

# TOWN OF ELLICOTT

## Highway Department

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### Policy for Driveway Pipe Installation/Replacement

1. Town residents may request the highway department install new or replacement driveway pipes. This, if approved by the Town Highway Superintendent, will be done on a non-priority basis, as the department has available time and or manpower. The cost of pipe, couplings, catch basins and grates will be paid by the owner of the driveway. Stone, gravel, blacktop, top dirt, equipment and labor will be supplied by the Town as deemed necessary by the Highway Superintendent. A letter of agreement will be signed by the adjacent property owner and the Town Highway Superintendent. This will detail the agreement and the property owners cost. This cost will be paid to the Town Clerk by check and held until the project is complete.
2. The Town Highway Superintendent may approve new/replacement driveway pipe installation by the property owner under the following conditions:
  - a. A right of way permit must be obtained and approved by the Highway Superintendent.
  - b. The property owner/contractor must obtain and adhere to the Town of Ellicott driveway or access road specifications.
  - c. Owner or contractor shall provide a sketch of the job.
  - d. The property owner supplies all materials, including pipe, drop inlets, stone, gravel, blacktop, top dirt, seeding and mulch. No plastic drain inlets will be allowed. In the future, if the pipe needs to be replaced, the property owner is still responsible cost of materials.
  - e. Size and location of pipe to be determined by Highway Superintendent or his/her representative, minimum approved pipe size will be 12 inches, all pipe will be perforated.
  - f. Concrete drop inlets must be installed at a minimum of every 60 feet of lineal pipe installed.
  - g. Pipe will be bedded and covered in #2 stone.
  - h. There is to be sufficient back slope to allow for cover of pipe. Recommended at least 1 foot of cover over the pipe.
  - i. The driveway must slope away from the road at least  $\frac{3}{4}$ " per foot to a point over the ditch line or a minimum of 10 feet from the edge of the pavement.
  - j. Open ends of pipe will have oversize stone, be sodded, or have flared end sections. Pipe over 18 inches in diameter will have flared end sections. Headwalls are not allowed in the road right of way.
  - k. Homeowner/contractor/installer will call DIG SAFELY (811) and have all underground facilities marked before excavation.

2/16/2015