

City of Hunters Creek Village  
#1 HUNTERS CREEK PLACE  
HUNTERS CREEK VILLAGE, TEXAS 77024  
(713) 465-2150 phone  
(713) 465-8357 fax



PERMIT CHECKLIST - DRIVEWAY / REPLACEMENT

Date: \_\_\_\_\_ Job Site Address: \_\_\_\_\_

Value of Work: \$ \_\_\_\_\_

Documents Submitted:

- ☐ Two sets of Plans
- ☐ Survey of Property  
CH. 44, SUB-SEC. 44-28 HUNTERS CREEK CODE
- ☐ Tree Certification  
CH. 18, SECT. 18-20 © (1) HUNTERS CREEK CODE
- ☐ Tree Disposition Plan (TDP)  
CH. 18, SECT. 18-20 © (1) HUNTERS CREEK CODE
- ☐ Drainage Plan or Notarized Statement TO COMPLY WITH  
CH. 44, SECT. 44-129 HUNTERS CREEK CODE
- ☐ Letter of approval from HOA'S ARC or letter from builder  
stating there is no HOA or ARC.
- [ ] Letter of Approval from the Memorial Villages Water Authority  
[Water and Sewer Availability Letter]

Site Information: (check one)

- ☐ Replace existing
- ☐ New or revised

Driveway Information: (NOTE: HCV Concrete Requirement attached)

- ☐ Reinforced concrete
  - ☐ Asphalt paving
  - ☐ Brick pavers
  - ☐ Other: \_\_\_\_\_
- Concrete thickness in ROW (6"): (Approach from street to property line-see attached C R)  
Concrete thickness on lot (5"):  
Driveway width 12' or greater: \_\_\_\_\_  
Driveway doweled at expansion joints and slab abutments: \_\_\_\_\_  
Driveway drains properly: \_\_\_\_\_  
Culverts needed under drive: \_\_\_\_\_

Drainage System:

NOTE: IF DRAINAGE SYSTEM IS INCLUDED, ADD DRAINAGE SYSTEM CHECKLIST.

Fences and Gates:

NOTE: IF FENCING OR GATES ARE INCLUDED, ADD FENCE OR GATE CHECKLIST.

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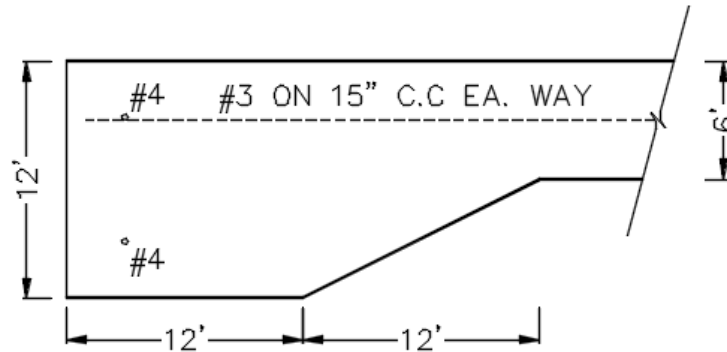


## CONCRETE REQUIREMENTS

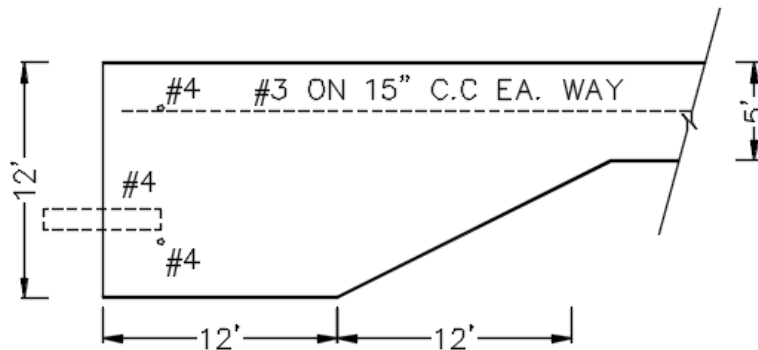
Concrete driveways shall be a minimum of five inches of 3,000 PSI concrete, reinforced with #3 rebar on 15" centers each way, set on chairs spaced at 48" centers each way.

Install one-inch expansion joints for depth of concrete at 20' maximum centers, with 12" #4 dowels with plastic sleeve on one end at 24" centers.

Approach from street to property line shall be a minimum of six inch, 3,000 PSI concrete. Provide minimum of 12" x 12" beam at connection to street, with additional #4 rebar top and bottom of beam.



Where driveway meets garage slab, install 24" #4 dowels, with plastic sleeve on one end of dowel, on 24" centers and additional #4 bars top and bottom of beam.



**Note:** Welded wire mesh shall only be permitted in sidewalk construction. The addition of poly mesh is acceptable in lieu of other sidewalk reinforcement.

### Flexible Base Pavement (for asphalt and over surfacing)

Minimum of six inches flexible base or equivalent of base and asphalt surfacing garage and approach to street, edges shall be thickened to a minimum of 15" x 15".

flexible base with 2" of Hot Mix Asphaltic Concrete surfacing.

In the right-of-way (between property line and street) base shall be minimum eight inches flexible base with 2" of Hot Mix Asphaltic Concrete surfacing.

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**Permit Type**

- |  |  |                                |                                   |                                     |
|--|--|--------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> New Residence | <input type="checkbox"/> Plumbing                | <input type="checkbox"/> Pool  | <input type="checkbox"/> Driveway | <input type="checkbox"/> Deck       |
| <input type="checkbox"/> Comm. Build   | <input type="checkbox"/> HVAC                    | <input type="checkbox"/> Fence | <input type="checkbox"/> Demo     | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Remodel       | <input type="checkbox"/> Signs                   | <input type="checkbox"/> Roof  | <input type="checkbox"/> Drainage |                                     |
| <input type="checkbox"/> Electrical    | <input type="checkbox"/> Channel Bank Stabilizer |                                |                                   |                                     |

Value of Work for Contractor: \$ \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Description of Work \_\_\_\_\_

*Property Owner Information*

_____ <b>Name</b>	_____ <b>Phone Number</b>
_____ <b>E-Mail</b>	_____ <b>Fax Number</b>

*Architect / Designer Information*

_____ <b>Name</b>	_____ <b>Phone Number</b>
_____ <b>E-Mail</b>	_____ <b>Fax Number</b>

*Contractor / Subcontractor Information*

_____ <b>Company Name</b>	_____ <b>Phone Number</b>
_____ <b>Employee Name</b>	_____ <b>Fax Number</b>
_____ <b>Signature</b>	_____ <b>E-Mail</b>
_____ <b>Address, City, Zip</b>	

**ONLY COMPANY CHECKS AND CASH ARE ACCEPTED. CONTRACTOR MUST BE REGISTERED WITH THE CITY OF HUNTERS CREEK WITH CERTIFICATE OF INSURANCE AND LICENSE ON FILE.**

**\*\*\*OFFICE USE ONLY\*\*\***

☐ Approved ☐ Denied

Comments: \_\_\_\_\_

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_