



ORDER ADOPTING HILL COUNTY, TEXAS DRIVEWAY CULVERT SETTING POLICY

WHEREAS, the Texas Local Government Code Section 232.003(5) states that a Commissioners Court may "adopt reasonable specifications to provide adequate drainage for each street or road in a subdivision in accordance with standard engineering practices", and,

WHEREAS, the Texas Transportation Code Sec. 252.111 (Drainage Along Public Road) states that:

- (a) A commissioner's court or road commissioner may authorize a person to make a drain along a public road to drain the person's property.
- (b) The person must make the drain under the direction of the commissioner's court, road commissioner, or a person designated by the commissioner's court.' and,

WHEREAS, the Commissioners Court of Hill County, Texas finds that the use of driveway culverts of insufficient size or quality is causing or may cause injury to the county road system due to insufficient drainage, and,

WHEREAS, the Commissioners Court of Hill County, Texas has considered the matter and deems it appropriate to enact an Order adopting a Culvert Setting Policy.

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF HILL COUNTY, TEXAS:

SECTION 1. THAT the matters and facts recited above are hereby found and determined to be true and correct;

SECTION 2. THAT the use of driveway culverts of insufficient size or quality is causing or may cause injury to the county road system due to insufficient drainage,

SECTION 3. THAT an Order for Hill County, Texas be adopted entitled "Culvert Setting Policy".

SECTION 4. AREA OF JURISDICTION.

This policy shall apply to all the unincorporated areas of Hill County, Texas, including the Extraterritorial Jurisdiction (ETJ) of incorporated cities within the County. This policy shall not apply in a platted subdivision within the ETJ of a municipality if the culvert requirements of the subdivision ordinance of the municipality exceed those of this policy.

SECTION 5.CULVERT SETTING POLICY.

- 1) A permit shall be required from the Hill County 911 Addressing Department for any culvert or structure to be placed within County Right-of-Way.
- 2) Culvert types and sizes must be approved by the County prior to their placement. A representative of Hill County will inspect the site to make determinations on the culvert or structure size and its placement according to our requirements. In no case shall a culvert less than 18" in diameter, less than 24' in length and constructed of 16 gauge or greater galvanized corrugated steel be installed without written authorization from the County Commissioner or the Commissioners Designee. No concrete or plastic culverts will be permitted.
- 3) All entrances, including residential and commercial entrances, shall have concrete safety ends installed on each end of the culvert. The minimum length for commercial location culverts shall be set by the Commissioner or his designate on a case-by-case basis.
- 4) Culverts may not be purchased from the County. Culvert's must be acquired from private sources. Privately acquired culverts must be approved by the County prior to installation.
- 5) The Developer will provide the gravel and labor to install the culvert. Gravel must be state grade base to ensure the quality of the backfill.
- 6) If any new development is planned for the property, a 911 address must be first obtained for the site. A party may obtain a 911/ Floodplain Development Permit by either contacting the Hill County 911 Addressing office or online at <https://www.co.hill.tx.us/page/hill.911Addressing>.
- 7) Once a Developer has a 911 address, call your Precinct Office with the following information: Contact name, phone number, and address of the installation site. A Precinct representative will evaluate your site and advise of the correct size culvert required and assist the Developer with location. After the Supervisor has evaluated the site and informed the Developer of the required culvert size, the Precinct Representative will issue you a Culvert Installation Permit at no charge and provide installation instructions and specifications. You may then purchase and install the culvert within the guidelines of the instructions provided.

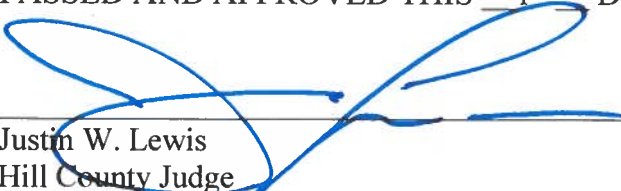
- 8) YOU MUST FOLLOW SPECS EVEN IF YOU INSTALL YOURSELF! IF SPECIFICATIONS ARE NOT FOLLOWED THE COUNTY WILL REMOVE THE CULVERT FROM THE COUNTY RIGHT OF WAY.
- 9) Any unusual type of structure or inordinate culvert lengths over thirty feet must be approved in writing by the County Commissioner in whose Precinct the culvert is being installed.

SECTION 6. EFFECTIVE DATE

This Order shall be in full force and effect from and after its date of approval as required by law.

AND IT IS SO ORDERED:

PASSED AND APPROVED THIS 1st Day of January, 2025



Justin W. Lewis
Hill County Judge



Driveway Culvert Permit Application

Hill County
218 N. Waco St
Hillsboro, TX 76645
kmccclendon@co.hill.tx.us
Office 254.283.6846 Cell 254.266.1445

*Pursuant to 251.016 The Commissioners Court
may exercise general control over all roads in
the county.*

Section 1: Applicant Information

Date _____ Property ID # _____

Applicant: _____

Mailing Address: _____

Location Address: _____

Phone: _____

Email: _____

Section 2 Acknowledgement and Agreement to Requirements:

If permission is granted, I agree to purchase a culvert in compliance with the Hill County Culvert Policy.

Installation must meet Hill County approval.

1. Owner will install Safety End Treatments in accordance with the Hill County's Culvert policy.
2. Owner is responsible for keeping culverts clean and free flowing.
3. Owner is responsible for clearing weeds and vegetation so culverts can be seen by motor grader.
4. Hill County is not responsible for any damage to the culvert, or any damage caused by the culvert.
5. **UPON COMPLETION OF INSTALLATION PLEASE CONTACT YOUR COMMISSIONER FOR FINAL APPROVAL.**

Applicant Signature _____

Date _____

Office use only

Pct # _____

Date sent to Commissioner _____

Culvert Details:

Size of culvert: _____

Material of culvert: _____

Final Approval Signature _____

Date approved _____

Fee \$75.00

Receipt # _____

Cash ☐

Check # _____

Credit Card ☐