

## 1. Application Requirements:

1. Review the HCRMA Access Management Policy listed at: <https://www.hcrma.net/forms.html>
2. Complete the **Driveway / Tie-In Permit Application** along with the **Driveway Construction Request**, and **Permit to Construct Access Driveway Facilities**.
3. A copy of the executed Property Deed (required for ALL requests).
4. Digital Submittals: submit entire application package on via file share link or Flash Drive  
*MUST BE SIGNED & SEALED P.E. DRAWINGS FOR ALL COMMERCIAL SITES:*
  - Drawings must contain information of the items listed below:
  - Legible drawings-all text on 11"x17" sheets shall be readable.
  - Width of driveway or street tie-in (including medians).
  - Radius of return.
  - Edge of pavement.
  - Distance of access from the property lines.
  - Distance between driveways
  - Ditch line; indicate inside diameter of nearest upstream and downstream culverts.
  - Show all driveways (with name of business) within 501 feet either side of the property.
  - Show all surface utilities and drainage structures on HCRMA right of way.
  - Show entrance or exit ramps that are within 1000 feet of access locations.
  - Show traffic signals within 1000 feet.
  - Show "Posted Speed" and color of sign on all HCRMA highways adjacent to the site.
  - Master plan of the entire development for all commercial sites.
5. 11"x17" copy of the Right of Way map showing exact location of access.
6. Copy of Site Map showing exact location of the access point(s).
7. Provide an exhibit with aerial image background with site marked.
8. Property shall be staked showing the locations of each access point(s).
9. Environmental requirements:
  - Provide FEMA (include Panel Number) map or a land survey SIGNED & SEALED by a Registered Public Land Surveyor stating or depicting whether the proposed highway improvement is within the 100-year floodplain.
  - If a clear US ARMY CORP of ENGINEERS (USACE) jurisdictional determination or an approval USACE permit has been obtained, then information pertaining to the 100-year floodplain is not required. USACE telephone number is (409) 766-3184.
10. Street tie-in or highway modifications: a SPONSORSHIP LETTER shall be submitted from the City or County (that will maintain the highway once completed) or plans must be SIGNED and approved by the City or County.
11. Traffic Impact Analysis: Provide ONE pdf copy, with Synchro runs on file share link or Flash Drive.
12. Use additional reports, exhibits, engineered plans, attachments, volumes, etc. as necessary to provide a full explanation of the proposed access and any temporary / permanent improvements needed to accomplish these connections.

### NOTE:

1. *An incomplete package will be returned with instructions on what material is needed to complete your submittal.*
2. *Please contact HCRMA Chief Development Engineer, Eric Davila, PE, PMP, CCM at 956-402-4762 or [eric.davila@hcrma.net](mailto:eric.davila@hcrma.net) with any questions regarding the Application.*



# Application for Access Driveway and / or Street Tie-in Permit for HCRMA Facilities

## 2. Driveway / Tie-In Permit Application:

**Applicant:**

Permittee (Property Owner)	Name of Site
Consulting Firm Contact	Site Address
Address	City                      State                      Zip Code
City    State    Zip Code	Contact E-Mail
Phone No.	Fax No

**Type of Access:**

- Street Tie-In     Commercial     Private     Public     Temporary  
 Sidewalk     Preliminary     Hydraulics Only     TIA/Signal

Highway: \_\_\_\_\_ Name of closest cross street: \_\_\_\_\_

Is Highway within an incorporated city?  Yes  No

City: \_\_\_\_\_ County: \_\_\_\_\_

Property on which side of highway?  North     South     East     West

Number of requested driveway(s): \_\_\_\_\_ Width of requested driveway(s): \_\_\_\_\_

Number of requested street tie(s): \_\_\_\_\_ Width of requested street tie(s): \_\_\_\_\_

Number of existing access(s) to be modified: \_\_\_\_\_ Width of requested modification(s): \_\_\_\_\_  
(total width of modification without the radii)

Return radius: \_\_\_\_\_ Width of median: \_\_\_\_\_

Is there an existing roadway median opening, ramp, or traffic signal located within 1,000 feet of the proposed driveway?  Yes  No

If yes, indicate distance and directions to all on your plans.



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Type of highway design?

