



Driveway Application Packet

Section 101: Submission Requirements.

The following items are a generalized list that must be submitted for review and drawn to an appropriate scale. Depending upon the project, additional data may be required by the City.

- A. Submittal of appropriate filing fees for the application. **For permit: \$200.00 + 115% for any City third-party review. For residential inspections \$75.00 for each inspection + 115% for any City third-party review. For commercial inspections: \$100.00 for each inspection + 115% for any City third-party review.**
- B. Copy of the application with all information filled out and all applicable signatures.
- C. An existing survey of the property.
- D. A site plan showing all existing structures and flatwork with proposed driveway addition. The impervious surface space on the lot (which consists of driveway, house footprint, sidewalks, mechanical pads, dumpster, accessory buildings, decks, patios, terraces, elevated balconies, and swimming pool) and the square footage of the entire lot area. Use these to calculate the impervious surface ratio.
- E. Schematics showing the construction of the driveway on the premises and within the right-of-way. Schematics showing the standard driveway construction in the City's Construction Plans have been included for right-of-way where there are open culverts within the right-of-way. These can be incorporated into the submittal if there are open culverts in front of the lot.
- F. Plans must reflect a driveway with impervious cover (asphalt or concrete is typical) and must be at least nine (9) feet wide from each edge.
- G. **Culvert (driveway pipe) must be at least twelve (12) inches reinforced concrete pipe placed at grade not to interfere with existing flow lines of bar ditch. Plans shall reflect this standard.**
- H. Any leave gutter, if you must cut curb you must match surrounding area as to angles, cuts, etc. Plans shall reflect this standard.
- I. **If pouring concrete (driveway) onto City right-of-way you must use re-bar in accordance with the City construction standards attached to the packet. Plans shall reflect this standard.**
- J. Any other information as required by the City.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 102: Submittal Review.

The application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.** Once complete, a building permit will be issued for the item.

Section 103: Assistance from City Public Works Dept.

If needed the City Public Works Dept. will assist with flow line grade and will shoot grades for residents for lots bordering City right-of-way. Contact them at 512-229-3260 for this assistance. Any private, municipal utility district, County, or State-owned right-of-way this Dept. cannot provide assistance.

Section 104: Generalized Inspection List.

The plan review sheet provided by the City or discussion with the City will indicate the exact inspections required to satisfy the project. It is the responsibility of the applicant to ensure compliance with the inspection list.

Section 105: Contact for Inspection.

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors
4910 W. U.S. Highway 290
Austin, TX 78735
Phone: (512) 328-6995
Fax: (512) 328-6996
scheduler@ats-engineers.com

Payment must be submitted to the City for any inspection before any inspection can be scheduled.

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction.** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

Section 106: Right of Entry and Inspection.

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

Section 107: Results of Inspections.

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

Section 108: Issuance of Approval

Once all inspections have been passed by the City, it will issue a signed a Certificate. This is the authorization for usage of the driveway.

