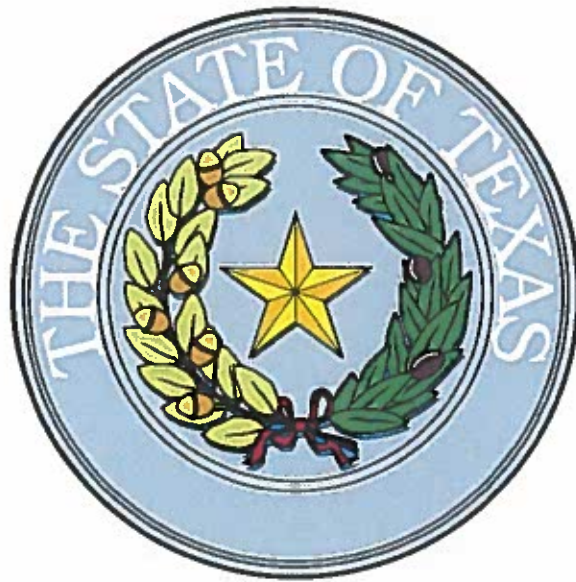


**REEVES COUNTY ROAD & BRIDGE  
DEPARTMENT**



**POLICY & REGULATIONS FOR THE  
CONSTRUCTION OF  
DRIVEWAYS AND/OR CULVERTS  
ON COUNTY EASEMENTS AND RIGHTS-OF-WAY**

Rev. 01-12

## **General Access Driveway Policy on County Right of Way**

Under the provisions and policies of The Reeves County Commissioners Court the department will issue access driveway permits to owners of property abutting County roadways. The purpose of these regulations is to accomplish a coordinated development between the roadways and abutting property which it serves. It is essential that entrances or exits of adequate design be provided for abutting properties, especially commercial properties, in order that ingress and egress may be made as safe as possible to the traveling public, and to those who utilize the roadway. Issuance of permits, construction and maintenance of these driveways should be in accordance with Reeves Counties Regulations. A completed Permit Form 1001 is necessary whenever new access driveways are constructed or existing access driveways are modified.

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## **REGULATIONS OF REEVES COUNTY, TEXAS, FOR THE CONSTRUCTION OF DRIVEWAYS AND CULVERT IN COUNTY EASEMENTS AND RIGHTS-OF-WAY**

### **SECTION 1. AUTHORITY**

These regulations are adopted by the Commissioners' Court of Reeves County, Texas.

### **SECTION 2. DEFINITIONS**

As used in these Regulations, the following words and phrases have the following meanings:

A. "County or public easements or rights-of-way" mean any right, title or interest in land acquired, claimed or maintained by Reeves County for road and road drainage.

B. "Person" means any individual, corporation, partnership, limited partnership, joint venture or other entity.

C. "County Engineer" means the County Road & Bridge Administrator of Reeves County, Texas.

D. "Roadway" means the portion of the improved surface of the County or public easement or right-of-way used for travel by vehicular traffic which is usually constructed of concrete, asphalt, gravel, shell or other material providing a hard surface.

E. "Driveway" means an improved surface used for vehicular access from the edge of a county roadway to the right-of-way or easement line.

F. "Culvert" means a hollow structure of concrete which provides waterway openings to conduct water for drainage purposes.

G. "Sidewalk" means an improved surface used for pedestrian traffic along the county right-of-way or easement.

H. "Start of Construction" means the commencement of any grading, excavation, removal of concrete curb, or setting of culvert pipe on County or public easements or rights-of-way.

### **SECTION 3. GENERAL PROVISIONS**

A. Construction of driveways, sidewalks, culverts whenever applicable, or the replacement of existing driveways, sidewalks or culverts on County or public easements on rights-of-way without first securing a permit is prohibited.

B. Applications for permits for the construction of driveways, sidewalks and culverts on county or public easements or rights-of-way shall be made to the County Road & Bridge Administrator.

