

CITY OF BROOKSIDE VILLAGE
6243 BROOKSIDE ROAD
BROOKSIDE VILLAGE, TEXAS 77581

RE: BRAZORIA COUNTY DRAINAGE DISTRICT #4
4805 West Broadway
Pearland, Texas 77581
Fax: 281-485-0065

PROPERTY OWNERS REQUEST FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NO: _____ ALTERNATE NO: _____

REQUEST CULVERT SET:
SIZE CULVERTS: _____ HOW MANY FEET: _____

OTHER REQUEST: _____

DESCRIPTION OF PROPERTY: _____

DRAWING:

Rosie Fonseca, City Secretary

BRAZORIA COUNTY DISTRICT #4

Policy and Procedure for Culvert Installation

Brazoria Drainage District #4 will, within its jurisdiction, at the request of a resident, install driveway culvert. Such installation must meet local government requirements. Resident is responsible for purchasing culvert and materials. This procedure also applies to extending and existing driveway.

Location in Brookside Village

1. Request installation through Brookside Village City Hall.
6243 Brookside Road, Brookside Village, Texas 77581
(281) 485-3048 They will fax request to BDD4.
2. BDD4 foreman will call for underground locate/minimum of two days.
3. BDD4 foreman will estimate amount of stabilized sand or crushed concrete required.
4. Order and pay for stabilized sand or crushed concrete. Do not have it delivered. Take receipt to BDD4. We will pick up and haul fill material at time of job.
5. Purchase culvert (sized by City of Brookside Village) and have them delivered.
6. Stake location of driveway culvert placement.
7. Call BDD4 when culverts are delivered.

Please note that Brazoria Drainage District #4, can't proceed with any procedure for the installation of culverts listed above until we have received the faxed request from Brookside Village City Hall.