



**PERMIT FOR INSTALLATION ON COUNTY RIGHTS-OF-WAY:
ACCESS DRIVEWAYS - RESIDENTIAL**

APPLICATION

Property Owner (Permittee): _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Proposed Driveway is in Glasscock County Precinct No. _____ on _____ (County Road). A sketch showing location and description of the proposed driveway is attached to this form.

Proposed Timeline of construction within the right-of-way will begin on or after _____, 20____; and will be completed on or before _____, 20____. (Maximum length of permit: Thirty (30) days, unless specifically authorized by action of the Glasscock County Commissioners Court).

I propose to place the above-described driveway within the right-of-way of the named county road in Glasscock County, Texas, and do hereby apply to the Glasscock County Commissioners Court for approval of this installation. The location and description of the proposed driveway and appurtenances is more fully shown on a sketch attached to this permit application. I agree to construct and maintain this installation in the county right-of-way as directed by the County Commissioner and in accordance with the Policy and Specifications adopted by the Glasscock County Commissioners Court and made a part of this Permit.

Date: _____ Signature: _____

APPROVAL

The Commissioners Court of Glasscock County, Texas, offers no objection to the location in the right-of-way of your proposed driveway as described in this document and as shown on the attached sketch. This installation shall be performed in strict compliance with directions of the County Commissioner and the Policy and Specifications which are a part of this Permit.

Date: _____ Signature: _____
County Commissioner or County Judge

Phone: _____

POLICY FOR INSTALLATION ON COUNTY RIGHTS-OF-WAY: Residential Access Driveways

Permit Applications: No access connection, driveway, approach, or other improvement constructed in the right-of-way of any Glasscock County road shall be installed, constructed, rebuilt, relocated, enlarged or otherwise modified without a duly executed permit from Glasscock County. Applications for permits shall be submitted to the County Commissioner of the Precinct in which the proposed improvement is located or to the County Judge; and shall be submitted by the property owner (or the authorized representative of the owner), who shall represent all parties involved. Applications for permits shall be made only for the purpose of securing or changing access to the owner's property (not for the purpose of parking or servicing vehicles on county rights-of-way). An access connection is a facility for entry and/or exit, such as a driveway, street or road that connects private property to a road under the jurisdiction of Glasscock County. For purposes of this document, an access connection is commonly referred to as a driveway. There is no fee for this permit.

Rights & Obligations: It is expressly understood that Glasscock County does not purport to grant any right, claim, title or easement in this right-of-way.

Specifications & Requirements: All work within the right-of-way shall be performed in accordance with this Policy and Specifications and with the County Commissioner's instructions. The installation shall not damage any part of the roadway and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent property owners. Upon the completion of any such construction

or installation, Permittee shall replace and restore all fences relocated or removed during the construction period, to the satisfaction of the County Commissioner.

Construction and Reconstruction: Any existing access driveway structures which are destroyed or removed in the construction or reconstruction of a section of county road will be reestablished by Glasscock County to the extent necessary to provide reasonable access.

Materials: The Permittee shall furnish all materials for the construction of the driveways and all appurtenances authorized by the permit. All materials shall be of satisfactory quality and shall be subject to inspection and approval by the County Commissioner.

Inspection & Maintenance: Glasscock County reserves the right to inspect driveway installations at the time of construction and at all times thereafter, and to require such changes, maintenance, and repairs as may at any time be considered necessary to provide protection of life and property within the county right-of-way. The cost of changes, maintenance and repairs of driveways and other access driveway appurtenances on the right of way will be the responsibility of the Permittee, except as provided under **Construction and Reconstruction** herein. In the event a Permittee fails to make corrective measures as directed, Glasscock County may perform the necessary work and hold the Permittee financially responsible.

Signs: The Permittee shall not erect any signs (fixed or movable) on, or extending over, any portion of the county road right-of-way.