DRIVEWAY APPLICATION

Date: _____

Residential

Commercial

SITE INFORMATION

Project Address: _____

Subdivision: _____

Use of land: Vacant Land Occupied Land

Type: New Construction Relocate Expansion

Re-surface existing pervious driveway

Drainage: Curb and Gutter Ditch

Diameter of upstream culvert: _____

Diameter of downstream culvert: _____

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

Owner Signature

Owner Printed Name

Date



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

CONTRACTOR

State License #: _____; Expiration Date: _____

State Contractor License #: _____; Expiration Date: _____

Business Name: _____

Contractors Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____

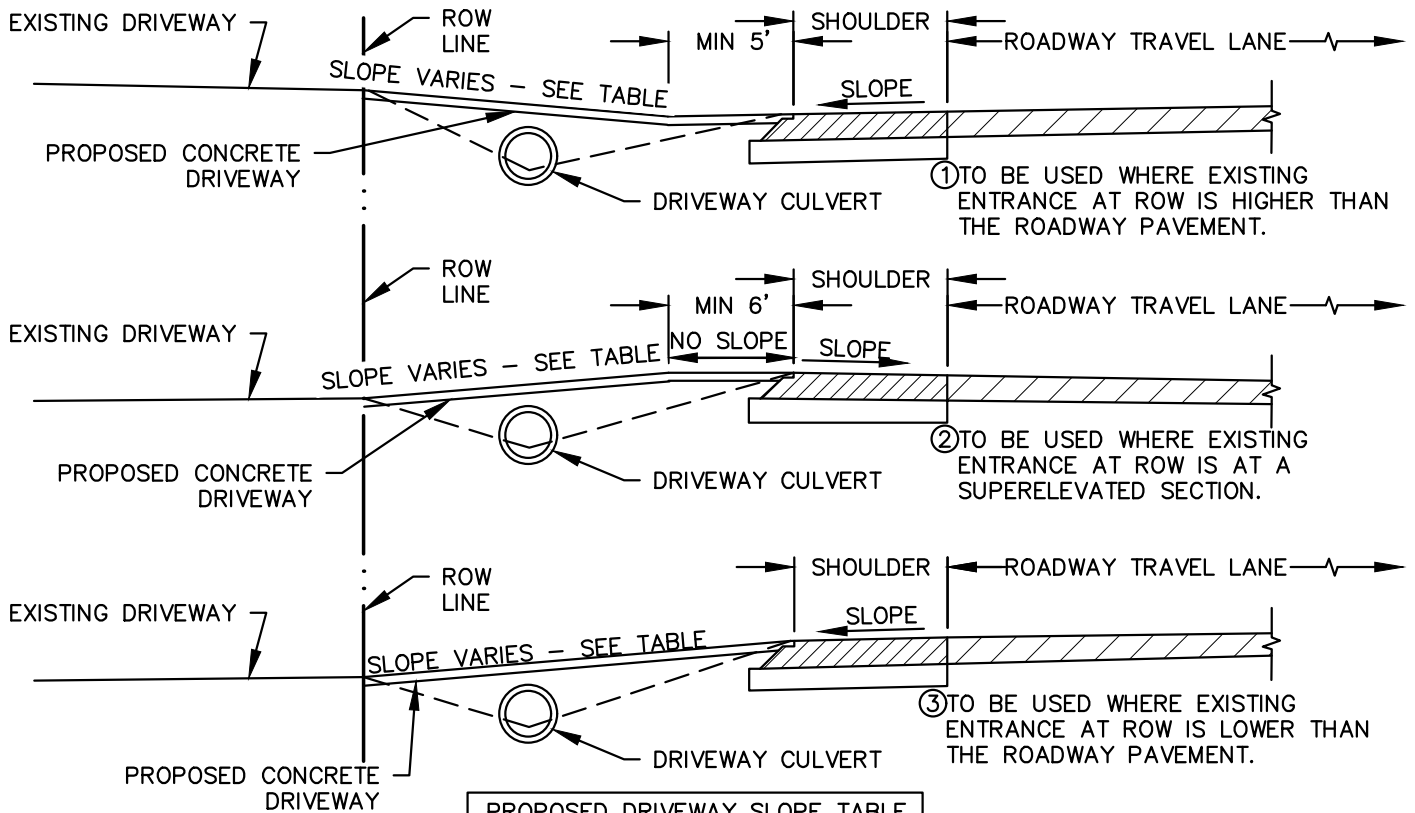
Description of Work: _____

I hereby certify that to the best of my knowledge, the information submitted for this permit is true and correct.

