

**GILLESPIE COUNTY ENGINEERING DEPARTMENT
RIGHT OF WAY PERMIT APPLICATION**



INDIVIDUAL SINGLE FAMILY DRIVEWAY CONSTRUCTION ONLY

PROPOSED IMPROVEMENT

Property ID/Address: _____

☐ Precinct 1

Improvement: ☐ Driveway without culvert

☐ Precinct 2

☐ Driveway with culvert

☐ Precinct 3

☐ Precinct 4

PROPERTY OWNER (APPLICANT)

Name: _____

Phone: _____

Company: _____

Email: _____

CONTRACTOR

Name: _____

Phone: _____

Company: _____

Email: _____

This right-of-way permit application, along with all supporting documentation, must be submitted by the applicant to the County Engineer via email at meckert@gillespiecounty.org or by hard copy submittal at the County Courthouse, 101 W. Main Street, Fredericksburg, Texas 78624. County acceptance of a completed right-of-way permit application does not constitute approval. This permit should be submitted AFTER a pre-application and/or site meeting is conducted with the County Engineer or their designee.

Please refer to The Gillespie County Right-of-Way Regulations for more information on the permit review process and permitting requirements.

IF REQUESTING A RURAL 911 ADDRESS, you will need to submit the approved ROW permit with your Rural 911 Addressing Request.

The applicant must submit the following documents in one complete package to the County Engineer. It is preferred for all documents to be submitted electronically, but hard copy submittals are also accepted.

INDIVIDUAL SINGLE FAMILY RESIDENTIAL DRIVEWAY CHECKLIST:

Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A completed and signed right-of-way permit application
<input type="checkbox"/>	<input type="checkbox"/>	A variance request form or evidence of variances previously approved by the Commissioner's Court, if applicable (Document H)
<input type="checkbox"/>	<input type="checkbox"/>	A site plan showing: <ol style="list-style-type: none"> 1. the property boundaries, easement boundaries 2. proposed land use 3. existing and proposed access locations (include GPS coordinates), and 4. dimensions from the proposed access to the nearest property line, driveway, and road intersection.
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing: <ol style="list-style-type: none"> 1. the proposed dimensions, radii, and materials of the access, and 2. the size and design (slope, material, end treatment, etc.) of any proposed culverts <i>(the county standard details attached to this application are sufficient to satisfy this requirement in most cases)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Letter of conformance with the Gillespie County Flood Damage Prevention Ordinance, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of \$50 permit fee (paid by check made out to Gillespie County)

By signing this document, I hereby acknowledge the following:

- Approval of these documents does not relieve the applicant from full compliance with the terms, provisions, and conditions of the Gillespie County Right-of-Way Regulations.
- Approval does not relieve the applicant from any requirements from outside agencies.
- Fences, irrigation, and landscaping are not approved for installation within the ROW.
- Any improvement within the ROW that is non-compliant with Gillespie County Right-of-Way Regulations, or constructed without an approved ROW permit, is subject to removal by Gillespie County at the property owner's expense.
- **This ROW permit expires as stated in the Gillespie County Right-of-Way Regulations.**
- The County Engineer must be notified after construction is complete. Failure to notify the County Engineer and schedule a final inspection may lead to removal of the improvement at the property owner's cost.
- At completion of construction, all equipment, construction material, trash, and other debris shall be removed and the work area shall be restored to its pre-project conditions, including revegetation of the ROW at the applicant's cost and patching of roadway cuts.
- Maintenance of improvements constructed under the ROW permit shall be the responsibility of the applicant. Any improvements constructed in the ROW shall be adequately maintained to prevent the blockage of stormwater runoff and to prevent any impediments to traffic safety.
- **All ROW permits are subject to the Road Damage and Repair provisions described in the Subdivision Regulations.**

I hereby confirm this application and all attached information is truthful, complete, sufficient, and in compliance with the Gillespie County Right-of-Way Regulations.

