



Driveway Access Permit Application

Schedule "B" to Bylaw No. 242-1998

This is an application ONLY. No work is to be done until you have been notified by the Public Works Department that your permit has been approved.

Property Owner's Name: _____

Address: _____

Phone # (home): _____ (work): _____ (cell): _____

Location Address: _____

Legal Description: _____



Width of driveway opening: _____
(minimum driveway width is 6.5 meters and the maximum width is 8.5 metres)

Proposed culvert diameter and type of pipe:

(minimum culvert diameter is 450mm (18 inches) unless otherwise directed by the Public Works Department)

Proposed location of driveway access: (please complete sketch in area provided below)

Proposed Contractor for installation: _____ Cell #: _____
(Contractor is responsible for contracting all utility companies for location of underground utilities.)

Driveway aprons: (circle one) Concrete Asphalt Concrete Pavers

Proposed start date: _____ Proposed completion date: _____

PLEASE NOTE: If your driveway access is in conjunction with a residential building permit, a final inspection must be performed for the driveway access prior to final inspection of the building permit. Application/Inspection Fee and Bonding: All applicants must pay a non-refundable application/inspection fee of \$100.00 when submitting their application. A cash bond in the amount of \$2,500.00 is required prior to issuance of the Driveway Access Permit. The Driveway Access Permit is valid for six months from the date of issuance. The cash bond will be released to the applicant after the driveway access has been inspected and approved for use by the Public Works Department. Failure to complete the said driveway access within the specified time period may result in the forfeiture of the Cash Bond.

Signature of Applicant (Property Owner)

Date

DRIVEWAY ACCESS REQUIREMENTS

1. Approved Culvert Materials (unless directed to use specific materials on your permit)
 - a. Concrete (plain or reinforced) with bell end up hill
 - b. Double Wall (smooth interior) corrugated polyethylene
 - c. SDR 35 PVC

NOTE: Above materials must be 450 mm (18 inches) minimum inside diameter. Culvert pipe shall be installed true to line and grade. For cover less than 300 mm (12 inches), concrete pipe is required. The ditch bottom must be 0.9 m (36 inches) below the pavement edge.

2. Prior to Installation
 - a. Trench bottom shall be smooth and straight and to the proper slope.
 - b. Trench bottom shall consist of one of the following:
 - i. 75 mm (3 inches) depth crushed rock or coarse sand and gravel mixture.
 - ii. With prior approval from the Public Works Department, the above may be substituted with existing native material, provided it is compacted to form an unyielding base.
 - c. Trench width shall be no less than 2 nor greater than 3 pipe diameters.
 - d. Catch basins will be set to grade or as required by the Public Works Dept.
3. Headwalls shall be Precast Type II as per drawing R-7
The headwalls shall not exceed an exposed height of 300mm above the apron surface.
4. Pipe Installation and Backfill
 - a. Pipe shall be placed straight and centred in the trench.
 - i. Concrete pipe - bell end placed up hill;
 - ii. PCV pipe shall be gasketed
 - b. Backfill material shall consist of crushed rock or coarse sand and gravel mixture. With prior approval from the Public Works Department, substitution of native material may be used provided it's compacted to 95 percent of maximum density.
 - c. Backfill shall be placed evenly around the pipe so as to avoid disturbing line and grade, making sure there are no voids under or around the pipe. The backfill shall be carefully tamped under the haunches (below the widest part of the pipe), the continue placing backfill in 150 mm (6 inches) to 200 mm (8 inches) lifts, compacting each lift to 95 percent of maximum density.

NOTE: Please call (604) 469-9877 - 24 hours before covering culvert for inspection.

5. Driveway Aprons
It is required to have the driveway apron surface from the edge of the road to the property line as per Drawing R-6. The surface maybe hot mix asphalt, reinforced concrete or concrete pavers. For hot mix asphalt, minimum 75 mm thickness on a minimum 100 mm compacted gravel base. Please indicate which type of driveway apron will be constructed.
6. Security Deposit
As security for the construction of the driveway access, the applicant (property owner) upon issuance of a Driveway Access Permit deposits with the Village a \$2,500.00 cash bond to cover the cost of the construction of the driveway access. In the event the applicant fails to construct the driveway access within 6 months from the issuance of the Driveway Access Permit, the said cash bond shall be forfeited to the Village so that the construction can be completed. In the event the cash bond does not cover the costs to complete the construction, the applicant shall immediately



upon notification by the Village, deposit with the Village the required amount to cover the cost of the construction. In the event the forfeited cash bond, after completion of the works has a balance, the balance shall be refunded to the applicant.

7. Final Inspection Requirements

- a. Pipe must be straight with no low spots to hold water and/or debris. It must be possible to see clearly through the culvert.
- b. Culvert pipe ends shall be beveled to match the back fill slope with hand placed rip-rap around the headwalls.

PROPOSED LOCATION OF DRIVEWAY ACCESS

Sketch below, or attach construction plans.

Sketch the proposed location of the driveway by indicating the existing features such as roadways, telephone poles, fire hydrants, fences, existing driveways and culverts, fences, paths and distances from your property line or street intersections. The existing ditches and flow direction shall also be noted, along with the driveway width. Please indicate North on sketch.

For Office Use Only	
Application review by: _____	
Approval subject to: _____	

Permit <input type="checkbox"/> Approved or <input type="checkbox"/> Denied:	Permit No: _____
Work inspected and approved by: _____	
Bond released by: _____ on _____	

