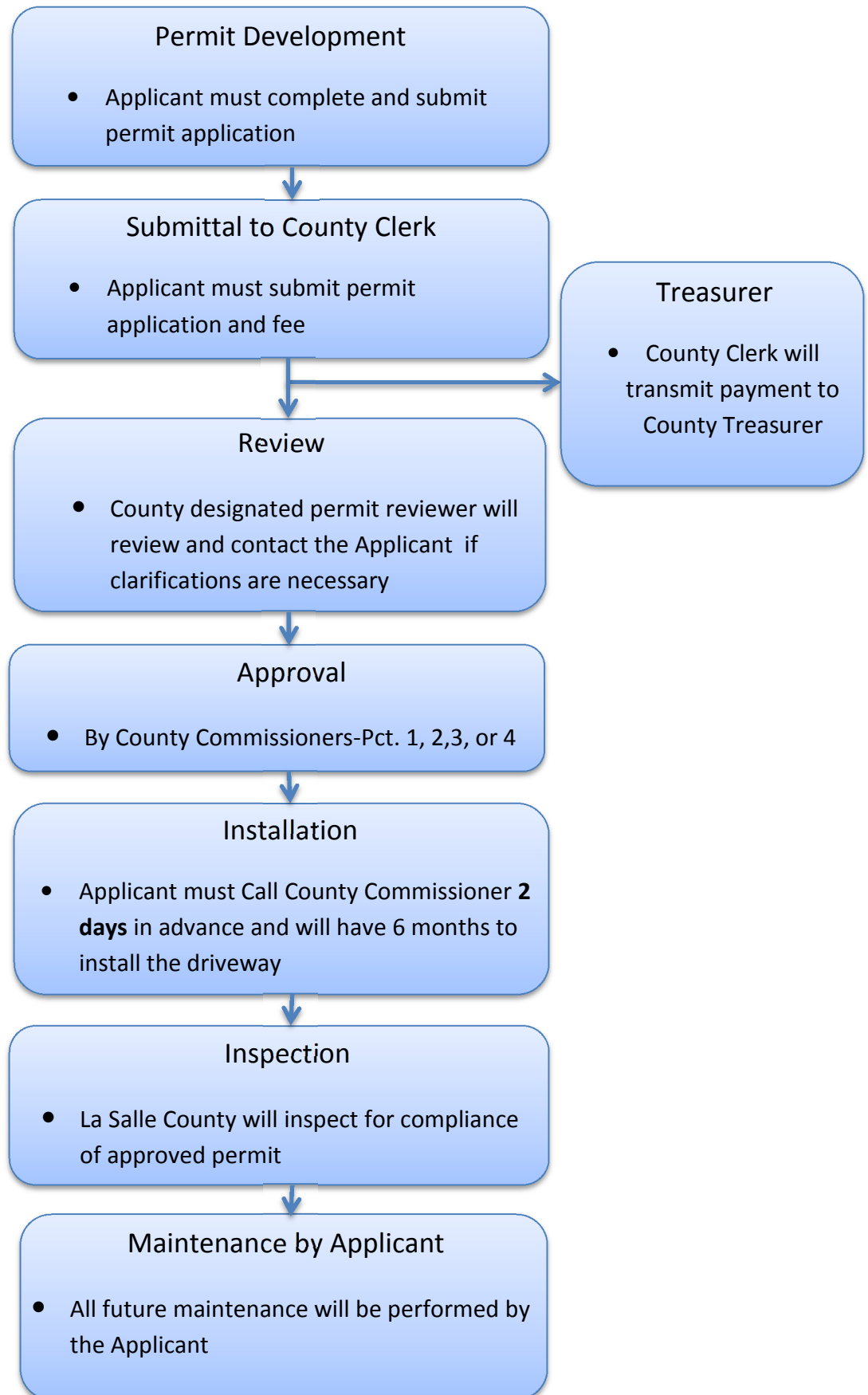
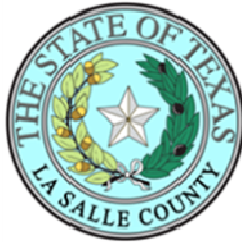




# La Salle County Driveway Permit Process





# **La Salle County**

## **Access Management Manual**

### **Located at:**

101 Courthouse Square #107

Cotulla, TX 78014

(830) 879-4432

### **Adopted On:**

April 13, 2015

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### Appendix A

Permit to construct access Driveway Facilities on La Salle County Road Right of Way

## **Section 1: Purpose of Driveway Policy**

### **Overview:**

With the increase of development in the County, the need for proper management of county road access has become necessary to help and accomplish a coordinated development between roads and the abutting property which it serves.