Curbed       Open ditch       Both

If open ditch, give inside diameter of

nearest upstream and downstream pipes: \_\_\_\_\_

Does this request include any drainage coming to the HCRMA?       Yes       No

If no, what drainage authority receives developed flow \_\_\_\_\_

**attach a copy of approval letter from the governing drainage authority / authorities.**

*Hydrology & hydraulic studies must be completed and submitted for ALL access driveways or street tie-ins applications. This includes roadway related hydraulics for proposed driveway crossings, and site development drainage plans—which for non-HCRMA receiving facility must a minimum adhere to Hidalgo County Drainage District No. 1 criteria set forth in the Engineering section of their Downloads page: <http://www.hcdd1.org/main/downloads.html> (or other jurisdictional requirements if those are more stringent or are the govern the proposed development platting). HCRMA receiving facilities are governed by other sections in this Application and are based on the TxDOT Manuals (PS&E Preparation Manual - <http://onlinemanuals.txdot.gov/txdotmanuals/pse/pse.pdf> and Hydraulic Design Manual - <http://onlinemanuals.txdot.gov/txdotmanuals/hyd/hyd.pdf>) and Guidelines (Guidelines and Criteria for Drainage Related to Land Development - <https://www.txdot.gov/inside-txdot/district/houston/guidelines-and-criteria.html>).*

## **2.1 Background Information**

Access Driveway for Commercial / Industrial Developments; or Street Tie-In / Drainage-Only

Date: \_\_\_\_\_ County: \_\_\_\_\_

Highway: \_\_\_\_\_ Location / Limits: \_\_\_\_\_

**1. Purpose of Request:** *Explain the need for proposed access*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Proposed use of the property:** *Proposed operations / facilities, frequency of use of proposed access, approximate types and sizes of vehicles using proposed access for each individual year of the next three years*

\_\_\_\_\_  
\_\_\_\_\_



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3. **Background:** *Dated chronology of previous correspondence, meetings, or discussions about proposed access, identification of property zoning or approved platting, if applicable. Include any previous approved permits, permit applications, preliminary approvals, and tracking numbers, if applicable.*

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4. **Participant(s) in the request process:** *Including City, County, developers, consultants, legal counsel, etc., as applicable*

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5. **Attach Maps:** *Vicinity Map (showing surrounding area), Project Location Map (showing adjacent highway(s), ramps, and local streets), Locations of Access Breaks (relating to property boundaries)*

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6. **Existing roadway characteristics:** *At location(s) of proposed access: Number of roadway lanes in each direction, Approximate width of roadway lanes / shoulders, Posted speed of roadway, Roadway pavement material (asphalt, concrete, gravel, dirt). Also, is there an existing roadway median opening, entrance / exit ramp, or traffic signal within one-thousand feet of the proposed access?*

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7. **Design of proposed access:** *Proposed radius, throat width, entry/exit width.*

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8. **Provide name of entity that will receive any drainage outfall / storm discharge after the site has been developed:** *If municipality / Hidalgo County Precinct / Hidalgo County Drainage District No. 1 authority, provide copy of approval letter. If HCRMA ROW or State TxDOT ROW, completely fill and coordinate completion of the Drainage/ Hydraulic Checklist & Drainage Summary Table provided on the ensuing page(s).*

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## 2.2 Drainage/ Hydraulic Checklist & Drainage Summary Table

The following is required for All Projects with Drainage to the HCRMA. Please visit the following Link for the latest Houston District Hydraulic Section Drainage Criteria: <https://www.txdot.gov/inside-txdot/district/houston/guidelines-and-criteria.html>

