

Driveway Permit Process

This process has been compiled from the Village of Bear Creek driveway ordinance (#060821.002) requirements, but written chronologically and simply. For more detailed explanation or unusual situations please refer to the ordinance itself at (URL goes here once ordinance is posted on our web site).

1. Read and Understand the Minimum Requirements. If using a contractor, show them the requirements.
2. Make or obtain a drawing or plan of the proposed driveway. Specify where on your property the driveway will connect to the city street (if at same location as an existing driveway, saying so is sufficient).
3. Fill out the application.
4. Send application, drawing/plan, and application fee of \$60.00 (no cash) to the city secretary: Kathryn Rosenbluth, 6705 Hwy 290W #502 PMB 244, Austin, TX 78735. The city secretary will forward the materials to members of the Driveway Permit Authority.
5. Wait for a response from the Driveway Permit Authority (DPA). The DPA is required to respond in writing within 25 days, but will try to respond faster than that. If no response is received after 30 days, the application is approved by default.
6. If approved, construction may proceed up to the time for inspection. An inspection is required when preparations are done but covering over the culvert, pouring any permanent new surface on the city right-of-way portion of the driveway, and pouring of any concrete rip-rap or end treatment have not been done. Forms for any concrete to be poured on city ROW should be in place for the inspection. Painted lines, survey stakes, and all other markers and construction guides should also be in place. The culvert piping should be in place or near the construction site for the inspection.
7. The inspection is to confirm that the driveway construction complies with the approved plan. The city driveway inspector is ATS Engineers Inspectors & Surveyors, 4611 Bee Cave Rd Suite 200, Austin, Texas, 78746, 512-328-6995 (Phone), 512-328-6996 (FAX), ats@ats-engineers.com (email), www.ats-engineers.com.
8. If the inspector finds deficiencies, correct them and then get another inspection. Failure to correct problems is a violation of the city ordinance, unless you obtain a waiver from the city. The city pays for the first inspection using money from your driveway application fee. Any further inspections are your responsibility.
9. After passing the inspection, complete the construction. Construction of the city ROW part of the driveway must be completed within one year of driveway permit approval.