



PROCESS FOR HAVING CULVERTS INSTALLED

1. Fill out a Culvert Request Form and pay the \$50 culvert application fee at the front office of City Hall.
2. A city employee will visit your property to determine the correct culvert size.
3. We will then call you to advise the correct diameter size of reinforced concrete culverts for you to purchase. Four-foot culverts are standard length.
4. If your drive is more than 40 feet wide, you will be required to install a clean out port every 40 feet.
5. When you have the culverts on your property and marked the location where you want them set, please call 979-233-1531 x104 or email the Utilities Clerk at utilities@surfsidetx.org.

6. If you want fill material, other than just the soil dug out for the culverts, and you order from either:

Sorrell Trucking
(979)233-6655

Or

Vernor Equipment
(979)233-3366

The County will go by one of these suppliers and pick up your fill material and deliver it for free to your property. You must, however, make prior payment arrangements for this material and let Sadie know so the information can be relayed to the county.

7. We will then email your request to the County Engineer's office. We rarely get advance notice of when the culverts are being set. It can take several weeks depending on the weather, volume of requests and manpower.



CULVERT REQUEST FORM

Date: _____

Property Owner Name: _____

Address where culverts are to be set: _____

Contact Number: _____

Email Address: _____

Number of 4' culverts requested: _____

Fill material ordered and prepaid for at: _____

****Owner/ Applicant is responsible for purchase of reinforced concrete culverts and fill material.****

OFFICE USE ONLY:

Date given to FPM: _____

Size required: _____ Clean out port needed? _____

Number required: _____ Date culverts set on property: _____

Is the area marked? _____

Date request sent to county: _____

City Official Signature _____