As industrial and commercial traffic in the County increase it is the County's responsibility to move vehicular traffic safely and efficiently. Physical obstructions and influence on traffic are caused by the presence and use of access driveways to properties along the roads, therefore, it is essential that entrance on exits be designed to a standard for safety.

The La Salle County Driveway Permit Process provides a standard for which access onto public county roads will be followed and establishes an administrative procedure to track upcoming construction projects.

## Section 2: Process of Driveway Planning and Approval

### Permit & Requirements:

To obtain a permit to construct a driveway or to reconstruct an existing driveway, the applicant must contact the County Clerk for permit directions and necessities. The “Permit to Construct Access Driveway Facilities on La Salle County Road Right of Way” (Appendix A) shall be completed and submitted to the County Clerk’s Office, which will include general applicant information, as well as location and description of the proposed driveway. **Application for permits shall be made by the property owner or their authorized representative, who will represent all parties.**

The requirements for the proposed driveway are as follows: Name of applicant, mailing address, phone number, location, address or nearest roadway intersection, proposed driveway width and a drawing of the proposed driveway.

An Applicant seeking to construct a new driveway, modify an existing driveway, and/or replace an existing driveway must have all the necessary submittals to the County Clerk’s office for review and approval.

Once the driveway application has been received, the County Clerk or a County designated representative shall review and make requests for additional information if necessary. Once the submittal has satisfied all requirements of this Access Management Manual, a permit will be issued.

It shall be unlawful for any person to perform construction activities within a County Right of Way except as authorized by the County Clerk’s office in accordance with this Access Management Manual.

No construction shall be started until the application has been processed and approved by La Salle County.

A driveway must be in accordance to driveway standards. Any changes and/or revisions will require a new application permit, which may delay construction. A La Salle County appointed representative will review the driveway construction to determine if it is acceptable or if modifications are needed. If drainage in the surrounding areas is impacted, or will be impacted as a result of access driveway construction, applicant must coordinate with the appointed La Salle County representative and receive approval.

**Inspection:**

Each proposed driveway application submitted will be subject to inspection by the appointed La Salle County representative and/or the County Engineer. During construction of the driveway an inspector may be required to approve final grades and lines.

If inspection is not approved, the proposed driveway construction will be subject to closure until the issue is resolved. Once resolved, the applicant shall call the County Clerk to schedule a re-inspection.

**\*\*Note:** If construction material changes, a new application must be submitted. This may delay current construction schedule.

**Permit & Fee:**

Any person who wishes to access the County Right of Way must obtain a permit signed by the County Judge or a designated La Salle County representative.

Before the Permit is issued the applicant must pay all necessary fees associated with this permit. The Fee List is as follows:

DRIVEWAY TYPE	FEE
RESIDENTIAL: Home or Single Family Residence	\$50.00
OPERATING RANCH/FARM	\$50.00
MULTI FAMILY HOMES AND RV PARK	\$400.00
COMMERCIAL BUSINESS (stores, restaurants, gas stations and etc.)	\$700.00
INDUSTRIAL (Oilfield Location, Pad Site, Tank Storage, Manufacturing etc.)	\$1,000.00

## Section 3: Driveway Design

### Driveway Overview & General Requirements

- i. The angle of the driveway from pavement shall be 75 to 90 degrees, except that one-way 45 to 90 degrees angle driveways will be permitted for connections to one-way roads.
- ii. The width of a private residential driveway shall not exceed 24 foot width to the centerline of the driveway, except as increased by permissible radii. The driving radius connecting the driveway to the roadway shall not be less than 15 feet.
- iii. A typical design for a private ranch driveway should provide a 25 feet return radii and a 20 foot throat width. The distance from the edge of the pavement to a gate must be sufficient to store the longest vehicle, or combination of vehicles anticipated for use of property. This distance should be able to accommodate a pickup truck with a trailer attachment.

The following guidelines apply to all driveways to County Road.

