



Title: Policy on the Installation of Culverts	Internal/ External
Department: Public Works and Engineering	Policy Number PWE-008
Approval Date: March 03, 2014	Implementation Date: March 04, 2014

BACKGROUND

The following policy replaces the previously adopted, 'Policy on the Installation of Culverts' (M06-030) from 2006.

OBJECTIVE/PURPOSE

To provide a consistent policy so that the steps of installing culverts and the responsibilities of the Town of Paradise as well as the Developer during the process are clear.

DEFINITIONS

'*Applicant*' in this policy will be used to indicate builders, property owners, and hired developers who are in need of culvert installation.

'*Town*' in this policy refers to the Town of Paradise.

POLICY STATEMENT

All applicants must obtain the necessary permits from the Town of Paradise Public Works and Engineering Department prior to commencement of any work, including the installation of new culverts and the extension of existing culverts. The Town will not be responsible for any culverts improperly installed or installed without the proper permits.

The Town requires that all applicants in subdivisions and/ or in-fill lots, install driveway culverts in existing or newly constructed ditches. These culverts must be installed prior to any further construction on the site. Under no circumstances are ditches to be filled with rock or gravel to provide access. Failure to have the driveway culvert installed, as set forth in this policy, will result in the issuance of a Stop Work Order and possible revocation of the Permit issued for the development.

GUIDELINES AND PROCEDURES

1. Permit Conditions

The permit will be valid for the installation of two properly joined 6.0m (20') culverts only (i.e. 12.0 m (40') wide driveway /access), unless specifically stated otherwise on the Permit.

In the event an applicant wishes to install more than two, 6.0m (20') culverts in a ditch or drainage course the following conditions shall apply:

- The shoulder shall be paved with a swale or be paved with curb and gutter installed to direct surface runoff to approved storm sewers or open ditches and prevent erosion to the shoulders;
- Catch basins shall be installed as per the Town's Engineering Guidelines. Spacing shall not exceed 95m for road grades less than 3%. Spacing shall not exceed 65m for road grades greater than or equal to 3% but less than 6% where road grades are greater than or equal to 6% spacing shall not exceed 50m.
- A trash rack or equivalent means of preventing debris or obstructions from impeding the flow shall be installed at the upstream end of the culvert where the length exceeds 12.0m (40'), and at the Town's discretion;
- There shall be no encroachment onto the Town right-of-ways (including the ditches) as a result of the installation of culverts. Such encroachments shall include, but are not limited to, retaining walls, fences, lawns, gardens, etc. Contact the Town prior to undertaking any construction or improvement;
- The Town will only maintain culverts that have been installed and approved as per this policy. If necessary, the Town will replace up to two (2) 6.0m (20') culverts of the size and type required at the initial installation. All other culverts will be the responsibility of the property owner. The Town will, if necessary, remove any additional culverts and restore the original open ditch unless the owner agrees to pay all costs (labor & materials) associated with the installation of additional culverts;
- All work will be approved at the sole discretion of the Town, who will determine the width and location of any swale and/or curb and gutter. These will be assessed on an individual basis and the Town will provide direction as to the installation and construction of such elements.
- Damaged culvert, culvert pieces, barricade ends, large boulders, or other debris shall not be left discarded by the applicant on any lot, road right of way or public property.
- Roadside ditches are to be reinstated to their original condition once the contractor is finished working on a property.
- Used culverts, of any type, are not to be used in any ditch or drainage course. The culvert and its installation must conform to the latest edition of the Province of Newfoundland and Labrador, municipal water, sewer and road specifications. Headwalls, are to be installed

below the level of the road shoulder, otherwise the ends of the culvert are to be rip rapped with sod to prevent erosion.

2. Town Responsibilities

- i) The Public Works and Engineering Department, will determine the diameter and type of culvert required for all developments.
- ii) The Town does not maintain headwalls or the ends of culverts. The Town's responsibility will be limited to maintaining the proper flow in ditches and through culverts.
- iii) A security deposit will be collected by the Town from the developer for installation for all culverts. This security, determined when the permit is issued, will be held until all work relating to the installation of the culverts and upgrading of the ditch is completed and approved by the Town of Paradise, Public Works and Engineering Department.
- iv) All joins in culverts must be inspected by the Town of Paradise prior to backfilling.