C. When an application for a driveway with or without culvert or sidewalk is filed, the applicant will provide the County Road & Bridge Administrator with the data needed to determine the following:

1. The location of the driveway, sidewalk and/or culvert within the county or public easement and right-of-way.
2. The location of all physical objects such as drainage inlets or catch basins within the portion of the driveway or sidewalk which is within the county or public easement or right-of-way that might conflict with the construction of the driveway. The applicant must provide the location of all man-made objects within the portion of the driveway or sidewalk which is within the county or public easement or right-of-way.
3. That a driveway connecting to a concrete curb and gutter street or road is designed in accordance with Reeves County Road & Bridge standards and any subsequent amendments or revisions thereto as promulgated by the County Administrator.
4. That a driveway constructed over a roadside ditch culvert conforms to at least the geometric requirements of the aforementioned drawings.
5. That the maximum width of a driveway serving a single family dwelling or an agricultural property and connected to a county street or road with roadside ditches shall not exceed thirty-six (36) feet.
6. That the maximum width of a commercial driveway over a roadside ditch shall not exceed ninety-six (96) feet.
7. That driveways proposed to be located on a corner lot is not shown to be located within any portion of public street curb radii.
8. Whether a special design is required whenever the driveway may be proposed in a location hazardous to traffic safety.
9. That driveways located on the same property shall be separated by a minimum of twenty (20) feet.
10. That sidewalks constructed in the county right-of-way or easements be constructed in accordance with the Reeves County Road & Bridge Department standards and any subsequent amendments or revisions thereto as promulgated by the County Road & Bridge Administrator.
11. That any sidewalk constructed on a corner lot shall have a wheel chair ramp constructed in accordance with the latest requirements of the Architectural Barrier Act, Article 9102 Texas Civil Statutes, if said ramp is not already in place.
12. When an application for only a culvert is filed, the applicant will provide the County Road & Bridge Administrator with the data needed to determine the following:
  - A. The location of the culvert by staking the beginning and the end of the proposed culvert on the ground and showing the distance from the nearest property corner or intersecting street or road.

B. Whether the culvert will provide ultimate access to a single family dwelling or whether it will serve another type of land use.

C. The type of culvert structure. All culverts shall be constructed of reinforced concrete, and/or corrugated or steel pipe. All pre-cast conduits or pipe shall be new, tongue and groove (bell ended pipe shall not be use), reinforced Class III pipe. An exception may be granted for the use of used reinforced concrete pipe for residential use only after an inspection of the pipe by County Road & Bridge Administrator or representative determines that the quality of the used pipe is equivalent to new pipe.

D. The length of the proposed culvert based on the following standards:

1. Single Family Dwellings:

(a) Minimum for walkway: one joint of pipe

(b) Minimum for driveway: 16 feet

(c) Maximum for driveway: 36 feet

2. All Other Driveways:

(a) Minimum for driveway: 16 feet

(b) Maximum for driveway: 100 feet

(c) Inlets shall be spaced 50 feet or in the mid-point of any culvert over 50 feet in length.

E. All culverts shall be bedded and backfilled with cement stabilized material from a point six (6) inches below the culvert to one (1) foot below the subgrade of the proposed driveway. Temporary culverts, culverts used for access to property used for agricultural purposes or for access to single family dwellings are exempt from this requirement.

F. The Permittee shall use proper Traffic Control in all work zones for the duration of work.

G. All Traffic Control devices shall conform to the provisions for design, use and application set forth in the Texas Manual of Uniform Traffic Control Devices.

14. The County Road & Bridge Administrator shall review the application and supporting information and determine the following:

A. The size of culvert. [The minimum culvert diameter shall be eighteen (18) inches.]

B. Whether the proposed culvert conforms to all other requirements of these regulations.

C. Whether safety end treatments shall be required to provide reasonable safety, depending upon type, speed, and volume of roadway traffic.

15. Permits shall stipulate that construction pursuant to the permit will be commenced within six (6) months and be completed within nine (9) months from the date of the permit and that fees collected for said permits shall not be refundable. Inspection fees may only be refunded upon written request by the permittee and after approval by Commissioners' Court. Permit fees are not refundable.

16. Permits for the installation of driveways, sidewalks or culverts must be obtained from the County Road & Bridge Administrator to the start of construction.

