



COMAL COUNTY
ENGINEER'S OFFICE

PIPROW PERMIT APPLICATION CHECKLIST

Staff will complete shaded items

<i>Date Received</i>	<i>Initials</i>	<i>Permit Number</i>

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 - Visit our website at www.cceo.org to complete the Online Permit Application. You may also submit by mail or in person at 195 David Jonas Drive New Braunfels, TX 78132.
- 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. *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 *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 Refused)



PIPROW PERMIT APPLICATION
(PRIVATE IMPROVEMENT WITHIN THE PUBLIC RIGHT-OF-WAY)

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

2. **DESCRIPTION:** ☐ Driveway ☐ Landscaping ☐ Both ☐ Other _____

Application Processing Fee: \$25

3. **APPLICANT INFORMATION** (Please print or type)

Applicant Name _____ Email _____

Applicant Mailing Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone _____

4. **PROPERTY OWNER INFORMATION**

Property Owner Name _____ Email _____

Property Owner's Mailing Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone _____

5. **LOCATION OF PROPERTY**

Subdivision _____ Unit _____ Lot _____ Block _____

Address _____ City _____ State _____ Zip _____

Survey Name _____ Abstract Number _____ Acreage _____

Property Tax Account Number _____

6. **SITE PLAN**

Attach a site plan or survey showing the proposed work to be done within the public right-of-way for preliminary review, more detailed drawings may be required before a permit can be issued.

7. **SIGNATURE OF APPLICANT**

All construction must be completed in accordance with the Title 4 - Comal County Public Right-of-Way Order for Private Construction within Public Right-of-Way.

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 - Comal County Public Right-of-Way Order for Private Construction within Public Right-of-Way 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.

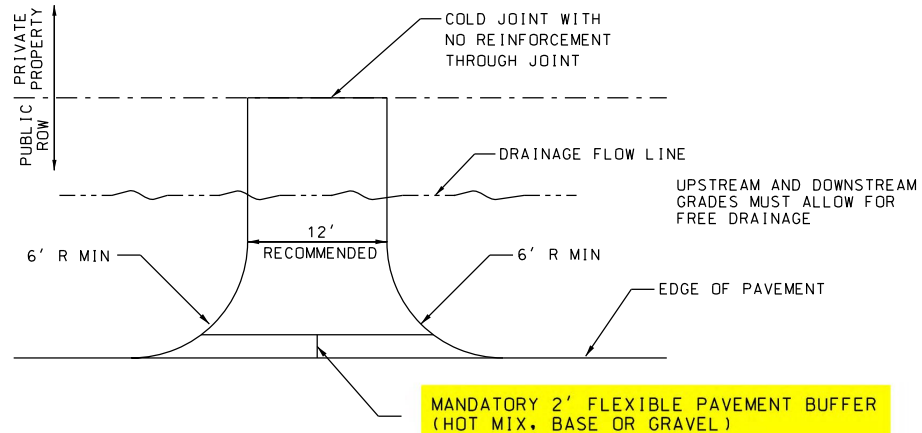
In no way does Comal County's issuance of a permit, under this Title, constitute an endorsement or warranty of the Applicant or the quality of the Applicant, Applicant's officer, agent or employee's workmanship.

Start of construction of the PIPROW shall not commence until the Permit to Construct has been issued by the County Engineer.

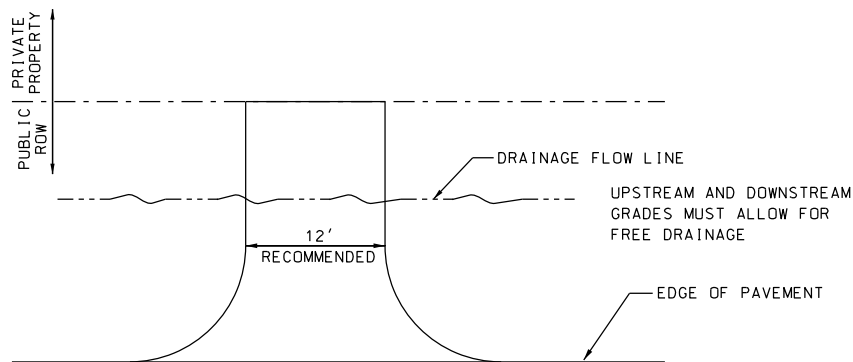
I, _____, the undersigned, have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct. In addition, I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application,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

