

INSTALLATION OF DRIVEWAY CULVERTS

GENERAL INFORMATION - A driveway construction permit must be obtained from the Inspection Department prior to constructing any driveway entrance (temporary or permanent).

1. The City of Cleveland Inspection Department shall issue a driveway permit along with other building permits.
2. A copy of the permit is forwarded to the Public Works Department.
3. A representative from the Public Works Department will contact the permit holder within 2 days of application to review the proposed installation site.
4. It will be the responsibility of the permit holder to purchase all materials and to install the driveway culvert.
5. **The Public Works Department shall determine pipe diameter size, final location of pipe and determine any other special conditions, including the need for flared end sections that exist which may warrant additional work.**
6. The representative shall, upon inspection of the site, supply the permit holder specifications for culvert installation. The specifications shall include pipe diameter, flow line, minimum depth of cover and any other special circumstances that may need to be addressed.
7. The permit holder shall install the culvert pipe.
8. Upon completion the permit holder shall notify the Public Works Department.
9. Within two (2) Business days a representative shall inspect the installation and record his/her findings on the permit.
10. If found deficient the representative shall supply the permit holder with a list of the deficiencies.
11. When corrected, the permit holder will notify the Public Works Department to prompt a re-inspection.
12. If found satisfactory the representative shall forward a copy of the permit to the Inspection Department.
13. The Inspection Department notes that the driveway permit has been satisfied.

Driveway culverts shall be located so as to conform with the existing ditch line(s) or as directed by the Public Works Department.

All driveway culvert pipes shall be a MINIMUM 12" diameter, 20 ft. in length. Driveway culverts greater than 60 ft. in length will require inlet box installation.

Soil or sand may not be used as cover. Only two sacks per cubic yard cement stabilized material (sand, iron ore, limestone, etc.) may be used for haunching and cover on culvert. To avoid settling, the ditch must be in a dry or stabilized condition before culvert installation

All driveways shall be constructed in such a manner as to not direct drainage onto the roadway. Culverts not meeting the specifications and/or causing drainage problems will be removed as necessary to correct the drainage problems. Costs of new culvert installations shall be borne entirely by the property owner.

