



**COMAL COUNTY**  
ENGINEER'S OFFICE

**PIPROW PERMIT APPLICATION CHECKLIST**

Staff will complete shaded items

Date Received	Initials	Permit Number

**Instructions:**

Place a check mark next to all items that apply. This PIPROW Permit Application Checklist **must** accompany the completed application.

**PIPROW Permit (Driveways and Landscaping)**

- Completed Application
- Site Plan/Survey showing the proposed work to be done in the public right-of-way
- Required Permit Fee - \$25

**PIPROW Permitting Process**

- Step 1:** Submit Application. To submit via e-mail please send to Kathy Griffin, [griffk@co.comal.tx.us](mailto:griffk@co.comal.tx.us), once received we will call you to process a \$25+\$1 bank fee credit card payment. You may also submit by mail or in person at 195 David Jonas Dr. New Braunfels, TX 78132. Please make checks in the amount of \$25 payable to Comal County.
- Step 2:** Schedule On-Site Meeting - Contact the Right-of-Way Inspector to arrange an on-site meeting to finalize the application. Typically the Permit to Construct is issued during the on-site meeting. *Cell: (830) 446-6062 Office: (830) 608-2090*
- Step 3:** Construct Improvements (Construction of a driveway occurs and must comply with the Driveway Detail Standard) Concrete driveways require a pre-pour inspection with the Right-of-Way Inspector.
- Step 4:** Schedule Final Inspection - When construction is complete, the applicant will notify the County Engineer in writing at [contact2@co.comal.tx.us](mailto:contact2@co.comal.tx.us) *Subject Line: PIPROW Final* and schedule a final inspection, this is the final step for approval.
- Step 5:** Permit Issued - Upon completion of the final inspection the permit will be issued.

**OR**

**PIPROW Permit (Blanket)**

- Completed Application
- Ownership and Maintenance Exhibit (letter from Engineer/Developer establishing responsible entities for the improvements permitted within the right-of-way)
- Utility placement/street section exhibit (drawing depicting the location of typical utilities located in the right-of-way)
- Typical driveway standard exhibit (detail of driveway for residential lot access)
- Verification the covenants, conditions & restrictions include the above typical driveway standard and includes the responsible entity for compliance and enforcement.  
(Example: Copy of filed covenants, conditions & restrictions that include driveway requirements)
- Required Permit Fee - \$25

**I affirm that I have provided all information required for my PIPROW Permit and that this application constitutes a completed PIPROW Permit Application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_ COMPLETE APPLICATION

Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

INCOMPLETE APPLICATION  
\_\_\_ (Missing Items Circled, Application Refeused)

**PRIVATE IMPROVEMENT WITHIN PUBLIC RIGHT OF WAY PERMIT TO CONSTRUCT APPLICATION  
COMAL COUNTY, TEXAS**

**1. PERMIT TYPE:**  PIPROW (Driveways, Landscaping, etc.)  PIPROW - Blanket Permit Number \_\_\_\_\_

**2. APPLICANT INFORMATION** (Please print or type) PPI \_\_\_\_\_

Applicant Name \_\_\_\_\_ Email \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Fax \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Application Processing Fee: \$25**

**3. LOCATION OF PROPERTY**

Subdivision \_\_\_\_\_ Unit \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Street Address \_\_\_\_\_ Site Zip Code \_\_\_\_\_

Survey Name \_\_\_\_\_ Abstract Number \_\_\_\_\_ Acreage \_\_\_\_\_

Property Tax Account Number \_\_\_\_\_

**4. DESCRIPTION** (Office Use Only)

<input type="checkbox"/> Driveway	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Blanket	<input type="checkbox"/> Other _____
Driveway Type: <input type="checkbox"/> Constant Slope	<input type="checkbox"/> Valley	Circular Driveway <input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-Engineered Driveway <input type="checkbox"/> Yes <input type="checkbox"/> No

**5. CULVERT INFORMATION** (Office Use Only)

Culvert Diameter _____	Culvert Length _____	Number of Culverts _____
Culvert Type: <input type="checkbox"/> Round	<input type="checkbox"/> Arched	<input type="checkbox"/> Dual Culverts
* Type of Surface Material _____		

ATTACH SITE PLAN OR SURVEY SHOWING THE PROPOSED WORK TO BE DONE IN PUBLIC RIGHT-OF-WAY FOR PRELIMINARY REVIEW, MORE DETAILED DRAWINGS MAY BE REQUIRED BEFORE A PERMIT CAN BE ISSUED.

All construction must be completed in accordance with the Title 4, Chapter 42 of Comal County's Subdivision Regulations.

The Applicant hereby acknowledges and agrees to be strictly bound to Commissioners' Court of Comal County in ensuring that all provisions, conditions and requirements attached to the issuance of the driveway permit(s) under the Title 4 of Comal County's Subdivision Regulations will be faithfully and fully complied with.