#### **SECTION 4. CONSTRUCTION & INSPECTION**

A. Driveways connecting to concrete curb and gutter roadways shall be inspected after the placement of reinforcing steel and prior to the placing of concrete, and again after the concrete placement for conformance with County standards.

B. Driveways connecting to asphalt roadways without curbs and gutters will be inspected after the placement of materials for conformance with the geometric requirements of these regulations.

C. The installation of culverts shall be governed by the following procedures:

1. Culverts shall not be backfilled until an inspection is conducted by Reeves County Road & Bridge Administrator or representative to determine that the elevation and grade of the culverts have been correctly set.
2. Culverts shall also be inspected upon completion after construction.
3. The County Road & Bridge Administrator may make any additional inspections deemed necessary to administer these Regulations.

#### **SECTION 5. ENFORCEMENT**

The County Road & Bridge Administrator shall be charged with the enforcement of these Regulations.

If any person violates any provision of these Regulations the County Road & Bridge Administrator will attempt to obtain compliance with these Regulations. In the event the County Administrator is unable to obtain compliance within a reasonable time the County Road & Bridge Administrator may so report to the Commissioners' Court and the following remedies may be pursued:

A. If any person engages in the construction or repair of a driveway, sidewalk or culvert crossing a County easement or right-of-way without a permit, the Commissioners' Court may direct the County Attorney to file suit to enjoin the violation of these Regulations.

B. If any person engages in the construction or repair of a driveway, sidewalk or culvert in any manner except as specified in the permit issued therefor by the County Road & Bridge Administrator, the Commissioners' Court may direct the County Attorney to file suit to enjoin the violation of these Regulations.

C. If any person engages in the construction of a driveway, sidewalk or culvert crossing a county easement or right-of-way without a permit, or if any person engages in the construction or repair of a driveway or culvert in any manner except as specified in the permit issued therefor by the County Road & Bridge Administrator, the Commissioners' Court may order the landowner to remove or repair the driveway or culvert at the landowner's expense.

[Texas Local Government Code §81.025, 1987 Tex. Sess. Law, Serv. 1557 (Vernon)], provides that the Commissioners' Court may punish contempt by fine not to exceed two thousand dollars (\$2000.00), or by imprisonment not to exceed twenty-four (24) hours and in case of fine, the party may be held in custody until the fine is paid.]

D. Any person securing a permit under these Regulations must certify to

Commissioners Court that the terms, provisions and conditions of the permit will be complied with. Violation of this certification constitutes contempt of Commissioners Court.

E. If the Commissioners' Court finds a person to be guilty of contempt, it may enter such orders consistent with general law as it deems appropriate to punish the person guilty of contempt, and may enter such order and further orders enforceable by civil and criminal contempt, and consistent with its authority under general law, as Commissioners' Court deems necessary to enforce and protect its jurisdiction over the matter and to uphold the integrity of these regulations.

F. The procedure for contempt proceedings before Commissioners' Court will be consistent with procedures in actions before other courts in this state for enforcement of court orders, and for the protection of the jurisdiction of courts by process of contempt. Provided, however, that the person shall be given ten (10) days notice of said contempt proceeding by certified or registered mail, return receipt requested.

#### **SECTION 6. EXCEPTIONS**

An appeal for exception to these Regulations will be considered only after good and sufficient cause has been demonstrated by the applicant for an exception:

