

# ADMINISTRATIVE PROCESS FOR SUBMITTING A DeWitt County Pipeline Permit

- ☐ **WEBSITE:** Go to our website: [www.co.dewitt.tx.us](http://www.co.dewitt.tx.us), click on Quick Links, scroll down to **PERMITS** and select **Pipeline Permit**. [NOTE: Any Pipeline Permit Application other than what is on our website, WILL NOT BE ACCEPTABLE].
- ☐ **PRINTOUT & READ** the entire **Administrative Process for Submitting a DeWitt County Pipeline Permit** as well as the “DeWitt County Pipeline Permit.”
- ☐ **CONTACT:** The County Judge’s Office, at 361-275-0916, to determine the correct Precinct location of your crossing. After this determination has been made, contact the appropriate County Commissioner to discuss the proposed crossing. County Commissioner’s Office contact information may be obtained from the County website and cell phone numbers may be obtained from the County Judge’s office.
- ☐ **PLAT:** Each Pipeline crossing requires a separate Pipeline Permit. The crossing location must be surveyed and the plat must be submitted along with the fully executed DeWitt County Pipeline Permit. The Surveyors Plat MUST include the following information and the information MUST be highlighted for quick identification:
  - Road Name of the exact crossing location;
  - Diameter of pipeline;
  - Degree of perpendicular (80 to 100 degrees) to the roadway;
  - Width of the crossing fence to fence.

[NOTE: If the degree of perpendicular to the roadway is outside of the 80 to 100 degree limit a **Letter of Explanation, signed by the Survey Engineer, MUST accompany the Plan and Pipeline Permit**].
- ☐ **COMPLETE APPLICATION, SCAN & E-MAIL** the following information to: [blair.duran@dwcotx.org](mailto:blair.duran@dwcotx.org)
  - Page 1 of your Application (The upper portion, of this page, will be completed by the Judge’s office. Please complete the blanks below the DE WITT COUNTY PIPELINE PERMIT line);
  - Page 3 of your Application, completed, signed and notarized; (*original signatures are required for approval*);
  - A copy of the Surveyor’s Plat, highlighted as mentioned above and
  - The fee calculation amount.
- ☐ **PAPERWORK:** Upon receipt of your email, we will review your **paperwork** and **fee calculation amounts** for accuracy. This review will prevent any delays in placing your Pipeline Permit(s) on the Commissioners Court Agenda. Furthermore; it could save you time and/or a wasted trip if any of your information or check amounts are incorrect. After your information and fee calculations have been checked, you will receive a call or email advising you of the results of the review. If all is in order, the date your Permit(s) will be taken before the DeWitt County Commissioners Court will be confirmed with you.
- ☐ **PAYMENT:** Fees may be in the form of cash, money order or company check. No personal checks will be accepted.  
**PLEASE MAKE CHECKS PAYABLE TO: DeWitt County.**
- ☐ **CALCULATION OF FEES:** A fee is required for each crossing. The fee for the first 50 feet is a base fee of \$500. If your pipeline length is in any measurement (even 1 inch) over 50 feet, an additional \$12 is charged for each foot or **portion** of a foot. EXAMPLE: width of crossing = 53 feet and 5 inches [50 feet = \$500 + 4 additional feet @ \$12.00 per foot = \$48. \$500 + \$48 = \$548.00].

☐ **SUBMITTAL:** After your permit and calculations have been reviewed and approved bring in person or send by mail the ***Completed Original Pipeline Permit(s) (Signed and Notarized), Surveyor's Plat(s) and Fee Payment*** to the Office of DeWitt County Judge Daryl L. Fowler, 307 N. Gonzales Street, Cuero, Texas. These documents must be received, in the Judge's office, **prior** to being placed on the Commissioners Court Agenda for approval.

☐ **DEADLINE FOR SUBMISSION:** DeWitt County Commissioner Court meetings are normally scheduled the 2nd and 4th Monday of each month, but that is subject to change, due to holidays and other scheduling conflicts. The Agenda, by Law, must be posted at 3 business days prior to the opening of any Commissioners Court meeting. This means, that normally, this entire process and the receipt of completed documents and payment are due by 12:00N on the Monday 1 week prior to the posting of the Commissioners Court agenda. During your initial contact, with the Judges office, this normal schedule or any variation, will be discussed with you and all will be done to place your items on the Agenda and get them processed and back to you as best suits your needs and the needs of the Court.

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| <input type="checkbox"/> <b>ADDRESS:</b> DeWitt County Courthouse<br>Office of the County Judge, Daryl L. Fowler<br>307 N. Gonzales * Cuero, TX 77954 | <b>OFFICE HOURS:</b> Monday thru Friday<br>8:00am – 5:00pm<br>Closed Lunch - 12:00N-1:00pm |
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☐ **EXPIRATION DATE OF PERMIT:** As is stated in the Permit, each Permit is effective for a 90 day period. The expiration date will be added to the permit by the Judge's secretary and will be reflected on each individual permit. The \$250 Amendment, to a Pipeline Permit, does not apply to a Permit in which the pipeline was not installed within the 90 day period. A new Pipeline Permit and fees are required in such cases.

**NOTE: BE ADVISED THERE IS A PENALTY FOR INSTALLING A PIPELINE ACROSS A COUNTY ROAD WITHOUT OBTAINING A PERMIT.**

☐ **FINAL PAPERWORK:** Upon Commissioners Court approval you will be provided with a fully executed **copy** of the Permit and a receipt for payment. Please provide return contact information on page 3 of 3, of the Permit. The information you provide will be used to return the Permits and receipts.

☐ **QUESTIONS:** Should you have any questions, please feel free to contact us via phone at 361-275-0916, Fax 361-275-0919 or email as follows.

☐ **CONTACT PERSONNEL:**  
Executive Secretary  
To The Honorable Judge Daryl L. Fowler  
Blair Duran  
E-Mail: [blair.duran@dwcotx.org](mailto:blair.duran@dwcotx.org)

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|--------------------------------------------------------------|------------|--------------------|
| <input type="checkbox"/> <b>DEWITT COUNTY COMMISSIONERS:</b> |            |                    |
| Commissioner Ryan Varela                                     | Precinct 1 | Barn: 361-275-6441 |
| Commissioner James B. Pilchick, Sr.                          | Precinct 2 | Barn: 361-293-2772 |
| Commissioner James Kaiser                                    | Precinct 3 | Barn: 361-564-2321 |
| Commissioner Brian Carson                                    | Precinct 4 | Barn: 361-275-3211 |

☐ *We sincerely appreciate working with you during this exciting era of DeWitt County History and if we can be of any further assistance, please do not hesitate to contact us.*