



**PUBLIC WORKS DEPARTMENT
DRIVEWAY APPROACH PERMIT APPLICATION**

PO Box 698
Marshall, TX 75671
www.marshalltexas.net

(903) 935-4489 PH
(903) 935-4494 FX

Address of Construction: _____ **Start Date:** _____

Name of Subdivision: _____

Property Owner: _____	Contractor: _____
Address: _____	Address: _____
City, ST, Zip: _____	City, ST, Zip: _____
Home Phone: _____	Phone: _____
Day/Other #: _____	Other Phone: _____

Applicant is: Property Owner Contractor Other _____

I hereby make application for a right-of-way excavation permit for the described location. As duly authorized agent of said property, I agree to abide by all ordinances and specifications of the City of Marshall, whether here in specified or not.

Printed Name: _____ Signature: _____

WORK TO BE DONE: New Approach <input type="checkbox"/> Enlarge Existing <input type="checkbox"/> Repair Existing <input type="checkbox"/> Curb & Gutter <input type="checkbox"/>	IS THIS PROJECT: <input type="checkbox"/> Residential If residential, is this a circle drive? _____ <input type="checkbox"/> Non-residential	IS WORK IN CONJUNCTION WITH: <input type="checkbox"/> New Building <input type="checkbox"/> Existing Building
---	--	--

PROVIDE THE FOLLOWING DIMENSIONS:

A = _____ Width of Lot: _____ FT

B = _____ If C/G required*: _____ LF

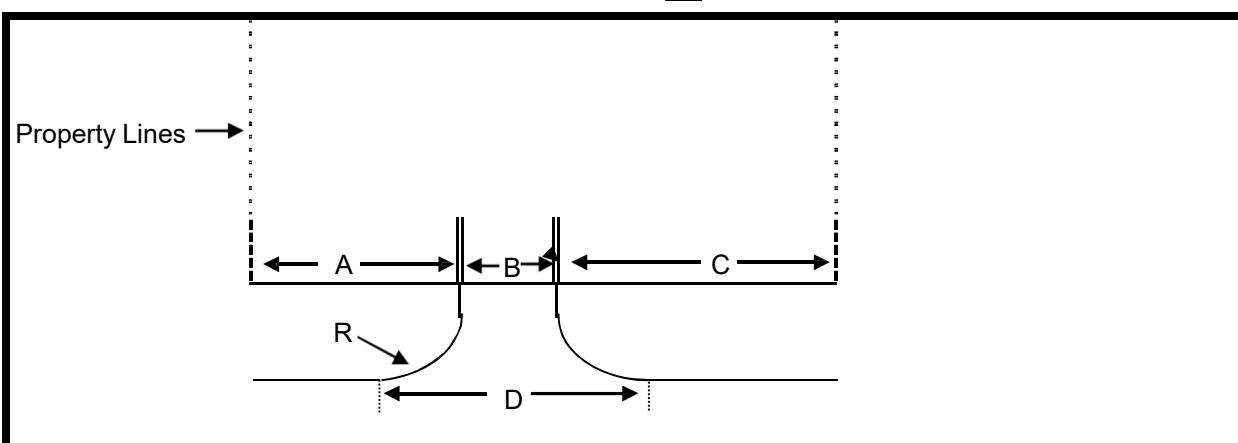
C = _____ *Allow 10 business days for markup

D = _____ **NOTE: All existing drive**

R = _____ **approaches must be shown.**

COMPLETE THIS CHECKLIST:

- Draw the shape of the bldg on lot.
- Show curb lines if existing.
- Show utility boxes/drain inlets/poles.
- Show sidewalks if existing.
- Show name(s) of street(s).



A MINIMUM OF 24 HOURS IS REQUIRED FOR REVIEW.

An original applicant and/or contractor signature shall be obtained upon permit issuance.

OFFICE USE ONLY

Special permit conditions attached?

Date Submitted:

Approved Permit Number: _____

Denied Reasons for denial: _____

RETURN TO PLANNING DEPARTMENT (401 S Alamo Blvd)

See attached for instructions and terms and conditions.

INSTRUCTIONS TO APPLY FOR DRIVEWAY APPROACH PERMIT

1. Fill in the driveway approach permit application completely, including applicant/property owner and contractor information. A sketch of work, such as a plot plan, is required. If you have obtained the application via the website, the [Drive Approach details and specifications](#) are available online (and at the Planning office).
2. Submit the completed application to:

Development Services Department,
P.O. Box 698,
401 S Alamo Blvd,
Marshall, TX 75671.

Permit Fees are non-refundable and are as follows:

- a. Permit Fee \$35.00 when application is submitted
- b. Reinspection Fees -\$10.00 per inspection after initial.
3. Upon issuance of a permit, you will be notified to pick up the permit. An original signature from the applicant and/or contractor shall be obtained upon permit issuance.

TERMS, CONDITIONS AND REQUIREMENTS

1. The Contractor shall schedule the inspection of each driveway approach a minimum of 24 hours prior to the time of inspection by calling (903) 935-4516.
2. The Contractor shall satisfy the requirements of the State of Texas damage prevention law (Utilities Code Title 5, Chapter 251) effective October 1, 1998. Helpful Info: (contractor responsible for contacting line locators) Dig TESS 1-800-245-4545 or www.dig tess.org and contact City of Marshall Utilities Department (903) 934-7823.
3. The Contractor shall install and maintain all detours, lane closures, signing, traffic control devices, etc. in conformance with the [Texas Manual on Uniform Traffic Control Devices](#), and in accordance with City of Marshall requirements, and as directed by the City Engineer.
4. The Contractor and Owner shall indemnify and reimburse the City for **any and all** restorative costs resulting from the Contractor's work not complying with the terms and conditions of the permit as it may be issued.
5. If work is located in the State's right-of-way, the Contractor shall apply for TxDOT driveway approach permit from Jacob Vise, Area Engineer (903) 935-2809.