

MENARD COUNTY HIGHWAY DEPARTMENT

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Menard County Culvert and Entrance Policy

Purpose

The purpose of this policy is to outline the procedures, terms and conditions associated with the installation, modification and maintenance of entrance culverts within the right-of-way of County Highways.

Procedures

The Menard County Highway Department (MCHD) offers entrance culvert installations and modifications for only those properties located adjacent to County Highways, which are under the maintenance jurisdiction of the MCHD. The MCHD will only install and/or modify entrance culverts for roadside ditches located within the right-of-way of County Highways.

The MCHD reserves the right to deny any entrance culvert installation/modification request.

Unless otherwise noted on the MCHD *Entrance Culvert Installation/Modification Application*, all entrance culvert installation/modification work will be conducted by the MCHD.

The MCHD will schedule entrance culvert installation/modification operations as workload availability permits. The MCHD's primary responsibility is to maintain the roadways and bridges that make up the County Highway system. Work required to the roadways and bridges that make up the County Highway system take priority over new entrance culvert installations/modifications.

If the new entrance is for a new residence or commercial site, the zoning office should be contacted prior to the Highway Department in order to receive an address and all clearances. This will also be required to receive an approved entrance permit from MCHD.

Maximum Lengths: Residential – 20 ft
Farm – 40 ft
Industrial/Commerical – 40 ft

If it is found that a culvert is required to be longer than the above limits by the Menard County Engineer, the culvert can be extended past these limits. The additional culvert length will be placed by Menard County at the property owner's expense at the time of initial installation. The owner will also incur the expense of the additional pipe and embankment over the maximum length for any replacement thereafter for the entirety of the entrance's existence.

The installation, modification and maintenance of entrance culverts located within the right-of-way of County Highways will be conducted in accordance with the following sections:

A. New Entrance Culvert Installation:

For new entrance culvert installations, the requesting property owner is to complete the MCHD *Entrance Culvert Installation/Modification Application* and return to the MCHD for review. Upon receipt, the MCHD will review the request and conduct a site visit to determine the required culvert size and complete an engineering study, as needed. After a site visit has been conducted, the MCHD will contact the property owner to discuss the proposed entrance culvert installation and associated costs. For all new entrance culvert installations, the property owner will be charged for the cost of the culvert and backfill material, which will be documented on the MCHD *Entrance Culvert Installation/Modification Application*. If in agreement, the property owner is to sign and return the *Entrance Culvert Installation/Modification Application* to the MCHD. Upon receipt, the MCHD will contact the property owner to make arrangements for the entrance culvert installation work. Once all installation work is completed, the MCHD will invoice the property owner the amount listed on the *Entrance Culvert Installation/Modification Application*. The property owner shall pay the amount invoiced for the entrance culvert installation work to the MCHD within 30 days. Should the property owner fail to pay within 30 days, the MCHD reserves the right to remove the newly installed entrance culvert. Reinstallation of a removed culvert due to nonpayment will be considered a new entrance culvert installation and conducted in accordance with Section A., *New Entrance Culvert Installation*, of this policy and subject to additional charge.

B. Lengthening of Existing Entrance Culverts:

For all entrance culvert modifications consisting of extending the culvert an additional length, of the same diameter, the requesting property owner is to complete the MCHD *Entrance Culvert Installation/Modification Application* and return to the MCHD for review. Upon receipt, the MCHD will review the request and conduct a site visit to verify the existing culvert diameter. After a site visit has been conducted, the MCHD will contact the property owner to discuss the proposed entrance culvert modification and associated costs. For all existing entrance culvert modifications consisting of extending the culvert an additional length, of the same diameter, the property owner will be charged for the cost of the additional length of culvert requested, connecting band (if utilized), and backfill material, which will be documented on the MCHD *Entrance Culvert Installation/Modification Application*. If in agreement, the property owner is to sign and return the *Entrance Culvert Installation/Modification Application* to the MCHD. Upon receipt, the MCHD will contact the property owner to make arrangements for the entrance culvert modification work. Once all modification work is completed, the MCHD will invoice the property owner the amount listed on the *Entrance Culvert Installation/Modification Application*. The property owner shall pay the amount invoiced for the entrance culvert modification work to the MCHD within 30 days. Should the property owner fail to pay within 30 days, the MCHD reserves the right to remove the newly modified entrance culvert. Reinstallation of a removed culvert due to nonpayment will be considered a new entrance culvert installation and conducted in accordance with Section A., *New Entrance Culvert Installation*, of this policy and subject to additional charge.

C. Relocation of Existing Culverts:

All entrance culvert modifications that consist of the relocation of an existing entrance culvert shall be treated as a new entrance culvert installation and conducted in accordance with Section A., *New Entrance Culvert Installation*, of this policy.

