



Jefferson County Courthouse
1149 Pearl Street
4th Floor
Beaumont, Texas 77701
(409) 835-8441

China Service Center
20205 W. Hwy 90
China, TX 77613
(409) 434-5430

BRANDON WILLIS

Commissioner
Precinct #1

Jefferson County Road & Bridge Precinct 1 Guidelines for Installing New Driveways, Add-Ons to Existing Driveways, Maintaining/Repairing Driveways, and Drainage Improvements for the Cities of Bevil Oaks, China, and Nome

Guidelines for Submitting a Work Request:

1. Bevil Oaks, China, and Nome shall submit an APPROVED Work Request Form to Jefferson County Road & Bridge Precinct 1. We will evaluate the work request and determine if it is within the scope of our Inter Local Agreement. Considering the provisions for the most recent Inter Local Agreement, the county will:
 - a. perform the work as requested
 - b. modify the work needed
 - c. request more information from the city or property owner
 - d. e-mail a quote if the work requested is billable
 - e. deny the work request
2. Road & Bridge Precinct 1 Drainage Foreman will request and verify ALL underground utilities are located before work is scheduled.

Information for Installing New Driveways:

1. All new driveway culverts must be a minimum of 20 feet but cannot exceed 40 feet.
2. Road & Bridge Precinct 1 will not exceed more than a 20 ft wide by 20 ft length pad for new driveways, all placed on county roads or city street easements.
3. Road & Bridge Precinct 1 should be contacted BEFORE the purchase of the culverts so that proper culvert sizing can be determined. Our drainage foreman will provide a list of materials for property owners to purchase.
4. Once the culvert is purchased and on site, the property owner needs to contact the precinct to schedule installation. The exact location of the culvert needs to be staked or marked. If the culvert is placed in the ditch and no stakes or marks are visible, the culvert will be installed where it sits.
5. Road & Bridge Precinct 1 will provide the labor and 1 layer of fill dirt needed for installation of the culvert at no charge to the cities or property owners.
6. Road & Bridge Precinct 1 will notify the City that the work request has been completed.

Information for Installing Add-Ons to Existing Driveways:

1. No add-ons will exceed 40 feet unless the property owner has received and submitted a drainage study completed by a qualified engineer and that drainage study has been approved by the Jefferson County Engineer. (See: Information on Closure of Open Ditches)
2. Road & Bridge Precinct 1 should be contacted BEFORE the purchase of the culverts so that proper culvert sizing can be determined. Our drainage foreman will provide a list of materials for property owners to purchase.
3. Once materials have been delivered to the job site, property owner should contact Road & Bridge Precinct 1 to schedule installation.
4. Road & Bridge Precinct 1 will cover add-on with 1 layer of dirt tapering from the edge of the existing driveway to the end of the new culvert. Installation will be free of charge for Cities and property owners.
5. Road & Bridge Precinct 1 will notify the City that the work request has been completed.

Information for Maintaining/Repairing Existing Driveways:

1. A list of materials will be provided for property owners to purchase.
2. Road & Bridge Precinct 1 will supply rock and labor to repair an existing driveway from the edge of the road surface inward approximately 4 feet, all being on public property.
3. If a culvert breaks or impedes drainage in any way, the property owner is responsible for replacing the culvert. (See: Information for Installing New Driveways)
4. Culverts that separate due to natural causes and are not collapsed or broken will be pulled, repaired, and reinstalled by Road & Bridge Precinct 1 at no charge to the property owner. If, during the reinstall, the culvert is deemed damaged, the property owner will be responsible for purchase of new culvert.
5. Road & Bridge Precinct 1 will notify the City that the work request has been completed.

Information for Ditching/Storm Water Flow:

1. Road & Bridge Precinct 1 will coordinate with city personnel/property owners once the scope of work is determined and approved.
2. Road & Bridge Precinct 1 Drainage Foreman will request and verify ALL underground utilities are located before work is scheduled.
3. Road & Bridge Precinct 1 will notify the City that the work request has been completed.

Information on Closure of Open Ditches:

1. Property Owner must provide Jefferson County Engineer with a drainage study completed by a qualified engineer. Included in the study must be a drain every 25 feet for ditch closures over 25 feet.
2. Jefferson County Engineer will review the drainage study and contact Road & Bridge Precinct 1 with approval to move forward or denial of the request.
3. If approved, the city/property owner must complete a work request through City Hall or county property owners through Road & Bridge Precinct 1 Service Center.

These guidelines are subject to change upon approval from Commissioner Willis.



Brandon Willis
Commissioner
Jefferson County, Precinct 1

Precinct #1 Road & Bridge
20205 W. Hwy 90
China, TX 77613



Office (409) 434-5430
Fax (409) 835-8628
Lori.Fountain@JeffersonCountyTX.gov

Jefferson County Pct. 1 Road & Bridge is here to assist you with installing a new culvert or replacing an existing one. Our Drainage Foreman will inform you of the correct size and type needed.
Please check one of the following:

