



Permit No: _____
Received by: _____
Fees: _____
Parcel ID: _____

APPLICATION FOR 911 ADDRESSING / MAILBOX PERMIT AND DRIVEWAY CULVERT,

911 ADDRESSING / MAILBOX PERMIT

1. Attach a copy of a plat or survey of all properties requesting an address and a mailbox permit. The County will not begin the process of assigning an address or issuing a mailbox permit without a professionally sealed plat or survey.
2. All installed mailboxes shall meet the requirements established by the United States Postal Service (USPS).
3. In the event that Ellis County commences construction or maintenance to one of its roads or drainage ditches located within the right-of-way, all mailboxes located within said right-of-way shall be removed at the expense of the property owner.
4. Ellis County is not responsible for any damaged or destroyed mailboxes caused by motor vehicle

CULVERT PERMIT

1. If your driveway fronts onto a FM road or State/Federal Highway, please contact the Texas Department of Transportation (TxDOT) at 972-938-2960 for culvert driveway and mailbox permit.
2. All culverts shall be corrugated galvanized metal pipe or reinforced concrete pipe.
3. Culverts shall be installed such that the driveway is sufficiently below the outside edge of the main road so the stormwater which exceeds the capacity of the culvert can pass over the culvert without entering the roadway or driveway entrance into the property.
4. Install the culvert in the flow line of the ditch. If the ditch depth does not appear sufficiently deep, please contact this office or the appropriate County Commissioner (see right for contact information. Culvert length is variable but should be long enough that safe turns can be made into and from the main road.

Precinct No. 1

600 N. IH-45
Palmer, TX 75152
972-825-5330

Precinct No. 3

933 College Street
Italy, TX 76651
972-825-5340

Precinct No. 2

1400 Oak Grove Road
Ennis, TX 75119
972-825-5333

Precinct No. 4

1011 Eastgate
Midlothian, TX 76065
972-825-5305

PROPERTY INFORMATION

Legal Description: _____

General Location: _____

Proposed Use: _____

Acres: _____ Lots: _____

APPLICANT/OWNER INFORMATION

By signing below, I agree to abide by the rules and regulations regarding 911 addressing, mailbox permit, and/or driveway culvert as listed above and adopted by the Ellis County Commissioners' Court.

Applicant/Agent Name: _____ Company Name: _____

Mailing Address: _____ City/State: _____ ZIP: _____

Main Phone: _____ Email: _____

Property Owner: _____

Mailing Address: _____ City/State: _____ ZIP: _____

Main Phone: _____ Email: _____

Owners Signature: _____ Date: _____

Your new address is: _____

Approved by: _____

Your minimum approved culvert diameter is _____ inches.
Inspection Date: _____
Inspected by: _____