

Collin County does NOT sell or install culverts.

+ Appeals for other culvert material can be made on a case by case basis based on property use.

**Also refer to the Current County roadway standards, right-of-way policy, drainage manual and subdivision regulations. These can be found on the Collin County website via the Public Works page (Resources and Documents)**

The property owner or authorized agent MUST schedule an inspection via the CSS portal prior to covering the culvert with any material other than what may be necessary to keep the culvert in place. Once the inspector for Public Works approves the installation, the driving surface material can be applied.

Collin County will only allow corrugated metal pipe (CMP) culverts to be installed within Collin County road right-of-way.

Culvert materials NOT allowed include but are not limited to plastic culverts, plastic pipe or steel pipe. The cover material MUST be all weather material consisting of road base, crushed concrete from a crusher, gravel, asphalt or reclaimed/recycled asphalt. All weather materials NOT allowed include but are not limited to construction debris, bricks and wood. The driving surface width for residential driveways is 12 to 20 feet and 24 to 40 feet for commercial driveways. The turnouts for residential driveways is 5 feet and 30 feet for commercial driveways. Driveways must have a minimum of 40 feet between them measured at the actual driveway, not the radius. No part of the driveway or turnouts can cross the neighboring property line without a written agreement filed with the clerk's office.

Collin County does not require the installation of headwalls on culverts installed within Collin County road right-of-way. However, installation of headwalls is allowed. If drainage work requires the removal of the headwalls, the County will not replace them and reimbursement will not be made.

Culverts shall not be installed below the natural flow line of a drainage ditch. Each end of the culvert must be even with the ditch, not below it. In some cases this will require the driveway surface over the culvert to have a slight rise. If you do not want the rise, you must obtain approval from Collin County before the culvert can be installed below grade. If the ditch is to be modified, it must be modified in such a way as to permit unimpeded flow into and out of the culvert and continuing down the ditch. This may require re-cutting the entire ditch in front of the property and beyond. Collin County grants no permission to excavate on another's property. Permission must be obtained by the permittee and the work must be approved by the County before work can begin.

The proposed location of the culvert must be clearly flagged or marked within 24 hours of the invoice being paid.

Culverts within a subdivision will be sized on an individual basis unless an engineered drainage plan has been submitted to Collin County Engineering and has been approved. Culverts in a subdivision will still require all inspections.

Any culvert that is being installed to widen an existing driveway will require the existing culvert and driving surface to be brought up to current requirements.

**ALL DRIVEWAY TIE-INS TO THE ROAD, MUST BE EVEN WITH THE ROAD SURFACE AND EDGE OF THE EXISTING DRIVING SURFACE. COLLIN COUNTY WILL NOT INSTALL OR MAINTAIN ANY TIE-INS THAT DO NOT MEET REQUIREMENTS. ALL MAILBOXES MUST MEET CURRENT POSTAL REQUIREMENTS. COLLIN COUNTY WILL NOT MAINTAIN THE AREA BETWEEN THE EDGE OF THE DRIVING SURFACE AND THE MAILBOX**

Any culverts or driveways installed that do not meet the requirements will be removed. This includes culverts that are of a smaller diameter, shorter or longer than permitted or unapproved driving surface.

By submitting your signature via the CSS portal, you agree to abide by the requirements of the permit. If a culvert or driveway is found to be in violation, the property owner will receive a written notice allowing 14 days to correct the issue. If the issue is not corrected in 14 days, the culvert may be removed without additional notice and the property owner will not be reimbursed for any cost associated with the culvert or the removal. Additionally, the property owner may be charged for the removal and disposal of the culvert and/or driveway.

All culverts that are installed in the right-of-way become the property of Collin County. As such, if the culvert is installed per the requirements and has a drainage issue in the future, Collin County will address the drainage issue. However, if the culvert is not installed per the requirements including requesting and passing all inspections, and a drainage issue arises, Collin County will remove the culvert completely and no reimbursement will be made. Collin County does not maintain the driving surface over the culvert.

Road

Driveway

RIGHT

Driveway surface must be even with the road surface

WRONG

Wrong- Driveway surface below road surface

WRONG

Wrong- Driveway surface above road surface

Edge of road surface

RIGHT

Driveway even with edge of road surface

WRONG

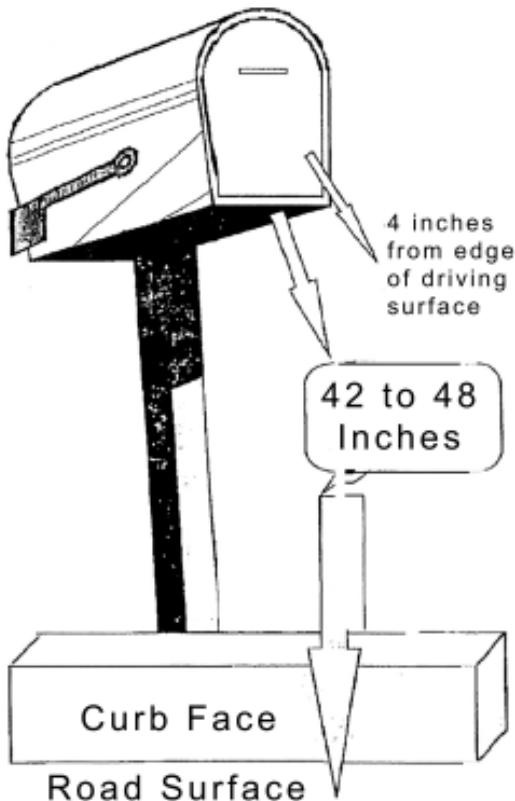
Wrong- Driveway ends before the edge of the road.

WRONG

Wrong- driveway extends into the road

# Installation Specifications for Curbline Mailboxes Where Single Boxes are Approved

This information is furnished to assist home owners in the installation of their mailbox and to help avoid some of the unnecessary problems previously encountered by other home owners.



1. Your delivery will be motorized carrier-to-curbline delivery boxes. Delivery will begin either after the development is 50% complete or if the post office has an agreement with the developer - and all requirements are being met.

2. Mailboxes must be either the approved traditional or conventional design type.

Boxes must be installed with the bottom of the box being between 3-1/2 and 4 feet from the roadway surface and set-back where the front of the box is approximately 4 inches behind the face of the curb to prevent vehicles with wide mirrors from making contact with and damaging the mailbox.

3. Please locate your box where it will not be blocked by parked cars during the day.

4. Every mailbox must bear the house number (and street name if the box is located on a different street than your residence). The owner's name is not required on a mailbox.

If you have further questions, please contact Growth Management Coordinator at (972) 393-6743.

**ORNATE STONE, BRICK OR STEEL MAILBOXES ARE NO LONGER PERMITTED IN THE COUNTY MAINTAINED RIGHT-OF-WAY, AS OF FEB. 1ST, 2021**

**PARKING IS NOT PERMITTED ON COUNTY ROADS OR IN COUNTY RIGHT-OF-WAY AT ANY TIME, AS OF FEB. 1ST, 2021.**