

CULVERT APPLICATION & PERMIT

VILLAGE OF MAINE

Permit No. _____

Street Name _____

Property Owner _____

Address _____

Street

City

State

Zip

Phone _____ Fax _____

Name of Applicant (if different than property owner)

Location: (Legal description of property)

Center line of driveway will be _____ Feet from _____

| Check items that apply | Culvert Type | Diameter | Length |
|--|------------------|----------|--------|
| _____ New culvert and end walls | _____ Plastic | _____ | _____ |
| | _____ Steel | _____ | _____ |
| _____ Culvert extension or replacement | _____ Plastic | _____ | _____ |
| | _____ Steel | _____ | _____ |

Name and phone number of company or person installing culvert:

Contractor's Name

Contractor's Phone No.

APPLICANT CERTIFIES THAT THE PERMITTED WORK WILL BE COMPLETED IN ACCORDANCE WITH ALL PLANS, DETAILS, OR NOTES ATTACHED TO AND INCORPORATED AS PART OF THIS APPLICATION AND PERMIT, AND WILL COMPLY WITH ALL PROVISIONS AND CONDITIONS OF THE VILLAGE OF MAINE ORDINANCES.

PROPERTY OWNER(S) AGREE(S) BY SIGNING BELOW THEY ARE ACCEPTING RESPONSIBILITY THAT THEIR EXCAVATOR WILL BE RESPONSIBLE FOR HAVING THE JOB COMPLETED TO VILLAGE SPECIFICATIONS.

DATE: _____ APPLICANT SIGNATURE: _____

PERMIT APPROVAL

The above application is approved and permit issued subject to full compliance by the applicant with all provisions and conditions of the Village of Maine Ordinances, and with the following additional conditions:

DATE: _____ SIGNED _____

President of the Village of Maine

Application & Permit Fee: \$50.00

CHECK NO. _____ DATE: _____

Memo:

To: Village of Maine Property Owners

From: Village of Maine Board of Trustees

Topic: Culvert Installations

RE: Culvert application, permit & installation information

1. **Culvert Application and Permit** – **Culvert permit applications are to be completed and returned with a check made payable to the Village of Maine for \$50.00.** After application and check are received, the Village President, Trustee, and/or Public Works employee will contact applicant to inspect the driveway site, determine the size of culvert, the installation location and the elevation needed for culvert installation.
2. **Approved Culverts** – Galvanized steel culvert pipe and endwalls, lined plastic culvert pipe with endwalls or reinforced concrete pipe and endwalls are allowed for installation.
3. **Size and Diameter** – the minimum length for a residential driveway shall be 24 feet of actual culvert pipe and the maximum length shall be 35 feet of actual culvert pipe. All culverts are required to have endwalls on both ends of the pipes. All descriptions of length do not include the endwalls.
***Please note that Agriculture or Business driveway owners may be required to install longer culverts to prevent ditch, shoulder and road damage.
4. **Elevation and Staking Grades** – The Village President, a Village Trustee or a Public Works employee has the discretion to determine the elevation or have the elevation determined by a qualified engineer. The person installing the culvert or a qualified engineer shall stake the grades for the elevation of the culvert. The culvert must be installed according to the stakes established by the engineer or the elevation determined by the member of the Village Board of Trustees and/or the public works department.
IMPORTANT NOTE: The excavator or property owner is required to call Maine Public Works employees Nathan Fitzke (715)432-1061 or Michael Henaman (715)212-7721 to determine proper culvert location, depth and cover. Public works employee(s) have been authorized to meet with the excavator before and during the installation process to ensure the culvert project is completed properly and installed to the Village of Maine specifications.
5. **Culvert Installation** – To protect the culvert from crushing, breaking or other damage a minimum of 8 inches of crushed rock or granite are required for steel and concrete culverts and 12 inches of crushed rock or granite for plastic culverts. Crushed rock, stone or gravel shall be used for bedding and filling around and beneath the pipe. In no event may clay, dirt or other loose ground be used.

When the terrain/depth of ditch does not allow for adequate cover over the culvert the placement of styro-foam insulation under the culvert may be required to prevent the culvert from heaving due to frost. In certain situations and arch style steel culvert may be required when the required 8 or 12 inches of cover would bring the grade too high.

***** Please note that the driveway must be designed and/or sloped properly so that all drainage goes to the ditch. The drainage from the property and/or driveway must not go onto Maine's roadway.**

6. **Inspection** – The person installing the culvert is required to contact the President or Public Works employee to inspect the installation to determine if the culvert was properly installed.
7. **Improper Installation** – If permit holder fails to install culvert properly the permit holder will be given 30 days in writing to repair, modify or reinstall culvert according to the Village of Maine's specifications.

*****Please note that the second installation cost will be the property owner's responsibility.**

Names & phone numbers for sizing, elevation and inspection of culverts:

Betty Hoenisch – Village President – Office No. (715)675-5607 or cell no.

(715)212-9248 Public Works Office No. (715)675-7462



| | | |
|-------|--------------------|-------|
| | Back side of ditch | |
| _____ | | _____ |
| | Edge of pavement | |
| _____ | | _____ |
| ↑ | | ↓ |
| | Centerline of road | |
| ----- | | ----- |
| | Edge of pavement | |
| _____ | | _____ |
| ↑ | | ↓ |
| | Back side of ditch | |
| _____ | | _____ |

Contact the Village President or Public Works for an inspection after the culvert is installed.

Date of Inspection

Signature of Inspector