



# RIGHT OF WAY MANAGEMENT DRIVEWAY- SIDEWALK-CURB & GUTTER PERMIT APPLICATION

## **PERMIT APPLICATION PROCESS**

This is a right-of-way permit application for the construction of a new driveway approach and/or sidewalk; for removing and replacing an existing driveway approach, sidewalk and/or curb & gutter; and for extending the driveway approach in the City’s public right-of-way. Incomplete applications will not be accepted. It is the applicant’s responsibility to conduct the research and consult with the City’s Development Services Department for a specific private development to determine if additional approvals are required prior to obtaining a right-of-way permit.

Plan Review	Inspection	Fees	Valid Period	Extension/ Renewal	Processing Time
Required	Required	Application Fee - \$95 Barricade Fee - 0.0629/sf *Expedited Application Fee – \$145 <i>*Applicable to emergencies or requests to process permits faster than minimum processing time.</i>	30 Days <i>Request for longer duration must be made at time of application.</i>	Requests for extensions beyond the initial valid period must be made prior to the permit end date. Additional fees may be required.	30 Days

### **STEPS TO OBTAIN A PERMIT:**

Contact the City’s Right-of-Way Management Team (by email [ROWManagement@cctexas.com](mailto:ROWManagement@cctexas.com) or phone:361.826.3547) to obtain a permit or license to operate within, block, or occupy City right-of-way. Please note the [Parks & Recreation Department | City of Corpus Christi \(cctexas.com\)](#) manages permits and licenses for street (special) events such as runs, walks, music festivals, parades, and marathons. For more information, please call (361) 826-3411.

1. A Property Owner, Contractor, or Authorized Agent may submit the permit application in-person (M-F, 8am -12pm or 1pm – 5 pm) or online to [ROWManagement@cctexas.com](mailto:ROWManagement@cctexas.com). Submit the completed DRIVEWAY - SIDEWALK - CURB & GUTTER PERMIT APPLICATION and applicable documentation to [ROWManagement@cctexas.com](mailto:ROWManagement@cctexas.com). The subject line shall contain "Driveway - Sidewalk--Curb & Gutter Permit for ..." followed by the Project Title (if applicable) and/or Site Address.

To  ROW Management

Cc \_\_\_\_\_

Bcc \_\_\_\_\_

Subject Sidewalk-Driveway-Curb & Gutter Permit for Project A/123 Street

2. Staff will review and issue permits within a 30-day timeframe. All fees shall be paid prior to permit issuance. At this time, fees must be paid in-person at City Hall.

### **TERMS, CONDITIONS, AND REQUIREMENTS:**

1. Only one application request per email. City staff will reject emails if they contain multiple applications or if the application is deemed incomplete.
1. Submittal shall include Dimensioned Site Plan, Certificate of Insurance (naming the City as an Additional Insured), and applicable site-specific traffic control plan. TXDOT standards and/or TMUTCD typical applications applicable for the site may be submitted.
2. Driveway design standards are currently found in the Unified Development Code Article 7. Construction standards and specifications are found online at <https://www.cctexas.com/idm> and <https://www.cctexas.com/promo/standard-details>.
3. Traffic Control Plans (TCPs) must be site specific. TCPs must be signed by a Professional Engineer, licensed in the State of Texas, or by an individual certified to Design Temporary Traffic Control Plans. Proof of certification will be required. TCPs shall address mitigation for closures that impact traffic signal operations, including but not limited to bagging signal heads, pedestrian push buttons, and applicable signage at the affected intersection. Police presence will be required as part of the Traffic Control Plan if construction activity requires the traffic signals to go dark while performing work.
4. At least seventy-two (72) hours prior to construction, provide notifications to the ROW Management Department.
5. The Contractor shall schedule the inspection of each driveway approach a minimum of 48 hours prior to the time of inspection by emailing [ROWManagement@cctexas.com](mailto:ROWManagement@cctexas.com). City staff will contact the Contractor to confirm inspection schedule.
6. The Contractor shall satisfy the requirements of the State of Texas damage prevention law (Utilities Code Title 5, Chapter 251) and for contacting line locators Dig TESS 1-800-245-4545 or [www.digtess.org](http://www.digtess.org).
7. Requests for permits in TXDOT Right-of-Way shall be submitted to Corpus Christi Area Office (361.808.2500).
8. The Contractor and Owner shall indemnify and reimburse the City for any and all restorative costs resulting from the Contractor’s work not complying with the terms and conditions of the permit and shall be subject to violation fee of \$1500 per day for working without a permit.
9. No culvert pipe of less than the inside diameter of the nearest upstream culvert pipe shall be installed. Written approval for any material other than concrete is required from the Department of Public Works.



