



## **DITCH ENCLOSURE**

Ditch enclosures within the public right of way may be permitted in front of a resident's property frontage provided the following criteria are met:

1. Application is made with the KCRC Permit Office by the property owner. (An engineered plan may be required).
2. The application (engineered plan) is reviewed and approved by the KCRC Engineering Department and the Maintenance Department.
3. The enclosure is built to KCRC specifications.

Ditch enclosures may be constructed using concrete pipe or dual walled smooth interior plastic. The concrete pipe joints should be fully mortared or gasket jointed. Each joint should be completely wrapped with a 36" wide piece of filter fabric. The pipe should be back filled with sand (Granular Material Class II) to a depth of 1 foot above the pipe; this will allow the sub grade to drain. Ditch enclosures more than 100' in length should have a manhole or cleanout structure. Each site must be evaluated as to what type, diameter and length of pipe can be used, and if the total length should or can be increased or shortened.

**AFTER APPROVAL OF APPLICATION:** Applicant must provide the KCRC Permit Office the following:

1. \$10,000 Performance Bond (may be supplied by contractor)
2. Kent County Road Commission must be named as an additional insured on an applicant's liability insurance certificate. (may be supplied by contractor)
3. \$50.00 Permit Fee
4. Inspection by KCRC required prior to back fill.

**UPON SATISFACTORY COMPLETION OF WORK, BOND WILL BE RELEASED.**

**KENT COUNTY ROAD COMMISSION PERMIT OFFICE  
(616) 242-6920 – Monday-Friday, 7:00 a.m. to 4:00 p.m.**

Ditch enclosure policy/lkd