

TxDOT Houston District Permit Requirements

(Information contained herein is subject to change)

Permanent Access Driveway for Limited-Use / Residential-Use; Temporary Access Driveway for Construction Purposes; Sidewalk – Only

- 1) Complete the one (1) 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.
 - a. If submitted hard-copy: provide three copies of 11" x 17" size.
 - OR --**
 - b. If submitted electronically: provide documents on CD, DVD or flash drive.
- 5) 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.
- 6) Property should be staked showing the exact location of proposed access(es).

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

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

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



Permit to Construct Access Driveway Facilities on Highway Right of Way

PERMIT NUMBER: TxDOT ENTER PERMIT NUMBER HERE			
		GPS*	ROADWAY
REQUESTOR	LATITUDE, LONGITUDE		HWY NAME
	30.25540701, -97.74494290		FOR TxDOT'S USE
NAME	ENTER YOUR FIRST AND LAST NAME HERE		CONTROL
MAILING ADDRESS	ENTER YOUR ADDRESS HERE		4-DIGIT
CITY, STATE, ZIP	ENTER YOUR CITY, STATE AND ZIP		SECTION
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)

