

## SAMPLE DRIVEWAY CULVERT NOTIFICATION LETTER

Dear Landowner,

I am writing to you on behalf of the South Indian River Water Control District (hereinafter, the "District"). The District is the governmental entity responsible for maintaining and operating the public stormwater drainage system within its boundaries. The District is organized under Florida Statute Chapter 298 and the District's Charter. Your property at \_\_\_\_\_ is located within the District's boundaries.

It has come to our attention that the culvert crossing serving the driveway to your property has been damaged or is full of dirt/sediment and is no longer permitting water to adequately cross the property thereby creating an obstruction to flow. This creates problems for drainage in and around your neighborhood and must be repaired. **The repair is your responsibility.**

There are two options to have the work completed:

- 1) You can arrange to have the culvert replaced utilizing your own labor and/or contractor. The District will work with you to schedule a time to inspect the installation location to ensure the culvert is properly sized and is installed at the correct elevation. The culvert must include a sand cement bag or concrete endwall at either end to support and secure the ends.
- 2) The District has implemented a low-cost program, wherein the District will provide the materials and construction of a new culvert. This service includes a steel culvert pipe, rip-rap headwall, and sod where needed. Fill needed to cover the pipe, and any permanent driveway installations are the responsibility of the Landowner. The basic fee for this service is \$1,000 for a 20-foot culvert and \$2,000 for a 40-foot culvert. Full details of this program can be found on the District's website.

Please contact the District within 30-days of your receipt of this letter, to indicate which option you prefer, and to schedule the work and/or inspection. The District office can be reached at:

- Address: 15600 Jupiter Farms Road, Jupiter, Florida 33478
- Telephone: (561) 747-0550    Email: [sirwcd@sirwcd.org](mailto:sirwcd@sirwcd.org)

Please note, failure to contact the District within 30-days will result in the District taking action to remove the existing culvert, **and you will be assessed double the cost of removing the obstructions and repairing the damage.** The cost of the repairs will be assessed against your property and may be subject to a lien for unpaid fees.

We look forward to working with you to address this matter.

Sincerely,

Karen D. Brandon, P.E.  
District Engineer

cc: Chad Kennedy, SIRWCD  
Seth Behn