



Clark County Highway Department

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Bridge and Culvert Aid Policy

The Bridge and Culvert Aid Program follows the rules and guidelines set forth under *State Statute Chapter 82.08 Town bridges or culverts*. The Clark County Highway Committee has established the following policy requirements.

1. Existing culverts shall be a minimum of 36" diameter.
2. **Multiple existing culverts at the same location with a total combined square feet area of at least 7.1 (36") may be combined into one single culvert 36" or larger.**
3. Eligible 50% reimbursement for labor, machinery, culvert(s), miscellaneous materials, back filling, road surface materials and engineering.
4. Maximum allowable culvert size for HDPE culvert pipe is 48".
5. A cost estimate with estimated labor, equipment hours and materials must be submitted with application.
6. **Required documentation for Town self-performed work to be submitted with reimbursement request shall include the following:**
 - **Labor hours and rates per hour**
 - **Equipment type, hours used and rate per hour**
 - **Material type, quantity used and cost per ton or cubic yard**
 - **Material load tickets for all materials purchased and used**
 - **Culvert invoice(s)**
 - **Wisconsin Department of Natural Resources notification and/or approval.**

7. **The Town may choose to direct hire a contractor to complete the culvert work. An itemized invoice from the contractor shall be submitted to the Town and include all of the following items:**
 - **Copy of itemized invoice**
 - **Labor hours and rates per hour**
 - **Equipment type, hours used and rate per hour**
 - **Material type, quantity used and cost per ton or cubic yard**
 - **Material load tickets for all materials purchased and used**
 - **Culvert invoice(s)**
 - **Wisconsin Department of Natural Resources notification and/or approval.**
8. Town equipment will be reimbursed at the Wisconsin Department of Transportation Highway Maintenance Manual Equipment Rates.
9. Asphalt surface and end walls are not eligible for reimbursement.
10. Reimbursement for ditching and road surface materials are limited to a maximum of 50 feet in each direction from the center of the culvert. Ditching cannot exceed outside the right-of-way limit.
11. Maximum allowable reimbursement for a grader is one hour.
12. Length of new culvert must be sized correctly to provide adequate lane width, shoulder width and approximately 3:1 ditch in-slopes.
13. Cover thickness over culvert must meet the minimum cover thickness per the manufacturer's recommendation **(1/2 the diameter for HDPE)**.
14. Culvert must have a minimum life of 10 years.
15. Municipality is responsible for all environmental approvals.
16. Culvert must be applied for by the deadline, be inspected, and be approved prior to starting any work.
17. Emergency culverts require culvert to have failed resulting in immediate **road closure**. The municipality must attempt to make contact with the Highway Commissioner prior to starting any work. Emergency Culvert Aid form shall be submitted. Pictures must be taken prior to starting work.