



San Augustine County Culvert Placement Permit Application

San Augustine Co. Comm. Office
100 W Columbia St, Rm 107
San Augustine, TX 75972

Phone (936)288-0128
Fax (936)275-2538

<https://www.co.san-augustine.tx.us/>

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.
4. The permit will expire if no work is commenced within six (6) months of issuance.
5. Applicant is hereby informed that other permits may be required to fulfill local regulatory requirements.
6. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
7. THE APPLICANT DOES CERTIFY THAT ALL STATEMENTS HEREIN, AND IN ATTACHMENTS TO THIS APPLICATION ARE TO THE BEST OF HIS/HER KNOWLEDGE TRUE AND ACCURATE.

APPLICANT'S SIGNATURE

DATE

Applicant's name _____ Property Owners name _____

Property's Physical Address _____

(Where culvert is needed) Address (County Road Number) (city) (zip code)

Applicant's Current Mailing Address _____

Address (County Road Number) (city) (zip code)

Phone number _____ Alternative Phone Number _____

The current number of culverts on requested property's road side? _____

Description of Service Requested:

***Instlation fee \$500.00 payable to San Augustine County**

***Customer is to provide culvert to San Augustine County Commissioner specifications.**

Office use only below

Total Permit Fee's _____ Total Additional Fee's _____

Method of Payment: Cashier's Check# _____ Money Order# _____ Permit# _____

Amount Paid _____ Date Collected _____ Precinct # _____ By _____

Size of Culvert required: _____

San Augustine County Road & Bridge has established this culvert policy to accomplish the following:

- Provide adequate access to resident's property.
- Maintain a minimum standard of open ditch capacity within the county's drainage system.
- Minimize conflicts between neighboring residents due to drainage.
- Provide a comprehensive list of requirements.

Existing Culvert Policies

Replacing of an existing culvert do to wear and natural damage. Property owners will provide the culvert for the installation. The county will only accept new culverts made of reinforced concrete (RCP) or doubled walled high density polyethylene (HDPE). County will install the culvert at no charge to the resident.

New Culvert Installation Policies

Residents requesting culvert installation for driveway extension or new driveway must call the Road and Bridge Department located at 100 W. Columbia, Room 107 in the San Augustine Co. Courthouse or (936-) 288-0128 for assistance. Driveway culverts must be set by the Road and Bridge Department on roads and right-of-ways in the county maintenance system. The Department cannot set culverts in TXDOT right-of-ways or on private roads.

A request for driveway access permit can only be made by the property owner of the addressed property adjacent to the county ditch.

Culvert cannot be removed by private residents or by request from private residents.

Property owners will provide the culvert for the installation. The county will only accept new culverts made of reinforced concrete (RCP) or doubled walled high density polyethylene (HDPE).

The driveway culvert inside diameter and the length will be designated by the Precinct Commissioner.

Any right of way that has minimal depth for drainage will not be required to have a driveway culvert. Such driveways will only be allowed if they follow the contour of the ditch and the finished surface of the driveway is no higher than the flow line of the ditch as determined by a Commissioner of that precinct.

The Owner will be responsible for notifying the County that the culverts have been delivered and for flagging both ends of the desired driveway location (flags provided). The County will NOT sell, provide, pick-up, or deliver culvert pipe.

Unpaved driveways shall be covered with a standard flexible base material within the right-of-way.

The County will allow the private paving of culverted area within the right-of-way. For concrete pavement, the County requires an expansion joint at the right-of-way line, or either side of the drainage pipe twice the width of the pipe. The elevation of the pavement shall not exceed the surface of the county road, and must grade into the grated inlet within the culverted section of the ditch. The location, elevation of the pavement, and grade into the grated inlet must be approved in advance of placement by the Commissioner of that precinct.

The county will not maintain the private pavement, and if the County has need to increase the size of an existing drainage ditch parallel to a county road or drainage easement, the county will not replace the privately placed pavement.

Driveways that have been installed without an approved driveway access permit and have been found to hinder drainage or violate one of the above regulations will be removed and placed on the adjacent offending property.

Culvert Installation Procedures

1. Residents requesting culvert installation for driveway extension or new driveway must call the Commissioner's Office at (936)288-0128 to initiate the permit process.
2. A work order will be forwarded to the appropriate Commissioner for an on-site inspection to determine the correct diameter of pipe, number of inlets needed to be purchased, and if the culvert is the initial driveway.
3. The resident will receive a call from the Commissioner's Office informing them what size culverts are needed and any other information.
4. After the culverts are purchased and on site where they are to be set, the resident must go to the Commissioner's office at 100 W. Columbia St, RM 107 in the Courthouse to complete the permit information and pay the installation fee for work to be performed.
5. San Augustine County only accepts money orders, or cashier's check (no cash or personal/business check) made payable to the County of San Augustine.
6. The Commissioner will add the new permit to the schedule of culverts to be installed.
 - a. Installations are scheduled at the convenience of the commissioner, weather permitting.
7. If any additional information is needed, please call the Commissioner Office at (936)288-0128.