

# VILLAGE OF PADDOCK LAKE

## CULVERT AND DRIVEWAY POLICY

### 1.0 PURPOSE:

The purpose of this policy is to provide guidance to the Village Board of Trustees, Village Administrator, staff and citizens of Paddock Lake for the installation, replacement and maintenance of driveways, driveway culverts and storm water ditch lines.

### 2.0 BACKGROUND AND SCOPE:

Properly draining storm water ditch-lines are an important component of a well maintained road network. The VPL public works department is responsible for storm water ditch maintenance as part of the Village storm water collection and conveyance system. Removal of brush, leaves and debris along with periodic improvements of storm water flow lines, all help to keep the storm water ditch-lines and road side swales functioning properly and to remain in compliance with WDNR Municipal Separation Storm Sewer System (MS4) permit.

Property owners must be capable of accessing their property wherever a storm water ditch-line exists, new driveways and driveway culverts if required are the responsibility of the property owner.

Storm water ditch-lines adjacent to Village roadways exist for the sole purpose of receiving surface water from the Village roads and draining surface water away from roads. While driveway culverts and residential driveways exist for the sole purpose of accessing private property and therefore are the responsibility of the private property owner in which the driveway serves.

### 3.0 DEFINITIONS:

- 3.1 Culvert: A culvert is a structure that allows water to flow under a driveway, road or similar obstruction from one side to the other.
- 3.2 Corrugated Metal Pipe (CMP): Is a spiral wound pipe, generally galvanized to prevent corrosion and typically 16 gauge in thickness. A CMP can be round, oval or elliptical in shape.
- 3.3 Corrugated Dual-Wall High Density: A corrugated polyethylene high density dual-wall pipe that can be used as a culvert provided the appropriate ground cover is obtained to prevent crushing.
- 3.4 Reinforced Concrete Pipe: (RCP) is a pre-cast concrete culvert pipe that resists corrosion and resists heavy loads at shallow ground cover depths.
- 3.5 End walls: Pre-fabricated end walls for culvert pipe, to be attached to the ends of culvert pipe, and is shaped with an upper margin shorter than the lower margin and with inclined sides or end margins which are proximate the same angle of repose of the culvert ditch in which the culvert end walls are to be installed

### 4.0 ORGANIZATIONS AFFECTED:

This policy applies to all Village of Paddock Lake Departments, officers, Boards, Commissions, Committees, Village employees, Village Residents, property owners and contractors working for village property owners.

### 5.0 POLICY:

- 5.1 Property owners must be capable of accessing their property wherever a Village managed ditch line exists.

- 5.2 Permitted driveways exist only for the use of property owners and or occupants. If a problem develops as a result of any type of failure of the driveway surface, culvert, headwalls, end walls or components associated with private driveways, the owner of the driveway or occupant served by the driveway shall be responsible to correct the deficiencies, at their own costs.
- 5.3 New driveways and driveway culverts are the responsibility of the property owner.
- 5.4 Culvert pipes installed with the Village road-right-of-way shall be limited to CMP corrugated metal pipe, RCP reinforced concrete pipe or ductile iron pipe.
- 5.5 All new or replaced culverts shall be equipped with end walls of the same material as the culvert.
- 5.6 The Village DPW staff will determine the invert elevation of each new or replaced culvert.
- 5.7 Culvert pipe, where required, shall be of new material meeting the present specification for culvert pipe.
- 5.8 Culverts and driveways widths shall be regulated by the adopted village driveway code.
- 5.9 Ditch lines shall not be filled with soil or gravel to create a level area adjacent to the road.
- 5.10 If the Village of Paddock Lake DPW receives a report or observes that a driveway culvert is plugged or obstructing the normal flow of water in the ditch, the VPL DPW may clean or jet the driveway culvert in an attempt to clear the obstruction. The VPL shall not be responsible for any damage to the driveway culvert, driveway or surrounding land.
- 5.11 Removal of a failed culvert may occur immediately in the event of an emergency. The property owner or occupant shall pay all costs of any such removal.
- 5.12 The minimum length of culvert pipes shall be 20 feet for each residential driveway, PLUS six times the difference between the elevation of the edge of the road at the driveway and the elevation of the bottom of the ditch.
- 5.13 A property owner may choose to replace their driveway culvert at their own expense. A permit from the VPL Building Dept. is required.

## 6.0 GENERAL

For those property owners with a failed driveway culvert who wish assistance, the VPL DPW will purchase all materials and provide installation of the new culvert pipe along with driveway surface and restoration. The property owner shall be required to pay the VPL for all materials, labor and equipment's use and outside labor (if any) to restore the driveway. Written agreements between the VPL and the property owner must be in place before the VPL DPW will begin the project.

Finally, if a property owner fails to properly maintain their driveway culvert after being notified it has failed, the VPL and DPW will make the necessary repairs or replacement of the culvert to restore proper drainage and will seek payment of ALL cost incurred from the property owner.