#### **SECTION 7. POLICY SUBJECT TO CHANGE WITHOUT NOTICE**

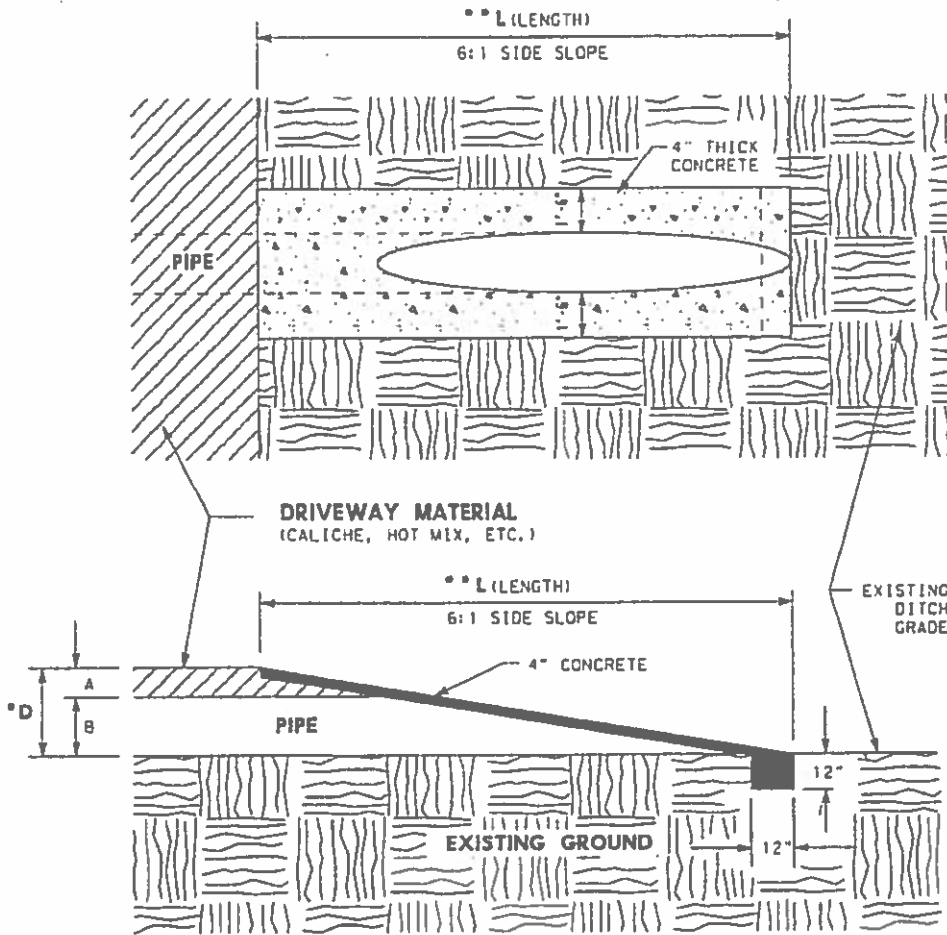
Notwithstanding anything in this policy to the contrary, all of these policies are subject to change at anytime without notice. Requests for crossings of any kind can and will be made based on the particular circumstances of the request. Requests for longitudinal lines will be determined on a case by case basis.

#### **SECTION 8. FEES AND PAYMENT**

All Permits must be paid in full before approval of Permit can be granted. Payments will be made through the County Treasures Office at the Reeves Co. Courthouse in Pecos, TX, 79772. Phone number is 432-445-2631. A copy of each Permit application is required with payment.

Residential/Agricultural:	\$250.00
Commercial	\$500.00

IF MULTIPLE PIPES ARE NEEDED, SEE TABLE FOR CLEAR DISTANCE BETWEEN PIPES.



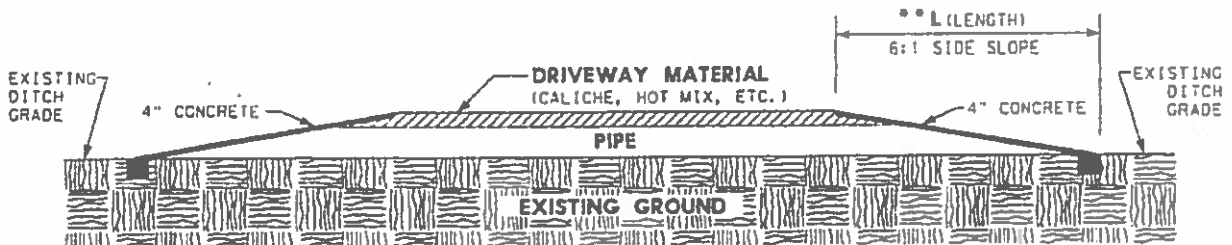
\* (DRIVEWAY MATERIAL) A + B (PIPE) = D (DEPTH)

\*\* (DEPTH) D x 6 = L (LENGTH)

ALL DIMENSIONS SHOULD BE IN FEET.