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DATE OF APPLICATION: \_\_\_\_\_ PERMIT # \_\_\_\_\_ (Internal Use Only)

## I. APPLICANT INFORMATION

PROPERTY OWNER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_ OTHER: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_  
 CONTACT PHONE: \_\_\_\_\_ 24-HOUR EMERGENCY PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

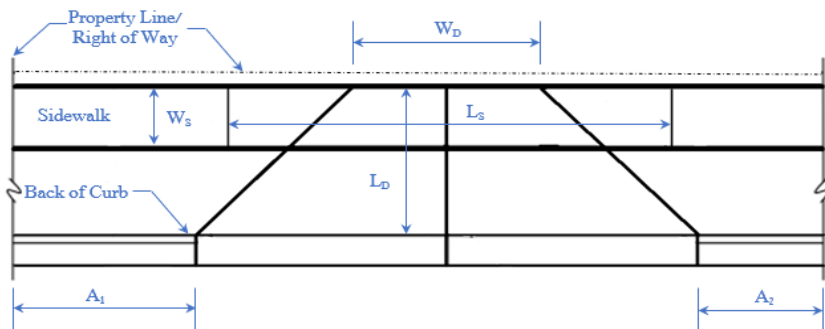
## II. DESCRIPTION OF WORK

**PROJECT TYPE:** Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_ Circle-Drive: \_\_\_\_\_  
**BUILDING PERMIT NO (If Applicable):** \_\_\_\_\_ **LOT WIDTH :** \_\_\_\_\_ (ft)

REQUEST TYPE (Select All That Apply)				
WORK TO BE DONE	New	Modify Width	Repair	Demo
Driveway Approach				
Sidewalk				
Curb & Gutter				

**PROVIDE DIMENSIONS:**

Sidewalk Width ( $W_S$ ): \_\_\_\_\_ (ft)  
 Sidewalk Length ( $L_S$ ): \_\_\_\_\_ (ft)  
 Driveway Width ( $W_D$ ): \_\_\_\_\_ (ft)  
 Driveway Length ( $L_D$ ): \_\_\_\_\_ (ft)  
 Radius ( $R$ ): \_\_\_\_\_ (ft)  
 Curb & Gutter: \_\_\_\_\_ (ft)  
 Culvert (Pipe) Diameter Size: \_\_\_\_\_ (in)  
 $A_1$ : \_\_\_\_\_ (ft)  
 $A_2$ : \_\_\_\_\_ (ft)



$L_D$  = Driveway Length     $L_S$  = Sidewalk Length  
 $W_S$  = Sidewalk Width     $W_D$  = Driveway Width  
 $A_1 / A_2$  = Property Line Clearance



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### III. TEMPORARY ROW BLOCKAGE

The following information is required for any work that will require closing or placing traffic control devices (e.g. signs, barricades, etc.) within any portion of City Right-of-Way. Advanced warning signs are still required for trucks entering/exiting a construction site or construction behind the sidewalk.