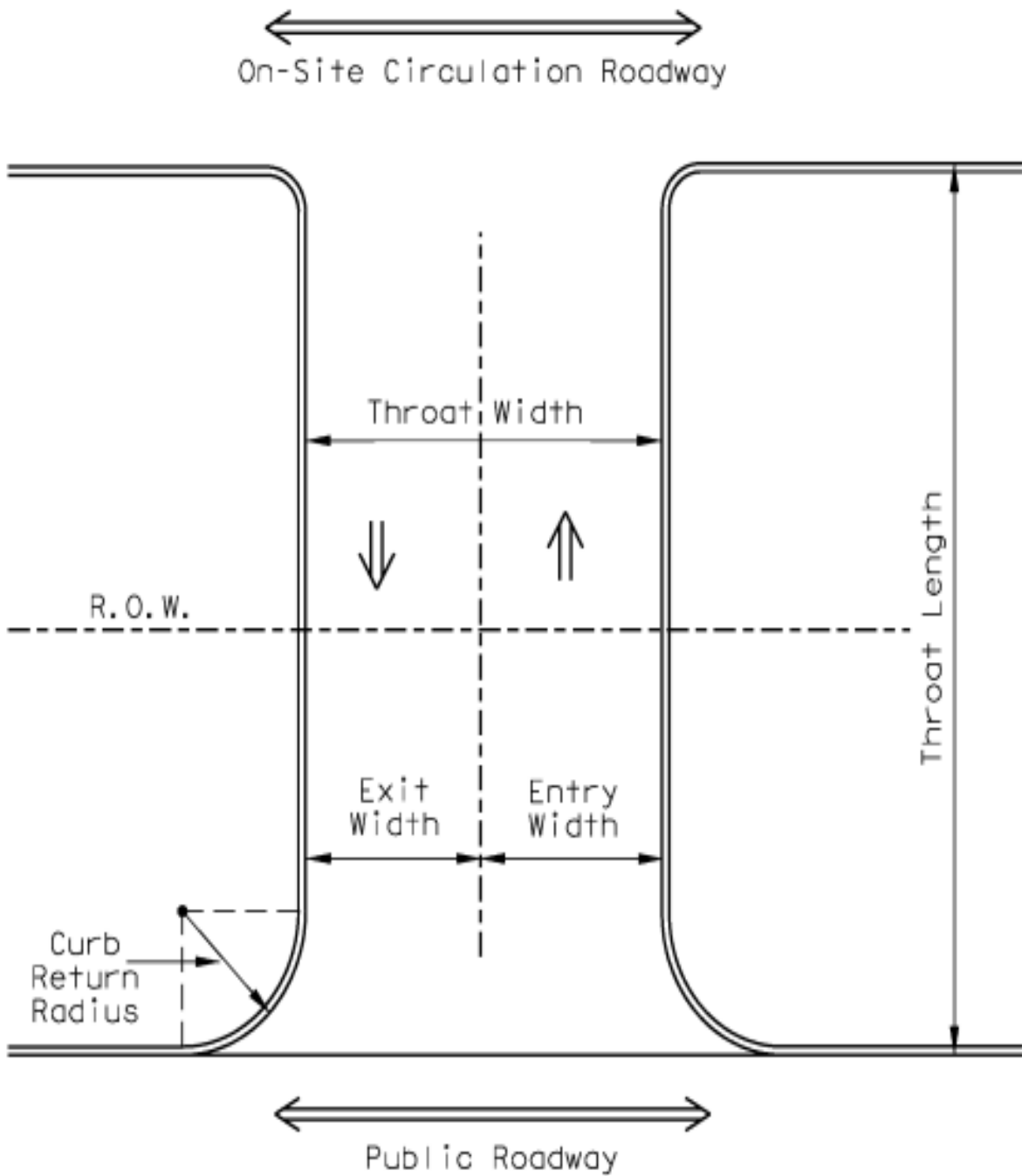
- iv. The driveway placement should be such that drivers approaching from the main roadway will have sufficient sight distance to ascertain the driveway's location in order to safely decelerate and complete the entry maneuver. Also, the driveway placement should be such that a driver will have sufficient sight distance to judge a safe gap to oncoming traffic.
- v. Each driveway radius should accommodate the appropriate design vehicle. This will generally be the passenger car (AASHTO P design vehicle) unless the driveway will routinely be expected to handle more than four larger vehicles per hour. Examples of facilities for which a larger design vehicle would normally be appropriate include truck terminals, bus terminals, and connections that serve the loading docks of shopping centers. Short curve radius will call traffic to interfere with the opposite or oncoming traffic which can lead to collisions.
- vi. **(Figure C-1 Driveway Design Elements)** illustrate various return radius, entry width, exit width, throat width, and throat length.
- vii. With the exception of private residential driveways, farm/ranch driveways, field driveways, and driveways that are designed and signed for one-way

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operation, driveways should be designed to accommodate simultaneous entry and exit by the appropriate design vehicle.

