

**MONROE COUNTY ROAD COMMISSION
DITCH ENCLOSURE POLICY
POLICY NO. 2021-01**

PURPOSE

This policy outlines the procedures and specifications for Monroe County Road Commission personnel to use in the review and approval of permits for private ditch enclosures and for the maintenance or removal of private ditch enclosures located within the public road right-of-way under the jurisdiction of the Board of County Road Commissioners of the County of Monroe.

PROCEDURE

Ditch enclosures within the public road right-of-way may be permitted in front of a resident's property only if the Road Commission, in its sole discretion, determines that enclosing the ditch will not cause premature road deterioration and will not adversely affect the maintenance of the road or the safety of the motoring public. The Road Commission will grant permission for a private ditch enclosure provided the following criteria are met:

1. The property owner applies for and obtains a permit with the Road Commission.
2. The property owner submits two (2) sets of 11" x 17" plans or drawings signed and sealed by a Professional Engineer or Professional Surveyor that contain, at a minimum, the following information:
 - a. Existing ditch profile from 500 feet upstream to 500 feet downstream of the proposed ditch enclosure;
 - b. Location, diameter, and inverts of the existing culverts from 500 feet upstream to 500 feet downstream of the proposed ditch enclosure;
 - c. Existing ground elevations every 50 feet along the edge of pavement, edge of shoulder, top of the back bank, and along the right-of-way line within the limits of the proposed ditch enclosure;
 - d. Proposed pipe material, pipe diameter, pipe inverts, and pipe slopes;
 - e. Proposed catch basin locations, catch basin diameter or size, rim elevation, and grate type;
 - f. Proposed location, inverts, and slopes of the proposed swale to collect surface and road drainage; and
 - g. Description and elevation of the benchmark used for the design and construction of the proposed ditch enclosure.
3. The ditch enclosure shall be designed and constructed to provide a minimum self-cleaning velocity of 2.0 feet per second when flowing full.

Pipe Diameter (inches)	Minimum Slope (%)
12	0.22
15	0.15
18	0.12
24	0.08
30	0.06
36	0.05

SPECIFICATIONS

All materials used for ditch enclosures shall meet the requirements of the current Michigan Department of Transportation Standard Specifications for Construction.

All work shall be constructed in accordance with the current Michigan Department of Transportation Standard Specifications for Construction and the following:

1. The minimum ditch depth based on a 12-inch diameter pipe shall be three (3) measured from the edge of shoulder elevation or edge of right-of-way elevation, whichever is lower. The minimum depth required will increase as the size of pipe increases.
2. The pipe material shall be reinforced concrete pipe, dual wall corrugated smooth interior plastic pipe (polypropylene or high-density polyethylene), or corrugated metal.
3. The pipe shall have a minimum inside diameter of 12 inches.
4. Each pipe joint shall be wrapped with a 36-inch wide piece of geotextile filter fabric completely around the pipe.
5. The pipe shall be backfilled with certified Granular Material Class II (sand) to a minimum depth of 18 inches above the top of the pipe to allow the subgrade to drain.
6. The elevation of the swale to collect surface and road drainage shall be a minimum of 12 inches below the edge of the pavement.
7. A minimum of one catch basin shall be installed at each residence where a ditch enclosure is present. Additional structures may be required as determined during field inspection. The rim elevation of the catch basin shall be a minimum of 12 inches below the edge of the pavement and 6 inches below the ground elevation at the right-of-way.
8. The property owner shall contact the Road Commission for inspections:
 - a. After the pipe and catch basins have been constructed and before any backfill is placed;
and
 - b. After the backfill has been placed and the swale has been graded.

POLICY

Private ditch enclosures in the road right-of-way exist only for the benefit of the property owner or occupant. If a roadside drainage problem develops as a result of any blockage or failure of a private ditch enclosure, the owner or occupant, whatever the case may be, shall be directed by the Road Commission to correct the problem to restore the uninterrupted flow of the roadside ditch. If the owner or occupant fails to correct the problem within 15 calendar days after notification by the Road Commission, or if after a good faith attempt the Road Commission is unable to notify the owner or occupant, the failed ditch enclosure shall be repaired or removed by the Road Commission without any further notice. The property owner or occupant will be responsible for all costs associated with the maintenance, repair, or removal of the ditch enclosure.

Removal of a failed ditch enclosure may occur immediately in the event of an emergency, and the property owner or occupant shall be responsible for all costs of any such removal.

This policy replaces the Guidelines for Enclosing Road Side Ditches document approved by the Board on May 22, 2000.

Policy Approved: _____ January 11 _____, 2021

BOARD OF COUNTY ROAD COMMISSIONERS
FOR THE COUNTY OF MONROE

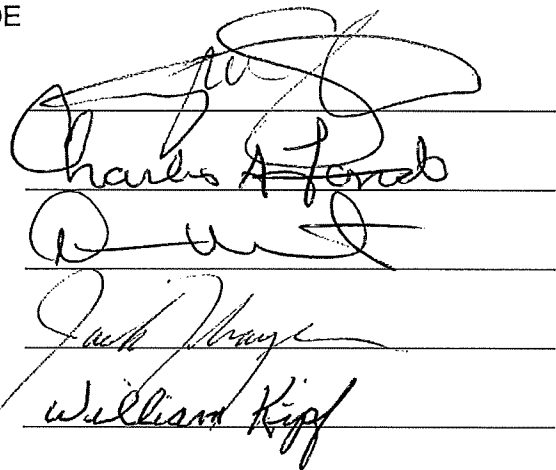
Greg W. Stewart, Member

Charles A. Londo, Member

Dan Minton, Member

Jack Thayer, PE, Member

William Kipf, Member



The image shows five horizontal lines, each with a handwritten signature written over it. The signatures are: 1. Greg W. Stewart, 2. Charles A. Londo, 3. Dan Minton, 4. Jack Thayer, and 5. William Kipf. The signatures are written in black ink and are somewhat stylized.