- ☐ Installing New Driveway ☐ Installing Add-On to Existing Driveway

☐ Plastic Size: _____ Quantity/Length: _____

☐ Concrete Size: _____ Quantity/Length: _____

1. Must follow current Precinct and County policies
2. County will provide the labor and fill dirt needed for installation of a culvert at no cost
3. Precinct 1 requires a minimum culvert length of 20 feet and a maximum length of 40 feet
4. Culverts must be purchased by the property owner and onsite before installation can be scheduled. Site should be staked for proper installation
5. After installation, to protect the new culvert, we recommend that the newly installed culvert is covered with mats, heavy plywood, or something to distribute weight until the material has had time to settle. Heavy machinery/trucks should not drive on the culvert until settled. This should help prevent your culvert from being damaged
6. Any relocation of a culvert will have a minimum charge of \$400.00 and is the responsibility of the property owner
7. Concrete driveway foundation framing must be inspected by Jefferson County Pct. 1 Road & Bridge BEFORE concrete is poured over culverts
8. Should a culvert cause issues such as flooding, sole discretion lies with Jefferson County to remove offending culvert. This cost is the responsibility of the property owner
9. Cost of maintenance of the culvert and material around the culvert will be the responsibility of the property owner
10. Customer/Homeowner will be responsible for maintaining the driveway
11. Property owner will not hold Jefferson County responsible in any manner for damages or injury resulting from culvert installation or removal

- ☐ I have read this document in its entirety and understand the procedure above.

PLEASE PRINT

Name of Property Owner: _____

Address: _____

Contact Phone Number: _____

E-mail: _____

Signature: _____

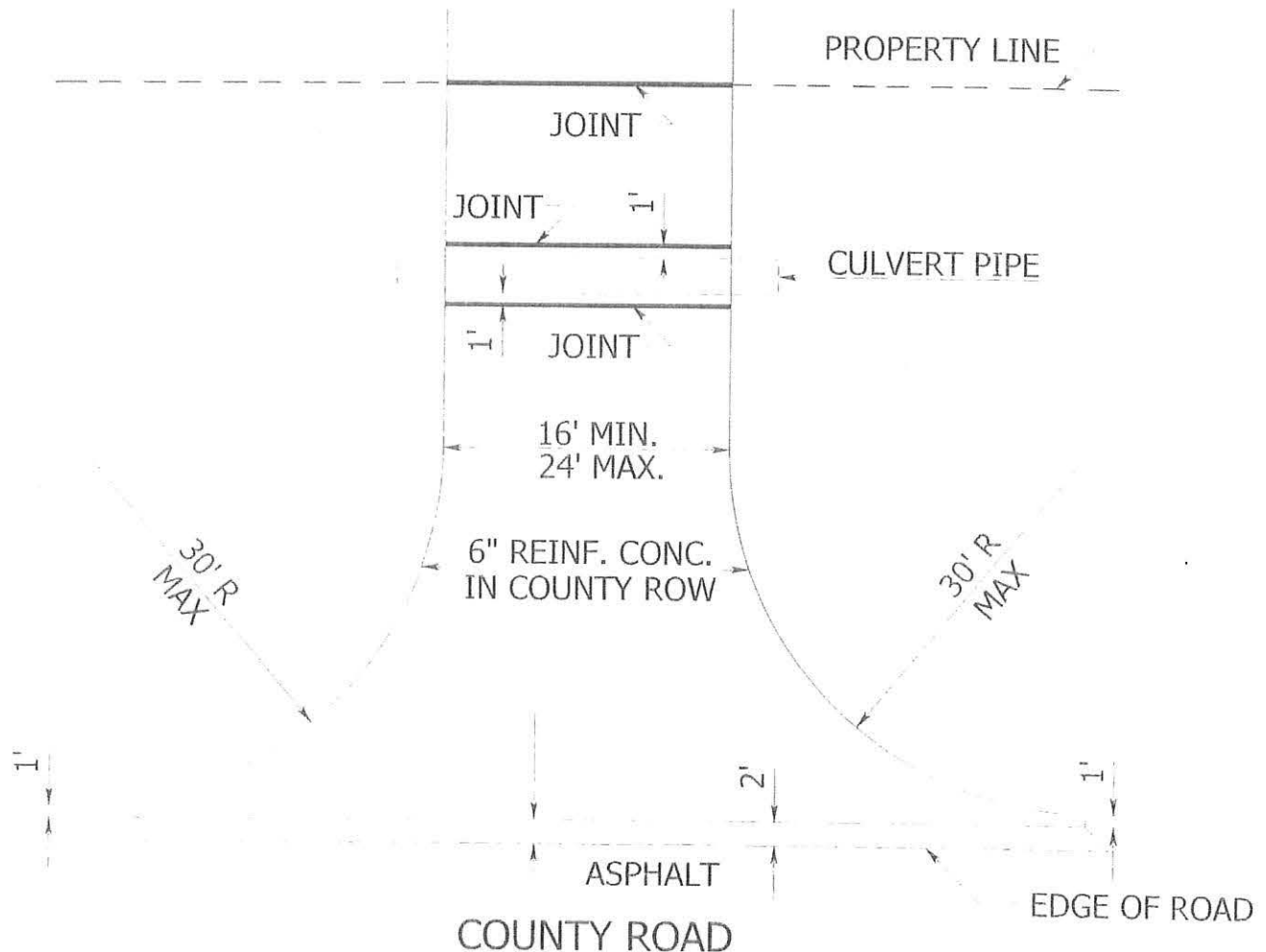
STANDARD NON-COMMERCIAL DRIVEWAY DETAIL

Jefferson County recommends all driveway entrances be constructed of asphalt type pavement. Concrete driveways may be constructed by the owner in accordance with the requirements as shown on this drawing.

Cost of all material and installation of all private access driveways shall be the responsibility of the property owner.

Maintenance of all private access driveways shall be the responsibility of the property owner.

Notify your County Commissioner 24 hours in advance of beginning construction of driveway.



Precinct Representative _____ Date _____

Property Owner _____ Date _____