The permit applicant understands and agrees that the County Engineer, or his authorized agent, may make scheduled or unscheduled inspections of the property upon the issuance of the permit. The applicant acknowledges that the driveway construction must be inspected after it is finished. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, then the undersigned acting as the authorized representative of said entity will be responsible for ensuring the entity's compliance with all provisions, conditions and requirements of the development and driveway permit.

**THE PERMIT APPLICANT IS RESPONSIBLE FOR ANY NECESSARY UTILITY LOCATIONS WITHIN THE CONSTRUCTION AREA AND MUST PROVIDE A CLEARLY MARKED ADDRESS AT THE PERMIT LOCATION PRIOR TO SCHEDULED INSPECTIONS.**

**COMAL COUNTY HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. THE ISSUANCE OF THIS PERMIT DOES NOT ABSOLVE THE APPLICANT FROM THE NEED TO OBTAIN ANY OTHER LAND RIGHTS OR PRIVATE, LOCAL, STATE OR FEDERAL PERMITS THAT MAY BE REQUIRED FOR THE PLACEMENT OF THE IMPROVEMENTS.**

In no way does Comal County's issuance of a permit, under this Title, constitute an endorsement or warranty of the Applicant or the quality of the Applicant, Applicant's officer, agent or employee's workmanship.

I, \_\_\_\_\_, the undersigned, have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct. In addition, I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application, as applicable.

\*CONCRETE DRIVEWAYS REQUIRE A PRE-POUR INSPECTION PRIOR TO CONCRETE BEING POURED.

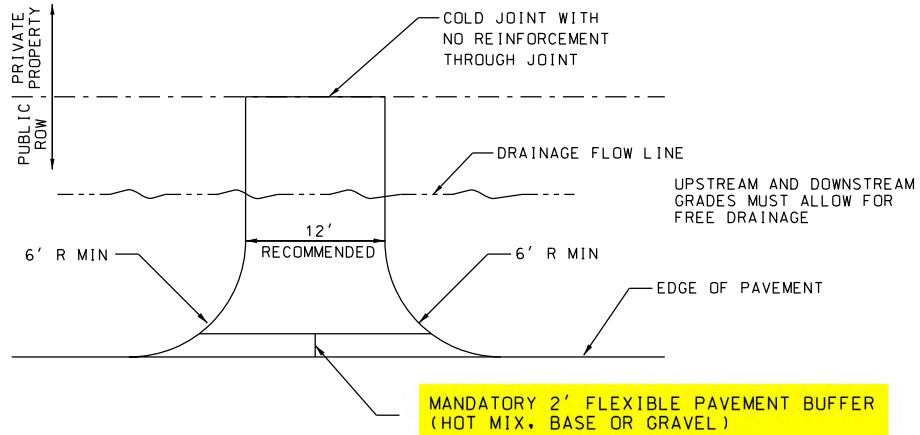
SIGNATURE of Applicant/Agent or Attorney \_\_\_\_\_ Date \_\_\_\_\_

Approved  See Attached Notice  Denied Reason(s) for Denial: \_\_\_\_\_

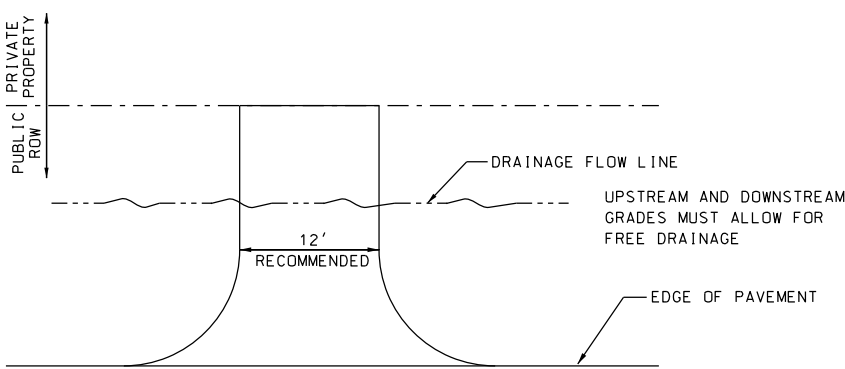
SIGNATURE of Authorized Agent of Comal County \_\_\_\_\_ Date \_\_\_\_\_

**Permit to Construct is valid for one year from date of issuance.**

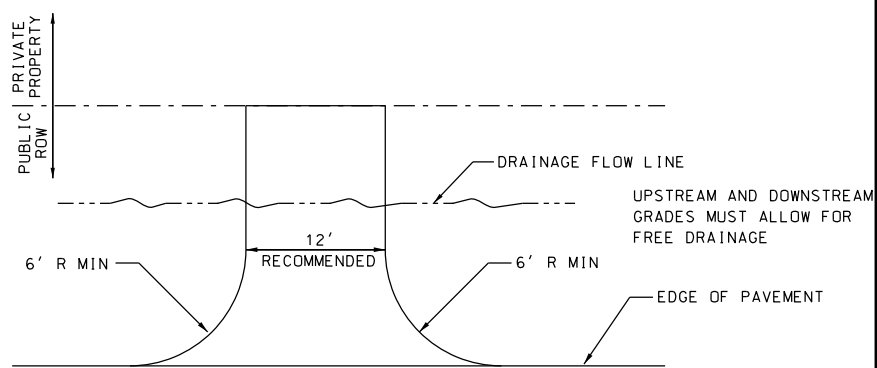
**When all work has been completed, notify the County Engineer in writing. Email notices to [contact2@co.comal.tx.us](mailto:contact2@co.comal.tx.us) with the subject titled: PIPROW Permit or mail notices to 195 David Jonas Drive, New Braunfels, TX 78132 or fax to (830) 608-2078.**