- viii. Driveways that cross sidewalks or that are located in a developing area where pedestrian traffic can be expected should be designed to maintain an accessible route compliant with the Americans with Disabilities Act for cross-slope at least five feet wide across the driveway.





**Figure C-1. Driveway Design Elements**

## Geometrics for Two- Way Driveway

The following are standards for two-way driveways:

**(Private Residential Driveway)** – Driveways serving single-family or duplex residences are normally designed as non-simultaneous two-way driveways. Standard design criteria for private residential driveways are provided in **(Table C-1)**. However, for existing cases where the criteria cannot be obtained, every attempt should be made to match the existing driveway width at the ROW line.

**(Commercial Driveways)** – At locations where the expected volume of large vehicles is four or more per hour, the design should be based on the appropriate design vehicle. Such situations include, but are not limited to, truck stops, warehouses, and concrete batch plants, sources of aggregate, RV sales/truck sales and RV parks. The design should also consider future roadway traffic and local conditions and incorporate simultaneous two-way driveways if justified.

<b>Table C-1. Design Criteria for Private Residential Driveways</b>		
<b>Radius</b>	<b>Throat Width</b>	
<i>US Customary Units</i>		
(ft.)	Standard(ft.)	Maximum(ft.)
15	11 -14	24

In cases where one-way operation is appropriate, a condition of the driveway permit should require that appropriate one-way signing be installed and maintained.

**(Table C-2)** provides standard design criteria for two-way commercial driveways that would be expected to accommodate only passenger (P) and single unit (SU) design vehicles.

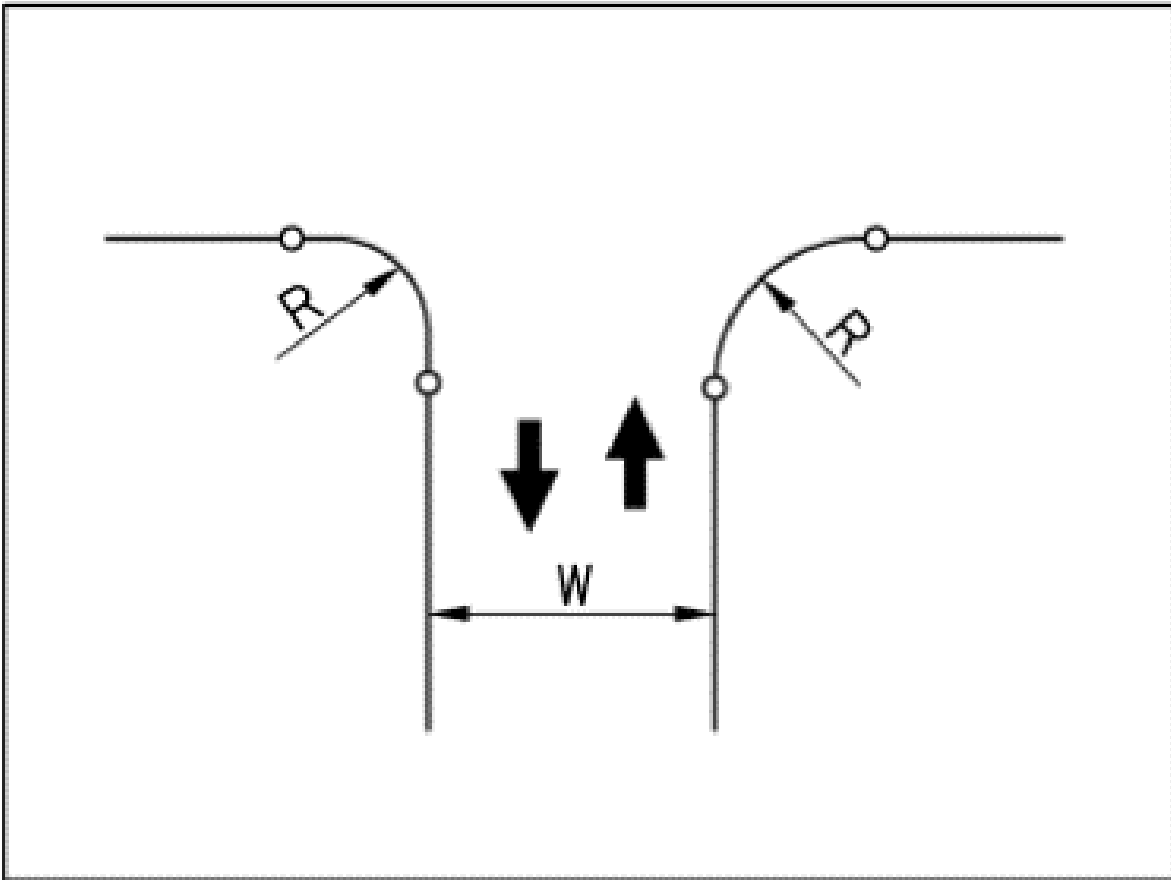
**Table C-2. Standard Design for Two-Way Commercial Driveways**

