

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



PROPOSED IMPROVEMENT

- Property ID/Address: _____ Precinct 1
- Improvement: Temporary Construction Entrance Precinct 2
- Driveway Precinct 3
- Road Intersection Precinct 4
- Grading/Drainage
- Utility Installation
- Other: _____

PROPERTY OWNER (APPLICANT)

Name: _____ Phone: _____

Company: _____ Email: _____

CONTRACTOR

Name: _____ Phone: _____

Company: _____ Email: _____

ENGINEER

Name: _____ Phone: _____

Company: _____ Email: _____

SURVEYOR

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 and/or Precinct Commissioner.

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

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.

ROAD INTERSECTIONS, DRIVEWAYS, TEMPORARY CONSTRUCTION ACCESS

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 the property boundaries, easement boundaries, proposed land use, existing and proposed access locations (include GPS coordinates), and 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 the proposed dimensions, radii, and materials of the access, and the size and design (slope, material, end treatment, etc.) of any proposed culverts.
<input type="checkbox"/>	<input type="checkbox"/>	A report with all required drainage calculations, if applicable.
<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"/>	A temporary Traffic Control Plan if any lane or road closures are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	A TIA Worksheet and/or Study (not required for an individual single family residential driveway).
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees as described in the Right-of-Way Regulations.
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more.

GRADING, DRAINAGE, CULVERTS

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 the property boundaries, easement boundaries, proposed land use, access locations, existing and proposed improvements (buildings, parking lots, detention ponds, roads/driveways, etc.), existing and proposed topography, and SWPPP plan.
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the size and design (slope, material, end treatment, etc.) of any proposed culverts.
<input type="checkbox"/>	<input type="checkbox"/>	A report with all required drainage calculations.
<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"/>	A temporary Traffic Control Plan if any lane or road closures are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees as described in the Right-of-Way Regulations.
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more.

UTILITIES

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"/>	Construction plans and details showing the right-of-way boundaries, easement boundaries, access locations, existing and proposed utility location and materials, installation method, and road repair exhibit (if trenching).
<input type="checkbox"/>	<input type="checkbox"/>	A temporary Traffic Control Plan if any lane or road closures are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees as described in the Right-of-Way Regulations.
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more.

OTHER

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 the property boundaries, easement boundaries, proposed land use, access locations, and the location of the proposed improvements.
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the layout and specifications of the proposed improvements.
<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"/>	A temporary Traffic Control Plan if any lane or road closures are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees as described in the Right-of-Way Regulations.
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more.
<input type="checkbox"/>	<input type="checkbox"/>	For gates, written approval from the Fire Marshal that the gate will not cause unnecessary delay to emergency personnel.
<input type="checkbox"/>	<input type="checkbox"/>	For gates, submit the completed Gate Acknowledgement Form. The form is available on the County's website or can be provided upon request made to the County Engineer's Office.
<input type="checkbox"/>	<input type="checkbox"/>	For locked gates, two copies of the key and/or key code for any and all locks proposed to be placed on the gate
<input type="checkbox"/>	<input type="checkbox"/>	For non-standard mailboxes, approval of the mailbox design and location from the Postmaster General.
<input type="checkbox"/>	<input type="checkbox"/>	For cattle guards, construction plans detailing the demolition and repair limits of the existing road, including road material specifications for the road repair.

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.

Developer Signature

Date

Contractor Signature

Date

COUNTY USE ONLY

RECEIVED ON:

NOTICE GIVEN TO COMMISSIONER:

Commissioner Signature

Date

ACTION: