

MADISON COUNTY DRIVEWAY ACCESS PERMIT



103 West Trinity
Madisonville, TX 77864
www.co.madison.tx.us



Madison County Driveway Access Permit Application

Section 1: General Provisions (APPLICANT to read and sign):

PCT. # _____

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.

Date: _____

Applicant/Owner's Name: _____ Email: _____

Applicant/Owner's Address: _____ Phone Number: _____

Property Address: _____ Longitude/Latitude: _____/_____

Subdivision Name: _____ Section: _____ Block #: _____ Lot #: _____

Survey and Abstract #: _____ Acres: _____ Property Tax ID# _____

Type of Entrance:

- ☐ Residential ☐ Retail Business ☐ Oilfield Location ☐ Mobile Home or RV Park
☐ Single Mobile Home or RV ☐ New Subdivision ☐ Barn Only ☐ Farming/Ranching Business

Proposed drainage device type and material: _____ Diameter: _____ Length: _____

☐ **MUST INCLUDE A SURVEY/SITE MAP SHOWING THE PROPOSED WORK TO BE DONE FOR PRELIMINARY REVIEW.**

I (We), the undersigned applicant(s) hereby agree to accept and comply with the terms and conditions set out in this application and the Madison County Driveway Access Permit Policies and Procedures for the construction of an access driveway facility in the County of Madison.

OWNER'S PRINTED NAME

PROPERTY OWNER'S SIGNATURE

DATE

Madison County hereby accepts your application to construct/reconstruct driveway facilities on the Madison County right-of-way for development of access to your property or properties at the location listed above.

COUNTY COMMISSIONER

PRECINCT

DATE PLAN APPROVED

Date of Final Inspection by Commissioner: _____

**Please provide a copy of this completed form to the Madison County Rural Development Office to request a new 9-1-1 Address when installing a new driveway on a County roadway. A TxDOT permit is necessary if the driveway will be installed on a state-maintained roadway.*

VERIFICATION OF SIZES/TYPES INSTALLED

Culvert Length: _____ (Min 24' Required) Culvert Diameter: _____ (Min 15" Required) Type of Culvert: _____

MADISON COUNTY DRIVEWAY ACCESS PERMIT



103 West Trinity
Madisonville, TX 77864
www.co.madison.tx.us



Madison County Driveway Access Permit Policies and Procedures

- The owner/applicant is responsible for all costs and liabilities associated with the construction of this access driveway and culvert subject to approval by Madison County Commissioner in whose precinct the location lies.
- The County's agent for supervision and approval of the construction shall be the County Road Commissioner (and his designee) having jurisdiction of the road on which the construction to be made.
- The owner/applicant shall cause a culvert to be installed as approved by the County. Minimum culvert length is 24' and minimum diameter is 15". County Commissioner shall work with the applicant for specific requirements for each location. Any culverts or drainage devices deemed necessary by Madison County shall be furnished by the owner/applicant/installer and shall be installed by the owner/applicant/installer, not Madison County.
- Concrete ends are highly recommended for businesses or entries with heavyweight vehicle traffic expected.
- Maintenance of facilities constructed as requested shall be the responsibility of the owner/applicant and Madison County will reserve the right to require any changes, maintenance or anything deemed necessary to provide protection of life or property on or adjacent to the roadway. Changes in design, when approved will be made only with the approval of the County Commissioner or designated agent. In the event that the owner/applicant fails to make the required changes, repairs, or to perform maintenance after notice from the County or after the County has made a reasonable effort to give notice, or in the event public safety reasonably necessitates immediate repairs with the delay of notice, the County may make changes, repairs or perform maintenance at the expense of the owner/applicant.
- The granting of this permit does not grant or convey any private right or private interest in the right-of-way of the road on which the construction is done. The County retains all ownership and management rights in said right-of-way. No alteration of the driveway facility, as approved by the County, shall be made without the express written permission of the County.
- The owner/applicant shall hold harmless the County 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.
- 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.
- It is the responsibility of the owner/applicant/installer to contact the "1-800-DIG-TESS"/ "811" number and arrange for the marking of underground lines prior to any excavation or any installation.
- The County will enforce strict compliance with the requirements set forth in this permit. If any person engages in the construction of a driveway or culvert crossing or on a county easement right-of-way without a Permit issued by Madison County, the Madison County Commissioners Court may direct the County/District Attorney to file suit to enjoin the violation of these Regulations.
- If any person engages in the construction of a driveway or culvert in any manner except as specified in the Permit issued by Madison County, the Madison County Commissioners Court may direct the County/District Attorney to file suit to enjoin the violation of these Regulations.
- If any person engages in the construction of a driveway or culvert crossing on a county easement right-of-way without a Permit issued by Madison County, the Madison County Commissioners Court may order the landowner to remove or repair the driveway or culvert at the landowner's expense.