Condition	US Customary Units	
	Radius (R) (ft)	Throat Width (W) (ft)
One entry lane and one exit lane, fewer than 4 large vehicles per hour (see Fig. C-2)	25	28
One entry lane and two exit lanes, 4 or more SU vehicles <sup>3</sup> per day (see Fig. C-3)	30	30
One entry lane and two exit lanes, without divider (see Fig. C-4)	25	40
Two entry lane and two exit lanes, with divider (see Fig. C-5)	25	44-50
Two entry lanes and two exit lanes, with divider (see Fig. C-6)	25	56-62

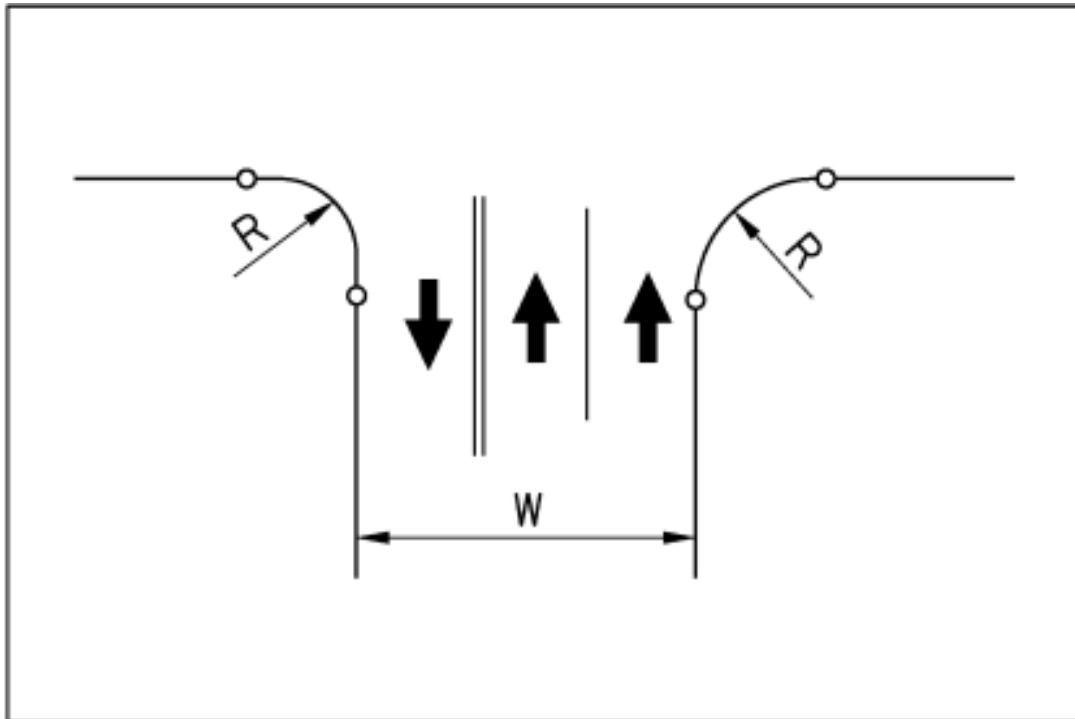
(1)4 ft. [1.2 m] wide divider, face-to-face of curbs (2)10 ft. [3.0 m] wide divider, face-to-face of curbs (3)Driveway designs for larger vehicles will be considered on a case by case basis

- Service Driveways – Service driveways should be designed considering the vehicle type and frequency of use, current and future traffic operations on the state highway, and other local conditions.
- Field Driveways – The distance from the edge of the shoulder to a gate should be sufficient to accommodate the longest vehicle (or combination of vehicles such as a truck and trailer) expected. At a minimum, this will normally be a truck with trailer.
- Farm/Ranch Driveway – A typical design for a farm/ranch driveway should provide a 25-foot return radii and a 20-foot throat width. The distance from the edge of pavement must be sufficient to store the longest vehicle, or combination of vehicles, expected. At a minimum, this will normally be a truck with trailer.