Property Owner Signature

Date

Contractor Signature

Date

COUNTY USE ONLY

RECEIVED ON:

ACTION:

ARTICLE 3 PERMITS - ROAD INTERSECTIONS AND DRIVEWAYS

SECTION 3.01 ACCESS SPACING REQUIREMENTS

- A. Road intersections and driveways shall meet the access connection spacing requirements shown in Table 3-1. The County Engineer may approve an alternate location if conformance to this requirement would create a safety hazard. The alternate location must be provided and approved by the applicant's Engineer.
- B. All access shall be as near to 90-degrees as practicable and shall always be between 80-degrees and 100-degrees.
- C. Where possible, access points shall be aligned directly across from other streets or driveways on the opposite side of the street.
- D. Avoid placing access locations on curves and steep slopes. If the County Engineer determines the existing topography does not provide adequate intersection sight distance, an alternate location must be provided and approved by the applicant's Engineer. The USDOT Federal Highway Administration Intersection Safety Manual for Local Rural Road Owners is used as a guideline in determining adequate intersection sight distance.

Figure 1: Access Connection Spacing Diagram

The distance between access points is measured from the edge of pavement to edge of pavement.

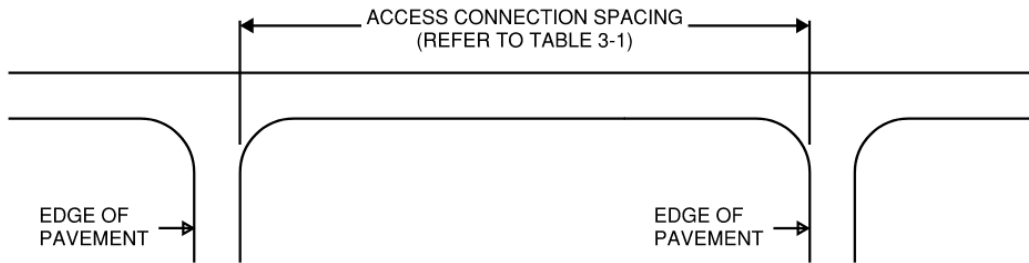


Table 3-1: Access Connection Spacing Requirements

The table describes the minimum separation from a proposed street or driveway to an existing or proposed road, driveway, and property line.

Speed Limit (mph)	Distance to Nearest Road Intersection (feet)	Distance to Driveway (feet)	Distance from Property Line (feet)
≤ 30	200	100	50
35	250	125	63
40	305	153	77
45	360	180	90
≥ 50	425	213	107

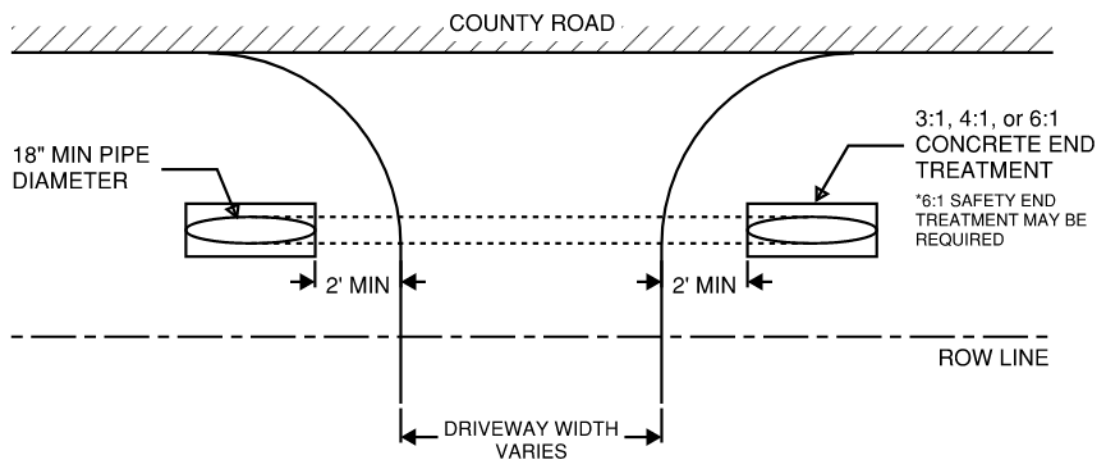
SECTION 3.02 CULVERTS

- A. Culverts shall be installed where drainage ditches intersect with access points.
- B. Entrance culverts conveying drainage parallel to public roadways shall be sized to carry a minimum of 125% of the flow for the 5-year design storm,

