

Nancy S. Mikeska, Director

Chuck Purvis, Certified Building Official

(936) 522-3610



CITY OF CONROE
COMMUNITY DEVELOPMENT

Driveway Permit

Applicant Information

Name:	Applicant Is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor
Email:	Phone:

Project Information

Address of proposed Driveway:

Street Section: <input type="checkbox"/> Open Ditch <input type="checkbox"/> Curb and Gutter	Classification: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential
Proposed width: _____ ft. (residential: 12' min, 30' max/ Commercial: 20' min, 45' max)	Material: <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt
<input type="checkbox"/> New driveway <input type="checkbox"/> Replacement of existing drive <input type="checkbox"/> Addition to existing drive <input type="checkbox"/> Other:	
Street name that the proposed driveway will face:	

- Please provide a site plan that shows the proposed improvements in relation to the property boundaries.
- Driveways to be per TX DOT and the City of Conroe Ordinance and Specifications, and in compliance with approved plans.
- For all driveways with open ditch drainage, the minimum culvert size will be determined by the Public Works Department.
- Public Works will set the culverts for residential homeowners. Builders and developers will set their own culverts.
- Once the homeowner has purchased the proper size culverts, and marked the driveway location, they must contact Public Works at (936)522-3885 to schedule a time for installation.
- Open ditch configurations will require 2 separate inspections.
 - The first inspection will occur after the culverts are set in place to check the proper elevation of the flow line.
 - The second inspection will occur after the rebar is installed for a concrete driveway, or after the base material is installed for an asphalt driveway.
- Curb and gutter configurations will only require one inspection. This will occur after the rebar is installed for a concrete driveway or after the base material is installed for an asphalt driveway. All driveways must be constructed per City of Conroe specifications found in the Design Manual, Division IX, and Street Paving Design Requirements. Reference "typical residential driveway detail" and "typical commercial driveway detail". Copies can be purchased at City Hall or found on the City website (www.cityofconroe.org).
- All inspections must be scheduled 24 hours in advance by calling the Inspection Line at (936)522-3121.
- For an existing concrete street with 6" concrete standup curb and gutter, saw cut a minimum 1 1/2" deep and remove existing curb and 18" of pavement the width of the proposed driveway from end of radius to end of radius and expose 12" of existing steel and tie to new steel. Re-pour gutter with proposed driveway.
- All driveways are to be constructed on compacted base material.
- For existing asphalt pavement with 6" monolithic standup curb and gutter, saw cut curb and gutter a minimum of 1 1/2" deep and remove it the width of the proposed driveway from end of radius to end of radius. Epoxy 3 dowels a minimum of 6" into existing curb and gutter at saw cut section if 6" of reinforcing steel is not exposed. Re-pour gutter with proposed driveway.
- Provide expansion joint between existing and proposed concrete curb and gutter and at the right-of-way line and continue any street expansion joints that are in line with the driveway.
- For existing concrete streets with rollover curbing, install an expansion joint at back of existing curb and at right-of-way, and pour a 10"x 10" concrete paving header directly behind curb.
- If a sidewalk is to be placed, the forms and steel must be ready for inspection at the same time as the approach.
- Expansion joint material shall be in accordance with the City of Conroe Ordinances and Specifications, and any amendments.

Office Use Only

Minimum culvert size required _____ reinforced concrete pipe at _____ grade.

Prepared by: _____ Date: _____ Approved by: _____ Date: _____

Additional Notes:
