

Policy and Procedure Manual

Henderson Water Utility

Subject	Number
<i>Installation and Acceptance of Residential Driveway Culverts</i>	<i>G-100</i>

Effective Date	Revision No.	Revision Date
<i>20 October 2014</i>	0	--

1.0 POLICY STATEMENT: By agreement with the City of Henderson, HWU is responsible for maintenance of pipes installed in roadside ditches and accepted for maintenance. Proper sizing and installation of driveway culverts is necessary to insure adequate drainage. To this end, HWU will advise individual residential property owners of the proper size and type of culvert required and will provide the labor, free of charge, to install a new or replacement residential driveway culvert. The customer is responsible for the cost of all materials used.

The roadside ditch is an integral part of the roadway. In only limited cases can a ditch along a street be piped without sacrificing the overall service life of the street. Without the ditch, stormwater cannot efficiently leave the pavement section and enter the stormwater system. Drainage of the subgrade of the street will be blocked if ditches are filled in, leading to trapped water and reduced pavement life due to freeze/thaw. Open ditches allow stormwater flow to slow down and spread out, reducing time of concentration and increasing ground infiltration. ***It is the policy of HWU to leave roadside ditches open to the maximum extent possible, and to discourage filling in or piping roadway ditches.***

This policy applies to individual residential properties. It does not include multi-family, commercial or industrial driveway culverts.

2.0 PROCEDURES: Customers that request a new residential driveway culvert or need to replace an existing one should contact customer service at the Systems Operation Center (SOC). Customer Service personnel will forward the request to the Engineering Department, where assigned personnel will calculate the size of the culvert and determine the correct elevation for the influent and effluent ends of the pipe. The Utility System Superintendent will then schedule a crew for the installation of the culvert. SOC Customer Service will bill the customer only for materials used.

The same sizing procedure shall be followed if HWU field personnel determine that a driveway culvert should be replaced. If a culvert is replaced due to construction of a City or HWU project, the customer will not be charged.

3.0 RESPONSIBILITY: SOC Customer Service is responsible for creating the work order and for billing the customer for costs of materials. The Engineering Department is responsible for the correct sizing of the pipe. The Utility System Superintendent is responsible for the correct installation. The Director of Field Operations is responsible for the implementation of this policy.

Exceptions to this policy shall be authorized by the General Manager.

APPROVED:



Tom Williams, P.E.
General Manager