EXCERPT FROM THE GILLESPIE COUNTY ROW REGULATIONS

- C. Culverts conveying drainage across a public roadway shall be sized to carry a minimum of 125% of the flow for the 10-year design storm.
- D. Culverts shall have a minimum size of 18" diameter for pipe culverts or 2'x2' for box culverts.
- E. Culverts may be standard reinforced concrete pipe, corrugated galvanized metal pipes, reinforced concrete boxes, or other material accepted by TxDOT.
- F. Culverts shall be installed with a minimum of 12" cover or the minimum cover required by the material's specifications, whichever is greater.
- G. Culverts must have a minimum length of the access width plus 2' on each side, with ends encased in concrete riprap so as to provide a 3:1, 4:1, or 6:1 sloped concrete end treatment.
- H. A 6:1 safety end treatment in compliance with current TxDOT standards and details is required for single pipe culverts with a size more than 36" diameter, multiple pipe culverts with a size more than 30" diameter, and box culverts with a span more than 36".

Figure 2: Typical Culvert Layout



- I. Culverts shall not extend past the applicant's property boundary or easement, as applicable.
- J. Access points without culverts shall be designed to not obstruct the flow of water and must be approved by the County Engineer.

SECTION 3.04 DRIVEWAY SPECIFICATIONS

- A. The County suggests providing driveway design and construction specifications prepared by an Engineer. If the County Engineer determines that topography or other existing conditions make it infeasible to conform to the requirements described in these regulations, or such conditions present other safety hazards, the County Engineer may require the location and design of the driveway to be provided by an Engineer.
- B. ROW permit approval by the County Engineer is based on field observations and best engineering practices. Approval of a ROW permit for a driveway does not constitute or imply the adequacy of the proposed materials or construction methods, or constitute or imply the sufficiency of the driveway's hydraulic capacity or conveyance.
- C. The applicant assumes the risk of all repairs, renovations, maintenance, and/or replacement of the proposed driveway, including driveway culverts installed for the driveway connection to the public ROW.
- D. Drive approaches may be paved or unpaved. If the slope toward the public ROW exceeds 2%, paving may be required by the County Engineer within the ROW to prevent dirt, gravel, or other road debris from washing into the public road during a rain event.
- E. Driveways shall meet all criteria stated under Section 3.01 and Section 3.02.