Liability & Hold Harmless: Throughout the length of this permit, the Permittee shall be liable for any and all damages to the personal and real property of Glasscock County and to any third person or persons by reason of these operations in installing, repairing, maintaining, using or removing from the right-of-way the above mentioned driveway, whether caused by the Permittee's negligence or otherwise. Permittee further agrees to indemnify and hold harmless Glasscock County and its duly appointed agents and employees against any action (including expenditures of defending any suit) for personal injury or property damage sustained during any actions associated with this permit.

Non-Exclusivity: The rights and privileges granted herein are non-exclusive and Glasscock County reserves the right to convey similar rights and privileges to such other persons as it may deem proper.

Notification: The County Commissioner shall be notified forty-eight (48) hours prior to start of any work within the county right-of-way.

SPECIFICATIONS FOR INSTALLATION ON COUNTY RIGHTS-OF-WAY: Residential Access Driveways

Design requirements (specifications) for access driveways are adopted to insure maximum safety for the public:

1. Locations of driveways shall be selected to provide maximum safety for road traffic and for users of the driveway. The County Commissioner shall approve locations of driveways and distances between driveways based on amount of heavy truck traffic, truck turning radii, right-of-way width, presence or lack of shoulders, roadway geometrics, sight distances or other safety considerations.
2. Residential driveway (for personal use: pickups, automobiles, small trailers) Permittees can place their gate inline with the right-of-way line. No setback is required.
3. The width of the driveway surface shall not exceed 24 feet. Radii for all access driveways shall be not less than 10 feet.
4. The angle of the driveway from the county roadway shall be 90 degrees, unless specifically authorized by action of the Glasscock County Commissioners Court.
5. Drainage in highway bar ditches shall not be altered or impeded. When drainage structures are required, the culvert size and other design features shall be approved by Glasscock County.
6. Driveways shall be constructed with caliche base material acceptable to the County Commissioner to prevent tracking mud onto the road and to prevent damage to the edge of the road from vehicles using the driveway. Driveways can be surfaced with an all weather surface such as concrete, asphalt, gravel, etc. at the permittee's discretion.
7. Driveways shall be constructed to match the grade of the county road surface edge (or the shoulder edge if a shoulder is present). The driveway shall be sloped to provide positive drainage away from the road surface.
8. Valley gutter in the driveway shall be aligned with the existing bar ditch and the valley section shall be surfaced with a stabilized all weather surface material acceptable to the County Commissioner to conform to the cross-sectional shape of the bar ditch.
9. Drainage structures (circular pipe, elliptical pipe, box culvert, paved valley gutter, etc.) constructed within the road right-of-way shall be designed to be traversable by an errant vehicle without abrupt change in speed or rollover. There shall be no culvert headwalls or similar vertical ends. Ends shall be sloped at 6:1 (6 horizontal to 1 vertical) or flatter, with concrete riprap to prevent erosion and to protect the pipe end. The embankment slope shall be 6:1 maximum, with 8:1 preferred beginning at the edge of the driveway.
10. Fixed objects will not be allowed in the county road right-of-way.
11. Maintenance of all driveways shall be the responsibility of the Permittee. If drainage or safety problems related to driveways occur, it is the permittee's responsibility to take corrective action as directed by Glasscock County. If the Permittee fails to take corrective action, Glasscock County may make the necessary alterations and hold the Permittee financially responsible.
12. Pavement or roadway damaged by any of the operations associated with this installation shall be repaired as directed by and to the satisfaction of the County Commissioner.
13. Necessary traffic control devices, including barricades, cones and warning signs (and when necessary, flagmen), shall be provided by the Permittee and used as required to warn the driving public and to provide protection to the workers. All traffic control shall be designed, installed, operated and maintained in accordance with the latest revised edition of the *Texas Manual on Uniform Traffic Control Devices*. The roadway shall be open to traffic at all times, unless the Permittee is specifically authorized by action of the precinct commissioner to temporarily close the road to traffic. Traffic control devices (barricades, cones, signs, etc. will be loaned to the Permittee by Glasscock County.