

**PRELIMINARY INSPECTION REPORT FOR CULVERT/DRIVEWAY PERMIT
AUSTIN COUNTY COURTHOUSE
ONE EAST MAIN ST.
BELLVILLE, TX 77418**

OWNER'S NAME: _____

SEE ATTACHED RURAL MAILBOX LOCATION POLICY

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME TELEPHONE WITH AREA CODE: _____

EMAIL ADDRESS: _____

**MUST BE SIGNED BY PROPERTY OWNER AND COMMISSIONER
BEFORE SUBMITTING TO PLANNING & DEVELOPMENT**

FOR AUSTIN COUNTY USE ONLY:

PCT. 1 COMMISSIONER M. LAMP: 979-530-5076

PCT. 2 COMMISSIONER B. RINN Barn: 979-357-4780 or Cell: 979-270-1393

PCT. 3 COMMISSIONER L. CERNY: 979-877-4205

PCT. 4 COMMISSIONER C. REED Barn: 979-885-3829 or Cell: 979-877-4231

I, Commissioner _____ of Precinct _____ have

approved installation for the following: _____

COMMISSIONER'S SIGNATURE _____

Work to be done by: Austin County or Contractor

Amount due to Austin County before work/installation is done: \$ _____ *

***Only Cash (Exact Amount Please, No Change Available), Check or Money Order made payable to Austin County will be accepted.**

IF PROPOSED CULVERT IS ON A STATE HWY. PLEASE CONTACT TXDOT AT 979-865-3101

INSTALLATION OR *REPLACEMENT OF CULVERT ON COUNTY RIGHT-OF-WAY

Austin County authorizes (re)installation of a culvert on County right-of-way subject to the following:

Applicant is responsible for:

- Marking the middle of the driveway location with a stake and ribbon with applicant's name and 911 address visibly attached
- Filling out Preliminary Inspection Form
- Setting up meeting with Commissioner or designee
- County can supply pipe at annual bid price cost to county
- Fees as listed below
- Obtaining Development and OSSF Permit
- ***Circular driveways require 2 permit fees***
- ***Permit is valid for 12 months and is non-refundable***

FEES:

- _____ **\$700.00** For first 30 ft. installed by the County*
Minimum diameter of 15"-18"-20" (Includes up to 10 cubic yds. of gravel or road base)
- _____ **\$800.00** For first 30 ft. installed by the County*
Minimum diameter of 24"-30"-36" (Includes up to 12 cubic yds. of gravel or road base)
- _____ **\$15.00** per additional foot in width at the time permit submitted
- _____ **\$200.00** add-on to existing driveway up to 10 feet and includes up to 5 cubic yds.*
of gravel or road base; additional footage would result in an additional fee
- _____ **\$75.00** Permit fee for culverts or driveways not installed by County
- _____ **\$75.00** Reinspection fee, may be assessed by Commissioner for each trip
- _____ ****If pipe supplied by County, cost of pipe is purchased at annual delivered bid price***
(Size cost per foot)
- _____ ****If gravel supplied by County for driveway cost is determined by annual delivered bid price***
- _____ **TOTAL**

Upon completion of field inspection and Preliminary Inspection Form, applicant will be instructed to take the Preliminary Form to the Planning and Development Dept. located at One East Main St. in Bellville. Applicant shall hold harmless Austin County and its employees from personal injury or property damage sustained by reason of the exercise of this permit.

FOR SELF INSTALLATION: Call respective Commissioner for appointment before covering culvert.

ALL CHANGES MUST BE APPROVED BY COMMISSIONER.

DEVELOPER IS RESPONSIBLE FOR CULVERT INSTALLATION IN SUBDIVISION OF 3 OR MORE TRACTS.

The applicant agrees to comply with the terms and conditions as set forth for installation of a culvert in the following right-of-way:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: (w) _____ (h) _____ (c) _____

911 Address of Driveway and/or Directions: _____

Owner's Signature _____ Date _____

Issued by _____ Date _____

PRECINCT #: _____

PERMIT #: _____

RURAL MAILBOX LOCATION POLICY COMMISSIONERS COURT ORDER 13-163

SCOPE: To provide a standard for the development of the county road system and insure that county roads can safely accommodate all (1) fire and emergency vehicles, (2) road maintenance equipment and (3) all modern day auto and farm equipment traffic, the Austin County Commissioners Court does hereby adopt the following policy regarding mailbox locations on county right-of-way.

1. Mailbox installation on Austin County roads is expected to conform to the standards set by the United States Postal Service, Texas Department of Transportation (TXDOT MB-06[1] Mailbox Mounting) and the Austin County Subdivision Regulations, as related below. Any deviations must be approved, in writing, by the County Commissioner of that precinct. A copy of the approval letter must be kept by the mailbox owner. No installation will be allowed to interfere with the safety of Emergency Vehicles, the traveling public or the function, maintenance or operation of the County roadway system.
2. This order does not apply to residences located in municipalities exercising jurisdictional control.
3. **REQUIREMENTS:**
 - a. All mailboxes located on county roads must, where possible, be mounted on posts placed at least 3 (three) feet from the edge of the roadway surface. The mounting post shall not impede the flow of water and debris alongside the road. On county roads that do not allow room for the three (3) foot requirement, the Commissioner of that precinct must approve the location in writing.
 - b. The prescribed height of the mail box is 42" (forty two inches) from the base of the box to the ground.
 - c. Mailboxes must be mounted on posts that break-away easily. Posts must be of metal. Metal posts must be of galvanized or powder coated metal (thin wall steel tube), 2.375" (inches) O.D. (TXDOT)
 - d. As a matter of public safety, concrete, brick, iron or other massive mail box supports shall not be allowed on county right-of-way.
 - e. Homeowners that desire this type of installation (i.e. brick or masonry enclosures) must build them on their own, private property with the written approval of the Postal Service.
 - f. Emergency Location Numbers (i.e. 911 addresses) shall be prominently displayed on each mailbox.

- g. Residents shall be responsible for the cost of proper installation and care of their mailboxes.
4. All existing mailboxes on county roads are grandfathered.
5. Any violation of this order may be punished as a Class C Misdemeanor.

Adopted by Austin County Commissioners Court this 13th day of May, 2013.

Motion made by Commissioner Relchardt, second by Commissioner Turner, and adopted by a vote of 4 AYE and 0 No. Whereupon the County Judge declared the Motion and Order passed, approved and adopted as the Order of the Court.



Carolyn Bilski

Carolyn Bilski
Austin County Judge