<b>Checklist Instructions:</b> <i>This checklist must be completed and submitted for ALL access driveway, street tie-in, or drainage-only permit applications. Check the applicable boxes or leave blank if not applicable.</i>	<b>Applicant</b>	<b>HCRMA Reviewer</b>
As-Built drawings for Drainage Area and Hydraulic Computations (Please e-mail your request to Chief Development Engineer, Eric Davila, PE, PMP, CCM <a href="mailto:eric.davila@hcrma.net">eric.davila@hcrma.net</a> )	<input type="checkbox"/>	<input type="checkbox"/>
Graphical scale and north arrow (required on all civil plan sheets)	<input type="checkbox"/>	<input type="checkbox"/>
Symbols and legend	<input type="checkbox"/>	<input type="checkbox"/>
Project location map	<input type="checkbox"/>	<input type="checkbox"/>
Benchmark with elevation and Datum reference	<input type="checkbox"/>	<input type="checkbox"/>
Signed and sealed boundary & topographic map with effective Flood Insurance Rate Map (FIRM) information	<input type="checkbox"/>	<input type="checkbox"/>
Total development acreage and type of development	<input type="checkbox"/>	<input type="checkbox"/>
Is the subject site crossed by jurisdictional waters? If so, have all necessary permits been secured?	<input type="checkbox"/>	<input type="checkbox"/>
Is the subject site receiving drainage from HCRMA ROW? If so, consult with hydraulics section prior to final design.	<input type="checkbox"/>	<input type="checkbox"/>
Is the subject site receiving offsite drainage via a HCRMA cross drainage structure? If so, then the proposed plan must clearly show that prescriptive water rights are maintained, and the drainage conveyance will not be diminished by the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
Amount of the HCRMA frontage either from survey map or scaled from as-built plans	<input type="checkbox"/>	<input type="checkbox"/>
Proposed drainage tie-in (details/ cross-section and elevations)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed restrictor detail (NOTE: Restrictor shall be accessible to HCRMA inspectors, otherwise engineering justification is required on the drainage plan)	<input type="checkbox"/>	<input type="checkbox"/>



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<b>Checklist Instructions:</b> <i>This checklist must be completed and submitted for ALL access driveway, street tie-in, or drainage-only permit applications. Check the applicable boxes or leave blank if not applicable.</i>	<b>Applicant</b>	<b>HCRMA Reviewer</b>
Proposed detention areas (ponds/ parking/ underground vault, etc.) cross sections with 100-yr. Water Surface Elevation (WSE)	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Pollution Prevention Plan (SW3P)	<input type="checkbox"/>	<input type="checkbox"/>
Applicable standard details and construction notes	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pump Discharge – Please refer to the “Pump Discharge Criteria” and consult with HCRMA Development Engineering Department prior to detail drainage system design.</p> <p>General criteria for projects with pump discharge to HCRMA:</p> <ul style="list-style-type: none"> <li>• Earthen detention ponds minimum side slopes will be 4:1.</li> <li>• Maximum pumped discharge will not exceed 20% of the allowable gravity discharge.</li> <li>• A return line to circulate any discharge exceeding the allowable pump discharge back to the pond.</li> <li>• Automatic shut-down device to turnoff all pumps when HCRMA drainage system capacity is exceeded.</li> </ul> <p>NOTE:</p> <p>During construction care must be taken to minimize the discharge of sediments such as silt, soil and sand to the HCRMA right of way. In addition to the standard SWPPP practices, a temporary settling basin should be constructed on the private site to receive discharge from pumped dewatering operations to allow sediments to settle prior to draining to the HCRMA right of way. During construction site dewatering operations shall not be pumped or allowed to drain directly to the HCRMA right of way without the use of sediment controls.</p>	<input type="checkbox"/>	<input type="checkbox"/>



### 3. Driveway Construction Request:

To the Hidalgo County Regional Mobility Authority (“HCRMA”)

Date: Hidalgo County, Texas

Formal notice is hereby given that \_\_\_\_\_ (“Requestor”)

Proposes to construct/reconstruct a (residential, convenience store retail mall, farm, etc.) driveway within the right of way of \_\_\_\_\_ in Hidalgo, County, Texas as follows: (give location, length, general design, etc. Use additional sheets, attachments, exhibits, and/or reports as needed and attach drawings):

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Requestor will construct and maintain the driveway on the highway right of way as shown on the attached drawing and in accordance with the rules, regulations and policies of the Texas Department of Transportation (TxDOT) and HCRMA, and all governing laws, including but not limited to the “Texas Engineering Act,” “Federal Clean Water Act,” the “National Endangered Species Act,” “Americans Disabilities Act,” and the “Federal Historic Preservation Act.” Upon request by HCRMA, Requestor will submit to HCRMA proof of compliance with all governing laws, rules, regulations and requirements before commencement of construction. Plans shall include the design, proposed location, vertical elevations, and horizontal alignments of the driveway based on any survey data, the relationship of the existing highway facilities and the driveway traffic safety and access procedures, and location of existing utilities that may be affected by the proposed driveway facility. The location and description of the proposed driveway and appurtenances is more fully shown by a complete set of drawings attached to this request. Requestor shall provide the HCRMA with proposed schematics and as-built specifications in electronic form.