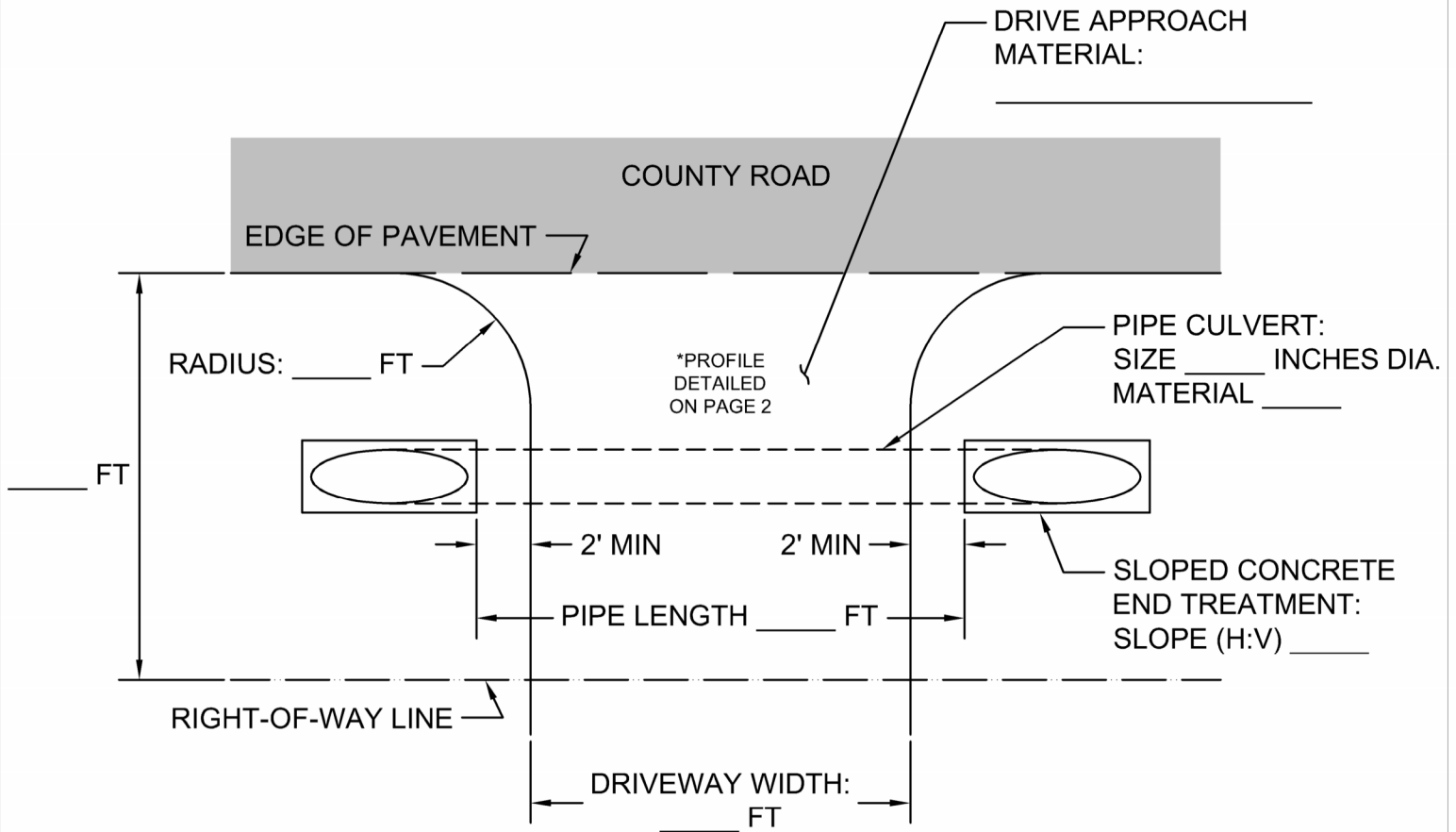
EXCERPT FROM THE GILLESPIE COUNTY ROW REGULATIONS

- F. Driveway radius and width must meet the requirements specified in Table 3-3. Driveway width is measured at the ROW line as shown in Figure 2.

Table 3-3: Driveway Radius and Width

Driveway Type	Radius	Width (max)
Individual Single Family Residential:	5-10 ft	24 ft
Multiple Single Family Residential/ Residential Subdivision/ MHRC/ Non-residential:		
One entry and one exit lane < 4 single unit vehicles per hour	25 ft	28 ft
One entry and one exit lane ≥4 single unit vehicles per hour	30 ft	30 ft
One entry and two exit lanes Without divider	25 ft	40 ft
One entry and two exit lanes With 4 ft raised divider	25 ft	44 ft
Two entry lanes and two exit lanes With 4' raised divider	25 ft	56 ft

- G. All parts of the drive approach, including the radius, must be confined within the applicant's property boundary or access easement, as applicable.
- H. Public roads shall not be used as a continuation of drainage, runoff exceeding the pre-developed conditions shall not be permitted to enter or cross a public road. If required by the County Engineer, the applicant shall have an Engineer provide calculations for the 5-, 10-, 50-, and 100-year design storm certifying this requirement is met.
- I. There shall be no adverse effect to drainage within County ROW created by the driveway. If required by the County Engineer, the applicant shall have an Engineer provide calculations showing no increase in stormwater runoff, velocity, or depth within the County ROW for the 5-, 10-, 50-, and 100-year design storm.
- J. The applicant must submit a TIA Worksheet with the ROW permit application. If the proposed driveway serves developed property, include all existing and proposed trips shown in separate categories on the worksheet. The TIA Worksheet must be completed using the most recent edition of the ITE Trip Generation Manual. If the development generates 100 or more total peak hour trips, a Traffic Impact Analysis (TIA) Study is required. The TIA Worksheet and TIA Scoping Worksheet are available on the County's website, or a hard copy can be provided upon request made to the County Engineer's Office.



