

Dubois County Highway Department

1066 S. State Road 162

Jasper, IN 47546

Phone: (812) 482-5505 Fax: (812) 482-5511

Application for Drainage Structures in County Right-of-Way

All applicants requesting permission to install drainage structures on any public right-of-way under the jurisdiction of Dubois County are required to contact the Dubois County Highway Department and file application. Application shall be made for driveway structures, yard piping, or an other drainage structures on county right-of-way and shall be made regardless of road surface (etc. asphalt, chip & seal, rock or earth surface).

The purpose of this application is to insure proper measures are taken to control the water flow of the county ditches and water ways. All applicants are required to contact the highway supervisor before excavating. Drainage structure size and elevations will be determined by the County Highway Department.

It is the responsibility of the applicant to contact the Highway Department for proper sizing and location/elevation of any pipes to be installed within the County Right-of-Way.

APPLICATION AND FEE

An Application fee of \$30.00 (Thirty Dollars) will be required for all completed applications.

Checks are to be made out to **(Dubois County Treasurer)**

<u>Applicant Information</u>	<u>Property Address/ Location</u>	
Name: _____	_____	<u>Fee Information</u>
Address: _____	_____	Application Fee: <u>\$30.00</u>
Phone _____	_____	Check Number: _____
Number: _____	_____	Cash: _____
E-mail: _____	_____	
Signature of Applicant: _____	Pipe Footage Applied For: _____	

TO BE COMPLETED BY THE DUBOIS COUNTY HIGHWAY DEPARTMENT ONLY

<u>Location of Drainage Structure:</u>	<u>Drainage Area / Terrain</u>
Section: _____ Township: _____ Range: _____	Drainage Acres: _____ Slope: _____
Road Name: _____ Nearest _____	Flat _____ Rolling _____ Hilly _____
Intersection: _____	Terrain: Residential _____ Agricultural _____ Wooded _____
Distance from Intersection: _____	<u>Sight Distance Verification</u>
	Posted Speed:
	25/150' _____ 30/200' _____ 35/260' _____ 40/325' _____ 45/400' _____
	Actual Sight Distance: _____
Approved Pipe Size (12" Min.): _____	Inlets Required: _____ Approved Length: _____
Pipe Elevation: _____	Pipe Slope: _____
Culvert Location and Size Approved By: _____	Date: _____
Date Applicant Notified: _____	Phone Conversation: _____ Left Message: _____ E-Mailed information: _____

Installation Unacceptable:

Date Inspected: _____

Must be
Corrected By: _____

Reasons for Denial: _____

Approval of Installation: _____

Date: _____

Actual Pipe Installed: _____ Length: _____ Size: _____

POLICY # 0701-02

Ref – ORDINANCE # 2002-04

REVISIONS: #1: Item #4. Approved Feb 2, 2004

#2: Item #4. Approved June 5, 2006

#3: Approved May 18, 2015

DUBOIS COUNTY POLICY

PIPE AND INLET STRUCTURES ON COUNTY RIGHT OF WAYS

1. Any person who wishes to install drainage pipe or structures on any public right- of-way under the jurisdiction of Dubois County, are required, in advance of installation, to contact the Dubois County Highway Department and file an application. See attached application. Application fee will be \$30.00 / per Commissioner’s Minutes dated June 5, 2006.
2. Upon completion of the application, the County will make a site review of the proposed location to determine the size, elevation, and slope of pipe for that particular location, along with verifying adequate site distance along the County Road in both directions.
3. The property owner will be responsible for the cost of the pipe and any fill material. The types of pipe that are permitted will be: corrugated steel, corrugated aluminum, concrete, or double wall polyethylene plastic with a smooth inside liner. The minimum size allowable is 12 inches I.D. For Driveway Pipe, the minimum length will be thirty (30) feet.
4. PIPE INSTALLATION:
The property owner will be notified of the required information to install the pipe, and installation is the responsibility of the property owner. There is no timetable for beginning the installation of the pipe, but once the installation is complete, they must contact the County Highway Engineer for his inspection and approval.
If the installation is unacceptable, they will have 30 days to correct the issues that the Engineer has documented. If the issues are not corrected by a date issued by the County Highway Department, the County reserves the right to remove the pipe from the County Road Right of Way, or assess a fine as described in Dubois County Ordinance # 2002-04.
5. Inlet boxes will be installed at all changes in direction of pipe and at intervals no greater than 80 feet apart along the pipe unless otherwise authorized by the County. These boxes can be made up of either poured concrete or masonry walls construction with a concrete bottom and a slotted steel grate top, or a prefabricated double wall plastic “tee” with an aluminum or steel grated top. The size of any inlet box will be determined by the attached drainage table as established by the County. The property owner will be responsible for cost and construction of inlet box. The size of the double wall plastic “tee” will be not less than the diameter of pipe that the tee is feeding. The property owner will be responsible for the cost of the “tee”. The top grate is to be a minimum of 12 inches below the level of the adjacent roadway.
6. A swale is to be constructed directly over the pipe at a minimum depth of 8 inches below the level of the adjacent roadway. The purpose of this swale is to collect the surface runoff water from the roadway and adjacent property and direct it into the inlet grate.
7. Any downspout tiles, basement drains or other surface or groundwater tiles are to enter the pipe at the inlet box.
8. The landowner is responsible for the proper maintenance of the pipe and inlet structures, keeping them free of silt, debris and functioning properly, for the lifetime of the structures.

Adopted July 1, 2002