MULTIPLE PIPE PLACEMENT TABLE	
TYPE OF PIPE	DISTANCE BETWEEN PIPE
DESIGN 3 ARCH PIPE (28 1/2" SPAN x 18" RISE)	1'-5"

### CONCRETE DETAILS FOR PIPE ENDS



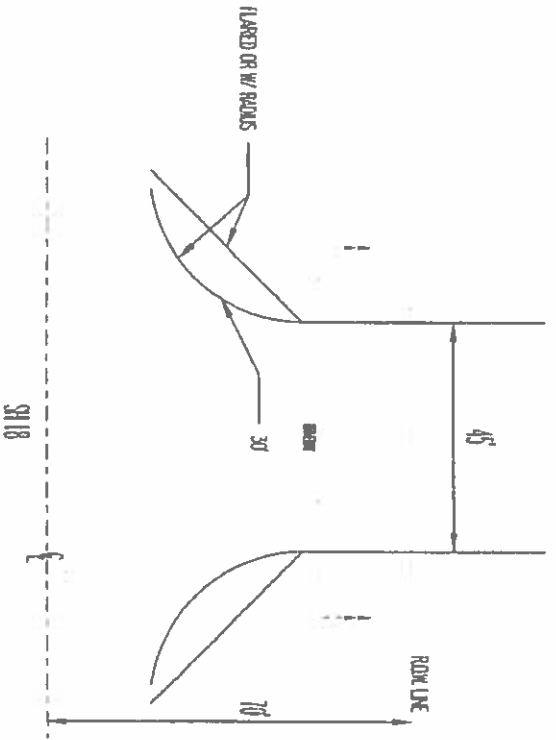
### DRIVEWAY/PIPE ELEVATION VIEW



Texas Department of Transportation

© 2008

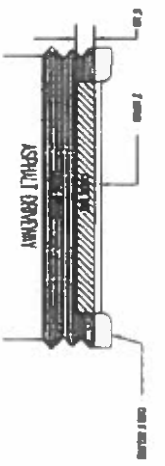
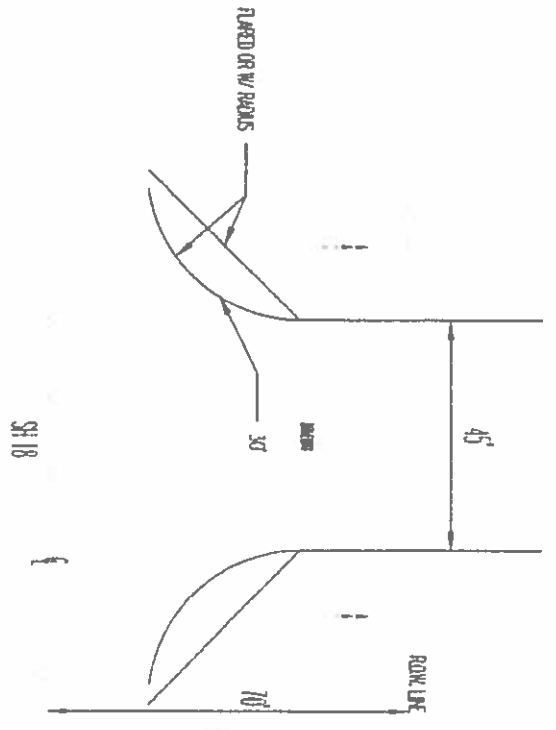
TYPICAL DRAINWAY  
CONCRETE DRAINWAY



GENERAL NOTES

1. Concrete drainage shall be a minimum of 6 inch.
2. Reinforcement for concrete drainage requires 14 #2's minimum least spaced at 12" on center.
3. The rebar requires a 2.5" clear cover from the edge of the concrete to the edge of the rebar or stone.
4. These cross sections depict TYPICAL drainage only. The drainage with drain pipe specifications apply if required.