NOTES:

1. MARK "N/A" IN BLANKS FOR CULVERT INFORMATION IF A CULVERT IS NOT PROPOSED.
2. PROVIDE A SITE PLAN ON SEPARATE SHEET SHOWING EITHER THE GPS COORDINATES OF THE ACCESS, OR DIMENSIONS FROM THE PROPERTY LINE TO THE EDGE OF PAVEMENT OF THE ACCESS (BOTH SIDES).



GILLESPIE COUNTY CONSTRUCTION DETAILS

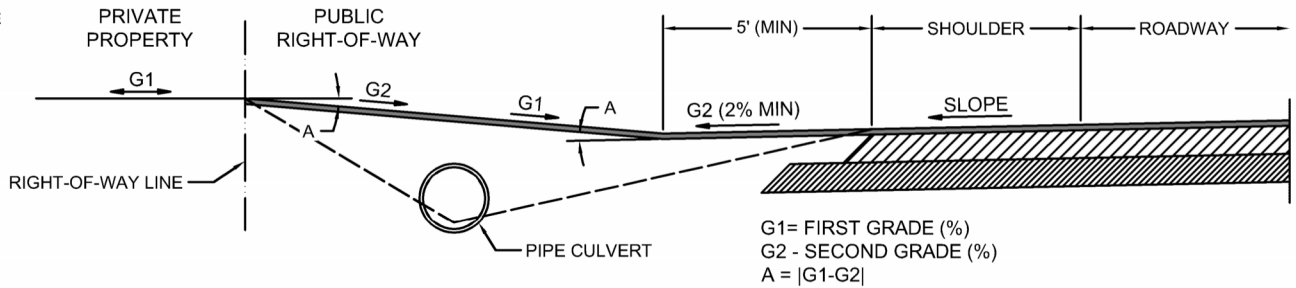
DRIVEWAY CONSTRUCTION PLAN (PAGE 1)

REVISED APRIL 2024

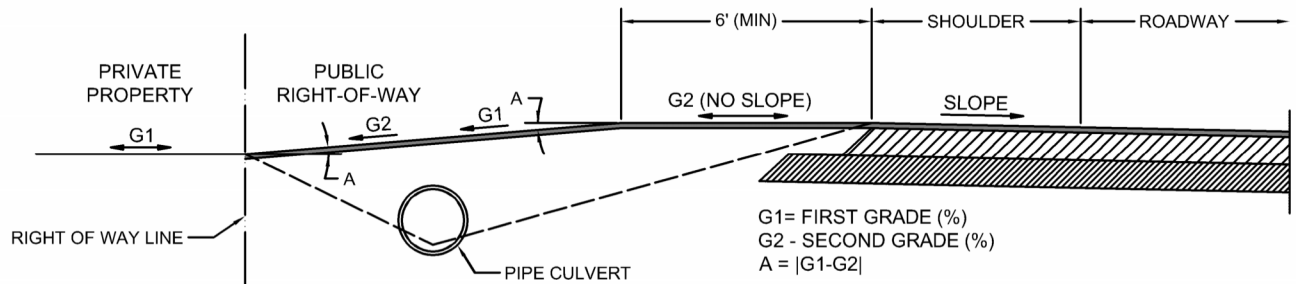
INDICATE THE DRIVEWAY PROFILE USED FOR THIS PERMIT (CHECK ONE BOX BELOW)