D. Replacement of Existing Entrance Culverts with Larger Diameter:

For all existing entrance culvert modifications consisting of the replacement of an existing culvert with one of a larger diameter, requested by the property owner, the property owner is to complete the MCHD *Entrance Culvert Installation/Modification Application*, and return to the MCHD for review. Upon receipt, the MCHD will review the request and conduct a site visit to verify the existing culvert diameter and site conditions. After a site visit has been conducted, the MCHD will contact the property owner to discuss the proposed entrance culvert modification and associated costs. For all existing entrance culvert modifications consisting of the replacement of an existing culvert with one of a larger diameter, requested by the property owner, the property owner will be charged the difference in cost between the existing culvert diameter and the proposed culvert diameter, which will be documented on the MCHD *Entrance Culvert Installation/Modification Application*. The MCHD will utilize the existing backfill material for the newly installed entrance culvert. If in agreement, the property owner is to sign and return the *Entrance Culvert Installation/Modification Application* to the MCHD. Upon receipt, the MCHD will contact the property owner to make arrangements for the entrance culvert modification work. Once all installation work is completed, the MCHD will invoice the property owner the amount listed on the *Entrance Culvert Installation/Modification Application*. The property owner shall pay the amount invoiced for the entrance culvert modification work to the MCHD within 30 days. Should the property owner fail to pay within 30 days, the MCHD reserves the right to remove the newly modified entrance culvert. Reinstallation of a removed culvert due to no payment will be considered a new entrance culvert installation and conducted in accordance with Section A., *New Entrance Culvert Installation*, of this policy and subject to additional charge.

E. Replacement of Damaged Culverts:

When a request is received to replace an existing entrance culvert due to damage, the MCHD will conduct a site visit to determine how the damage occurred.

Replacement of an existing entrance culvert due to damage caused by the private use of the entrance will be considered a new entrance culvert installation and conducted in accordance with Section A., *New Entrance Culvert Installation*, of this policy. Examples of damage caused by the private use of the entrance includes, but is not limited to, crushing of the end of the culvert due to vehicles/equipment traversing over the end of the culvert, depositing material in the ditch line leading to an obstructed culvert, or failure to properly maintain the private entrance.

If it is determined that the existing entrance culvert was damaged as a result of natural events (i.e. flooding), public use of the adjacent County Highway, or as a result of MCHD operations, no expense will be due to the property owner for replacement.

No expense will be due to a property owner for the replacement of an entrance culvert installed by the MCHD, in which the bottom portion of the culvert has rusted completely through.

F. Installation/Modification of Entrance Culverts Conducted by Private Property Owners:

No entrance culvert installation or modification work is to be conducted within the right-of-way of County Highways without the permission of the MCHD in accordance with 605 ILCS 5/5-413 and 605 ILCS 5/9-113. Property owners seeking to install or modify an entrance

culvert located within the right-of-way of a County Highway, through the use of contracted services, or on their own, are to first obtain permission to conduct such work from the MCHD.

G. Maintenance of Entrance Culverts:

It is the property owner's responsibility to maintain their private residential or commercial entrance up to the adjacent County Highway edge of pavement. The MCHD is not responsible for the maintenance of a private entrance, regardless as to whether or not the MCHD installed the entrance. Maintenance responsibilities of the property owner include, but are not limited to, keeping the ditch line in the proximity of the private entrance clean and free of debris, maintaining the private entrance surface, including the area directly over the entrance culvert, applying additional surfacing material as required to the private entrance, including the area directly over the entrance culvert.

H. Change in Entrance Surface:

If a property owner chooses to place a higher-class surface on an entrance (i.e. chip seal, hot-mix asphalt, concrete, etc), the property owner is to complete the MCHD *Entrance Culvert Installation/Modification Application* and return to the MCHD for review per Section F. *Installation/Modification of Entrance Culverts Conducted by Private Property Owners*. During the lifespan of the entrance, if the culvert is deemed necessary for replacement in order to facilitate drainage at the entrance's location, MCHD will saw cut the higher-class surface in a fashion required for the culvert replacement and backfill the area with aggregate to match the existing surface elevation. MCHD will not replace any higher-class surface in which a property owner has chosen to be constructed on right-of-way. Any existing entrances with high-class surfaces along county highways at the time of this policy adoption will be handled in accordance with this section.

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Entrance Culvert Installation/Modification Application

Upon receipt of the signed agreement, a Menard County Highway Department employee will be in contact with the applicant to make arrangements for entrance culvert installation/modification work. No installation/modification work will be considered until a signed agreement is received by the Menard County Highway Department.

PLEASE RETURN TO THE MENARD COUNTY HIGHWAY DEPARTMENT BY MAIL OR EMAIL.

To Be Completed by Highway Department

Pipe Dimensions: _____

Culvert Price: _____

Backfill Price: _____

Additional Charges: _____

Total Amount to be Invoiced: _____

Date Invoiced: _____

Date Payment Received: _____

Date Installed/Modified: _____

To be Completed by Property Owner

Access Type (select one):

Farm Entrance Residential Entrance Commercial Entrance Modify Existing Entrance

Project Information:

Site Address: _____

Higher-Class Surface (Y/N): _____

New or Modification Description: _____

Property Owner/Billing Information:

Name: _____

Address: _____

Phone: _____

Email: _____

The undersigned agrees they have read and agree to the procedures, terms and conditions located within the Menard County Highway Department Entrance Culvert Policy, and agree to pay all associated costs for the entrance culvert installation/modification as listed above.

Signature of Property Owner

Date

Approved By: _____

County Engineer

Date