

ENGINEERING DEPARTMENT

DRIVEWAY / DITCH ENCLOSURE POLICY

PURPOSE

The purpose of this policy is to clearly define the ownership and maintenance responsibility for the various components of a driveway and / or drainage ditch. This policy applies to all driveways and drainage ditches within the city limits of the City of Valdosta.

GENERAL REQUIREMENTS

All driveways, aprons, culverts, headwalls and ditch enclosures requests within the city rights-of-way (ROW) must be submitted to the City of Valdosta Engineering Department prior to construction. Once the request has been approved, at a minimum a ROW permit must be obtained and a 24-hour notice provided requesting an inspection (e.g. prior to concrete being poured) to ensure that all City standards are met. The degree of requirements and specifications will vary depending on complexity.

POLICY

1. Ownership and Maintenance

- 1.1. Driveway – A private road for local access owned and maintained by an individual or group. It shall be the responsibility of the property owner to maintain the driveway through its operational lifetime.
- 1.2. Driveway Apron – An access constructed across a public ROW which connects a street, roadway, sidewalk or recreational trail to adjacent property for local access. The property owner has full responsibility for the maintenance of the driveway apron.
- 1.3. Sidewalk – The section where the driveway crosses the sidewalk is considered to be part of the sidewalk. This is a City asset and the City is responsible for its maintenance. If no sidewalk exists, then the property owner has full responsibility for the driveway.
- 1.4. Driveway Culvert – A private asset required to allow water to flow under a driveway or a roadway with minimum obstruction while still providing access to your property. The property owner is responsible for its installation and maintenance. The Engineering Department may inspect driveway culverts during routine inspection operations. If a driveway culvert is found to have failed, the property owner will be notified, and required to make the necessary repairs.
- 1.5. Headwall – A private asset built at a pipe inlet to support the driveway and protect it from the erosive forces of flowing water. The property owner is responsible for maintenance and removal of failed structures.
- 1.6. Ditch Enclosures – Involves installing a pipe where there was originally an open ditch. For the purpose of private assets, all costs for construction are the responsibility of the property owner. Once installed, the City will routinely inspect and/or clean the pipe to

ensure proper drainage flow. If maintenance and/or repairs are required it will be the property owner's responsibility to correct the problem. Failure to do so may result in the City reopening the ditch and restoring it to its original configuration.

2. City Projects that affect Driveways

If the City undertakes projects which change the elevation of the sidewalks or roads, then the City is responsible to change any components of the driveway necessary to suit the new elevation. The new construction material will be the minimum standard required.

3. Private Projects that affect Driveways

Any person that undertakes a new construction and/or modification project involving a driveway or property access within the ROW must obtain a ROW permit. All projects must meet City standards to ensure that it is capable of withstanding vehicle loads and to minimize future maintenance and risk to the public. All costs for construction are the responsibility of the property owner.