



Melissa Municipal Center
 3411 Barker Avenue
 Melissa, Texas 75454
 Phone: (972) 838-2036

Permit to Construct Access Sidewalk, Driveway & Culvert Facilities on City of Melissa Right of Way

PERMIT NUMBER: ENTER PERMIT NUMBER HERE		
	GPS*	LOCATION
REQUESTOR	LATITUDE. LONGITUDE	STREET
		ADDRESS #
NAME		LOT
		BLOCK
MAILING ADDRESS		
CITY, STATE, ZIP		
PHONE NUMBER		
*GLOBAL POSITIONING SYSTEM COORDINATES AT INTERSECTION OF DRIVEWAY CENTERLINE WITH ABUTTING ROADWAY		

The City of Melissa, hereinafter called the City, 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 _____ (street name) in Melissa, Texas.

1. The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the city street right of way.
2. Design of facilities shall be as follows and/or as shown on sketch on page 2 and is subject to conditions stated below:

All construction of materials shall be subject to inspection and approval by the City.

3. Maintenance of facilities constructed hereunder shall be the responsibility of the Permittee, and the City reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the street. Changes in design will be made only with approval of the City.
4. The Permittee shall hold harmless the City and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
5. 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 street right of way, and vehicle service fixtures such as fuel pumps, vendor stands, or tanks and shall be located at least 12 feet from the right of way line to ensure that any vehicle services from these fixtures will be off the street right of way.
6. The City reserves the right to require a new access driveway permit in the event of a material change in land use or change in driveway traffic volume or vehicle types.
7. 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.
8. The Permittee will contact the City's representative _____, telephone (____) _____, at least twenty-four (24) hours prior to beginning the work authorized by this permit.

_____ Date of Issuance
_____ City Authorized Representative

The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the City right of way.

Date: _____ Signed: _____
(Property owner or owner's representative)

Code of Ordinances, City of Melissa, Texas

Article 3.500 SIDEWALK, DRIVEWAY, AND CULVERT INSTALLATIONS

It shall be unlawful for any person to construct, reconstruct, or repair any sidewalk, driveway, or drainage facility in the streets and alleys of the City of Melissa without first obtaining a permit from the Building Inspector. To obtain such permit an application must be filed with the City Secretary describing the abutting property to which the proposed work on the public property is to be done either by lot, block, or tract and house number, location on the street or similar description which will readily identify and definitely locate the site of proposed work; a description of the proposed work to be performed; and any other pertinent information as shall be required by the Building Inspector. A fee for such permit shall be as provided for in the fee schedule found in the appendix of this Code of Ordinances and shall expire if the work authorized therein is not commenced within three (3) months of the date of the permit. Plans for such work shall be approved by the Building Inspector prior to issuance of any permit. All construction work must be done in accordance with the North Central Texas Council of Governments Public Works Construction Standards manual.

Sketch of Installation

(Use additional sheets as needed)