

CULVERT REQUEST FORM

Date requested: _____

Name: _____

Address: _____

Phone number: _____

Purpose of culvert installation (such as fill-in ditch or construction of driveway):

Date forwarded to engineering: _____

Size & length of existing culverts: _____

Grate inlets required & spacing:

Type of backfill: _____

Size, length & type of culverts to be installed:

Date owner notified: _____

Date work order given to public works: _____

PROCEDURES FOR SETTING OF CULVERTS

- 1) Public Works receives request, the following information should be provided:
 - a) Name of person making request
 - b) Address where culverts are to be installed
 - c) Phone number
 - d) Purpose of culvert installation
- 2) Request will be given to Engineering so they may visit site and determine what size culvert are to be installed within 5 working days.
- 3) Engineer will notify homeowner of size of culverts required and will discuss backfilling material and installation of grate inlets, if needed.
- 4) After the homeowner has obtained all necessary materials, Public Works will generate work order for scheduling installation of the culverts and backfill.
- 5) Public Works will install culverts and backfill within 10 working days after receiving work order.

Requirements:

- 1) Backfilling: Must backfill with cement stabilized sand if culverts will be used in conjunction with a driveway. If the backfill is to be used to fill a ditch, then dirt is suitable as backfill.
- 2) Grate inlets: A study will be made regarding the requirements for installation of grate inlets.