

Installation and Maintenance of Culvert Pipe in Road Drainage Ditches

1. **General:**

The standard road drainage system for all county roads is an open ditch. The county is responsible for maintaining those ditches to ensure adequate drainage flow as well as providing for the adequate drainage of the roadbeds. There may be instances where unique situation occur that would require the county to pipe in ditches, however, this is the exception rather than the rule. Approval of piping in a ditch within a county road right of way rests with the County Public Works Committee. Only the owner of record may request and submit for this permit.
2. **Installation Standards and Materials:** All costs to place pipe into a road ditch is the responsibility of the requesting party. An applicant may request to have a ditch cleaned out prior to placement of the pipe in the ditch, however, the ditch will only be clean out to the extent needed to allow for drainage. If the ditch already allows for adequate drainage the ditch will not be excavated any further to allow for the additional room required for the installation of the pipe and bedding material.
 - a. **Pipe:** The pipe must be a smooth interior plastic pipe, preferably perforated. Other types of pipe may be used, but only after approval by the County Director of Public Works.
 - b. **Bedding.** The pipe will be half to $\frac{3}{4}$ imbedded in stone to ensure adequate drainage of the roadbed. The drainage collected by the bedding material must be drained into either an open ditch or into the catch basin so as not to adversely impact the road bed.
 - c. **Pipe Size.** The minimum size is 12". A Highway Department's representative will determine the exact size after review of the site. However, in no case will the pipe be of smaller diameter than an existing driveway pipe or cross culvert, but may be larger.
 - d. **Catch Basins.** On catch basin is required for any distance of piping over 80' or if attaching the new pipe to an existing run of pipe or road cross culvert. This is to allow for future maintenance.
 - e. **Grading of the ditch.** Even though the ditch is filled in there still must be a swale that catches road runoff or residential runoff and directs the water to an open ditch or the catch basin.
 - f. **Failure to comply with installation or material requirements may result in removal of the pipe at the homeowners expense and voiding of the permit.**
3. **Maintenance:** The county still is responsible for roadside drainage even after the installation of the pipe in the ditch by a property owner. However, with the installation of the pipe in the ditch the property owner now assumes maintenance responsibilities for the work they performed.

- a. County Responsibility.
 - The county will attempt to maintain the flow path of the water through the culvert pipe.
 - Periodically inspect the pipe openings and ensure they remain open and inspect for pipe deterioration.
 - Repair the pipe if it is damaged by any county activity other than that caused due to deterioration of the pipe. However, if the pipe is damaged by other agencies/entities the county will not repair the pipe.
 - If the pipe becomes deteriorated to the point that it is no longer allows drainage, the county will have to remove the pipe if the homeowner does not. In that case the county will not replace the pipe and the homeowner will have to start the process all over again and bear the added cost incurred by the county for the removal of the deteriorated and failed pipe.

- b. Homeowner responsibility.
 - Periodically inspect the pipe to check for obstructions that hinder the flow of water.
 - Remove debris from any openings in the pipe.
 - Maintenance of the vegetation over the pipe. However, trees and shrubs are not allowed to be planted in the ditch line or between the ditch and the road.
 - Repair the pipe and openings as necessary.

4. Replacement Requirements.

- a. The cost of the replacement of the ditch culvert is a homeowner responsibility. If the homeowner replaces the pipe once notified by the county no additional permit is required. The cost for this is fully the homeowner's.
- b. If a homeowner is notified that a pipe is required to be replaced because it is deteriorated or obstructs road drainage the homeowner will have the opportunity to take care of the work. If after a reasonable time the homeowner has not done the work the county will do what is necessary to ensure the drainage of the road bed and road.
- c. The county will remove any ditch culvert if requested by the homeowner. However, if the homeowner wishes to replace the pipe they will then have to go through the entire process again and are subject to paying the cost for the work done by the county for the removal of the old ditch culvert.
- d. If the County removes a pipe and an open ditch is left there will be no cost to the homeowner.

Address of Proposed Work _____

Special Conditions

If it is found necessary by the County Director of Public Works to add to or otherwise modify this permit, is to be understood such changes shall form a part of this permit and be complied with immediately upon notice.

Dated at Auburn, New York, this _____ day of _____, 20__

Approved by: _____

Title

In consideration of the granting of the within permit, the Undersigned hereby accepts the same subject to the regulations, specified conditions and special conditions therein described.

Dated at _____, New York, this _____ day of _____, 20__

Signature of Applicant

Contact Phone Number