



City of Munroe Falls

330-688-7491 phone 330-688-3720 fax

Division of Planning & Zoning

43 Munroe Falls Avenue
Munroe Falls, Ohio 44262

Form 08042025

CULVERT PIPE REPLACEMENT / INSTALLTION

Applicant Information	
Owner Name: _____ Mailing Address: _____ Phone: _____ Email: _____	<i>COSTS to be determined based on current pricing</i> Culvert _____ Backfill _____ Materials _____ Other _____
LOCATION: _____	<i>Concrete or asphalt driveway aprons are not included or completed by the City</i>
<p>Driveway Culvert Pipes are the sole responsibility of the property owner. Property owners may replace or have replaced at their own expense with approved Right of Way Permit issued by the City or may seek assistance from the City. You may:</p> <ol style="list-style-type: none"> 1. Purchase driveway culvert pipe and have delivered to said property City installation (must meet minimum, approved specifications, see reverse). The City will determine installation schedule. 2. Have City purchase and install driveway culvert pipe at owner(s) expense: <ol style="list-style-type: none"> a. Pay total amount in full as determined by City b. Have costs placed on Owner(s) utility bill for payment. Owner may pay in installments for up to one (1) year or pay in full. Any remaining, unpaid charges for the driveway culvert pipe and installation will be assessed to the property taxes for said property along with any applicable assessment fees. c. Have costs placed on the property tax bill in full along with any applicable assessment fees: <p><i>The Summit County Tax Auditor will accept property tax assessments from the City only once annually on the second Monday in September. Until such time, any unpaid charges are considered an "uncertified special assessment" and are reported to any title company whenever requested and shall remain with the property, not the owner.</i></p>	Total: _____ Payments: _____ Balance: _____ ___ Owner to purchase pipe/City to install ___ City to purchase pipe and install ___ Prepaid ___ Utility Bill (pay upon receipt) ___ Utility Bill (installment payments) ___ Tax Assessment

Any unpaid utility bill charges will be assessed to the property taxes.

Applicant Certification

I/we hereby agree to conform to all regulations of the City of Munroe Falls. I also hereby certify that all statements made and attachments on this application are true and complete and that I have a legal right to make this application. I have read and understand the requirements.

Signature

Date

Approved
 Denied

Signature

Date

**Complete information and indicate preference for payment.
 Once approved the City will determine total costs.**

Must include signed agreement if City is performing any work.

Culvert replacements schedule May through October unless determined by the City to be an emergency

913.04 DRIVEWAY CULVERTS (see complete ordinance for further details)

Policy. Driveway culverts are to be addressed in the following manner:

1. Driveway culverts are considered part of the driveway approach and as such are owned by the property owner who is responsible for installation, maintenance, repair, and replacement.
2. Owners wishing to modify, replace or perform other work on their culvert must obtain the applicable permit(s).
3. Right-of-way permits are available at City Hall.
4. Construction inspection is required and will be provided by the Service Department.
5. Any culvert hereafter constructed or installed under driveways within the Municipality shall be at least eighteen feet in length and not less than twelve inches in diameter or as otherwise established by the City Engineer.
6. **Routine maintenance, including but not limited to, removing small obstructions (leaves, trash, small tree limbs, etc.) mowing, and maintaining appropriate vegetative cover so as to limit erosion, is the responsibility of the property owner, as it is routine maintenance of the adjacent ditch.**
7. The City is responsible for removal of significant obstructions, regarding and shaping ditches.

Replacement.

1. Existing culverts serving single family residents that have failed may be installed by the City at the property owner's request if the property owner purchases the culvert pipe and materials (end sections and bands, if applicable).
2. Work to include but not limited to, removal and disposal of old pipe, excavation, installation of new culvert, stone bedding and backfilling, surface restoration to topsoil and seed in yard areas, and surface restoration to granular only in driveways. The work will also include the removing of any existing hard driveway surfaces or headwalls if present.
3. Property owners with improved drive approaches will be responsible for the restoration of pavement surfaces once the culvert work is complete.
4. The city will not construct headwalls, regardless if existing ones are present.
5. If a property owner prefers, they may install, replace, or reset a culvert pipe at their own expense only if the City's technical specifications are met, and the property owner is granted the proper permits, and the work does not impact the drainage of storm water through the adjacent ditch.

Request for assistance.

1. Single family residents can request assistance with the replacement of failed culvert pipes. If approved, the City will purchase the culvert pipe and required materials and install the driveway culvert pipe under the following guidelines. The cost of the culvert pipe and materials would be billed in installments through the City's utility billing system on an agreed upon time period.
2. The City, at its sole discretion, may replace driveway culverts, driveway surfaces and provide restoration to any disturbed areas at no expense to the property owner when replacement is necessary for the overall benefit of the storm water conveyance system or part of a public improvement project.

Pipe Sizing Requirements.

1. The minimum size is 12" diameter corrugated metal pipe.
2. The Director of Public Services, or designee, may allow for the use of high-density polyethylene or polypropylene pipe.
3. In the case of a replacement, the culvert must be the same size or larger than the next upstream culvert but need not be larger than the next downstream culvert unless those culverts do not meet minimum City standards or unless specifically approved by the Director of Public Services or their designees.

Ditch Enclosures.

6. Ditches must remain open because they are an efficient means of providing conveyance of storm water runoff. Allowing individual properties to pipe the system has high potential to cause maintenance problems and potential street flooding.

Under specific circumstances a ditch enclosure may be permitted if they meet the City's minimum design standards and are approved by the City Engineer and Director of Public Services. If approved, the future replacement of pipe in an enclosed ditch would be the sole cost of the property owner.