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*Figure C-2. One Entry Lane/One Exit Lane*



**Figure C-3. One Entry Lane/Two Exit Lanes (Without a Divider)**

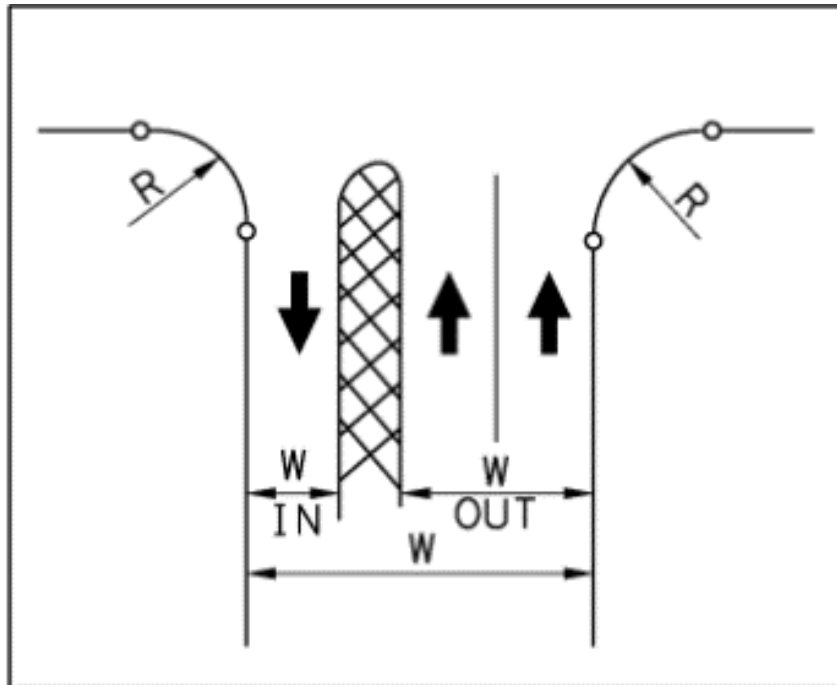
## Divided Driveways

A divided driveway is desirable in the following situations.

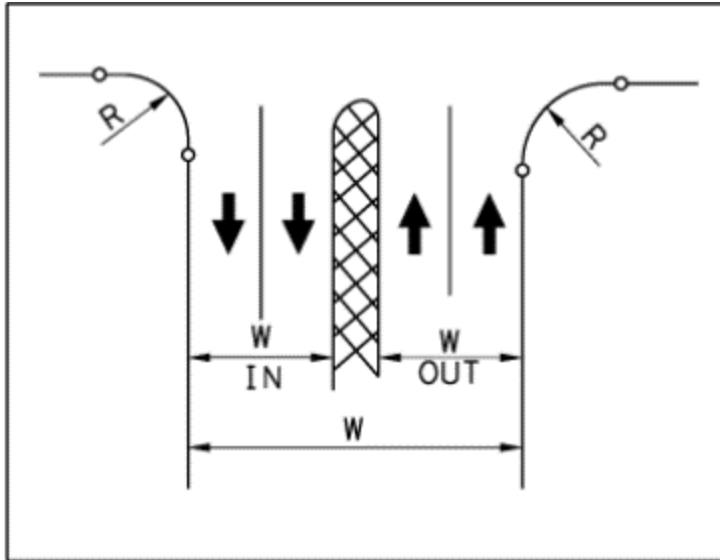
- If there are a total of four or more entering and exiting lanes
- If large number of pedestrians (30 or more in a one-hour interval) routinely cross the driveway
- If locating signing and lighting within a divider may assist approaching drivers in determining the driveway's location and geometrics

- *If an excessively wide divider may confuse drivers and cause them to think there are two closely spaced, two-way driveways. To avoid this problem, the recommended maximum width of a divider is 15 feet [4.5 m]. On the other hand, a divider that is too small may not be adequately visible to the motorist. Therefore the recommended minimum width of a slightly raised divider (height > 4 inches) is 4 feet [1.2 m]*

**See Table C-2 for Suggested Dimensions Based on Conditions.**



**Figure C-4. One Entry Lane/Two Exit Lanes (With a Divider)**



**Figure C-5. Two Entry Lanes/Two Exit Lanes (With a Divider)**  
**See Table C-2 for Suggested Dimensions Based on Conditions.**

