



Office of Emergency Management and Permits

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

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

Jimmy Harless, CFM, DR

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Carol Sandoval

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Greg Webb

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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: 830-519-4104 Office Pct. 2 Commissioner: 830-519-4104 Office
830-857-3138 Cell 830-263-0328 Cell

Pct. 3 Commissioner: 830-519-4104 Office Pct. 4 Commissioner: 830-519-4104 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).
- ☒ **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.

POLICIES AND PROCEDURES

- Applicant will first bring application and map to Permit Office without any initial payment. You will then need to contact the appropriate County Commissioner. We will send that application to the Commissioner who will meet you out on location to decide what will be needed to construct the driveway. He will then inform us as to the fee (Culvert needed, extra gravel, etc). At that point, you can return to the permit office to pay the fee or let us know and we can send you a computer link to pay.
- 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 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 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.

Fee Schedule

Residential: home, cabin, mobile home or other single family residence.....	\$ 50.00
With 20' culvert....	\$500.00
With more than a 20' culvert....	\$1,000.00
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



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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#:()** _____ **Fax#:()** _____

Email: _____

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

Abstract#: _____ **Survey Name:** _____

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**

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 _____