

Culvert Installation Policy

HP-001 R1

OBJECTIVE/PURPOSE

To provide a consistent policy that defines activities regarding the installation of New or the replacement of Existing culverts and the responsibilities of the resident/ developer/owner and the Town of Holyrood.

PERMITS

All applicants must obtain the necessary permits from the Town of Holyrood prior to commencement of any work.

POLICY STATEMENT

GUIDELINES

- Used culverts, of any type, are not acceptable, only HDPE culverts are to be installed with the diameter being approved by the Town prior to installation.
- Culvert installation must conform with the latest edition of the Province of Newfoundland and Labrador, municipal water, sewer and road specifications.
- The ends of the culverts to be rip rapped as per the specification noted above to prevent erosion.
- Damaged culvert, culvert pieces, debris shall not be left discarded by the applicant.
- Ditches and road shoulders are to be reinstated to their original condition.
- Damaged asphalt must be reinstated to the original condition.
- The Town does not take responsibility for culverts installed in accordance with this policy or any incurred maintenance thereafter.

- The Town's responsibility will be limited to maintaining proper flow in the ditch network to the culvert.

NEW CULVERTS

The Town requires that all applicants for new developments install driveway / roadway culverts in existing or newly constructed ditches as per the conditions outlined in the approval in principle letter, filling in of ditches with rock or gravel is not permitted. These culverts must be installed prior to any further development on the site, failure to comply with this policy will result in the issuance of a Stop Work Order. No additional permit is required, as the cost is included in the approval in Principle letter. The applicant is responsible for the cost of the culvert and the installation.

EXISTING CULVERTS

Existing culvert replacement will be taken under consideration from the Town prior to receiving written notification from the resident. Once notification has been received the Town will investigate and the resident will be notified of the decision, for example: the culvert will be scheduled for replacement during the following fiscal year or subsequent year pending budgetary capabilities. Emergency situations will be considered on a case-by-case situation.

Culvert extensions will follow the same process as noted above with the exception that all costs associated being the responsibility of the applicant.

The Town will be responsible for the purchase and the delivery of the culvert to site, up to a maximum of nine meters, the resident will be responsible for the installation in accordance to this policy. Once installed this culvert will be considered and referred to as "NEW" in accordance with this policy. If the driveway is paved the resident is responsible for replacing the asphalt.

CLIMATE CHANGE

All new culverts installed in the Town of Holyrood will have a minimum internal diameter of 525 mm (21")

SECURITY




A security deposit will be collected by the Town for all culvert installation activities as described in this policy. The deposit will be defined in the schedule of rates and fees adopted by the Town for the current fiscal year. The security deposit will be held until all work related to the culvert installation has been completed to the satisfaction of the municipality.

PROVINCIALY MAINTAINED ROADS

The following roads within the Town of Holyrood are maintained by the Province of Newfoundland and Labrador. Route 60, Salmonier Line and Liam Hickey Drive. The Town has no jurisdiction within the Right of Way, ROW, for these roads, all culverts within the ROW of these roads are the responsibility of the Department of Transportation and Infrastructure. All culvert activities must be approved by this department before any work commences.

REVIEW

This policy will be subject to review as the Department of Infrastructure and Public Works finds necessary given new experience or information.

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Written By:	Robert Stacey, DIFPW	Date: May 4, 2022 
Approved By:	Gary Corbett, CAO	Date: May 4, 2022 
Approved By:	Gary Goobie, MAYOR	Date: May 4, 2022 

REVISION HISTORY			
Revise #:	Date:	Revised By:	Approved By:
R-1	May 4, 2022	Robert Stacey	