The Owner/Applicant hereby agrees to comply with the terms and conditions set forth in this Permit for construction of an access driveway on the county right-of-way within Madison County, Texas.

Date: _____ Signature: _____

MADISON COUNTY DRIVEWAY ACCESS PERMIT



103 West Trinity
Madisonville, TX 77864
www.co.madison.tx.us



Madison County Driveway Access Permit Checklist

TO ALL PERSONS APPLYING TO CONSTRUCT AN ACCESS DRIVEWAY FACILITY ON MADISON COUNTY RIGHT OF WAY:

When a driveway permit is needed:

- If you are installing a new driveway
- If you are upgrading an existing driveway by:
 - Installing a culvert
 - Changing a dirt driveway to concrete or asphalt
 - Doing any work with the County Right-of-way (county road to fence)
- If you are removing asphalt or concrete
- If you are widening your driveway.

When is a driveway permit NOT needed?

- If you are adding a layer of gravel to an existing gravel driveway
- If you are seal coating an existing asphalt driveway
- General maintenance not involving resurfacing of existing driveway.

No driveway construction shall commence prior to consulting with the Commissioner of the Precinct of the area in which the driveway is being constructed and before the permit is submitted and preliminary approval granted.

CHOOSE YOUR COMMISSIONER TO CONTACT:

Pct. 1 Commissioner: 936-241-6200 ext.1141

Pct. 2 Commissioner: 936-241-6200, ext.1181
936-348-348-8121 (cell)

Pct. 3 Commissioner: 936-241-6200, ext. 1142
936-348-1619 (cell)

Pct. 4 Commissioners: 936-241-6200, ext. 1182
936-349-6226 (cell)

Application Fee: None at this time.

Survey or Site Plan is required with application: A survey or site map showing the proposed work to be done in right-of-way for preliminary review. (Additional drawing submittals may be required before a permit is issued.)

Applicants must sign and return Policies and Procedures and completed Driveway Access Permit Application to Commissioner.

MADISON COUNTY RURAL DEVELOPMENT



101 West Main – Rm B-13
Madisonville, TX 77864
(936)348-3810



shelly.butts@madisoncountytexas.org

MADISON COUNTY DRIVEWAY ACCESS PERMIT - APPLICATION INSTRUCTIONS -

There is no fee for requesting a driveway permit.

- Provide the Precinct number (PCT 1, 2, 3, or 4) that your property is located in. [Click here](#) to view Precinct Line Map.
- Provide date, owner's name, email address, mailing address, phone number, and property address.
- Provide Longitude/Latitude coordinates in decimal degrees for proposed driveway location.
- Provide property information: Subdivision Name (if applicable), Section, Block #, Lot #, Survey and Abstract #, Acres, and Property Tax ID #. This information is available through the County Appraisal District website at <https://madisoncad.org> and/or your property tax statement.
- Type of Entrance – check appropriate box.
- Provide proposed drainage device type (plastic, concrete, steel pipe, or galvanized pipe) and size.
- Must include a survey/site map.
- Owner must print name, sign, and date application and sign and date Policies and Procedures page.

Submit completed and signed application, survey/site map, and signed policies and procedures to County Commissioner for precinct chosen above. See checklist page for Commissioner contact information.