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Title: Culvert Installation Policy	Internal/External
Department: Public Works	Policy Number: TOWB-004-PW
Approval Date: February 11, 2025	Implementation Date: February 12, 2025

1. INTRODUCTION

The purpose of this policy is to provide consistent and updated standards for the installation of culverts, whether it be a new installation or replacement of an existing culvert. This policy outlines the responsibilities of the property owner, developer, and the Town of Witless Bay.

1.1 CLASSIFICATION

1.1.1. NEW CULVERTS

The Town requires that all new developments install driveway/roadway culverts in existing or newly constructed ditches as per the conditions outlined in this policy and the Towns Development Regulations. Filling in of ditches with rock or gravel is not permitted. The property owner/developer is responsible for the cost of the culvert and the installation.

1.1.2. EXISTING CULVERTS

Replacement of existing culverts replacements will be evaluated by the Town following receipt of a written request from a property owner.

Following the evaluation, the Town will notify the property owner whether the Town will provide a new culvert to be installed by the property owner, or if the property owner will be responsible for both the supply and installation of the culvert. The property owner will be responsible for the restatement of their driveway to its pervious condition, including the replacement of asphalt that may have been removed.

Once installed the culvert will be considered and referred to as “NEW” in accordance with this policy.

2.0 GUIDELINES

- The installation of any culvert must be approved by the Town prior to installation and after receiving the appropriate permit.
- Used culverts, of any type, are NOT acceptable. Only new plastic polyethylene culverts with a minimum diameter of 600mm (24 inches) are to be installed. The minimum diameter of 600mm (24 inches) may be reconsidered based on specific conditions of the development site, however, installation of a culvert measuring less than 600mm (24 inches) in diameter, will require pre-approval from the Town.

- Culvert installation must conform with the Newfoundland and Labrador Municipal Water, Sewer and Roads Master Construction Specifications.
- Both ends of the culvert must be rip-rapped. Concrete blocks with a minimum 203mm (8 inches) of thickness must be used and must cover a minimum 300mm (11.8 inches) of each culvert end to the sides of the ditch it is within.
- Damaged culvert, culvert pieces, and debris must be removed and disposed of by the property owner.
- Ditches and road shoulders are to be reinstated to their original condition.
- Damaged asphalt must be reinstated to the original condition.
- Once a culvert has been installed or replaced and inspected by the Town, the Town's responsibility will be limited to maintaining proper flow in the ditch network to the culvert.
- The town will catalogue pictures of the site prior to the installation to ensure ditches and asphalt are reinstated to their original condition.

3.0 Refundable Deposit

A refundable Driveway Culvert/ Rip Rap Deposit will be collected by the Town for all culvert installation activities as described in this policy. The deposit will be defined in the Tax Schedule adopted by the Town for the current fiscal year. The applicant must pay the deposit prior to receiving a development permit. The deposit will not be refunded until all work related to the installation of the culvert and rip rap is completed to the satisfaction of the Town.

4.0 Provincially Maintained Roads

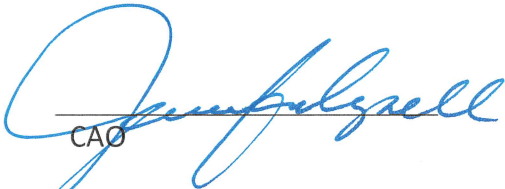
The following road within the Town of Witless Bay is maintained by the Province of Newfoundland and Labrador, Route 10, Southern Shore Highway. The Town has no jurisdiction within the Right of Way (ROW) for this road and all culverts within this ROW are the responsibility of the Department of Transportation and Infrastructure and work must be approved by the Department.

5.0 Review of Policy

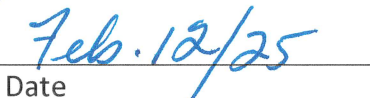
This policy will be reviewed as deemed necessary. Any revisions to this policy are subject to the approval of Council. This policy rescinds all previous policies pertaining to this subject matter.



Mayor



CAO



Date