



Date: _____

Permit # _____

Culvert & Catch Basin Permit Application

MUST BE COMPLETED IN ITS ENTIRETY

Applicant's Name: _____

Phone Number: _____

Mailing Address: _____

City, State & Zip: _____

Email Address: _____

Physical Street Address: _____

Subdivision Name, Unit, Block, Lot #: _____

Parcel #: _____

Are you the owner of this lot? Yes No

Driveway Culvert ONLY- Not to exceed 30ft

Type of Installation (Check One Please)

Contractor _____

Self _____

_____ *Driveway Culverts: _____ size _____ feet _____ quantity

_____ Catch Basin: _____ size _____ feet _____ quantity

***15" diameter minimum for driveway/ditch, Larger may be required for existing connections**

Print Owner's Name

Owner's Signature

Print Designee's Name

Designee's Signature

I hereby authorize designee to act on my behalf to obtain permit.

Inspector approval _____ Inspector disapproval _____

Permit expires One (1) Year from Issue Date

Agreement

The following regulations shall be applicable to all persons wishing to construct and/or install culverts within or upon any public drainage ditch located within the City of Diamondhead.

1. Prior to purchasing or obtaining culverts to be placed in or upon any public drainage ditch or canal, the property owner or his designee shall file the appropriate application along with a sketch, drawing or site plan and obtain a "Culvert Permit" from Public Works.
2. Upon receipt of the application for a Culvert Permit by the Building Department, the Public Works Director or his designee shall inspect and determine the size of the culvert and direction of fall.
3. All culverts and fill material must be purchased by the property owner receiving the required specifications from the City. The installation of all culverts shall be the sole responsibility of the property owner. The property owner also has option to either self-install or have a private contractor install the culvert.
4. Before covering the culvert, the property owner shall notify the City for an inspection. Should the installation not meet the specifications, the City shall:
 1. Require the owner to remove and reset culverts to specifications approved by the Public Works Director or his designee; or
 2. Remove the culverts from the ditch.
5. Before any placement of concrete, all forms including headwalls shall be in place. The property owner shall request a final inspection from the Building Department at 228-222-4626.
6. Catch basins shall be required for every fifty (50) feet of culverts. Where it is determined a deviation of this is in the best interest of the City drainage system, the Public Works Director may determine a deviation of this requirement.
7. Within ninety (90) days after the installation of the culverts, all catch basins shall be constructed, sealed and earthen backfill material must be in place in accordance with the specifications of the Public Works Director.
8. Upon completion of construction of catch basins, the property owner must notify the City for a final inspection. Should the catch basins not meet specifications, the City shall;
 1. Require the owner to rebuild the catch basins, within a time period approved by the Public Works Director; or
 2. Remove catch basins from the ditch.
9. Landscaping Culverts are Strictly Prohibited. The City of Diamondhead has an open ditch policy.

When it has been determined by the Public Works Director that the installation of any culverts would be detrimental to the drainage of an area, it shall be unlawful for him to issue a permit to the applicant. If it is determined that an engineering study is needed for proper drainage, it will be the responsibility of the applicant to hire an engineer to do the study and present the finding to the Public Works Director for review and final determination. Notice of rejection and reasons for that rejection will be provided to the applicant.

_____ I AGREE to these terms

_____ I DO NOT AGREE to these terms

Signature

Date

Permit Expires One (1) Year from Issue Date



5000 Diamondhead Circle · Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

MINIMUM CULVERT SPECIFICATIONS

TYPE OF PIPE*: Concrete or ADS

*galvanized metal pipe is prohibited

DIAMETER OF PIPE*: minimum diameter is 15"

*Public Works will determine the minimum size required

LENGTH OF PIPE: up to 40' will be considered for driveway only

SLOPE: Public Works will determine direction of fall

LANDSCAPE CULVERTS: Strictly prohibited; only open ditches allowed

HEADWALLS: Are required at each end of culvert; headwalls shall encapsulate the entire pipe and shall extend at least 4" below the culvert.

JOINTS: A collar is required at each joint as well as geotextile wrap or elastomeric rubber. A silt tight joint is required. The geotextile wrap shall meet AASHTO M288 with an apparent Opening Size (AOS) greater than 70. Resistant to No. 200 sieve particles.

LOCATION OF CULVERT: Two (2) stakes will need to be placed where the proposed culvert will be installed when Public Works make the initial assessment.

INSPECTIONS: Before the covering of any culvert with any material, the Building Department shall conduct an inspection to determine compliance with what was approved by the Public Works Department. You may contact the Building Department at 228-222-4626.

SLOPE OF OPEN DITCHES AND DRIVEWAYS: The area between the edge of the asphalt and the ditch shall be sloped toward the ditch. Water surface run off from your property shall not flow into the street. A swale shall be constructed to prevent the water surface run off from entering the street. There shall be limited sheet flow (water) from the driveway into the street.

Applicant (sign and print)

Date