



TOWNSHIP OF SOUTH STORMONT

Title: Ditch Infill Policy

Department: Public Works

Date: June 25, 2014

1. POLICY

This policy acknowledges the purpose of a Township ditch as follows:

- a. drain road and sub-grade of water;
- b. carry collected water to sufficient outlet;
- c. assist in snow clearing by:
 - i. Providing snow storage
 - ii. Reducing snow banks; and
- d. provide protection from surface water originating off the road allowance collecting and/or passing over the road.

2. PURPOSE

The purpose of this policy is to establish criteria to be applied when evaluating requests from Homeowners abutting a township road to conduct a partial fill to a Roadside Ditch, while maintaining the functionality of the ditch for the conveyance of stormwater, snow storage and snow bank reductions. Respecting an established process will allow ditch alteration in a controlled and consistent manner. The procedures herein are to be adhered to.

4. DEFINITIONS

For the purpose of this policy, the following definitions and interpretations shall govern:

"Complete Ditch Infill" means the placement of a storm drain with the intention of creating a grassed or paved boulevard;

"Council" means Council of The Corporation of the Township of South Stormont;

"Engineer" means a professional, qualified as a civil engineer;

"Homeowner" means the registered owner of land abutting a municipal road allowance;

"Partial Ditch Infill" means the raising of the ditch bottom with the intention of decreasing side slopes to allow for easier maintenance by the Homeowner;

"Proponent" means the owner of the land that is subject to the application for altering a Roadside Ditch.

"Public Works Department" means the Public Works Supervisor or his/her designate.

"Roadside Ditch" means the open channel within the municipal road allowance and installed for the purpose of collecting and channelling road and adjacent surface drainage runoff or snowmelt;

"Staff" means employees of the Township of South Stormont, or its authorized contractors or agents;

"Township" means the Corporation of the Township of South Stormont; and

"Work" means the installation of the ditch filling project.

5. RESPONSIBILITY:

It is the responsibility of all Township of South Stormont Homeowners, Staff and Council to adhere to the provisions of the Ditch Infill Policy.

6. PROCEDURE

Partial Ditch Infill

- a) The Proponent of a proposal for a Partial Ditch Infill of a Township Roadside Ditch will be advised of the policy's criteria by obtaining the information, a permit application, and the construction requirements of this policy as outlined in the attached sketch(es) for the proposed Works from Town Hall or the Public Works Supervisor.
- b) The Public Works Department will conduct a site inspection and field review of the proposal and meet with the Proponent if necessary.
- c) If the Public Works Department is satisfied that the ditch infill can be completed in accordance with this policy, the permit will be approved, subject to conditions specific to the application.
- d) The Proponent must ensure that all contracted Works are covered by the appropriate insurance, pursuant to township requirements.

Complete Ditch Infill

- e) The Proponent will be required to retain the services of a qualified engineer for the Complete Ditch Infill design and for supervision of construction. Consideration for flow rate, maintenance and snow

storage must be included in the design. Drawings, once complete, will be attached to the application and fees paid as required.

General

- f) The Proponent will be responsible for all costs associated with a Complete or Partial Ditch Infill.
- g) The Proponent will be required to submit an application along with the required fee as established in the current Fees and Charges By-Law.
- h) If the proposal is approved and upon completion of the installation, the Proponent will contact the Public Works Department for a final inspection.
- i) Any Complete Ditch Infill installed in a Township Roadside Ditch without permit authorization from the Township will be considered trespassing. The Township may remove the fill placed and re-instate the open ditch. The cost of the removal and restoration will be invoiced directly to the abutting owner.
- j) The Township will not be held responsible for any liability arising from any Works done in relation to a ditch infill and any backup occurring from pipes out-letting to a Township owned sub-drain/storm sewer.
- k) In the event that a situation or condition arises which requires the Township to remove, either in whole or in part, the piping and/or fill materials, the drainage system will be reinstated to an open ditch condition. No compensation for the previously installed Works will be provided.
- l) Once installed and approved, the Township will assume ownership and maintenance.
- m) When applicable, a ditch infill may be offered to Homeowners at a fixed unit cost per meter as a portion of the contract when a road is slated for construction.

7. REFERENCES:

- 'Typical Partial Ditch Infill' specification sketch

Drafted By: Ross Gellately	Last Revision Date:	Approved Date:	Director's Signature:
		June 25, 2014	

