



**Department of Community Development**  
3805 South Casper Drive  
New Berlin, WI 53151  
Engineering, Inspection, and Planning Services  
Phone: (262) 797-2445  
[www.newberlin.org](http://www.newberlin.org)

### CURB AND DITCH REFUND PROCEDURES

Curb and ditch REFUNDS will be given to the owner of record at the time of the refund. This may not be the person or company making the deposit. If the depositor is requesting the refund, a letter of agreement signed by the owner will be required.

A final inspection of the curb and ditch will be made 18 months after the building permit is filed or when the owner contacts the Engineering Department at (262) 797-2445.

Requirements to pass final inspection are as follows:

1. Seed or sod must be growing in the area from the curb or shoulder to the property line (also known as the right-of-way line). This is usually about fifteen (15) feet. If there is a water shut off valve (curb stop box) in front of the house, grass must be growing at least two (2) feet beyond it.
2. The water curb stop box must be visible, accessible, and in working condition. The top must be above ground level, not buried. The inside of the curb stop box must be free of dirt and debris. A curb stop that is located within a gravel drive must be protected and stabilized by surrounding it with a two (2) foot by two (2) foot square of concrete or asphalt three (3) inches thick.
3. It is the responsibility of the owner or builder to grade the flow line of the roadside ditch in a way to ensure positive drainage across the frontage of the property as shown on the Plat of Survey approved with the building permit. It is also the responsibility of the owner or builder to protect any existing curb and gutter. Damaged curb and gutter shall be replaced as determined by the City inspector.
4. All culvert pipe openings are to be fully exposed to ensure straight through drainage of all storm water. Endwalls shall be placed on all culverts installed within the City and shall be similar to the City. Endwalls shall be constructed of precast or poured-in-place reinforced concrete or mortared stone.

If any required work has, in the opinion of the Engineering Department, not been properly done, such work shall be completed by the City or its agent. The cost of such work shall be taken from the financial guarantee and the balance thereof, if any, returned to the owner. If such financial guarantee is insufficient, the owner shall pay the City such additional amount upon submission of a statement therefore.

Please have the work completed in order that it is in compliance with the City of New Berlin Code. Make plans early as landscapers are very busy. We also request that in the future, the Water Utility be notified if the curb stop box is within landscaping or driveway improvement areas.

If you have any questions, please contact the Engineering Department at (262) 797-2445.