Applicant Signature

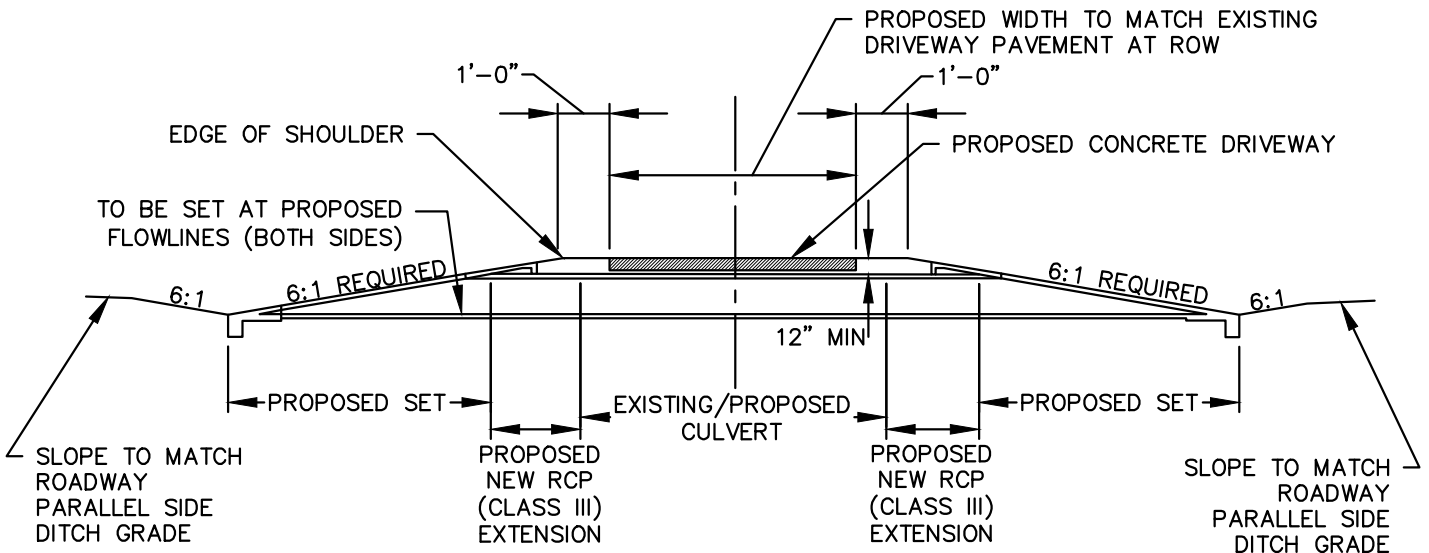
Applicant Printed Name

Date



PROPOSED DRIVEWAY SLOPE TABLE	
COMMERCIAL DRIVEWAYS @	12:1 MAX
RESIDENTIAL DRIVEWAYS @	8:1 MAX

TYPICAL ENTRANCE PROFILE FOR DRIVEWAYS WITH CULVERT



TYPICAL ENTRANCE SECTION FOR DRIVEWAYS WITH CULVERT

NOTES:

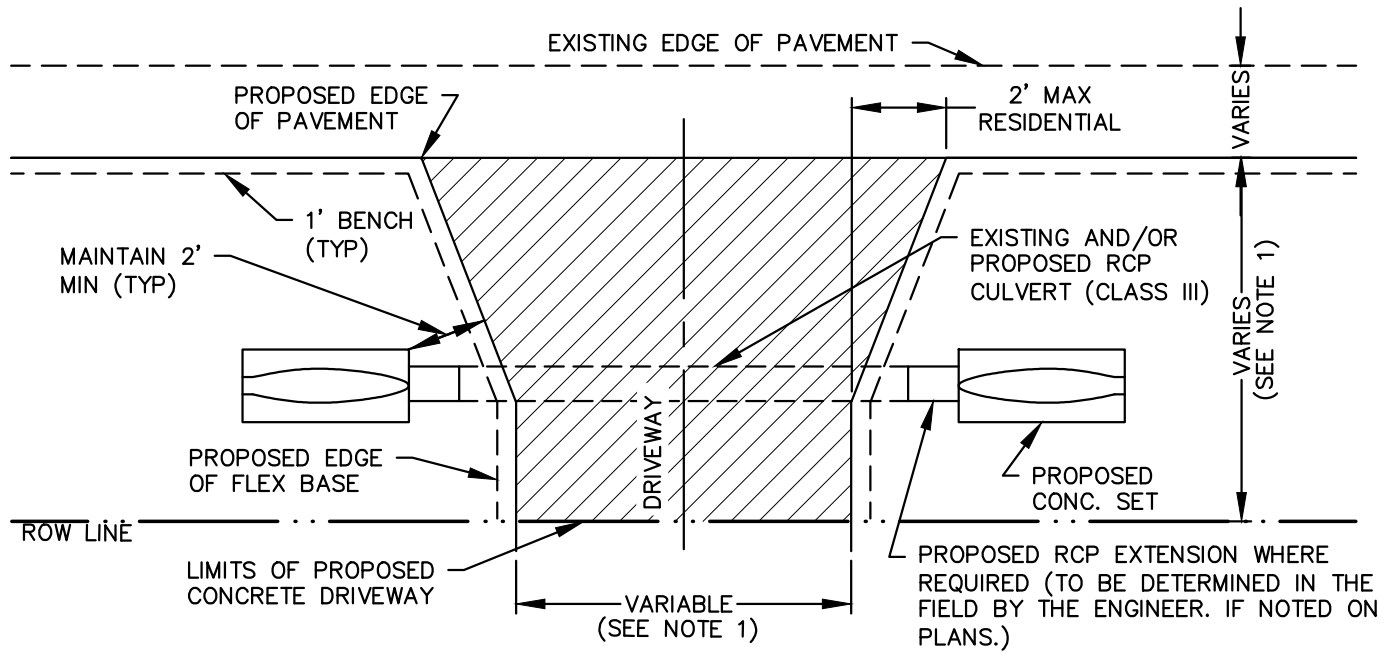
1. DRIVEWAY CULVERT TO BE INSTALLED WHERE ROADWAY DITCH DRAINAGE IS NECESSARY, AS INDICATED ON PLANS AND/OR AS DIRECTED BY THE ENGINEER.
2. DRIVEWAY CULVERT TO BE INSTALLED WITH A MINIMUM OF 12" COVER WITH PROPOSED RESIDENTIAL AND COMMERCIAL DRIVEWAY MATERIAL.