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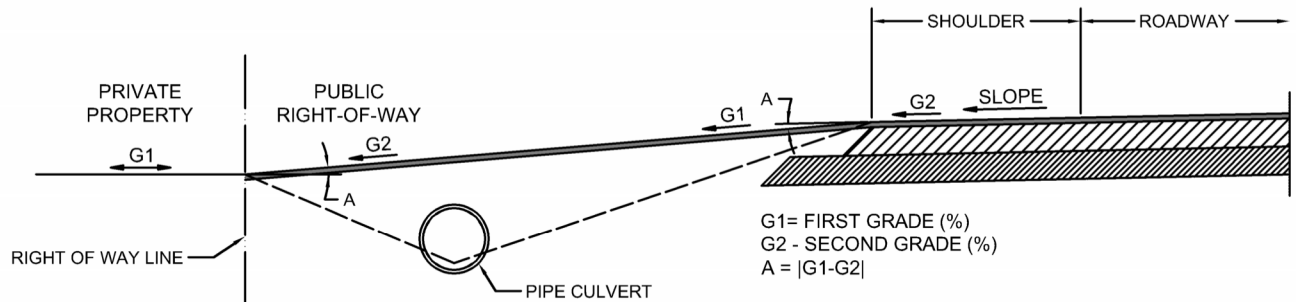
FOR DRIVEWAYS WHERE ENTRANCE AT ROW IS HIGHER THAN THE ROAD PAVEMENT



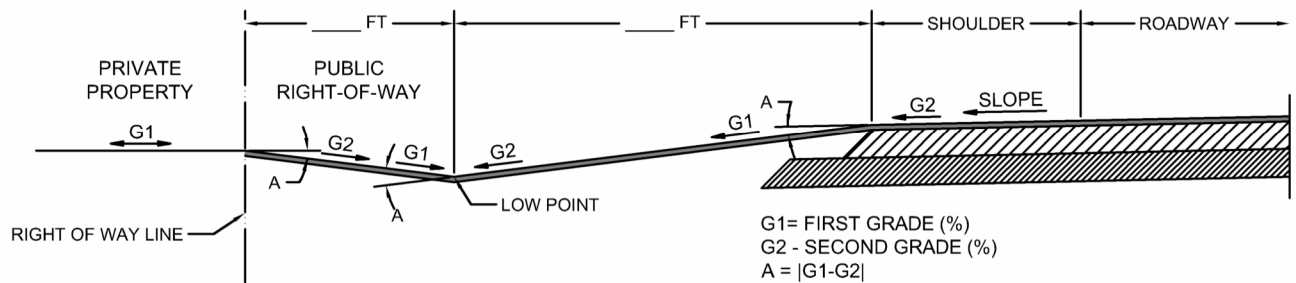
FOR DRIVEWAYS WHERE ENTRANCE IS AT A SUPERELEVATED SECTION

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FOR DRIVEWAYS WHERE ENTRANCE AT ROW IS LOWER THAN THE ROAD PAVEMENT

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FOR DRIVEWAYS WHERE PIPE CULVERT IS NOT PROPOSED

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A NON-STANDARD DRIVEWAY PROFILE IS USED, DRIVEWAY PROFILE MUST BE PROVIDED ON NEXT PAGE

NOTES:

1. EXACT LOCATIONS, DIMENSIONS, AND TYPE TO BE AS SHOWN ON THE DRIVEWAY CONSTRUCTION PLAN (PAGE 1).
2. ALGEBRAIC DIFFERENCE IN GRADE (A) SHALL BE 6% MAX FOR COMMERCIAL DRIVEWAYS AND 8% MAX FOR RESIDENTIAL DRIVEWAYS.
3. PIPE CULVERTS ARE TO BE INSTALLED AS NECESSARY, AS INDICATED ON THE DRIVEWAY CONSTRUCTION PLAN (PAGE 1).
4. PIPE CULVERTS ARE TO BE INSTALLED WITH A MINIMUM OF 12" COVER, OR THE MINIMUM COVER REQUIRED BY THE MATERIAL'S SPECIFICATIONS, WHICHEVER IS GREATER.



GILLESPIE COUNTY CONSTRUCTION DETAILS

DRIVEWAY CONSTRUCTION PROFILE (PAGE 2)

REVISED APRIL 2024