

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.

Continued—

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 AUG. 2020
Signed by (names of those voting):

[Handwritten signatures]
Dale Snyder
John Woud
E. M. Seel

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Rescinded paragraph 1-27-21 Unanimously at Board Meeting

Culvert installation at a pre-existing driveway – When a KFAMA roadway project stipulates installation of a culvert under a pre-existing driveway, the lot owner should be aware of the following conditions: Proper installation of the culvert pipe will involve construction work within the lot owner's property line. To better understand why, it may be helpful to refer to the section above, "Minimum required construction specifications" which outlines the requirements for proper culvert installation. Or to explain further—
The culvert pipe under the driveway will run parallel to the main roadway. Although located as close to the main roadway as possible, the pipe must be located at a minimal setback from the edge of the roadway. The setback helps protect against compression damage to the ends of the culvert pipe from vehicles travelling too near the edge of the driveway as they turn out or in from the main road. This setback distance means that the culvert pipe almost certainly will be located within the lot owner's property line.

KFAMA responsibilities. When work extends onto private property, KFAMA undertakes certain responsibilities. The cost of the culvert pipe and installation shall be borne by KFAMA. Upon completion of the project, as possible the area disturbed by construction will be restored to the condition found prior to the start of the project. To the extent possible, the lot owner (or their designated representative) will be kept informed about the onset and duration of the project and any concerns that should be reviewed.

Lot owner responsibilities. When work extends within the property line, certain responsibility also falls upon the lot owner. Prior to start of construction, the lot owner (or their designated representative) has the obligation to remove valuable plantings or vulnerable objects from the defined project area. For the safety of children or family members or pets, throughout the entire duration of construction work, securing them at a prudent distance away from the project area is imperative.

Signed release. The provisions above are meant to outline the basic general procedure for installing a new culvert at a pre-existing driveway. But each situation will present unique circumstances. This particular provision provides a more general guideline regarding KFAMA work when performed on private property. As advisable, prior to the start of the project, the Association may seek a signed release from the lot owner, or their designated representative. In consultation with the lot owner, the release will describe how and when the project is expected to proceed.