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

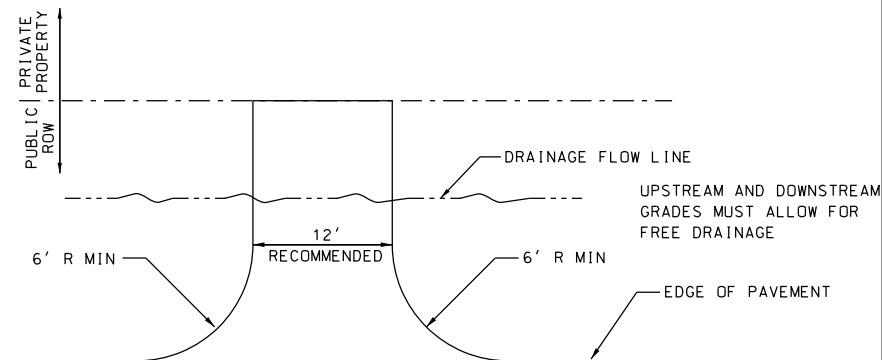
SIGNATURE of Applicant/Agent or Attorney _____ **Date** _____



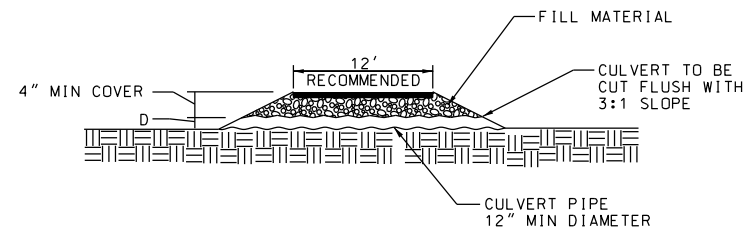
PLAN OF DRIVEWAY CONNECTION
CONCRETE



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 A PRE-POUR INSPECTION PRIOR TO POURING CONCRETE OR PLACING HOT MIX ASPHALT.

POTENTIAL CONCRETE AND ASPHALT CONTRACTORS(*):

SILVERADO 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

Drawn by: RHB

Checked by: THH

REVISIONS

No. Date:

1. 06/08/09

SCALE: NTS

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: Andy Velasquez, PIPROW Inspector.

Phone: 830-500-9449



Important Message to All Landscapers and Irrigators Working in Comal County Rights-of-Way

All contractors and builders constructing private driveways or **other improvements** in the public rights-of-way under Comal County's jurisdiction are required to apply for a permit under the County's PIPROW Order No. 347: Private Construction within Public Right-of-Way. This includes landscaping, which can be included in a PIPROW permit during the driveway permit application process.

https://cceo.org/road/documents/PIPROW_Permut_Application_Combined.pdf

https://www.cceo.org/road/documents/Title4_092514.pdf

Under Title 4, Chapter 42 of the Order;

42.001. Definitions

(e) "Clear Zone" means the unobstructed, relatively flat area beyond the edge of the traveled way that allows a driver to stop safely or regain control of a vehicle that leaves the traveled way. The width of the Clear Zone shall be compliant with Table 3.1 from the AASHTO Roadside Design Guide (2006) as currently amended.

(p) "Irrigation" means the equipment utilized to artificially apply water to facilitate vegetative growth. Equipment includes, but is not limited to, spray heads, pipes, control wiring and drip irrigation tubing.

42.004. Index to Regulations

(r) Irrigation shall only be permitted in a curbed roadway section behind the back of curb.

42.006. Improvement Design

(a) All aspects of a proposed improvement shall be confined within the Applicant's property Frontage.

(b) **Locations of improvements shall be selected to provide maximum safety for highway traffic and for users of the improvement.** If necessary, the CCEO may require the Applicant to submit a sight distance study and/or drainage study for the desired improvement. The sight distance study and/or drainage study shall be prepared by a registered professional engineer.

(c) **Drainage in Roadway side ditches and on the Roadway shall not be altered or impeded.**

(d) The Applicant shall assume full responsibility for notification, coordination, and relocation of utility facilities impacted by the proposed access.

(e) Applicant shall assume full responsibility for construction and maintenance of the proposed improvement.

Landscaping rock permitted within the county right-of-way shall meet the requirements of Title 4 listed above and all other applicable items of the order. Rock within the right-of-way shall be set back from the edge of paving a minimum of three (3) feet and shall be flush with existing natural ground. Landscape rock installed in the roadside ditch and in the flow line of the roadside culverts shall be flush with natural ground to within 2 inches. Improvements not meeting the requirements of the Order are subject to removal by the county at the owner's expense. See attached images of acceptable and unacceptable installations.



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