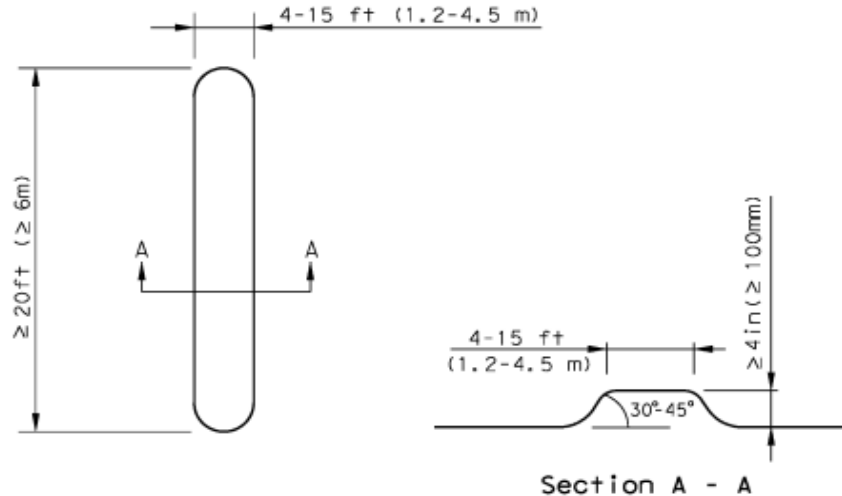
A raised or depressed separation between the entry and exit sides of a divided driveway needs to be visible to drivers. Suggested treatments and divider sizes are shown in Table C-3

**Table C-3. Dimensions for Divider in the Driveway Throat to Separate Entry and Exit Sides of the Driveway**

Treatment	Width	Length
Slightly raised <sup>(1)</sup> (4in [100 mm]) with contrasting surface <sup>(1)</sup>	4 –15 ft [1.2 – 4.5 m]	20 ft [6.0 m]

<sup>(1)</sup>For Rural - Rounded edges, 30° to 45° slope. (See Figure C-7)

Figure C-6 illustrates a slightly raised divider (height 4 inches [100 mm]).



**Figure C-6. Illustration of Slightly Raised Divider**

A divided driveway is desirable in the following situations.

- If a large number of pedestrians (30 or more in a one-hour interval) routinely cross the driveway
- If locating signing and lighting within a divider may assist approaching drivers in determining the driveway's location and geometrics
- *If an excessively wide divider may confuse drivers and cause them to think there are two closely spaced, two-way driveways. To avoid this problem, the recommended maximum width of a divider is 15 feet [4.5 m]. On the other hand, a divider that is too small may not be adequately visible to the motorist. Therefore the recommended minimum width of a slightly raised divider (height > 4 inches) is 4 feet [1.2 m]*

## Materials

All materials must be approved by a County representative and must be consistent throughout the entire construction process. Access Driveways shall be paved with a stabilized all weather surface material to prevent existing road damages.

### Concrete Materials for Mixing at Job Site:

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Portland cement concrete shall consist of Portland cement (delivered in original sacks), washed concrete sand, and washed and graded screened gravel and/or crushed rock. Sand and rock shall be kept separate during delivery and when stock-piled at the job site. Consult the Inspector regarding the proportions of materials to be used in the mix and the method of measurement to be employed. Broken concrete shall not be mixed with or embedded in new concrete.

## **Drainage**

Drainage in roadway side ditches shall not be altered or impeded. When drainage structures are required, the size and other design features shall be approved by La Salle County.

Access driveways shall be constructed to match the grade of the roadway pavement edge or the shoulder edge if a shoulder is present. The driveway shall be designed and constructed in such a manner as to not impede the flow of water away from the roadway pavement.

If the driveway is approved to be constructed at grade through the roadside ditch or natural grade of the roadside, the driveway shall be paved with a stabilized all weather surface material acceptable to La Salle County to conform to the cross section shape of the ditch or other natural grade of the roadside to form a stable driveway. An exception to using stabilized new surface may be approved by La Salle County if the roadside or ditch is naturally stabilized with rock which may be driven on without eroding or rutting in all types of weather.

Safety end treatments will be used for all driveways with drainage structures constructed within the roadway right of way. The side slopes of the driveways must not be greater than the slope of the required safety end treatment and shall match the slope of the safety end treatment at the junction of the two. Approved safety end treatments may be found at TxDOT's standard CAD drawing under Bridge Standards for Safety End Treatments. The most frequently used standard is (*Parallel Drainage for 12"-72" Diameter.*)

**La Salle County**

**Access Driveway Permit Checklist Overview**

Once applicant has completed the process please return application to the County Clerk for review.

La Salle County approval is required if the proposed driveway is outside corporate city limits and the driveway is in La Salle County road right-of-way.

