



HOUSTON PERMITS

**GENERAL INSTRUCTIONS TO DRIVEWAY/ ACCESS
PERMIT APPLICANTS**

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1. Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
2. The DAP application will be automatically directed to the corresponding [TxDOT Maintenance Office](#) based on the site address provided:
 - Brazoria Maintenance Office – Permit Office 2:
HOU-Braz-PermitApplication@txdot.gov
 - Galveston Maintenance Office – Permit Office 3:
HOU-Galv-PermitApplication@txdot.gov
 - Fort Bend Maintenance Office – Permit Office 4:
HOU-FtBend-PermitApplication@txdot.gov
 - Montgomery Maintenance Office – Permit Office 5:
HOU-Mont-PermitApplication@txdot.gov
 - Southeast Harris Maintenance Office – Permit Office 6:
HOU-SEHarris-PermitApplication@txdot.gov
 - Waller Maintenance Office – Permit Office 7:
HOU-Waller-PermitApplication@txdot.gov
 - West Harris Maintenance Office – Permit Office 8:
HOU-WHarris-PermitApplication@txdot.gov
 - Metro Houston Maintenance Office – Permit Office 9:
HOU-Metro-PermitApplication@txdot.gov
 - North Harris Maintenance Office – Permit Office 10:
HOU-NHarris-PermitApplication@txdot.gov

All drawings must contain information regarding the items listed below:

- Width of driveway or street tie-in (including medians)
- Radius of return on both sides of each access requested.
- Edge of pavement and elevation.
- Distance of access from the property lines
- Distance between nearest driveways/streets.
- Ditch flow line elevation; indicate inside diameter of nearest upstream and downstream culverts
- Show all surface utilities and drainage structures on TxDOT right of way.
- Show intersections, driveways, on-ramps, and off ramps within 1000 feet of access locations.
- Show traffic signals within 1000 feet of access locations.
- Show existing roadway median openings within 1000 feet of access locations.
- Show “**Posted Speed**” on black/white sign on all TxDOT highways adjacent to the site.
- Include driveway material type and thickness of the Proposed Pavement Design.

- Provide AASHTO templates showing the minimum turning paths for the largest design vehicle in and out of the proposed commercial driveway. Examples of facilities for which a larger design vehicle (WB50) would normally be appropriate include gas stations and facilities that will have loading docks. Gas station plans need to show fuel tank filling areas and a fuel truck pathway on the site to ensure circulation for tanker trucks delivering fuel.
- Traffic Control Plans (TCP) using TxDOT Standards and/or [Texas Manual of Uniform Traffic Control Devices](#) (TMUTCD) should be provided to the Maintenance Office prior to start of construction.
- Storm Water Pollution Prevention Plan (SWPPP) should be provided prior to start of construction. Specify the location and type of all temporary and permanent erosion/sedimentation and revegetation control devices on the site and within the right-of-way, in accordance with TxDOT Standards. If the disturbed area is greater than 1 acre the applicant will be required to prepare and implement SWPPP in accordance with TCEQ requirements.
- Be specific on drainage structure size and lengths and label pipe runners, if applicable.
- Property shall be staked showing the locations of each access point(s) for field verification.

IMPORTANT NOTICE TO APPLICANTS:

1. **Spacing of Access Connections:** Distances between the proposed and existing driveways and/or side streets located on the same side of the highways for the proposed driveway should meet spacing requirements in accordance to the [TxDOT Access Management Manual](#).
2. In Table 2-1 (Frontage Road) 2-2 (All Other State Highways). Distance shall be measured from edge to edge of driveways/streets, as illustrated in figure 2-1 or 2-3 in the Access Management Manual. If such requirements cannot be met, applicants shall provide justification for variance on page 2 of Form 1058.
3. **Driveway Geometric Design:** proposed driveway should meet all widths, radii, profile, driveway angle, pedestrian requirements in accordance to the [TxDOT Roadway Design Manual, Appendix C, "Driveway Design Guidelines"](#). Provide AASHTO templates showing the minimum turning paths for the largest design vehicle in and out of the proposed commercial driveway.
4. **Traffic Study Requirements:** Please refer to the [Houston District Traffic Study Guidelines](#) and complete the [Houston District Traffic Study Checklist](#), if applicable.
5. **TxDOT CAD Standards:** Include a list of [TxDOT Houston District Standards](#) or [TxDOT Statewide Standards](#) that will be used that the applicant's engineer will select for construction of the work to be performed.
6. **Environmental Clearance:** If the access request includes work on right turn lanes, roadway widening, excavation, or median opening changes, please provide the environmental requirements/reports that will be needed to be completed once design is approved by TxDOT. (Please complete form [Environmental Review for Permit Level Actions](#)).
7. **PLEASE NOTE THAT IF YOUR PARCEL WAS SUBDIVIDED AFTER YEAR 2004, YOUR ACCESS REQUEST MUST FOLLOW THE GUIDELINES SPECIFIED IN THE [TxDOT Access Management Manual](#).**