



CITY OF POTTSBORO
528 HWY 120 EAST Pottsboro, TX 75076
903-786-2281 Fax 903-786-6393

Permit to Construct Access Driveway Facilities
on Highway Right of Way

To: _____ (Name) Hwy. _____ Permit No. _____
(Address) Control _____ Section _____
(City, State, Zip) (Phone No.)

The City of Pottsboro, hereinafter called the City, hereby authorizes, _____,
hereinafter called the Permittee, to [] construct / [] reconstruct a _____ (residential, convenience
store, retail mall, farm, etc.) access driveway on the highway right of way abutting highway number _____ in Grayson
County, located _____

Subject to the following:

1. The Permittee is responsible for all costs associated with the construction of this access driveway.

2. Design of facilities shall be as follows and/or as shown on sketch and is subject to conditions stated below:

All construction and materials shall be subject to inspection and approval by the City .

3. Maintenance of facilities constructed hereunder shall be the responsibility of the Permittee, and the City reserves the right to require
any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the highway.
Changes in design will be made only with approval of the City.

4. The Permittee shall hold harmless the City and its duly appointed agents and employees against any action for personal injury or
property damage sustained by reason of the exercise of this permit.

5. Except for regulatory and guide signs at county roads and city streets, the Permittee shall not erect any sign on or extending over
any portion of the highway right of way, and vehicle service fixtures such as fuel pumps, vendor stands, or tanks shall be located at
least 12 feet from the right of way line to ensure that any vehicle services from these fixtures will be off the highway right of way.

6. The City reserves the right to require a new access driveway permit in the event of a material change in land use or change in
driveway traffic volume or vehicle types.

7. This permit will become null and void if the above-referenced driveway facilities are not constructed within six (6) months from the
issuance date of this permit.

8. The Permittee will contact the City's representative _____
telephone, (___) _____ and Texas Department of Transportation (TxDOT) representative _____
_____ telephone, (___) _____ at least twenty-four (24) hours prior to beginning
the work authorized by this permit.

Date of Issuance

City Authorized Representative

The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction of an access
driveway on the highway right of way.

Date: _____

Signed: _____
(Property owner or owner's representative)



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Application for Access Driveway Permit

Date: _____

Application is hereby made to the City of Pottsboro, Texas for a permit to construct a driveway in accordance with the attached drawing, and in full conformity with all rules and ordinance of the City of Pottsboro. The location and pertinent features of said development are as follows:

Property Location: _____

Name of Property Owner: _____

Mailing Address: _____

Phone Numbers: _____

Name of Applicant or Corporate Office: _____

Mailing Address: _____

Phone Numbers: _____

Name of Contractor: _____

Mailing Address: _____

Phone Numbers: _____

Engineer Name: _____ Phone # _____

Surveyor _____ Phone # _____

Land Use Type:

TYPE I If the driveway in question is for:

- Single Family Town Homes Duplex Multi-Resident Apartment

TYPE II If the driveway in question is for:

- Office Commercial Industrial Warehouse All Other

Signature of Applicant: _____ Date _____

Signature of Owner (if different) _____ Date _____

Application and fees in the amounts of \$ _____ received on _____ by _____

Access Driveway Permit Applicant Check List

The following is a short outline to be submitted with the driveway permit application. For State Right-of-Ways, Texas Department of Transportation approval is required before receiving city approval. See attachments for further detailed information.

TYPE I

If the driveway in question is for:

Single Family Town Homes Duplex Multi-Resident Apartment

You will need to provide at least the following information:

- Width of proposed driveway
- Type of pavement surface to be used
- Location with respect to property lines
- Any special conditions relative to the site.

TYPE II

If the driveway in question is for:

Office Commercial Industrial Warehouse All Other _____

You will need to provide at least the following information:

- Drawn site plans to scale
- Distance to all public street intersection within one hundred (100) feet of proposed driveway
- Drainage structures
- Utilities
- Existing and proposed improvements
- Parking layout
- Median opening and location(s), if applicable
- Street sidewalks
- All existing structures/ buildings within fifty (50) feet of common property line
- Street width

Commercial and Industrial Driveway Access Request Form

Date:

District:

County:

Highway:

Limits:

1. Purpose of Request: *Explain the need for access driveway*

2. Proposed use of the property: *Operations, facilities, frequency of access use, types and sizes of vehicles for each individual year of the next three year period*

3. Background: *Dated chronology of previous correspondence, meetings, or discussions about driveway access, identification of property zoning or approved platting, if applicable*

4. Participant(s) in the request process: *Including as applicable city, county, developers, consultants, legal counsel, etc.*

5. Highway layout showing the requested access site and upstream/downstream roadway system and other associated access: *Attach vicinity map (surrounding area), project location map (adjacent highway/ramps and local streets), location of access breaks (in relationship to property boundaries)*

Commercial and Industrial Driveway Access Request Form

6. Existing roadway characteristics: *ADT, number/width of lanes/shoulders, posted speed, bridge structures, utility overhead and underground (location/relocation), geometrics at proposed access (Sight distance, grades, vertical/horizontal curves), pavement (structure, width, and material)*

7. Proposed driveway: *Proposed radii, throat width and length, entry/exit width*