- A Driveway permit is required for all driveways onto La Salle County road right of way.
- Provide a legal description of the property, the acreage, survey name and tax parcel identification number.
- Classify the driveway usage as Residential, Ranch Operating, Oilfield, Multi Family Homes and RV Park, or Commercial Business.
- Provide the number of driveways and their approximate width at the property/right of way line.
- Drawing of driveway according to driveway standards.
- Show proposed driveway location with distance from lot corner and the distance between the edge of pavement and property line.
- Label features clearly on submitted application drawing.
- Distance between existing driveway(s) and proposed driveway.
- Location of existing and proposed driveways and street intersections adjacent to or opposite the property.
- Existing and proposed buildings, walls, fences, signs, poles, water meters, landscaping, etc.
- North Arrow and applicable dimensions

Sign the application and provide a current mailing address and daytime telephone number.

**Only the driveway permit and supplemental drawings must be returned to the County Clerk along with the permit Fee.**

## **Appendix A**





## Permit to Construct Access Driveway Facilities On La Salle County Road Right of Way

Permit Number: _____		
<b>Applicant/Permittee</b>	<b>GPS*</b>	<b>ROADWAY</b>
NAME: _____	LATTITUDE, LONGITUDE _____, _____	NAME: _____
MAILING ADDRESS: _____		<b>FOR COUNTY'S USE</b>
CITY, STATE, ZIP: _____		Pct. No. _____
PHONE NUMBER: _____		_____
*GLOBAL POSITIONING SYSTEM COORDINATES AT INTERSECTION OF DRIVEWAY CENTERLINE WITH ABUTTING ROADWAY		

La Salle County, hereinafter called the County, hereby authorizes \_\_\_\_\_ hereinafter called the Permittee, to \_\_\_ construct/ \_\_\_ reconstruct a \_\_\_\_\_ (residential, commercial, farm, etc.) access driveway on the County Road right of way abutting County Road \_\_\_\_\_ in La Salle County, located \_\_\_\_\_.

USE ADDITIONAL SHEETS AS NEEDED

Subject to the Access Driveway Policy described on page 2 and 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 road right of way.
2. Design of facilities shall be as follows and/or as shown on sketch on page 2 and is subject to conditions stated below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ All construction of materials shall be subject to inspection and approval by the County.

3. Maintenance of facilities constructed hereunder shall be the responsibility of the Permittee, 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 highway. Changes in design will be made only with approval of the County.
4. The Permittee shall hold harmless the County and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
5. Except for regulatory and guide signs at county roads and city streets, the Permittee shall not erect any sign on or extending over any portion of the highway right of way, and vehicle service fixtures such as fuel pumps, vendor stands, or tanks and shall be located at least 12 feet from the right of way line to ensure that any vehicle services from these fixtures will be off the county road right of way.
6. The County reserves the right to require a new access driveway permit in the event of a material change in land use or change in driveway traffic volume or vehicle types.
7. This permit will become null and void if the above-referenced driveway facilities are not constructed within six (6) months from the issuance date of this permit.
8. The Permittee will contact the County's representative \_\_\_\_\_ telephone, (\_\_\_\_)\_\_\_\_\_, at least twenty-four (24) hours prior to beginning the work authorized by this permit.
9. The requesting Permittee will be provided instructions on the appeal process if this permit request is denied by the County.

\_\_\_\_\_ **Date of Issuance**

\_\_\_\_\_ **County Authorized Representative**

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 highway right of way.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

(Property owner or owner's representative)



## **Permit to Construct Access Driveway Facilities On La Salle County Road Right of Way**

### **Access Driveway Policy**

The "La Salle County Access Management Manual" establishes policy for the granting of access and the design, materials, and construction of driveways connecting to county roadways. All driveway facilities must follow this policy.

**Sketch of Installation:** *(Use additional sheets as needed)*



# La Salle County

## Driveway Permit Process

1. Obtain a copy of the Driveway Permit from the La Salle County Clerk or online at [www.co.la-salle.tx.us](http://www.co.la-salle.tx.us)
2. Complete Permit and submit to County Clerk with application fee.
3. The Permit will be routed to the La Salle County designated permit reviewer for assessment and recommendations.
4. The La Salle County Engineer will contact the Applicant for clarifications and will notify the Applicant when the permit is approved by La Salle County Commissioners.
5. After approval, the Applicant will contact the Commissioners, 2 days prior to installations.
6. The Applicant has 6 months to complete the installation or the permit will be voided.
7. La Salle County will inspect installation to ensure compliance of approved permit.
8. Applicant will be responsible for all future maintenance of inspected driveway.