BARRICADE CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ 24-HOUR EMERGENCY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### REQUESTED TEMPORARY ROW CLOSURES (Check All That Apply):

Travel (Thru) Lane: \_\_\_\_\_ Left/Right Turn Lane: \_\_\_\_\_ Bike/ Shoulder Lane: \_\_\_\_\_ Sidewalk: \_\_\_\_\_

Metered Lane (Notification to Parking Control Required for Covered/Removed Meters) : \_\_\_\_\_

STREET AFFECTED: \_\_\_\_\_

CROSS STREET (1): \_\_\_\_\_ to CROSS STREET (2): \_\_\_\_\_

PURPOSE OF WORK ZONE: \_\_\_\_\_

#### BLOCKAGE AREA INFORMATION (Provide Square Footage):

Travel (Thru) Lane: \_\_\_\_ (sf) Left/Right Turn Lane: \_\_\_\_ (sf) Bike/Shoulder Lane: \_\_\_\_ (sf) Sidewalk: \_\_\_\_ (sf)

START DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ AM: \_\_\_\_ PM: \_\_\_\_

END DATE: \_\_\_\_\_ END TIME: \_\_\_\_\_ AM: \_\_\_\_ PM: \_\_\_\_

CONSTRUCTION DUMPSTER REQUIRED: NO: \_\_\_\_ YES (Show Placement on Traffic Control Plan): \_\_\_\_

TRAFFIC SIGNAL WITHIN 500-FT OF WORK ZONE/BLOCKAGE AREA? NO: \_\_\_\_ YES: \_\_\_\_

DOES WORK REQUIRE TRAFFIC SIGNALS TO GO DARK/FLASH? NO: \_\_\_\_ YES: \_\_\_\_

#### REQUESTED WORK TYPE:

Long-Term Stationery: \_\_\_\_ Intermediate-Term Stationary: \_\_\_\_ Short-Term Stationary: \_\_\_\_

Short Duration: \_\_\_\_ Mobile: \_\_\_\_

#### NOTES:

*Long-Term Stationary* – Work Blocking the Location More Than Three (3) Days

*Intermediate-Term Stationary* – Work Blocking the Location More Than One (1) Daylight Period and Up to Three (3) Days

*Short-Term Stationary* – Work Blocking the Location More Than One (1) Hour in a Daylight Period

*Short Duration* – Work Blocking the Location Up to One (1) Hour

*Mobile* – Work That Moves Blocking the Location Intermittently or Continuously

Police Required for Work Requiring Traffic Signal to Go Dark

Work Outside of Sidewalk/Street (Advanced Warning Signage Still Required)



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## IV. ACKNOWLEDGEMENTS

The following items are required for a complete submittal (Check or Initial):

1. **Engineering Drawings/Construction Plans**  
Provide the Minimum Information as Required or Applicable. Additional Information May Be Requested:
  - Dimension(s) (length, width)
  - ROW line/Property Line and easements
  - Existing city utilities, pavement, sidewalk, driveways, signs, and speed humps
  - Identify if Street is Asphalt or Concrete Street
  - A dimensioned site plan is required and shall include location of utilities (power poles, telephone, water/sewer, box inlets).
2. **Traffic Control Plan** (Prepared by a Professional Engineer Licensed in Texas) \*  
\*Proof of Certification Required if Prepared by Individual Other than Licensed Professional Engineer. Use of applicable TXDOT Standards or approved City Standards are permitted.

**Applicant Printed Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

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

*By signing above, I acknowledge and agree that the application and all required documentation is complete and accurate. I also acknowledge and agree to abide by all ordinances and specifications of the City of Corpus Christi, whether specified herein or not. The approved permit shall be maintained at the work site and made available for inspection for the duration of work.*

<b>INTERNAL USE ONLY</b>	
<b>DATE RECEIVED:</b> _____	<b>REVIEWED BY:</b> _____
<b>DATE ISSUED:</b> _____	<b>EXPIRATION DATE:</b> _____
<b>APPROVED BLOCKAGE START DATE:</b> _____	
<b>APPROVED BLOCKAGE END DATE:</b> _____	
<b>APPROVED START TIME:</b> _____	____ AM    ____ PM
<b>APPROVED END TIME:</b> _____	____ AM    ____ PM
<b>FEE:</b> _____	
<b>NOTES:</b>	
_____	
_____	
_____	