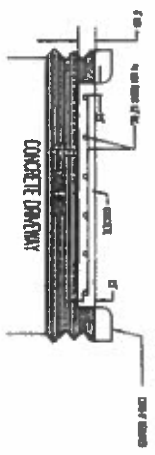
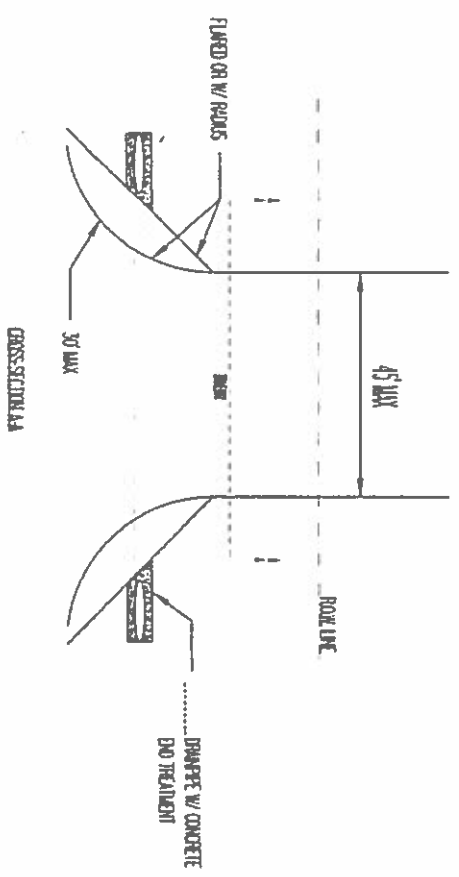
TYPICAL DRAINWAY  
ASPHALT DRAINWAY



GENERAL NOTES

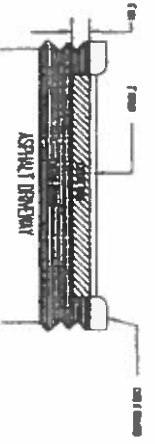
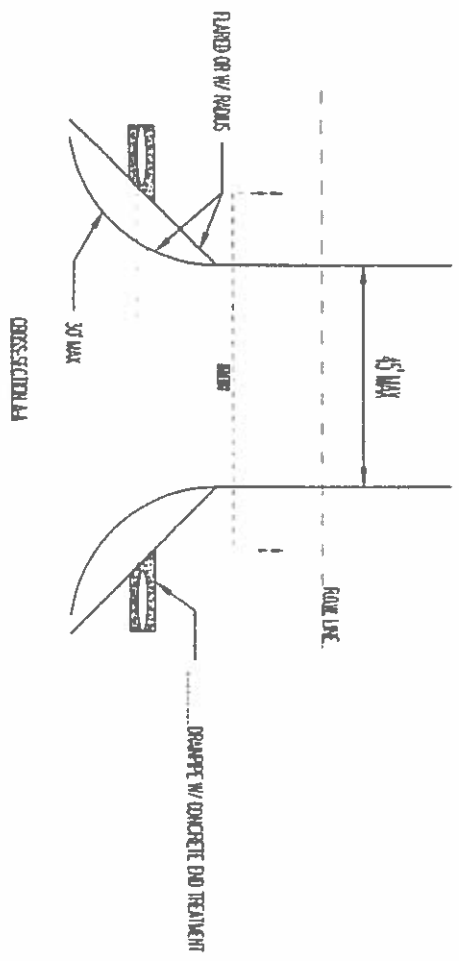
1. Asphalt drainage shall have a 2" thick mat of flexible base. Underlaid 6" of material compacted to a 6 minimum.
2. These cross sections depict TYPICAL drainage only. The drainage with drain pipe specifications apply if required.

TYPICAL DRAINAGE  
CONCRETE/GRADABLE



- GENERAL NOTES**
1. Concrete drainage must be a minimum of 6 inch
  2. Reinforcement for concrete drainage requires #4 (US) minimum rebar spaced at 12" on center.
  3. The rebar requires a 25' clear cover from the edge of the concrete to the edge of the rebar as shown.
  4. These cross sections depict TYPICAL drainage only. The drainage will then per specifications apply if required.