Requestor will be use Best Management practices to minimize erosion and sedimentation resulting from the proposed installation and we will revegetate the project area as indicated under “Revegetation Special Provisions.”

When installing the driveway on controlled access facilitates Requestor shall conform to the Texas Transportation Code, Title 6 Roadways, Chapter 203, Subchapter C, Control Access, §203.31 (<https://statutes.capitol.texas.gov/Docs/TN/htm/TN.203.htm>). Requestor shall limit access for servicing this installation to access via (a) frontage roads where provided, (b) nearby or adjacent public roads or streets, (c) trails along or near the highway right of way lines, connecting only to an intersecting road, from any one or all which entry may be made to the outer portion of the highway right of way for normal service and maintenance operations. Requestor rights of access to the through traffic roadways and ramps shall be subject to the same rules and regulations that apply to the general public.

It is expressly understood that HCRMA does not purport, hereby, to grant any right, claim, title or easement in or upon the highway or its right of way; and it is further understood that HCRMA may require us to relocate this driveway, subject to the provisions of governing laws, by giving thirty (30) days written notice.





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We will notify HCRMA prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right of way, so that HCRMA may provide specifications for the extent and methods to govern in, but not limited to, trimming, topping, tree balance, type of cuts, painting cuts and clean ups. We understand that these specifications are intended to preserve HCRMA considerable investment in highway planting and beautification, by reducing damage due to trimming and to protect known endangered species.

Requestor installation shall not damage any part of the roadway structure or associated appurtenances and will make adequate provisions to minimize inconveniences to traveling public, and adjacent property owners. In the event, Requestor fails to comply with any or all requirements as set forth herein, HCRMA may take such action as it deems appropriate to compel compliance.

If the Requestor facilities are abandoned at any future date, the HCRMA may require Requestor to remove the abandoned driveway and return the area to its prior condition.

Following approval, Requestor will begin construction on or after \_\_\_\_\_.  
Month / Day / Year

Requestor understands HCRMA may place additional provisions and requirements as listed below, based upon, but not limited to the type of driveway begin installed, local site conditions, soil types and traffic.

### Additional Provisions and Requirements (for HCRMA input only):

- General Special Provisions:
  - Are attached
  - Are not attached
- As-built Plans/Certifications of Construction:
  - Are required and shall be certified as accurate by an authorized representative of the company
  - Are required and shall be signed and sealed by a State of Texas Licenses Professional Engineer
  - Are not required
  - Certification that Requestor was installed as approved
- Re-vegetation Special Provisions: In order to minimize erosion and sedimentation resulting from the proposed installation, the project area will be re-vegetated:
  - In accordance with TxDOT Standard Specification Item 64 which specifies the appropriate grass seed mix to be used, or:
  - As indicated on the attachment.

HCRMA Representative to be notified 48 hours prior to the beginning construction: Chief Construction Engineer, Ramon Navarro, IV, PE, CFM – 956-402-4763.

If approved, Requestor understands it will assume all risks associated with this installation within the HCRMA right of way and will indemnify the HCRMA for any claims arising from the construction, maintenance and/or operation of the driveway. These risks include injuries to workers, damage to Utility lines that may be in the area and injuries or damage



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resulting from Requestor’s failure to properly and maintain the driveway. Requestor acknowledges on the HCRMA makes no representations as to the location of any utilities. If the character, use of function of our driveway is materially changed from that approved under this Request, Requestor will notify HCRMA, and will remove any unauthorized portion of the driveway facility from the right of way at the Requestor’s expense. Any permit issued to the Requestor is for Requestor’s exclusive use and may not be assigned to any third-party.

If construction of the driveway is not begun prior to the expiration of 6 months from date of issuance, Requestor acknowledges that, unless otherwise extended, HCRMA approval of this Request will automatically expire, and Requestor will be required to resubmit a request, and all our modifications and relocations shall be in accordance with the governing laws, rules, regulations and policies existing at the time of submission. In the event Requestor fails to comply with any or all of the requirements as set forth in this Request, the HCRMA may take such action as it deems appropriate to compel Requestor’s compliance.

Hydrology & hydraulic studies must be completed and submitted for ALL access driveways or street tie-ins applications. This includes roadway related hydraulics for proposed driveway crossings, and site development drainage plans—which at a minimum must adhere to Hidalgo County Drainage District No. 1 criteria set forth in the Engineering section of the their Downloads page: [http:// www.hcdd1.org/main/downloads.html](http://www.hcdd1.org/main/downloads.html) (or other jurisdictional requirements if those govern the proposed development platting).

