



CAPITAL  
PROJECTS/  
ENGINEERING

## **APPLICATION PROCESS & REQUIREMENTS**

- A) **Application Fee:** \$50      **Re-inspection Fee:** \$50 **PER** Re-inspection
- B) Complete “Application to Work on City Streets”
- C) Provide the following with your application:
- 1) A **detailed** sketch (graph provided) or engineered plan on an **8½ x 11** sheet. The plan must include measurements from a fixed object (i.e. corner lot pin or corner of house) to both sides of the proposed improvement(s) and **entire property frontage** (corner lot properties require measurements for **both** frontage sides).
    - i) Driveway details and specifications can be found at the City of Seguin web site: [www.seguintexas.gov](http://www.seguintexas.gov). Use the **Design Standards** link at the bottom of the page.
    - ii) Use the appropriate Residential or Commercial driveway detail to create your proposed work plan.
  - 2) A **written** detailed description of the proposed scope of work must be included
- D) Return application, detailed plan and written description and pay appropriate fees to the Permit Department at the Development Services Center, 108 E. Mountain Street, Seguin, Texas. ***Allow a minimum of five (5) business days for initial review and conformance to city and Texas Department of Transportation (where applicable) requirements.***
- E) If application is acceptable, a driveway notice of approval will be issued within five (5) to ten (10) days after initial submittal date.

## **INSPECTION PROCESS & REQUIREMENTS**

- A) **Call ROW Inspector/Technician at (830) 401-2469**
- B) **Pre-Inspection (prior to asphalt/concrete material)**
- 1) Forms, rebar, base material and slopes will be inspected and measured to verify detail requirements and ensure compliance with ADA (American Disabilities Act) regulations.
  - 2) Applicant is given approval to proceed or disapproved to make appropriate changes or corrections. **At no time should applicant proceed with improvement prior to approval. Failure could result in removal of improvement at the applicant’s expense.**
- C) **Final Inspection**
- 1) Slopes will be re-inspected for ADA compliance
  - 2) Asphalt to street “tie in” will be inspected
  - 3) Curb (if applicable) will be inspected for “tie in” to street and driveway
  - 4) Inspection verifying removal of all material and debris associated with improvement



# CAPITAL PROJECTS/ ENGINEERING

## APPLICATION TO WORK ON CITY STREET

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

**Residential**

**Commercial**

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Pre-Inspection Date: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_

Permit Closed: \_\_\_\_\_

### FEE PAID

YES

NO

# APPLICATION TO WORK ON CITY STREET

COMPLETION AND SUBMITTAL OF THIS APPLICATION IS NOT AN AUTHORIZATION TO BEGIN WORK

1. **LOCATION:** \_\_\_\_\_  
Property Address or Street

2. **REQUESTED START DATE** \_\_\_\_\_ **ESTIMATED COMPLETION DATE** \_\_\_\_\_

3. **TYPE OF WORK** (check one):

4. **DRIVEWAY DETAIL** (check one):

Curb DRWY-1 DRWY-7 (Commercial)

Sidewalk DRWY-2 DRWY-8(Commercial)

Driveway DRWY-3 DRWY-9

Street Cut DRWY-4 DRWY-10

Other If other, explain: \_\_\_\_\_

5. **LINEAR FEET:** Driveway \_\_\_\_\_ Curb: \_\_\_\_\_ Sidewalk: \_\_\_\_\_

6. **WORK WILL BE PERFORMED BY:**

**Property Owner** Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

**Contractor/Sub** Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

7. **Will street closure be required?** YES If yes, how long? \_\_\_\_\_ NO  
(days/hours)

