



Office of Emergency Management and Permits

1811 Water Street
Gonzales, TX 78629
Office: (830) 672-6209
Fax: (830) 672-3563

Monday - Friday 7:30am - 11:30am ▪ 12:30pm - 4:30pm

Jimmy Harless, CFM, DR
jharless@co.gonzales.tx.us

Elizabeth Crow
Admin Assistant

epetru@co.gonzales.tx.us

DRIVEWAY PERMIT CHECKLIST

TO ALL PERSONS APPLYING TO CONSTRUCT AN ACCESS DRIVEWAY FACILITY ON GONZALES COUNTY
RIGHT OF WAY:

When is a driveway permit needed?

- If you are installing a new driveway
- If you are upgrading an existing driveway by:
 - Installing a culvert
 - Changing a dirt driveway to concrete or asphalt
 - Doing any work within the County right-of-way (county road to fence)
- If you are removing asphalt or concrete
- If you are widening your driveway

When is a driveway permit **NOT** needed?

- If you are adding a layer of gravel to an existing gravel driveway
- If you are seal coating an existing asphalt driveway
- General maintenance not involving resurfacing of existing driveway

No driveway construction shall commence prior to consulting with the Commissioner of the Precinct of the area in which the driveway is being constructed and before the permit is approved and issued.

Pct. 1 Commissioner: 830-672-3700 Office Pct. 2 Commissioner: 830-788-7351 Office
830-857-3138 Cell 830-263-0328 Cell

Pct. 3 Commissioner: 830-672-2265 Office Pct. 4 Commissioner: 830-582-1615 Office
830-857-5755 Cell 830-534-3167 Cell

Permit Requirements:

- Application Fee:** Please see permit fees listed below.
- 911 Address Sign:** A reflective 911 address sign of a size of at least 6" x 18", containing both the 911 address in at least 4" reflective letters and County Road designation in at least 1- 1/2" reflective letters must be mounted in a location visible from the roadway at least 36" above the ground at the driveway entrance. **911 addressing is required** (Obtain from Golden Crescent Regional Planning Commission at 361-578-1587).
- Survey or Site Plan:** A survey or site map showing the proposed work to be done in right-of-way for preliminary review. **Additional drawing submittals may be required before a permit can be issued.

POLICIES AND PROCEDURES

- Design of the construction shall be as authorized and approved by the Gonzales County Commissioner’s agent or representative’s plans and specifications as set forth in the Driveway Permit Regulations.
- Maintenance of facilities constructed as requested shall be the responsibility of the grantee, and the COUNTY OF GONZALES will reserve the right to require any changes, maintenance, or anything deemed necessary to provide protection of life or property on or adjacent to the roadway. Changes in design, when approved, will be made only with the approval of the County Commissioner or designated agent.
- The applicant shall hold harmless the COUNTY OF GONZALES and it’s duly appointed agents, employees, and officials against any action for personal injury or property damages sustained by reason of the exercise of this application.
- The applicant shall agree not to erect any structure on, or extending over any portion of the road right-of-way, or vehicle service fixtures such as service pumps or vendor stands. Tanks or water hydrants will be located (12) feet from the right-of-way to ensure that any vehicles services from these fixtures will be off of the road.
- Any culverts or drainage devices deemed necessary by the COUNTY OF GONZALES shall be furnished by applicant. The County may install for the applicant.
- The reflective 911 address sign that is required to be posted at the driveway entrance and visible from the roadway can be purchased from your choice of any vendor. Failure to post the required reflective 911 address sign at the driveway entrance, and visible from the roadway, may result in varied forms of liability for company, employee and/or contractor injuries and/or deaths, if emergency services are delayed due to the inability to quickly and efficiently locate the correct 911 address. The reflective 911 address sign(s) can also be purchased from the Gonzales County EMS, at 703 St. Joseph - Gonzales, TX 78629, Office: 830-672-7675.

Residential: home, cabin, mobile home or other single family residence.....	\$ 50.00
Farming or ranching operating.....	\$ 50.00
Oil field location, including pad site, tank storage, or other related usage.....	\$ 1,000.00
Mini-Storage or other commercial storage facility.....	\$ 400.00
Mobile Home or RV Park.....	\$ 400.00
Commercial Business.....	\$400.00



Office of Emergency Management and Permits

1811 Water Street
Gonzales, TX 78629
Office: (830) 672-6209
Fax: (830) 672-3563

Jimmy Harless, CFM, DR
jharless@co.gonzales.tx.us
Elizabeth Crow
Admin Assistant
epetru@co.gonzales.tx.us

Monday - Friday 7:30am - 11:30am ■ 12:30pm - 4:30pm

Gonzales County Driveway Access Permit Application

Permit Applicant or Company Name:

911 Property Address: City/ST/Zip:

Mailing Address: City/ST/Zip:

Home/Work#:() Cell#:() Fax#:()

Email:

Subdivision Name: Section#: Block#: Lot#:

Abstract#: Survey Name:

Acres: Property Tax ID#: County Precinct#:

Type of Entrance:

- Residential, Farming or Ranching, Commercial/Mini-Storage Facility, Oil Field Location, Mobile Home or RV Park, Commercial Business

I (We), the undersigned applicant(s), hereby agree to accept and comply with the terms and conditions set out in this application for the construction of an access driveway facility in the County of Gonzales.

APPLICANT'S PRINTED NAME APPLICANT'S SIGNATURE DATE

The COUNTY OF GONZALES hereby accepts your application to construct/reconstruct driveway facilities on the Gonzales County right-of-way for development of access to your property or properties at the 911 Address listed above.

COUNTY COMMISSIONER DATE APPROVED

COUNTY USE ONLY
PERMIT # RECEIPT #
AMOUNT \$ DATE
COMMISSIONER CONTACTED ON PHONE / EMAIL