

PROCEDURES FOR CULVERT WORK IN RIGHT-OF-WAY

City Service Department may install culverts under driveways only. This is contracted directly with the Service Department and no permits are necessary. Please contact the Service Dept. at (440) 918-8740 for pricing information.

When a property owner wishes to install the driveway culvert him/herself, or when installing culverts in ditches, the following procedures must be followed:

1. Obtain information sheet from Building Department. Submit sketch showing where installation is to be made in relationship to property. Building Inspector will request the Service Department Supervisor to visit the site to determine the work to be completed.
 - a. If deemed necessary, Supervisor will contact the City Engineer regarding the project. If the Engineer becomes involved, an engineering fee deposit may be required to cover cost of engineering services. A road-opening bond may also be required. Bond is held for a period of one year from the date of final inspection to assure that any problems regarding settling, etc., can be addressed. The amount of deposit and bond are determined by the City Engineer or Service Supervisor, depending on the project.
 - b. After the site inspection, the Service Department will contact the Building Department to advise if the permit can be issued to commence work.
2. The Owner or contractor* performing work must obtain permit(s) from the Building Department.
3. The permit holder installs pipe in ditch, per the illustration provided to Building Department.
4. An inspection by the Service Dept. is required BEFORE BACKFILLING.
5. The permit holder may then backfill ditch with proper swale and seed for grass.
6. A final inspection will be done by the Service Dept. Please call (440) 918-8740 to schedule.

* Any contractor doing business in the City of Willoughby Hills must be registered with the Willoughby Hills Building Dept. Please contact the Building Dept. for details: (440) 975-3550 or Building@WilloughbyHills-Oh.Gov