

Holiday Villages of Livingston Culvert-Driveway Permit

Installation of all Property Culverts on HVLOA roads are as follows:

1. A Permit Request must be applied for at the Clubhouse Office during office hours for all culverts located in Holiday Villages Livingston (HVLOA). **A site inspection must be performed by an approved representative before culvert installation will be allowed.**
2. HVLOA approved representative will determine the appropriate size culvert required at the requested location. Minimum culvert size will be 15" and up diameter at the requested location as per county drainage requirements. Each property will be sized accordingly as to not affect drainage.
3. The requesting party will be responsible for providing POA (Property Owner's Association) approved corrugated plastic culvert material. **NO Metal or Concrete culverts allowed unless approved by Board of Director's.**
4. Maintenance of the culvert will be the property owner's responsibility. Property owner will keep the culvert clear of debris and any material that might wash into their culvert. Failure to do so may lead to drainage issues and cost of cleaning will be at property owner's expense.
5. The minimum length for a culvert is 20 ft. and must maintain a 5 ft. distance from each property line. The maximum length for a culvert is 40 ft.
6. Property Culverts must follow these guidelines to be approved. For a 40 ft. lot, you must maintain 5 ft. from each property line and can have a maximum of a 30 ft. culvert. For a 50 ft. lot, property owner must maintain 5 ft. from each property line and can have a maximum of a 40 ft. culvert.
7. For properties over 50 ft., these guidelines must be followed to be approved. You may install up to two 40 ft. sections of culvert leaving at least 5 ft. per side for clean out even if you own the adjacent property, as well as a minimum 5 ft. clean out in the center between any 40 ft. section of culverts. You can also install a minimum 5 ft. catch basin with metal grating access lid in between the two sections instead of leaving an open gap. Catch basin must meet the same size guidelines as the culvert to ensure proper draining.
8. Clay along with a road base cap will be the only approved backfill material when setting a culvert.
9. A drawing of the proposed culvert will need to be submitted with this permit. Drawings will need to show all property lines and measurements for the area, or the permit will not be approved. Engineered drawings are not required.
10. Once the permit and drawings are submitted, HVLOA will review and approve or deny the permit and drawings. If denied, reasoning will be given to property owner to make necessary adjustments and resubmit for approval.
11. Once permit is approved, the culvert will be set and then HVLOA will be called for second approval prior to any backfill material being installed over the culvert. You can contact the Clubhouse at **936-377-5500**.
12. Once the culvert set is approved, backfill material may be installed and covering of the culvert can be completed. Once all backfill material has been installed then HVLOA will need to be contacted for the final inspection and signing.
13. **Driveways** - Concrete and asphalt driveways can be installed if there are expansion joints in culvert area so culvert may be removed. When road and ditch work are performed, this area may have to be removed for proper drainage. If culvert must be

replaced, culvert cost will fall on the property owner. Property owner will also be responsible for final finish material such as concrete, asphalt, or finish rock.

14. If these guidelines are not followed, the installed culvert can be removed at property owner's expense.

15. Culvert Materials: _____

16. **Indemnification:** The Requesting Party shall hold harmless HVLOA, its duly appointed agents, and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

The undersigned hereby agrees to accept and comply with the terms and conditions set out in this permit for construction of culverts on HVLOA right of way.

Property Owner's Printed Name: _____

Section/Lot: _____ Telephone No: _____

Physical 911 Address: _____

Contractor Name: _____

Contractor Number: _____

Owner's Signature: _____

Below information is to be filled out by Admin only.

Account Number: _____ **HOA Balance:** _____

Are all fees/dues current and up to date:

Yes____ No____

Have drawings been submitted:

Yes____ No____

Administration Approval: _____ Date: _____

Admin Notes: _____

Holiday Villages of Livingston Field Inspection Sheet

INSPECTION SIGN OFF MUST BE DONE BY HVLOA MAINTENANCE DEPARTMENT

Account Number: _____

Property Lot Number or Address: _____

Initial Approval: _____ By: _____ Date: _____

Install Requirements:

Set Inspection: _____ By: _____ Date: _____

Inspection Notes:

Final Inspection: _____ By: _____ Date: _____

Inspection Notes:
