



## PROCESS FOR HAVING CULVERTS INSTALLED

1. Fill out a Culvert Request Form and leave it 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 x106 or email Kennedy at [csr@surfsidetx.org](mailto:csr@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 Kennedy 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? \_\_\_\_\_

Date culverts set on property: \_\_\_\_\_

Is the area marked? \_\_\_\_\_

Date request sent to county: \_\_\_\_\_