipe location and detail (NOTE: Restrictor shall be accessible to TxDOT inspectors, otherwise engineering justification is required on the drainage plan)		
All pertaining hydraulic calculations		
Flood plain information		