TYPICAL DRAINAGE  
CONCRETE/GRADABLE



- GENERAL NOTES**
1. Asphalt drainage must have a 7 inches on top of flexible base (labeled B) of in-kind compacted to a 6' minimum.
  2. These cross sections depict TYPICAL drainage only. The drainage will then per specifications apply if required.



**REEVES COUNTY ENGINEER**  
**PO BOX 111**  
**PECOS, TEXAS 79772**  
**OFFICE (432) 287-0500 FAX (432)253-3676**

**PENDING:** \_\_\_\_\_

**Permit #** \_\_\_\_\_

**COMPLETE:** \_\_\_\_\_

**Permit to Construct Access Driveway Facilities  
On Public Right of Way**

**1. Applicant Information**

Requestor Name \_\_\_\_\_  
Requestor Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

**2. Location of Property**

County Road Number \_\_\_\_\_  
Latitude: \_\_\_\_\_, Longitude: \_\_\_\_\_

Reeves County, hereby authorizes: \_\_\_\_\_  
Hereinafter called the Permittee, to  construct /  reconstruct a \_\_\_\_\_  
(residential, agricultural, well location, etc.) access driveway on the county right of way abutting county road  
number \_\_\_\_\_ in Reeves County, located \_\_\_\_\_

**Use additional sheets as needed**

Subject to the following:

1. The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the County right of way.
2. Design of facilities shall be as follows and/or as shown on sketch on page 10 and is subject to conditions stated below:  
\_\_\_\_\_  
\_\_\_\_\_
3. Maintenance of facilities constructed hereunder shall be the responsibility of the permittees, and the County reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the roadway. Changes in design will be made only with approval of the County.
4. Any damages to existing roadways, bar-ditches, drains, culverts, asphalt, or chip seal surfaces must be repaired to original or better condition. Also, any excavation on Reeves County right of way shall be put back to previous state and must not in any way hinder, obstruct, or redirect the flow of run-off. Within one year of \_\_\_\_\_

completions, if the construction clean-up leads to failure in one or all of the above mentioned areas, the company's or person's performing the work will be held accountable. The responsible party must repair all damage within one week of the occurrence at their own expense. Failure to comply with these requirements will void this permit.

5. The Permittees shall use proper Traffic Control in all work zones for the duration of work. All Traffic Control Devices shall conform to the provisions for design, use and application set forth in the Texas Manual on Uniform Traffic Control Devices.
6. The Permittees shall hold harmless the County and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
7. Except for regulatory and guide signs at city streets, county and state roads, the Permittees shall not erect any sign on or extending over any portion of the county right of way.
8. The County reserves the right to require a new access driveway permit in the event of a material change in land or vehicle types.
9. This permit is good for 6 months. This permit will become null and void if the above-referenced driveway facilities are not constructed within the 91<sup>st</sup> calendar day from the start of construction.
10. The Permittee(s) will contact the County's representative at Telephone: (432) 445-3075, at least twenty-four (24) hours prior to beginning the work authorized by this permit.
11. All Permits must be paid in full before approval of Permit can be granted. Payment will be made through the County Treasures Office at the Reeves Co. Courthouse in Pecos, TX, 79772. For payment arrangements, please Call 432-445-2631. A copy of the application is required when making payment.

The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of and access driveway on the County right of way.

Date: \_\_\_\_\_  
Property owner or owner's representative /Print Name

Date: \_\_\_\_\_  
Reeves County Road & Bridge Administrator

\_\_\_\_\_  
Date of Issuance County Authorized Representative

Date Paid: \_\_\_\_\_ Permit Amount: \$ \_\_\_\_\_ .00 Amount Paid: \_\_\_\_\_

## **ACCESS DRIVEWAY REGULATIONS**

The Reeves County Commissioners Court in Recognition of its Responsibility for the safety and Utility of Public Highways under its Jurisdiction, has directed this Department to Adopt Access Driveway Standards to accomplish a coordinated development between highways and abutting property.

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### **SKETCH OF INSTALLATION**

(Use additional sheets as needed)