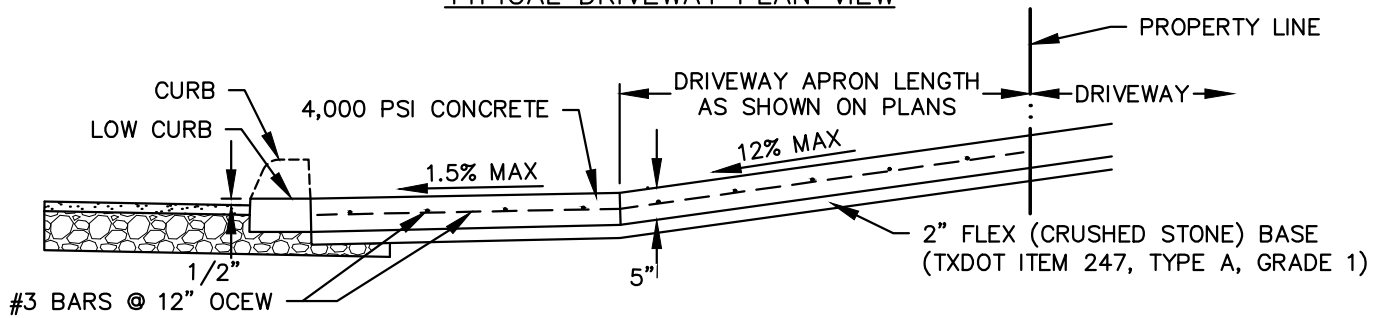
THE CITY OF ELGIN

DATE ISSUED:	DECEMBER 2019		
REV	DATE	BY	

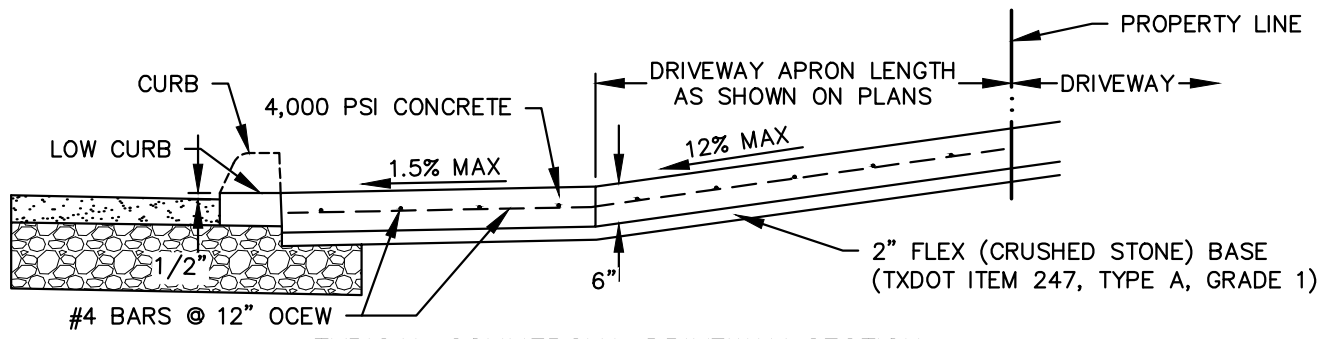
TITLE:	DRIVEWAY PROFILE DETAIL LOCAL STREETS SHEET 1 OF 2	
SCALE:	N.T.S.	DRAWING No. M - 7



TYPICAL DRIVEWAY PLAN VIEW



TYPICAL RESIDENTIAL DRIVEWAY SECTION



TYPICAL COMMERCIAL DRIVEWAY SECTION

NOTES:

1. MATCH EXISTING DRIVEWAY WITH A MINIMUM WIDTH OF 12 FEET AND A MAXIMUM WIDTH OF 24 FEET FOR PRIVATE RESIDENTIAL DRIVES.
2. DUMMY JOINTS PARALLEL TO THE CURB SHALL BE PLACED WHERE THE SIDEWALK MEETS THE DRIVEWAY. DUMMY JOINTS PERPENDICULAR TO THE CURB, AND WITHIN THE BOUNDARIES OF THE PARALLEL DUMMY JOINTS, SHALL BE PLACED AT INTERVALS EQUAL TO THE WIDTH OF THE SIDEWALK.
3. A MINIMUM OF 2 ROUND AND SMOOTH DOWEL BARS 3/8" IN DIAMETER AND 18" IN LENGTH SHALL BE SPACED 18" APART AT EACH EXPANSION JOINT.
4. CONCRETE SURFACE SHALL BE BRUSH FINISHED.
5. SET DETAILS SHALL BE SUBMITTED.



THE CITY OF ELGIN

DATE ISSUED:		DECEMBER 2019	
REV	DATE	BY	

TITLE:	
DRIVEWAY DETAILS LOCAL STREETS SHEET 2 OF 2	
SCALE:	DRAWING No.
N.T.S.	M - 8