



Please print all information

Application for Culvert Installation Permit

Request Date: _____ Requester's Name: _____

Phone: _____ Mailing Address: _____

Email Address: _____

County Road Number or Name: _____ Subdivision Name: _____

Location Description: _____

Culvert Process Instructions

- 1) The Property Owner must place a stake to clearly mark the proposed location of the culvert.
- 2) A representative from the Town of Poetry will conduct an inspection of the marked location within 14 working days of notification to determine the necessary size of the culvert for installation.
- 3) It is the Property Owner's responsibility to ensure that their contractor installs the culvert correctly. Any improperly installed culvert, not adhering to the required grades, will be removed, and the applicant will be obligated to reinstall it at their own expense.
- 4) Acceptable materials for culverts are limited to galvanized corrugated metal or HDPE (High-Density Polyethylene) Double Wall Plastic only.
- 5) **For concrete driveways only**, HDPE Double Wall High-Density Polyethylene Plastic is permitted.
 - a) Concrete driveways must stop 12 inches before the county road to allow for a proper tie-in.
 - b) If ditch work or culvert replacement is needed under a concrete driveway, the Property Owner is responsible for sawing and replacing the driveway surface.
- 6) The length of any culvert must be no less than 30 feet and no more than 60 feet.
- 7) All culverts must be installed 4 inches below the ditch line, parallel to the ditch, and on the correct grade. The "ditch line" is the lowest point of a V-bottom ditch or the furthest point from the roadway of a flat-bottom ditch where the roadway slopes back to the existing ground line.

- 8) Upon completion of the installation, the culvert must be covered with a minimum of 6 inches of coverage material. Acceptable coverage materials include road base, crushed concrete (procured from a crusher), gravel, asphalt, reclaimed/recycled asphalt or pour in place concrete.
 - 9) The Property Owner is required to call for inspections at the completion stage of the culvert installation process.
 - 10) If the inspection fails, the property owner or applicant must correct the issues within 30 days. Failure to do so will result in the removal of the culvert, which will be placed on the backside of the ditch.
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To be filled out by a Town Representative

Request Date: _____ Requester's Name: _____

County Road Number or Name: _____

Size of Culvert Required: _____

Sized by: _____

Date Permit Issued: _____

Town Representative: _____