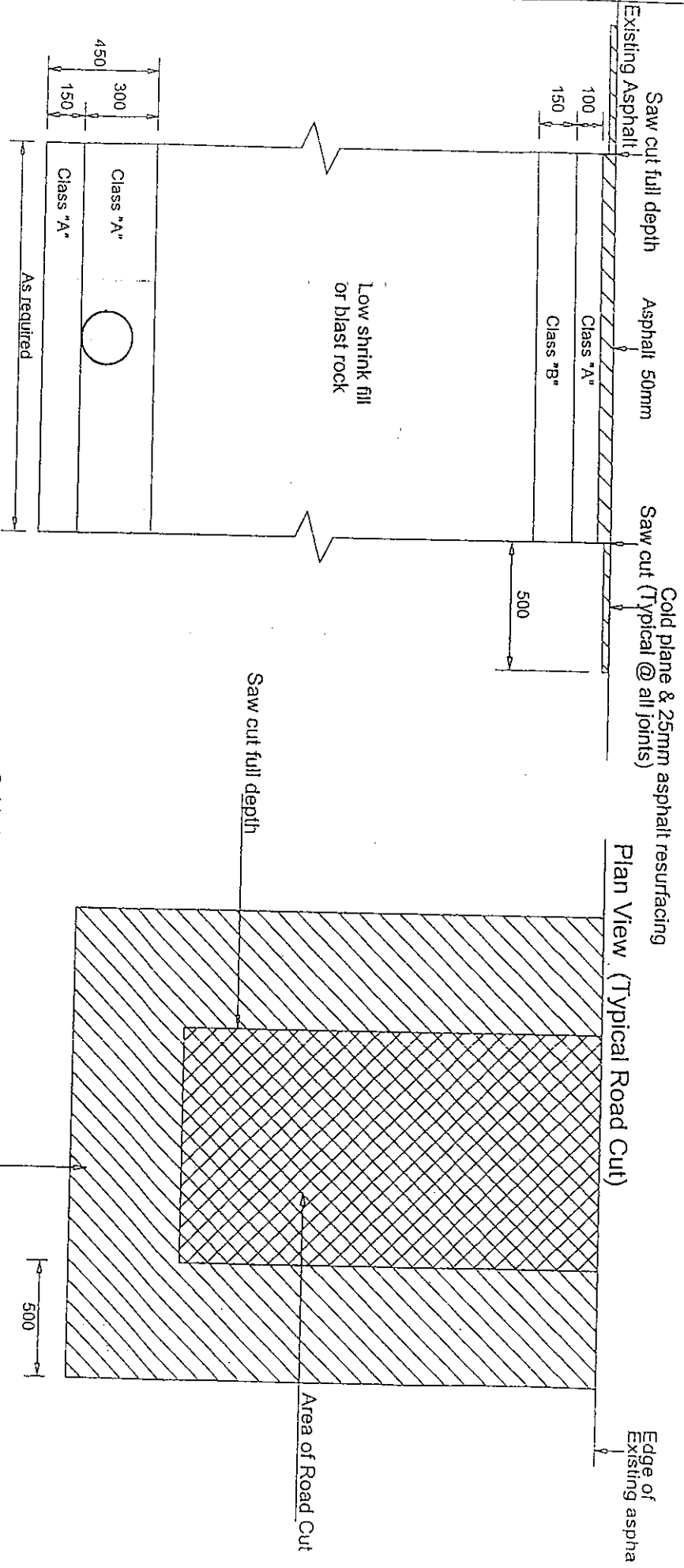
3. Applicant Responsibilities

- i) In approved subdivisions, the size of culverts will be predetermined by the developer's consultant through engineering calculations.
- ii) To upgrade any ditches or drainage courses that front along the proposed development. Such upgrading will be determined in conjunction with the Town's Public Works and Engineering Department. If there are currently no ditches in the area of the development, the developer may be responsible to construct ditches along the property as directed by the Town of Paradise or as designed by the developer's engineer. All engineering costs are the responsibility of the developer.
- iii) The Town no longer installs driveway culverts for new developments. This work is the full responsibility of the applicant.

REVIEW

This policy will be subject to review as the Public Works and Engineering Department finds necessary given new experience or information.

Chief Administrative Officer: *Robert C. ...* Date: *March 31/14*



- * All dimensions are in mm.
- * All road gravel to be compacted as per Municipal Specifications (95 % density). Compaction tests to be submitted to the Town's Building Dept. prior to securities being released.
- * All materials are to conform to the latest of the Government of Newfoundland & Labrador Municipal Water, Sewer & Roads Master Construction Specifications.
- * Tack coat to be applied everywhere new asphalt is to be placed against existing asphalt. (Vert. & horiz. joints)

Town of Paradise
Road Cut Specifications
Date: Sept. 16, 2004
Scale: NTS