



Office of Emergency Management and Permits

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

Email: permits@co.gonzales.tx.us

Monday - Friday 7:30am - - 4:30pm

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 before the permit is approved and issued.

Permit Requirements:



Application Fee: Please see permit fees listed below.



Map: A map showing the proposed area where the driveway will be placed on the county road is required before a permit can be issued.

Fee Schedule

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, including pipeline right-of-ways.....	\$ 400.00

POLICIES AND PROCEDURES

- Applicant will first bring application, map and application fee to Permit Office.
- Design of the construction shall be as authorized and approved by the Gonzales County Commissioner's agent or representative's plans and specifications.
- 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 its 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 serviced from these fixtures will be off the road.
- Any culverts or drainage devices deemed necessary by the COUNTY OF GONZALES shall be furnished and installed by applicant. **All culverts will be constructed with concrete headwalls or end treatments placed at the inlet and outlet ends.**
- 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.



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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#:(____) _____ Email: _____

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

Acres: _____ Property Tax ID#: _____ County Precinct#: _____

Type of Entrance:

☐ Residential

☐ Oil Field Location

☐ Farming or Ranching

☐ Mobile Home or RV Park

☐ Commercial/Mini-Storage Facility

☐ Commercial Business

County Requirements: _____

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 AGENT

DATE APPROVED

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