

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Valid through: \_\_\_\_\_ Issued by: \_\_\_\_\_

**CULVERT/DRIVEWAY PERMIT FORM**  
**AUSTIN COUNTY PLANNING & DEVELOPMENT**  
**ONE EAST MAIN STREET - BELLVILLE, TEXAS 77418**

The applicant agrees to comply with the terms and conditions as set forth for installation of a culvert in the following right-of-way and Rural Mailbox Location Policy (attached):

Owner's Name: \_\_\_\_\_

Property Address (911 Address): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Installation of the following is approved: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Call respective Commissioner for appointment before beginning work.

**ANY AND ALL CHANGES TO COUNTY RIGHT OF WAY MUST BE APPROVED BY COMMISSIONER**

Commissioner M. Lamp, Pct. 1: 979.530.5076

Commissioner B. Rinn, Pct. 2: 979.270.1393

Commissioner L. Cerny, Pct. 3: 979.877.4205

Commissioner C. Reed, Pct. 4: 979.877.4231

**Permit application must be signed by Property Owner and Commissioner before submitting to Planning and Development**

If proposed culvert is on a State Highway, please contact TxDOT at 979-865-3101

**DEVELOPER IS RESPONSIBLE FOR CULVERT INSTALLATION IN SUBDIVISION OF 3 OR MORE TRACTS**

Austin County authorizes (re)installation of a culvert (culvert shall be a minimum 15" diameter & width of 30') on County Right-of-Way subject to the following:

**Applicant is responsible for:**

- Marking the middle of the driveway location with a stake and ribbon with application's name and 911 address visibly attached.
- Filling out Culvert/Driveway Form
- Setting up meeting with Commissioner or Designee
- Permit fee for culverts or driveways \$200.00
- Penalty if work begins before permit is issued \$200.00
- Re-inspection fee, may be assessed by Commissioner for each trip \$100.00

Total amount due prior to installation \$ \_\_\_\_\_

**\*Only Cash, Check or Money Order accepted\***

Upon completion of field inspection and Culvert/Driveway Form, applicant will be instructed to take the Preliminary Form to the Planning and Development Department located at One East Main Street, Bellville, Texas 77418.

## RURAL MAILBOX LOCATION POLICY COMMISSIONERS COURT ORDER 13-163

**SCOPE:** To provide a standard for the development of the county road system and insure that county roads can safely accommodate all (1) fire and emergency vehicles, (2) road maintenance equipment and (3) all modern day auto and farm equipment traffic, the Austin County Commissioners Court does hereby adopt the following policy regarding mailbox locations on county right-of-way.

1. Mailbox installation on Austin County roads is expected to conform to the standards set by the United States Postal Service, Texas Department of Transportation (TXDOT MB-06[1] Mailbox Mounting) and the Austin County Subdivision Regulations, as related below. Any deviations must be approved, in writing, by the County Commissioner of that precinct. A copy of the approval letter must be kept by the mailbox owner. No installation will be allowed to interfere with the safety of Emergency Vehicles, the traveling public or the function, maintenance or operation of the County roadway system.
2. This order **does not apply** to residences located in municipalities exercising jurisdictional control.
3. **REQUIREMENTS:**
  - a. All mailboxes located on county roads must, **where possible**, be mounted on posts placed at least 3 (three) feet from the edge of the roadway surface. The mounting post shall not impede the flow of water and debris alongside the road. On county roads that do not allow room for the three (3) foot requirement, the Commissioner of that precinct must approve the location in writing.
  - b. The prescribed height of the mail box is 42" (forty two inches) from the base of the box to the ground.
  - c. Mailboxes must be mounted on posts that break-away easily. Posts must be of metal. Metal posts must be of galvanized or powder coated metal (thin wall steel tube), 2.375" (inches) O.D. (TXDOT)
  - d. As a matter of public safety, concrete, brick, iron or other massive mail box supports shall not be allowed on county right-of-way.
  - e. Homeowners that desire this type of installation (i.e. brick or masonry enclosures) must build them on their own, private property with the written approval of the Postal Service.
  - f. Emergency Location Numbers (i.e. 911 addresses) shall be prominently displayed on each mailbox.

- g. Residents shall be responsible for the cost of proper installation and care of their mailboxes.
4. All existing mailboxes on county roads are grandfathered.
5. Any violation of this order may be punished as a Class C Misdemeanor.

Adopted by Austin County Commissioners Court this 13<sup>th</sup> day of May, 2013.

Motion made by Commissioner Reichardt, second by Commissioner Turner, and adopted by a vote of 4 AYE and 0 No. Whereupon the County Judge declared the Motion and Order passed, approved and adopted as the Order of the Court.



*Carolyn Bilski*  
\_\_\_\_\_  
Carolyn Bilski  
Austin County Judge