

Driveway with Culvert Guidelines

- 1) Acceptable Pipe Types
 - a. Reinforced concrete pipe (RCP)
 - b. Corrugated metal pipe (CMP)
 - c. Gray corrugated double-wall polypropylene pipe (PP)
 - d. Black plastic pipes are not allowed to be used as driveway culverts
- 2) Inside Diameter
 - a. 15" minimum
 - b. Diameter must be equal to or greater than the very next uphill pipe
- 3) Driveway Location
 - a. Minimum distance from side property line includes turn radius distance
 - b. Culvert and turn radius cannot project in front of adjoining property
 - c. On-site location of driveway must be marked/staked for field review, if applicable
- 4) Driveway Installation
 - a. Ditch must be prepped to receive pipe
 - b. Must use mastic sealant to join pipe ends
 - c. Must use adaptive collar when joining different pipe materials
 - d. Grade of driveway must not allow driveway material (dirt, gravel, etc.) to enter the roadway or the ditch
 - e. Must achieve positive drainage
- 5) Required Permit Information
 - a. Driveway type
 - b. Driveway width (not including turn radii)
 - c. Turn radius each side
 - d. Culvert type
 - e. Culvert length
 - f. Culvert inside diameter

Encroachment Permit Guidelines
For Driveway with Culvert

1. Completed and signed application

Permittee:

Property owner, current mailing address, telephone and email address

Contractor: NOTE: Contractor information is not required unless contractor is the Applicant

Road No. and Road Name:

Road name and number the driveway will be installed on (May vary from property's street address)

Type of Encroachment: Driveway [residential] [commercial] [access]

Physical Address of Encroachment:

Address of property that driveway will serve

Tax Map No.:

Tax map number of property driveway will serve

Description of encroachment with reference to roadway:

Details of the driveway (type, width, turn radii)

Details of culvert (type, length, diameter)

Applicant Name and Signature:

Person requesting encroachment permit

Title:

Property Owner or Contractor

2. Plan

Drawing/map showing the location of the proposed driveway. Drawing/map must show and label proposed driveway and culvert details. Plan must show and label all above-ground utility structures (poles, pedestals, handholes, transformers, etc.), storm drain structures, existing driveways, and street intersections

3. Payment

\$35.00 permit fee (check or cash, no cards)

4. Refundable Cash Bond

Refundable cash bond is determined by driveway type and details

Cash bond will be refunded upon an approved 9-month inspection

Refund will be a check delivered via USPS mail

5. Mark driveway location

On-site location must be marked with stakes or paint for field review