The Requestor certifies that it is authorized by state law to operate, construct, and maintain its Driveway facilities over, under, across, on or along state highways. By signing as/for the Requestor below, I certify that I am authorized to represent the Requestor, that I agree to the provisions and requirements included in this Driveway Installation Request, and our commencement of construction will further attest to our review and acceptance of said additional provisions and requirements.

Requestor			
Requestor Name		Date	
Contact Name		Title	
Address		City	State      Zip Code
Phone No.		Contact E-Mail	



#### 4. Permit to Construct Access Driveway Facilities

Permit Information (for HCRMA input only)			
Requestor / Contact Name		HCRMA Roadway Name	
Address	City	State	Zip Code
GPS Coords. At Intersection of Driveway Centerline with Abutting Roadway		Phone No. / Contact E-Mail	

The Hidalgo County Regional Mobility Authority (“HCRMA”) hereby authorizes, \_\_\_\_\_, hereinafter called the Permittee, to construct / reconstruct a \_\_\_\_\_ (residential, convenience store retail mall, farm, etc.) access driveway on the highway right of way abutting highway \_\_\_\_\_ in Hidalgo County, located at \_\_\_\_\_.

Subject to the following:

The Permittee is responsible for all costs associated with the construction of this access driveway and, agrees to comply with the terms and conditions set forth in the Driveway Construction Request, this permit for construction and maintenance of an access driveway on HCRMA right of way and all applicable regulations and requirements as set forth by the HCRMA. Design of the facilities shall be as follows and/or as shown in attached plans, exhibits, reports, etc. and is subject to conditions stated below:

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All construction and materials shall be subject to inspection and approval by the HCRMA. Maintenance of facilities constructed hereunder shall be responsibility of the Permittee, and the HCRMA reserves the right to require any changes, maintenance or repairs as may be necessary to provide for the protection of life or property on or adjacent to the highway. The HCRMA may require the relocation of the access driveway and any changes in design will be made only with approval of the HCRMA.



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The Permittee shall indemnify and hold harmless the HCRMA and its duly appointed agents and employees against any action for personal injury, property damage and/or other damages or claims by reason of the exercise of this permit, including but not limited to the construction, maintenance and/or operation of the driveway whereby the HCRMA selects legal counsel of its choosing. Further, the Permittee shall designate the HCRMA as an additional insured on any and all insurance policies proving coverage as required by the HCRMA for the work made the basis of this Permit.

Except for regulatory and guide signs at county roads and city streets, the Permittee shall not erect any sign on or extending over any portion of the highway right of way, and the vehicle service fixtures such as fuel pumps, vendor stands, or tanks shall be located at least 12 feet from the right of way line to ensure that any vehicle service fixtures will be off the highway right of way.

The HCRMA reserves the right to require new access driveway permit in the event of a land use change or change in driveway traffic volume or vehicle types. This permit is issued exclusively to the Permittee and is not assignable to any third-party. This permit will become null and void if the above-referenced driveway facilities are not constructed within six (6) months from the issuance date of this permit.

Prior to beginning the work authorized by this permit, the Permittee will make the infrastructure improvements necessary to resolve or mitigate any future safety or operational problems to facilitate traffic by reduction in capacity of through lanes in the frontage road. The Permittee will invite the HCRMA Chief Construction Engineer to any preconstruction meeting held for permitted work and will (at a minimum) provide at least forty-eight (48) hours notification prior to commencement of work authorized by this permit.

### Hidalgo County Regional Mobility Authority

\_\_\_\_\_  
Date of Issuance

\_\_\_\_\_  
Authorized Representative

The undersigned hereby agrees to comply with the terms and conditions set forth in this permit, within the Driveway Installation Request and General Operating Requirements for the HCRMA for construction of an access driveway on the HCRMA Right-of-Way.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driveway Requestor / Owner

Title 43 Texas Administrative Code (Transportation), Chapter 11 (Design), Subchapter C (Access Connections To State Highways) and the "Access Management Manual" (<http://onlinemanuals.txdot.gov/txdotmanuals/acm/acm.pdf>)



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establish policy for the granting of access and the design, materials, and construction of driveways connecting to state highways. All driveway facilities must follow this policy. To the extent there is any conflict between this permit and the policy, the policy shall control.