

Culvert Installation Guidelines at Entryways to Private Property— Keyes Ferry Acres Maintenance Association (KFAMA) Policy:

In the KFA subdivision, water runoff management to protect and maintain community owned street surfaces from deterioration is a key goal. An important component of that management is strategic use of drainage culverts, which includes oversight of culvert installation wherever it may occur within the subdivision. Therefore, the following outline is provided to guide compliance with installation specifications when an entity or individual plans to install a culvert at an entry to their private property. As specified, provisions apply to plans for installation where there is a pre-existing driveway/passageway; or where tied to new-build construction:

Culvert installation approval – When a private property owner proposes to install a driveway or other culvert where water drainage is expected to impact a nearby or adjacent community owned street, prior approval of the installation plan is required from the Keyes Ferry Acres Maintenance Association.

KFAMA role in regulating approval – To facilitate consistent community-wide roadside drainage, KFAMA has the role of outlining the minimal specifications required regarding culvert placement, pipe diameter, pipe length, pipe material and relevant installation specifications. There is no fee, but submitting an outlined plan for review prior to installation is requested simply to assure that minimal specifications will be met.

Applicable situations – A drainage culvert shall be placed under the driveway or driveways that connect to a street when a Lot is used or proposed to be used for a residential dwelling or any other use when regular vehicular access to the lot is to be obtained.

Exception to a culvert requirement – No culvert is required where there is no need to pass drainage under the driveway, such as when a driveway entrance is located at the crest of a hill.

Culvert location – At the juncture where a paved asphalt or gravel surface driveway meets the street, a culvert shall be located on the lot and not in the street. That is, the placement of drainage pipe shall be behind the property line, or on the Lot and parallel to the Lot boundary crossed by the driveway.

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Minimum required construction specifications –

-Width of driveway. At the juncture where a paved asphalt or gravel surface driveway meets the street, the width of the driveway, including a radius on each side, shall be not less than twenty-four (24) feet.

-The pipe dimensions. A durable drainage pipe of material structurally suitable to support the driveway shall be placed beneath the driveway or driveways. The inside diameter of the culvert pipe shall be not less than fifteen (15) inches. The pipe must extend a minimum of three (3) linear feet past each side of the pavement or graveled driveway surface.

-The supporting bed. Culverts shall be installed with gravel bedding at least up to the pipe center line to support the pipe. Also, pipe should be provided with sufficient cover to protect the pipe in accordance with the pipe manufacturer’s recommendations.

Culvert installation at a pre-existing driveway – Where there is a pre-existing driveway without a culvert, KFAMA wishes to promote installation of one, when recommended to improve water drainage in the interest of protecting the community owned street. In that effort, KFAMA will seek to enter an agreement with the property owner that mutually shares cost and responsibility for the culvert installation. If the property owner agrees to share a portion of the cost, KFAMA may offer to undertake the installation of the culvert. Otherwise, if the project meets approved specifications, KFAMA is receptive to negotiating with the property owner to come to a mutually agreed contribution toward the culvert installation.

Application for approval – Prior to installing a culvert under an already established driveway or as part of a new-build construction, plans should be submitted in writing to KFAMA for approval. For submission or questions, please contact a KFAMA representative at: support@kfama.org or by U.S. mail at **Keyes Ferry Acres Maintenance Association, P.O. Box 269, Charles Town, WV 25414** or by phone at **304/725-3278**.

This policy was approved and enacted by vote on 26~~20~~ AUG. 2020
Signed by (names of those voting): ~~James [unclear]~~

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