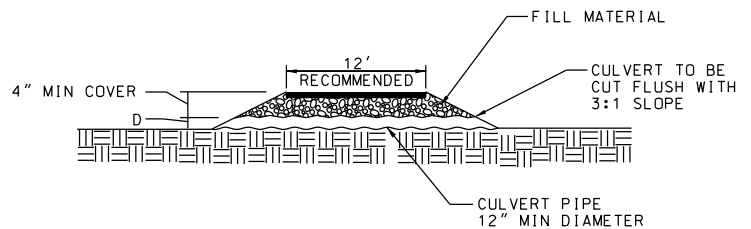
PLAN OF DRIVEWAY CONNECTION  
CONCRETE



PLAN OF DRIVEWAY CONNECTION  
DIRT OR BASE



PLAN OF DRIVEWAY CONNECTION  
ASPHALT



DRIVEWAY WITH CULVERT  
CROSS SECTION

NOTES:  
DRAINAGE SHALL BE ADDRESSED BY ONE OF THREE OPTIONS:  
1) DIP  
2) CONSTANT SLOPE  
3) CULVERT  
IT IS RECOMMENDED THAT A CULVERT TYPE DRIVEWAY BE USED ONLY WHEN EXTREME CONDITIONS PREVENT THE USE OF A DIP OR CONSTANT SLOPE FROM BEING FEASIBLE. CONSULT WITH COMAL COUNTY ENGINEER'S OFFICE FOR APPLICATION TO LOCAL CONDITIONS.

**NO OTHER IMPROVEMENTS THAT PROJECT ABOVE EXISTING GRADE SHALL BE ALLOWED WITHIN THE COUNTY RIGHT OF WAY.**

**WATER MUST FLOW FREELY THROUGH CULVERT PIPE OR OVER DIP TYPE DRIVEWAY.**

**IT IS RECOMMENDED THAT THE CONTRACTOR CONTACT THE COMAL COUNTY ENGINEER'S OFFICE FOR FOR A PRE-POUR INSPECTION PRIOR TO POURING CONCRETE OR PLACING HOT MIX ASPHALT.**

POTENTIAL CONCRETE AND ASPHALT CONTRACTORS(\*):

SILVERADD CONSTRUCTION	(830) 639-4439
GIBSON CONSULTING	(830) 822-4869
BACKHOE BOB	(830) 935-3388
JACK RYAN	(830) 899-3200
C.B. PAVING	(830) 980-2880
JCN CONSTRUCTION	(830) 228-5025
PDO CONCRETE	(210) 521-7783

POTENTIAL PIPE DISTRIBUTORS(\*):

TX CORRUGATORS	(210) 653-1600
McCOYS	(830) 629-2111
HOME DEPOT	(830) 625-3334
EBERHARDT	(830) 625-4616

(\* ) THESE CONTRACTORS VOLUNTARILY SUPPLIED THEIR NAMES TO COMAL COUNTY. THEY ARE LISTED IN NO PARTICULAR ORDER. THE COUNTY IS NOT RECOMMENDING THESE PARTICULAR CONTRACTORS. IT IS SIMPLY PROVIDING A LIST OF CONTRACTORS TO HELP WITH THE FACILITATION OF DRIVEWAY CONSTRUCTION.

**Comal County  
Road Department**  
195 David Jonas Drive  
New Braunfels, TX 78132  
Phone: (830) 608-2090  
Fax: (830) 608-2009

**DRIVEWAY DETAIL  
STANDARD**

Date: 08/11/03	REVISIONS		SCALE: NTS
	No.	Date:	
Drawn by: RHB	1.	06/08/09	
Checked by: THH			Sheet 1 of 1



# COMAL COUNTY

## ENGINEER'S OFFICE

Concrete Driveway Construction

6/4/14

All Installers / Builders

RE: 24 inch Gap Between County Roads

There is a **MANDATORY 24 inch setback** from the county roads to the face or front edge of all concrete driveways in Comal County. This “gap” can be filled with hot mix asphalt, cold mix asphalt, decomposed granite, limestone base, or gravel.

**\*PRE-POUR INSPECTION IS REQUIRED PRIOR TO CONCRETE BEING POURED.**

It is the responsibility of the driveway contractor, builder, or homeowner to install and maintain this setback “gap”. Comal County does not install or maintain these setback “gaps”.

Questions may be directed to: Alan Hellsten, PIPROW Inspector.

Phone: 830-446-6062