

STANDARD DITCH CLOSURE PERMIT

PLACEMENT OF CULVERT PIPE IN MUSKINGUM TOWNSHIP DITCHES

Adequate roadside ditching and culverts are an integral part of the road infrastructure as they help to provide safer conditions for all users and less damage to the hard surface from water runoff. Therefore, the installation of culverts in ditches other than for driveway purposes is discouraged and may only be done after obtaining a no-cost permit through the Township.

Where it is desired by a property owner to place culvert pipe in an existing township ditch, and further to fill and landscape that ditch, the following policy exists:

All culverts must receive written approval from the Muskingum Township Board of Trustees. It is the responsibility of the road supervisor to inspect the installation and the following landscaping to ensure that proper drainage will take place. The inspection and approval by the road supervisor in no way releases the property owner from responsibility should water back up and cause problems to an adjacent property or prevent drainage of the road right-of-way.

Should problems arise from placing culvert pipe in a township ditch the property owner is required to correct the problem immediately at the homeowner's expense. If a property owner fails to respond to a problem that is their cause, the township road department will remove such obstruction and reestablish an open ditch, the cost of which will be billed to the property owner. It would also be noted that the O.R.C., Section 5547.04 requires property owners to receive approval prior to placing an obstruction within the bounds of a township road. This section of the Revised Code also requires these property owners to remove any obstruction erected without permission.

O.R.C. Section 5589.06, states: "No person shall wrongfully obstruct any ditch, drain, or water course along, upon, or across a public highway, or direct any water from adjacent lands to or upon a public highway."

In summary, the Muskingum Township Board of Trustees will permit this practice within strict limitations whereby approval and inspection are required.

MUSKINGUM TOWNSHIP
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REQUEST TO CLOSE A TOWNSHIP ROAD DITCH

I request permission for the Muskingum Township Trustees to close in the Township Road ditch as follows:

On Township Road _____ near mile marker or house number _____. Pipe is to be installed by landowner or contractor at the landowner's expense after permit approval.

MUSKINGUM TOWNSHIP PROCEDURE FOR INSTALLATION OF PIPE:

- All culverts and catch basins must be installed by the property owner and approved by the Muskingum Township Trustees.
- A no-cost permit is required for installing pipe in roadside ditches. Those pipes installed without approval are subject to removal with the costs billed to the property owner or placed as a lien on the tax duplicate.
- Approved material 12-inch double walled, smooth lined polyethylene plastic pipe only.
- Culvert sections must be joined or sealed.
- Any existing drains (french drains, eavespout drains, etc.) must tie into pipe
- At no time will the pipe be allowed to have holes cut into the side of it and lateral tiles inserted.
- Pipe is to have a catch basin or cleanout at existing driveway pipe and at the downstream end of the pipe and at other locations as may be required by the Township
- To be considered for enclosure permit, a ditch must be at least two feet deep.
- All culverts Shall have a minimum of four-inches of cover above the pipe with a four-inch swale maintained over the top of the culvert to carry road and yard water runoff.
- The township may require further surface water inlets or catch basins if conditions exist that require additional drainage. Catch basins or cleanouts will be required every 100" or where required by the Trustees on installations spanning long distances.
- The area must be landscaped, to prevent debris from filling the ditch or swale, within 7 days unless otherwise approved by the Muskingum Township Trustees.
- The property owner is responsible for the maintenance and/or replacement of the culvert pipe and catch basins if required.
- Upon completion of the project a final inspection will be made. If the project does not meet all criteria, it will be "Denied". A letter will be sent to the property owner stating why the project completion approval was denied with suggestions as to what needs to be completed before approval can be made.
- The attached drawing describes and illustrates proper placement of pipe and landscaping location of drains and cleanouts.
- This permit is valid for six months from approval date and is not transferrable to any other party.

I understand that it is my responsibility to maintain culverts and catch basins so waster does not stand on Township Roads and cause safety hazards. Also, I understand if I do not maintain water flow, the Township has the right to remove pipe and convert back to an open ditch. The Township is not responsible for reimbursement for pipe, catch basins or labor for such removal.

