

# LIVERPOOL TOWNSHIP ROAD DEPARTMENT



*Chris Bosworth, Road Foreman*

*Randy Bogart, Laborer  
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## **DRIVE CULVERT AND DITCH CULVERT PERMIT APPLICATION INSTRUCTIONS**

Please complete the top portion of the application and sign on the line stating authorized signature.

Township Road Name:	The road name and number
Section Number:	The township section number
Address:	The property owner's name and mailing address. Include project address if different from owner's mailing address.
Phone Number:	Your home phone number and a phone number that you can be reached at between 9:00 a.m. & 3:00 p.m.
Description:	What would you like to have done? Include all pertinent information about the project.
Signature:	Property owner or authorized agent's signature.
Sketch:	A sketch is required. The sketch should show the road, any existing driveways, property lines, mailboxes, power poles, existing drainage culverts, etc. and the location of the work to be done.
Marking:	A stake or flag shall be placed in the work area, so the township supervisor can locate the area.

After the application and sketch are complete and returned to the Road Department, a supervisor will inspect the work area. The supervisor will determine the culvert size, number or catch basins required and any other material required for the installation.

\*No open cutting of any township roadway shall be permitted.

## **DRIVEWAY CULVERT SPECIFICATIONS AND REQUIREMENTS**

### **General Information:**

All driveways entering a township road right of way shall have a drive culvert installed to facilitate roadway drainage. The size of the culvert shall be determined by the Road Supervisor. The culvert's material and installation must comply with these requirements of the culvert will be removed by the township. All associated costs for removing the culvert and restoring the ditch shall be charged to the property owner.

### **Installations:**

The Liverpool Township Road Department will install a drive culvert when all of the following conditions are met:

1. The property owner supplies an approved culvert (size determined by the township).
2. The culvert will be installed when the township is working in the area (approximately 1-4 weeks)
3. The Road Department will install a maximum of 20 feet of culvert pipe.

### **Private Contractor Installations:**

A private contractor will install a drive culvert when the following conditions are met:

1. The property owner supplies an approved culvert (size determined by the township).
2. The property owner needs the installation completed before the township is working in the area.
3. The property owner requires more than 30 feet of culvert pipe.

***\*NOTE: A Liverpool Township Supervisor must be called for a final inspection before the contractor leaves the site.***

### **Approved Drive Culvert Materials:**

The property owner shall provide one of the following types of culverts:

- \*Double walled, smooth walled, or polyethylene plastic culvert.

### **Maintenance:**

After installation of the culvert, either by Liverpool Township Road Department or a private contractor, all future maintenance becomes the responsibility of the property owner. Liverpool Township will in no way be held responsible for any future maintenance of the culvert.

### **Driveway Culvert Exceptions:**

Driveway culvert may not be required if the drive is located on or near the crest of a hill.

**LIVERPOOL TOWNSHIP ROAD DEPARTMENT APPLICATION TO WORK  
WITHIN A TOWNSHIP'S RIGHT OF WAY**

Township Road Name and Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Property Owner's Name and Address:

Mailing Address:

Property Address: (if different)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

Description of work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Has the work area been marked with a stake or flag?     Yes     No

Please include a sketch of the project. (See instructions for details. You may use the back of this form)

Please call two (2) working days in advance:

**BEFORE YOU DIG**



**Phone Number: 811**

It is the **LAW**

Ohio Utility Protection Service

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(For Township use only)

Culvert Diameter Required: \_\_\_\_\_ Culvert Length to be Installed: \_\_\_\_\_

Number of catch basins required: \_\_\_\_\_ Township or Private Contractor: \_\_\_\_\_

Supervisor's Signature & Inspection Date: \_\_\_\_\_

**Valid for one year from this date:** \_\_\_\_\_

# DITCH CULVERT AND CATCH BASIN SPECIFICATIONS AND REQUIREMENTS

## General Information:

All property owners who want to pipe a ditch closed must have a valid township permit. The size of the culvert and the number of catch basins necessary to complete the work shall be determined by Liverpool Township Road Supervisor. The Liverpool Township Road Department will not install a culvert in a ditch for a property owner. This work must be performed by the property owner or a private contractor. Failure to meet the township's standards will result in the removal of the culvert by the township. All associated costs for removing the culvert and restoring the ditch shall be charged to the property owner.

## Culvert and Catch Basin Requirements:

1. Culvert size will be determined by Liverpool Township
2. The culvert shall meet the material requirements below.
3. A catch basin shall be installed near the driveway to facilitate driveway runoff.
4. Catch basin(s) meeting the requirements below shall be installed every one hundred feet.
5. Liverpool Township shall determine how many catch basins are required.
6. Catch basin openings shall have a minimum of four (4) square feet of opening. (2' x 2' grate)

***\*NOTE: A Liverpool Township Supervisor must be called for a final inspection before the contractor leaves the site.***

## Approved Materials:

The property owner shall provide any of the following types of culverts and all of the necessary items for the installation of the culvert:

Double walled, smooth lined, or polyethylene plastic culvert.

The property owner shall provide the appropriate number of catch basins and all necessary items for the installation of the catch basins. Approved catch basin types with the required opening requirements are as follows:

1. Precast concrete catch basin
2. Concrete block catch basin
3. Plastic polyethylene catch basin

## Maintenance:

After installation of the culvert and catch basin, all future maintenance becomes the responsibility of the property owner. Liverpool township will in no way be held responsible for any future maintenance of the culvert.