

**PERMIT TO INSTALL CULVERT ACROSS PROPERTY FRONTAGE**

**PERMIT NO: \_\_\_\_\_**

**\*\*\*DO NOT FILL OUT AND RETURN. THIS IS JUST SAMPLE OF WHAT YOUR PERMIT WILL LOOK LIKE WHEN ISSUED\*\*\***

Property Owner:			
Civic Address:		Contact Phone #:	
Lot #:		Driveway Permit #:	
Processed By:		Date of Issuance:	
Signature:		Expiry Date:	

The above noted property owner is hereby issued a permit to install a culvert within the County right-of-way across the frontage of his/her property **subject to the following Terms and Conditions:**

1. The property owner shall be responsible for the maintenance of all culverts and catchbasins installed on the property under this permit. The maintenance includes, but is not limited to, keeping the culverts free from any accumulation of material such as leaves, gravel and/or sediment that may build up and prevent free flow of water into and through the culverts. During winter, culverts and catchbasins must be kept clear of any snow and ice build-up.
2. Should failure to properly construct or maintain the frontage culvert negatively impact adjacent property owners, including the road right-of-way, the bearer of this permit shall be responsible for any related damage, including but not limited to flooding, to said properties.
3. The culverts must be installed in the ditch at proper grades and elevations such that the flow of water is unrestricted at all times. Installation must also consider the grades and elevations of any adjacent culverts. Each section of the culvert must be laid at the same grade to prevent rises and dips in the culvert elevation. Surface grading following installation of the culvert must not cause water to pond on adjacent properties.
4. The culverts must be installed in a proper manner with adequate gravel bedding and backfill. Culvert ends must also be properly protected, and culverts must be connected with collars to prevent length separation. Details of proper installation are shown on the attached drawing.

5. The property owner must landscape the work area such that all flow from their property is directed into the frontage culvert through a catchbasin(s). See attached details showing swale construction. At no time shall such run-off water from the property be permitted to flow onto the street, pavement, shoulder, sidewalk or curb. The maximum separation between yard catchbasins, including yard catchbasins located on adjacent properties, shall be 30 metres.
6. All yard catchbasins shall include a 0.3 metre deep sump.
7. Where other pipes or culverts are connecting into the frontage culvert, a catchbasin and access grate must be provided at the connection location. The use of tees without surface access at connection points is not acceptable. Leaving an open hole where 2 or more adjacent culverts or pipes connect, including connections to neighbouring frontage culverts, is also unacceptable. See attached drawings.
8. The edge of the front lawn of the property, if the lawn is to be extended into the County right-of-way, should be at least 2.5 metres away from the edge of the paved roadway, in order to leave a gravelled shoulder of 2.5 metre width or at least 5.5 metres from the centre line of the road, whichever is greater.
9. All markers or signs used to mark lawn edges and driveways should be at least 2.5 metres from the edge of the pavement or 5.5 metres from the centre line of the road, whichever is greater.
10. Front lawns, driveways, wing walls, retaining walls or any other structure or property feature, if extending into the County right-of-way, should not be higher than the elevation of the edge of the pavement for a minimum of 2.0 metres beyond the edge of the lawn. This distance is in addition to the distance required as per clause 8 above.
11. If, at any future time, the roadside ditches need to be modified or re-graded, the property owner shall be responsible for the re-grading, re-alignment or removal of the culvert to suit revised grades and elevations.
12. The culvert must be a minimum of 450 mm in diameter. Acceptable materials are plastic or concrete. A larger culvert may be required, at the discretion of the County Engineer. All work must be carried out in accordance with the “Standard Specifications for the Design and Construction of Municipal Services” of the Municipality of County of Colchester, to the satisfaction of the Municipal Engineer.
13. The County shall not be responsible for any damage caused due to snow-plowing or other maintenance operations to the lawns or driveways not conforming to the above requirements. This includes but is not limited to damage to grass, or accumulation of gravel on grass.

14. The County reserves the right to remove the culverts and restore the ditch at any time if any of the terms of this permit are not met. Any related costs will be the responsibility of the property owner.
15. The property owner shall contact the Municipal Engineer for an inspection of the installation, prior to backfilling the excavation. The backfilling shall be carried out only after the installation is accepted by the Municipal staff.

Sample