Property Owner's Name: _____

Address: _____

Phone: _____ Date Requested: _____

Name of contractor: _____

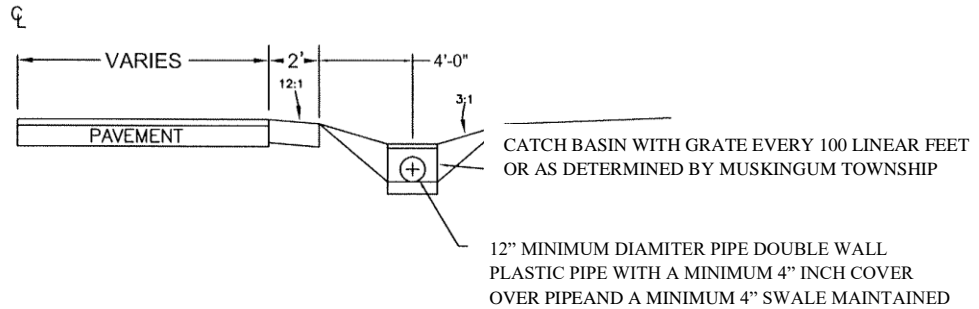
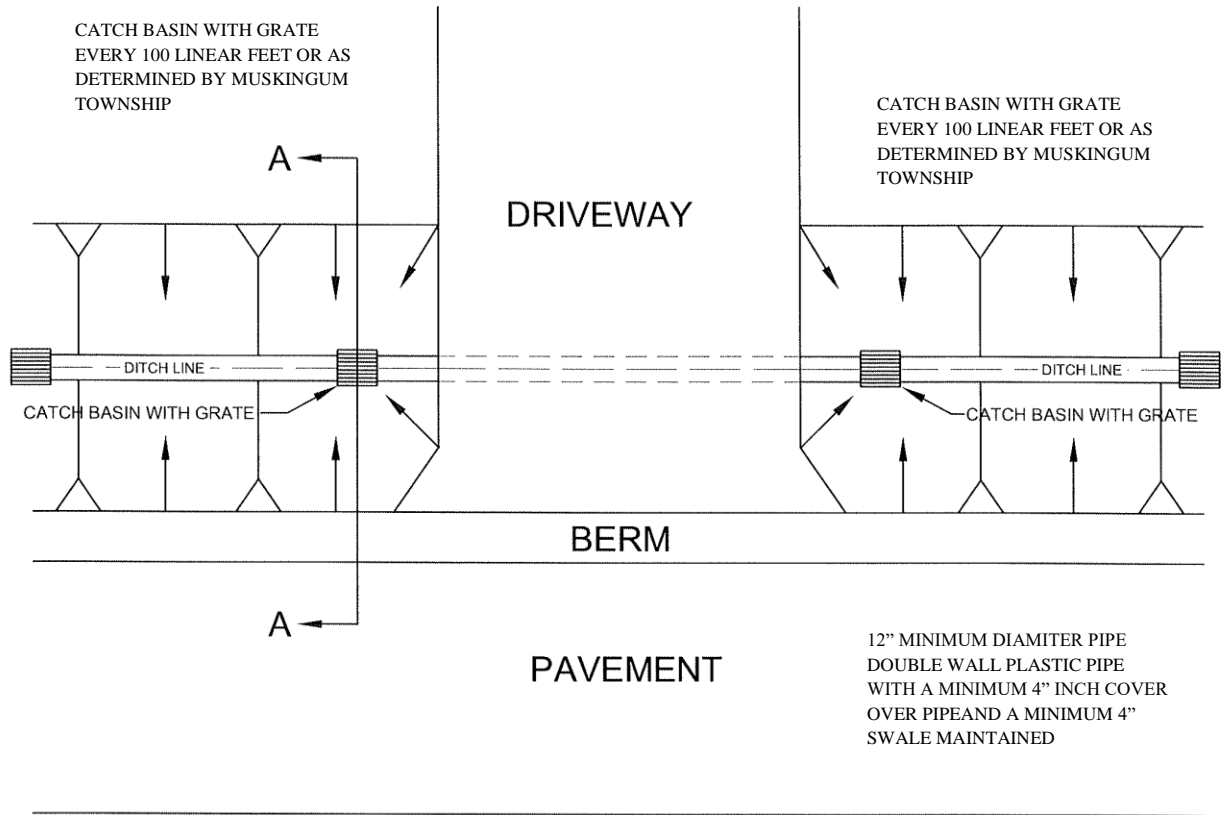
Property Owner's Signature: _____

(Revised 2/06/2017 all previous obsolete)

Approved by: _____ Date: _____

Trustee

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SECTION A-A