



PERMIT CHECKLIST – DRIVEWAY

Documents to Submit:

- ☐ Two (2) sets of plans
- ☐ Survey of Property
 - CH. 44 Sect. 44-28 Hunters Creek Code
- ☐ Tree Disposition Plan and Tree Survey
 - If no trees are to be removed, a letter stating such will be required in place of the Tree Disposition Plan and Tree Survey.
 - CH. 18 Sect. 18-20 (1) Hunters Creek Code
- ☐ Drainage Plan or Notarized Statement that complies with the Ordinance
 - CH. 44 Sect. 44-129 Hunters Creek Code
- ☐ Letter of approval from HOA's ARC or letter from builder there is no HOA or ARC. [Only required if new or revised driveway]
- ☐ Letter of approval from the Memorial Villages Water Authority
 - Application for Construction Project

Site Information:

- ☐ New or Revised
- ☐ Replace Existing

Driveway Information: [NOTE: See attached HCV Concrete Requirements]

- ☐ Reinforced Concrete
- ☐ Asphalt Paving
- ☐ Brick Pavers
- ☐ Other: _____

Concrete Thickness in Right of Way [ROW]: 6" [Approach from street to property line – See attached Concrete Requirements]

Concrete Thickness on lot: 5"

Driveway width 12' or greater: _____ ft

Driveway doweled at expansion joints and slab abutments: _____ (yes or no)

Driveway drains properly: _____ (yes or no)

Culverts needed under drive: _____ (yes or no)

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.

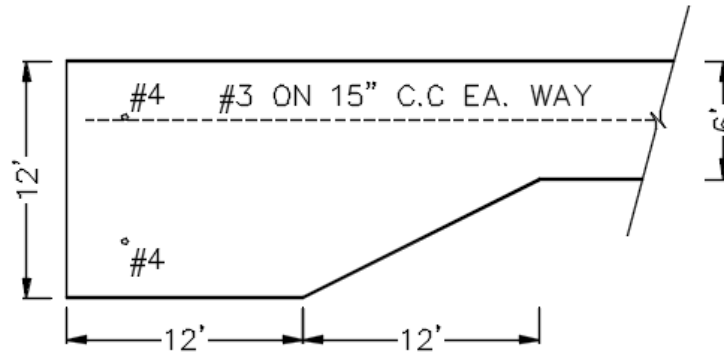


CONCRETE REQUIREMENTS

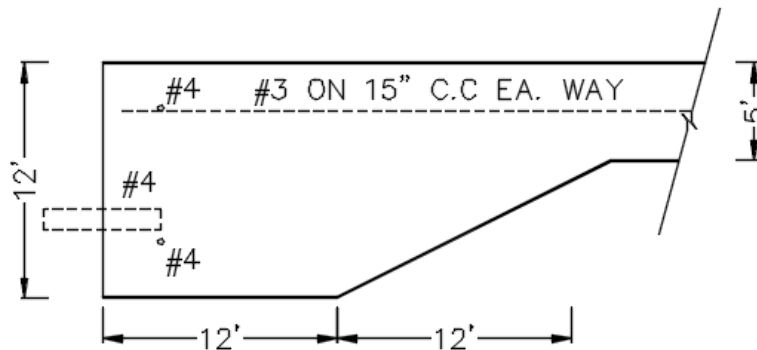
Concrete driveways shall be a minimum of five inches of 3,000 PSI concrete, reinforced with #3 rebar on 15" centers each way, set on chairs spaced at 48" centers each way.

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, and shall have an expansion joint set at the property line, 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.

City of Hunters Creek Village
#1 Hunters Creek Place
Hunters Creek Village, Texas 77024
(713) 465-2150 phone
(713) 465-8357 fax



Permit Application

Date: _____ Job Site Address: _____

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"/> Generator |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Channel Bank Stabilizer | <input type="checkbox"/> Tree | <input type="checkbox"/> Fire Sprinkler | |

Value of Work: \$ _____ Total Affected Square Footage: _____

Description of Work: _____

Property Owner Information

Name

Phone Number

E-Mail

Fax Number

Architect / Designer Information

Name

Phone Number

E-Mail

Fax Number

Contractor / Subcontractor Information

Company Name

Phone Number

Employee Name [Printed]

Fax Number

Employee Signature

E-Mail

Company Address, City, Zip

ONLY COMPANY CHECKS, CASH, & CREDIT CARDS 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: _____