

<b>SUBJECT: Driveway Culvert Maintenance Policy</b>		SECTION 201-2
	<b>PROCEDURE</b>	Public Works and Utilities Department <b>UTILITY OPERATIONS</b>
	Effective date: 6/7/99 update 1/03/05	Approved by Stephen Lipinski <i>Stephen Lipinski</i>
	Supercedes: 201-1	Written by Mark Winson Update Marnie Lonsdale <i>ML</i>
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**PURPOSE:** The City of Duluth is responsible for maintaining the flow of water within the City's Stormwater system which includes ditches within the City right-of-way. Driveway culverts should be installed so that they do not impede the flow of water. The City of Duluth will *maintain* driveway culverts on City of Duluth's right-of-way. The culvert policy is intended to provide guidelines to insure in the movement of surface water and to preserve the structure of streets, roads and public property within the right-of-way.

### **PROCEDURE:**

#### **Procedure for new culverts (for new driveway):**

1. The property owner is responsible for purchasing and installing of the culvert when installing a new driveway.
2. Only an insured and bonded individual (contractor) may perform work in the City of Duluth road right-of-way. Appropriate approved documentation relating to the contractor must be on file with the Engineering Division.
3. The Property owner will complete an "Application for Access Driveway Permit" from the Engineering Division. Any culvert issues, such as location and size will be reviewed by a Street Maintenance Supervisor, Utility Operations and Utility Engineering.
4. A miscellaneous Permit allowing for excavation and occupation of the right-of-way must be secured by the insured individual prior to commencing work within the right-of-way.

#### **Procedure for replacement of existing Culverts:**

1. The owner of the property will contact Utility Operations at 730-4130.
2. Utility Operations will inspect the existing culvert to determine if the culvert is eligible for replacement under this policy. In order to be eligible for replacement, the culvert must be structurally deficient (severely rusted, cracked or crimped) or hydraulically deficient (inlet or outlet restricted, inadequate site, elevation of inlet or outlet causing a ponding condition that is detrimental to the structural integrity of the adjacent roadway or public property).
3. If the culvert is eligible for replacement under this policy, the Utility Operations Division will remove the existing culvert and replace it with a new culvert of appropriate size length and grade. If the new culvert is to be longer than existing culvert by request of the property owner, the property owner will bear the cost of the additional length. The property owner is responsible for replacement of the driveway surface if it is other than Class 5 aggregate.

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**Procedure for Addressing Culvert Replacement Requests:**

1. Request for culvert replacement can be made by phone, in person or e-mail to the Utility Operations Division (218-730-4130). Requests for new culverts should be referred to Engineering for permits (218-730-5200). New culvert installations (new driveways) are the responsibility of the property owner.
2. The person responding to the request will complete a work order for the request including all relevant information about the site of the request. A contact name, address and a phone number should also be included.
3. Culvert requests will be given to the Stormwater construction crew.
4. The lead worker or a supervisor will visit the site and examine the culvert to determine if it qualifies for replacement. If qualified the culvert will be placed on a replacement list. (Replacements are prioritized by date of request, location and health, environmental and safety issues and available funding and staffing). The homeowner will be notified in a timely fashion.
5. Every attempt will be made to accommodate the request as soon as possible. However, homeowners should be informed that most culvert replacement is a maintenance priority and will be addressed as funding and staff becomes available.

**Record Keeping:**

All culvert replacement will be tracked through the work order system. The lead worker is responsible for maintaining a list of open work and completing work orders promptly when work is complete.