



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 *voice: (940) 349-8541*
www.cityofdenton.com

TxDOT Permit Application & Checklist

PROPERTY INFORMATION:

Project Name: _____ Parcel(s) Tax ID# (Required): _____

Project Address (Location): _____

Related Project Number (If Applicable): _____

OWNER INFORMATION AND AUTHORIZATION:

Name: _____

Company Name: _____

Address: _____

Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
- I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

Notary Signature

(seal)



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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **TxDOT Permit**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

ITEMS TO BE SUBMITTED:

- Application and Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- Associated Fee(s):** as listed on the **Development Review Fee Schedule**.
- Project Narrative:** Written proposal for the project.
- Plans:** Plans will be drawn on a sheet size of 11" x 17" Plans will be drawn to a scale no smaller than 1" = 100' unless otherwise approved by the DRC Chair.
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**

GENERAL INFORMATION:

A TxDOT Permit is intended to provide sufficient information to evaluate and review the general design of the development to ensure compliance with the City of Denton and TxDOT. A TxDOT Permit shall be required for all proposed developments that require access to TxDOT facilities, which includes, but is not limited to, driveways, drainage, utility crossings, signs, signalization and markings.

Applicant information required: the applicant, owner and contact information must be provided in entirety on ETrakit. If multiple design professionals are involved in the preparation of the plat document, list the principal design professional

Owner signature: The TxDOT Permit application is required to be signed by the current property owner. If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

All submittals, including resubmittals, must be submitted through the Planning Department under the normal submittal dates. Submittals will not be accepted for review by other departments.

- Prior to permit application for driveways (along with ancillary items such as turn lanes or other roadway improvements) located on TxDOT roadways, tie-ins to drainage facilities on TxDOT roadways, turn lanes on TxDOT roadways or similar requested permits, a pre-application meeting between the developer, City of Denton and TxDOT will be scheduled through the Development Review Administrator. Other work/permitting efforts within TxDOT right-of-ways (ROW) such as signage/markings, utility crossings, drainage crossings, signalization, etc. do not require the pre-application meeting with TxDOT and the City of Denton.
- Each review set must be produced on 11x17 paper and must be to scale. Drawings submitted on other sizes of media or not to scale will not be accepted for review. All text on all sheets must be clearly legible and sized appropriately for the sheet size. The construction plan cover sheet must clearly identify the purpose of the plans. (*Example - "The purpose of these plans is to obtain a driveway permit from the Texas Department of Transportation to gain access off of FM2181 to our proposed development."*)
- Each permit set submitted for consideration/approval must have already been through the Development Review Committee (DRC) process and have satisfied all applicable comments relating to the type of permit that is requested.
- Each permit set must be signed and sealed by a professional engineer registered in the State of Texas. All standard detail sheets included, either City of Denton standards or those required by TxDOT including barricading plans, must be sealed



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by the engineer of record or the coversheet must bear the appropriate acknowledgement of the standard details with the statement that the details were selected by the engineer or under his/her supervision, etc. as prescribed by the Board of Registration.

- For all resubmittals, if redline markups of plans were provided for a previous submittal, all such redlines must be returned for review with the resubmittal. Resubmittals returned without redlines will not be accepted and will require a new submittal as listed in item 2 above.
- For all resubmittals, provide a response letter with the resubmittal addressing each comment. Resubmittals returned without this information will not be accepted for review.
- Permit sets must include only the minimum drawings needed for approval of the applicable permit. In other words, for a utility crossing permit, site development sheets should not be included, but standard details, traffic control specific to the crossing, etc. should be included. For access permits, utility sheets or landscaping, etc. should not be included, but standard details, traffic control specific to the access location, etc. should be included. In addition, permit sets for utilities should not be mixed with access (driveway) permits but should instead be submitted as discrete permits.