

City of Brookside Village

6243 Brookside Road
Brookside Village, TX 77581-2045

Office: 281-485-3048

Fax: 281-485-9551

Re: Brazoria County Drainage District #4
4805 West Broadway Street
Pearland, TX 77581-3934

Property Owner's Request – Culvert Installation

Date: _____

Owner: _____
Last Name First Name Middle Initial

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Alternate Phone Number: _____

Request Culverts Set:
Size Culverts: _____ How many feet? _____

Other Request(s): _____

Property Description: _____

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 culverts. Such installation must meet local and government requirements. The resident is responsible for purchasing culvert and materials. This procedure also applies to extending an existing driveway.

Location in Brookside Village:

1. Request installation through Brookside Village City Hall, 6234 Brookside Road, Brookside Village, TX 77581-2045. Brookside City Hall will fax the request to BDD4.
2. The BDD4 foreman will call for underground line locate. This will take a minimum of two (2) days.
3. The BDD4 foreman will estimate the required amount of stabilized sand or crushed concrete.
4. The property owner will order and pay for the stabilized sand or crushed concrete. Do not have it delivered. Take receipt of the sand or concrete to BDD4. BDD4 will pick up and haul the fill material at the time of the job.
5. Purchase culverts (sized by City of Brookside Village), and have them delivered.
6. Stake the location of the driveway culvert placement.
7. Call BDD4 when the culverts are delivered.

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