



APPLICATION FOR CULVERT INSTALLATION PERMIT

Request Date: _____ Requester's Name: _____

Phone: _____ Mailing Address: _____

Email Address: _____

County Road Number or Name: _____ Subdivision Name: _____

Location Description: _____

Culvert Process Instructions

- 1) The Property Owner must place a stake to clearly mark the proposed location of the culvert.
- 2) A representative from Hunt County will conduct an inspection of the marked location within 14 working days of notification to determine the necessary size of the culvert for installation.
- 3) It is the Property Owner's responsibility to ensure that their contractor installs the culvert correctly. Any improperly installed culvert, not adhering to the required grades, will be removed, and the applicant will be obligated to reinstall it at their own expense.
- 4) Acceptable materials for culverts are limited to galvanized corrugated metal or HDPE (High-Density Polyethylene) Double Wall Plastic only.
- 5) **For concrete driveways only,** HDPE Double Wall High-Density Polyethylene Plastic is permitted.
 - a) Concrete driveways must stop 12 inches before the county road to allow for a proper tie-in.

- b) If ditch work or culvert replacement is needed under a concrete driveway, the Property Owner is responsible for sawing and replacing the concrete. The county will only cover the repaired area with rock.
- 6) The length of any culvert must be no less than 30 feet and no more than 60 feet.
- 7) All culverts must be installed 4 inches below the ditch line, parallel to the ditch, and on the correct grade.
- 8) Upon completion of the installation, the culvert must be covered with a minimum of 6 inches of coverage material.
- 9) The Property Owner is required to call for inspections at the completion stage of the culvert installation process.
- 10) If the inspection fails, the property owner or applicant must correct the issues within 30 days. Failure to do so will result in the removal of the culvert, which will be placed on the backside of the ditch.

Please email the completed permit to commissioner@huntcounty.net or fax to 903-408-4298
For assistance, you may call the Commissioners' Office at 903-408-4195

To be filled out by a County Representative

Size of Culvert Required: _____

Sized by: _____

Is ditch work required by the County? _____

Approximate date county should complete work: _____

Date Permit Issued: _____

Commissioner: _____ Precinct #: _____