

## **Instructions: Culvert/Driveway Permits**

### **ALL TRAFFIC MUST USE A PROPERLY PERMITTED CULVERT TO CROSS A DRAINAGE DITCH TO A PROPERTY.**

A culvert/driveway permit must be obtained at the time a building permit is requested or a compliant culvert must already exist. However, a culvert/driveway permit may be obtained prior to requesting a building permit. All requirements of the City's culvert ordinance must be complied with, and a copy of the ordinance is attached hereto for your reference. Failure to comply with the City's ordinance will result in the stoppage of work and/or the issuance of citation(s).

The City will inspect the culvert and the driveway installation within the City right-of-way. If a culvert is not required, then the driveway approach is still subject to City inspections, review and consideration.

Following is the order in which this process will take place:

1. A Miscellaneous Permit (Culvert/Driveway) Application must be completed and submitted to City Hall. The permit fee of \$30 will be collected at the time application is made.

Under the City's ordinance, you will be required to submit a Certificate of Installation upon completion of the culvert installation. Therefore, you must have the culvert (including sizing) designed by a licensed engineer prior to installation, and the design must be submitted to the City for approval.

- For culverts to be placed in new subdivisions, the approved subdivision design will serve as the engineering design.
- For culverts to be placed in existing subdivisions, the design must be based on a drainage analysis prepared by a licensed engineer except in those instances where the existing subdivision design is on file with the City and the design includes the line, grade and size of the driveway culverts.
- If the applicant believes that a culvert is not needed, then he may request a determination by the City Engineer. He must first take out a permit application. He may then submit a request in writing to determine if a culvert is necessary. The request should include as much supporting information as possible in order to justify the request.

**Please allow 5 business days for design review by the City.**

2. Dimensions. Please see the attached Ordinance. Each culvert/driveway application will be reviewed on an individual basis and the appropriate dimensions determined.

### **Instructions: Culvert Permits (Continued)**

3. Certificate of Installation Required. Upon completion of the installation, the permittee must have a Certificate of Installation prepared by either a licensed engineer or a licensed surveyor. The Certificate shall indicate the location of the culvert relative to the site property lines and shall indicate the elevations of the ends and any other information that may be necessary to demonstrate that the drainage facility was constructed in accordance with the size, line and grade of the approved subdivision plans or other design document as approved by the City Engineer.

The Certificate must also contain a statement indicating that the drainage facility was installed in accordance with the approved subdivision plans or with the design document approved by the City Engineer.

4. Inspections. The applicant must notify the Operations Department at City Hall at least 48 hours prior to beginning construction of the culvert and advise us as to when construction will start. The applicant must notify the Operations Department at the City at least 24 hours in advance to request any of the various inspections required by the City. City staff will be present at the beginning of construction and will inspect the culvert periodically throughout the installation process, including but not limited to:

- a. Bedding
- b. Cover
- c. Safety ends.
- d. Embedment and Backfill
- e. Forms and reinforcing steel for the safety ends
- f. Forms and reinforcing steel for the driveway approach
- g. Delivery tickets for the concrete to verify the appropriate mix design (3,000 psi minimum)

These inspections are separate from the inspections performed by the building inspector and are different from the Certificate of Installation required above.

**NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL A CERTIFICATE OF INSTALLATION HAS BEEN PREPARED, SUBMITTED TO THE CITY, DETERMINED ACCEPTABLE BY THE CITY ENGINEER, AND FILED WITH THE CITY.**

**FAILURE TO OBTAIN A PROPER CULVERT PERMIT AND TO HAVE A PROPERLY INSTALLED CULVERT IS A VIOLATION OF CITY ORDINANCE AND IS PUNISHABLE BY A FINE OF UP TO \$500 PER DAY FOR EACH DAY THE VIOLATION CONTINUES.**