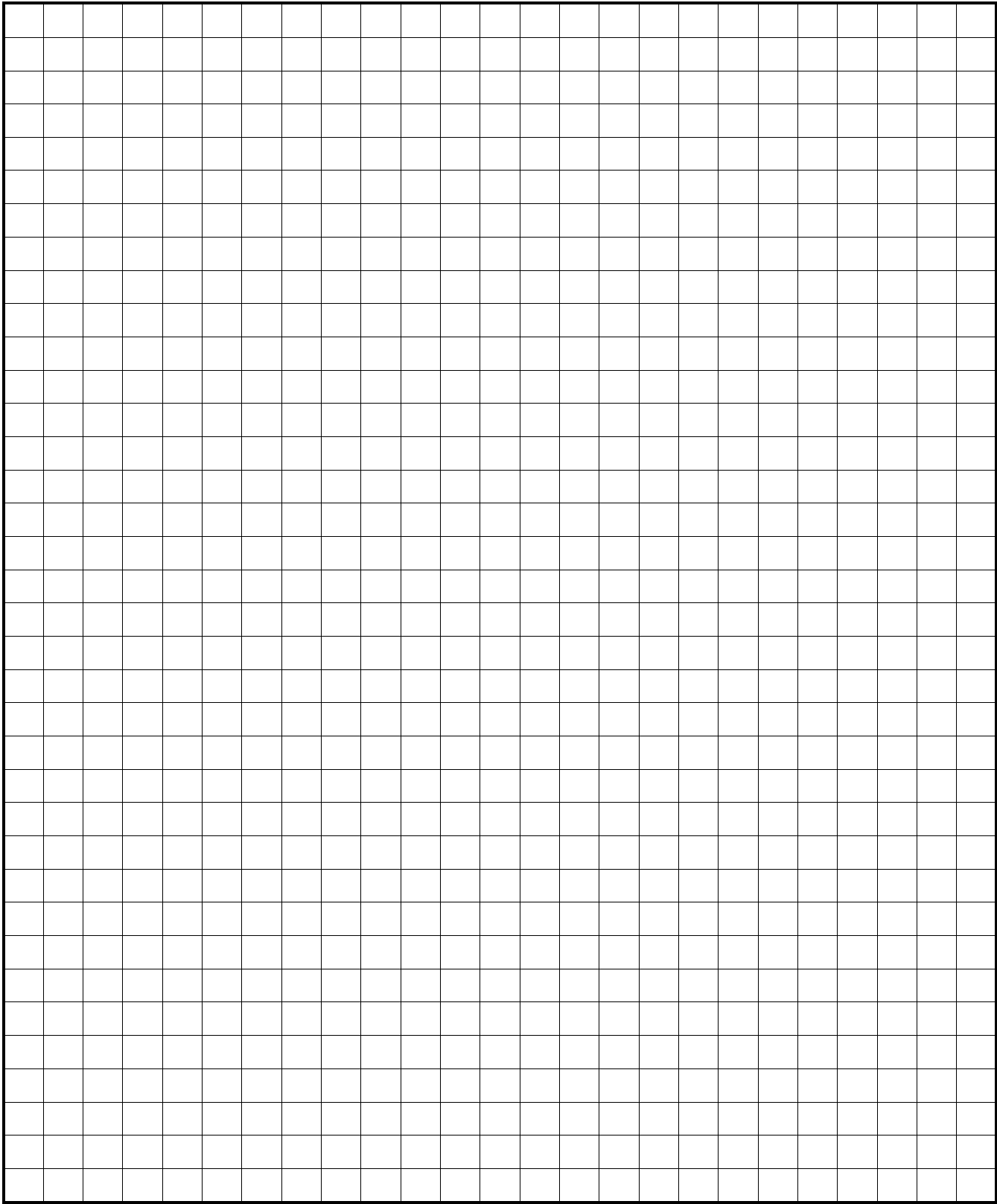
8. **Street(s) affected by closure:** \_\_\_\_\_

9. I understand that barricades that comply with the Texas Manual on Uniform Traffic Control (Devices must be used or the permit will be revoked): YES NO

A drawing of the work to be performed is provided: YES NO

The City of Seguin, its agents, officials and employees, shall *not* be held liable or responsible for, and shall be saved and held harmless by the undersigned applicant, against any and all claims and damages of every kind, for injury to or death of any person or persons and for damages to or loss of property arising out of or attributed, directly or indirectly to the operations or performance of the undersigned pursuant to this application, including claims and damages arising in whole or in part from the negligence of the City of Seguin, its agents, officials and employees.

10. **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**DESCRIPTION OF WORK:**

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