



**Renfrew**

Department of Infrastructure, Public Works & Engineering  
127 Raglan Street. South  
Renfrew, ON K7V 1P8  
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DITCH FILLING APPLICATION

Applicants Name

Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City/Province/Postal Code

\_\_\_\_\_  
Email

Address of Proposed Works

\_\_\_\_\_  
\_\_\_\_\_

A sketch and description of the work zone is attached (including photos and cross-section).

Culvert Details:

\_\_\_\_\_  
Inside Pipe Diameter (mm)

\_\_\_\_\_  
Pipe Length (m)

\_\_\_\_\_  
Pipe Material

\_\_\_\_\_  
Pipe Manufacturer

Estimate Start Date

\_\_\_\_\_

Estimated Completion Date

\_\_\_\_\_

\_\_\_\_\_  
NAME (Print)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER or DESIGNATE

\_\_\_\_\_  
FOREMAN or DESIGNATE

Date Approved: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Permit review may take up to 10 business days from the date of submission.

Once approved, the permit is valid for a period of one (1) year from the date of issuance.



**Policy:** Ditch Filling Policy  
**Main Contact:** Director of Infrastructure, Public Works & Engineering  
**Last Revision:** August 2025

### Table of Contents

Policy Statement ..... 1  
 Definitions..... 1  
 Application..... 2  
 Policy Requirements..... 2  
 Delegation of Authority ..... 4  
 Authority ..... 4  
 Monitoring ..... 4  
 Contacts ..... 4  
 Change History ..... 5

### Policy Statement

The purpose of this policy is to establish guidelines for the maintenance, modification, and enclosure of roadside ditches within the Town of Renfrew. This policy ensures proper drainage, reduces the risk of flooding, and protects municipal infrastructure while maintaining public safety and environmental considerations.

### Definitions

**Applicant** – A property owner or authorized representative requesting permission to modify or enclose a roadside ditch.

**Culvert** – A pipe or conduit installed beneath a filled ditch to allow water to flow through.

**Ditch Filling** – The act of partially or fully enclosing a roadside ditch, typically by installing a culvert and covering it with fill material.



**HDPE** – High-density polyethylene. A durable plastic material commonly used to manufacture culverts and drainage pipes.

**Municipal Right-of-Way** – Publicly owned land reserved for roads, sidewalks, utilities, and drainage infrastructure.

**Roadside Ditch** – A drainage channel located within the municipal right-of-way designed to manage stormwater runoff from roads and adjacent properties.

## Application

This policy shall apply to all property owners and developments within the Town of Renfrew that request to modify, fill, or enclose a roadside ditch within the municipal right-of-way. It also applies to the ongoing maintenance and enforcement of municipal drainage infrastructure.

## Policy Requirements

### General Requirements

1. No person shall fill, modify, or enclose a roadside ditch without obtaining written approval from the Town of Renfrew.
2. Roadside ditches are intended to provide proper drainage and reduce flooding risks; any modifications must not negatively impact stormwater flow.
3. Any proposed ditch filling must be supported by an engineering assessment if deemed necessary by the Town.
4. The Town reserves the right to deny or modify applications based on drainage impact, road safety, and municipal infrastructure protection.
5. Unauthorized ditch filling may result in enforcement action, including removal at the property owner's expense.

### Application Process

1. Property owners must submit a ditch filling application, including a site plan, engineering assessment (if required), and applicable fees.
2. The Town will review the application and conduct a site inspection to assess feasibility and compliance with standards.
3. If approved, the applicant is responsible for all costs associated with the installation, including culverts, grading, and restoration.



4. Approved work must be completed within the specified timeframe and is subject to a final inspection by the Town.
5. Any non-compliant or incomplete work may be subject to corrective action by the Town at the property owner's expense.

### Design and Construction Standards

1. All culverts must meet Town specifications regarding material, diameter, and length to ensure adequate water flow.
  - Only new HDPE or concrete culverts to be used.
  - Culvert shall be installed in accordance with Manufacturer's instructions.
  - Minimum pipe size is to be 18" diameter.
  - All pipes must be laid on an even grade with a positive slope, following the direction of flow of the ditch.
  - The culvert shall be centered in the ditchline. The invert of the culvert must be set plus or minus 75mm below the existing ditch grade.
  - A Granular "A" crushed stone shoulder of 6" thickness shall be provided within 6" of the travelled portion of the road. Only Granular "A" crushed stone (0-7/8") may be used.
2. Ditches may only be enclosed if sufficient drainage capacity is maintained and does not create adverse effects on adjacent properties.
3. Ditch modifications must be designed to prevent erosion and water pooling on roadways or adjacent lands.
4. Existing driveway culverts must be cleaned out before connecting pipes to same. The culverts may be required to be altered to provide a proper grade.
5. No modifications may obstruct access to existing utilities, fire hydrants, or road maintenance equipment.
6. The property owner is responsible for any future maintenance or replacement of an installed culvert.
7. When a culvert in excess of 12 metres in length is required, the applicant shall be required to pay the entire cost of construction of as many catch basins, inlet or outlet structures as may be necessary, in the opinion of the Director, to facilitate surface drainage from or along the side of the roadway.
8. Pipes must be inspected prior to backfilling and/or they will be required to be exposed.



### Maintenance and Compliance

1. Property owners are responsible for maintaining any modified or enclosed ditches, including culvert cleaning and ensuring proper water flow.
2. The Town may require property owners to repair or upgrade a modified ditch if it poses a drainage or safety concern.
3. The Town reserves the right to perform maintenance or remove unauthorized enclosures at the owner's expense if necessary to protect municipal infrastructure.

### Delegation of Authority

The Town of Renfrew's Public Works Department is responsible for reviewing applications, granting approvals, and enforcing compliance with this policy. The Town may delegate authority for routine approvals while referring complex cases to Council for review.

### Authority

This policy is established under the authority granted to the Town of Renfrew by the Municipal Act, 2001, and any applicable provincial drainage regulations.

### Monitoring

The Town of Renfrew's Public Works Department will monitor compliance with this policy. Complaints, concerns, and drainage-related issues will be reviewed on a case-by-case basis, with regular updates provided to Council as needed.

### Contacts

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### Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Ditch Filling Policy	September 23, 2025	New	80-2025