



File Number: _____
 Permit Number: _____
 Date (yyyy/mm/dd) / /

**APPLICATION FOR PERMISSION TO CONSTRUCT A PRIVATE DRIVEWAY ACCESS
 WITHIN THE DISTRICT OF SECHELT RIGHT-OF-WAY**

1. Applicant Information:

Applicant/Owner Name: _____

Address: _____ Postal Code: _____

Email: _____ Phone Number: (_____) _____

Legal Description: LOT _____ BLOCK _____ DISTRICT LOT _____ PLAN _____

Proposed Private Driveway is to provide Access from the District Road: _____

2. Purpose of Application

I/We hereby request approval to construct within District right-of-way to provide a driveway access to the above described property. Works to include:

3. Required Documents

- A driveway plan and profile drawing including dimensions and elevations, ditch depth, culvert size (refer to attached "Driveway Design Criteria" brochure).

4. Security Bonding/Fees (To be completed by District Staff)

Bonding:

Sidewalk/curbing	\$ 3,000.00	
Ditching (culvert installed by Homeowner)	\$ 1,000.00	
TOTAL DEPOSIT		

Fees:

Ditching (culvert installed by District) (TYP. Cost, price subject to change to actual project cost)	Culvert Size	6.0 m	9.0 m (Commercial only)	
	450 mm	\$ 1,338.52	\$ 1,573.60	
	600 mm	\$ 1,698.00	\$ 2,090.40	
Administration		\$ 160.00		
TOTAL FEES				

TOTAL AMOUNT DUE: \$ _____

5. Conduct of Work/Waiver

The Applicant hereby agrees:

- 5.1. All works to comply with all applicable bylaws, standards, specifications and best practices including District Bylaw 430, Bylaw 409, and the latest edition of the Master Municipal Construction Document (MMCD Platinum).
- 5.2. All revisions to the works, drawings or plans initially provided at the time of this application must be reviewed and approved by the District of Sechelt Engineering Department prior to implementation of such changes.
- 5.3. To complete the works at the discretion of the District of Sechelt. If on-site conditions require the works to vary the operations are to be completed to the satisfaction of the District and should the operations or completed works herein be completed not to the satisfaction of the District, then the Applicant shall, at their own expense, modify and reconstruct the works so that the works shall be fully operative and function to the satisfaction of the District.
- 5.4. To not damage any District infrastructure, works, services or property and if in default shall replace, repair and restore any damages to equal or better condition to the satisfaction of the District. If the Applicant fails to comply with a request by the District to repair and restore such damage, the District may itself or employ such persons to repair and restore to equal or better condition to the satisfaction of the District, the cost of which shall be at the Applicant's expense.
- 5.5. To protect all legal survey posts. In the event of failure to protect any such legal survey posts, the applicant shall retain, at their own expense, a Registered Land Surveyor to the Province of British Columbia to re-establish such posts.
- 5.6. To clean and restore the site identified in this permit to equal or better condition upon completion of the works. Cleanup shall be completed each day before demobilization of the works as to not cause undue inconvenience or any safety hazards to the Public. If, upon issuance of a cleanup request by the District and the Applicant fails to comply, the District may itself or employ such persons to cleanup the District controlled property to equal or better condition to the satisfaction of the District, the cost of which shall be at the Applicant's expense.
- 5.7. To indemnify and save harmless the District of Sechelt against any and all claims, actions, or expenses whatsoever or by whomsoever brought against the District by reason of the District granting to the applicant this Work Permit or by reason of the works described above. All such claims recoverable from the Municipality or the property by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain, during the term of the Applicant's work, shall be paid by the Applicant, and if recoverable from the Municipality, shall, together with any costs and expenses incurred in connection therewith, be charged and paid forthwith by the Applicant.
- 5.8. Deposit with the District a letter of credit or certified cheque in the amount deemed necessary by the Director of Engineering and Operations which may be used by the District for costs incurred by the District, including legal and administrative costs arising directly or indirectly out of a breach of this permit, or the repair or replacement of District property if required. The bonded amount will be refunded based upon the inspection of the compaction and formwork, the final inspection, and acceptance of the work.

(Applicant Signature)

(Date)

6. Approval Section (To be completed by District Staff)

- Request Denied
- Request Approved
- Request Approved with the following changes:

FOR ALL INQUIRIES RELATED TO THIS APPLICATION, CONTACT THE DISTRICT OF SEHELDT AT 1-604-885-1986.

THE ABOVE NOTED APPLICANT/ON-SITE CONTACT MUST NOTIFY THE DISTRICT AS FOLLOWS:

- PRIOR TO POURING/LAYING FINAL MATERIALS
- UPON COMPLETION OF THE WORKS

THE DISTRICT OF SEHELDT NOISE BYLAW 519 IS APPLICABLE AT ALL TIMES.

(District Authorized Signature)

(Date)



DISTRICT OF SECHELT

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DEPARTMENT OF ENGINEERING

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DRIVEWAY DESIGN CRITERIA

District of Sechelt Subdivision and
Development Control Servicing Standards

Bylaw No. 430, 2003

Updated: April 2018

120. DRIVEWAYS

(1) Each lot created by *development* shall have sufficient highway frontage to accommodate the construction of a standard driveway access.

(2) Rural driveway culverts shall conform to the Bylaw. The minimum length of culvert shall be 6 metres.

(3) Urban driveway let downs, where required, are maximum 6.0 metres for *residential crossings* and 9.0 metres for commercial and industrial *crossings* unless otherwise approved by the *Director of Engineering and Operations*.

(4) Where a corner lot adjoins highways of different classifications, the driveway shall be constructed to access the highway of the lower classification.

(5) Normally only one access is permitted to each lot, however a secondary access may be approved at the discretion of the *Superintendent of Public Works*.

(6) No driveway shall be constructed within 1.5 metres of a *street* light of fire hydrant.

(7) Driveway accesses shall be restricted to a minimum 10.0 metres from the nearest edge of the driveway letdown to the property line adjacent to the intersection with an *arterial* highway, and no closer than 6.0 metres from any intersection as measured from the property line. A note is to be added to the design drawings indication the access location restriction.

(8) The first 5 metres from the road edge shall be constructed at or near a right angle to the roadway (70 to 110 degree range).

(9) Urban driveway design grades shall consider the following:

- Maximum 3%; minimum 1% for the first 2.0 metres from the back of the curb
- Maximum 8%; minimum 2% for the remainder of the boulevard
- Maximum 20% inside properties

(10) Rural driveways (to open shoulders) are to be constructed with a “swale” over the ditch line to ensure surface water enters the ditch and not the road surface. The maximum grades beyond the swale shall be as per section 120(9).

(11) All driveways will be designed with vertical curves of adequate lengths at grade changes to permit appropriate vehicular access without “bottoming out” or “hanging up”.

(12) All driveways in excess of 15% shall be constructed with a hard surfacing.

90. Major Flow Routing and Flood Control

(3) Ditches

(a) Ditches adjacent to roadways shall conform to the following criteria:

(i)	Max. depth	1.0 m
(ii)	Min. bottom width	0.5m
(iii)	Max. side slope	1.5H : 1V
(iv)	Min. grade	0.5%
(v)	Max. velocity (unlined)	1.0 m/s

(5) Culverts

(b) Concrete Culverts are preferred for general uses. Corrugated Steel culverts may be

considered under special circumstances when their use can be justified.

(c) The minimum diameter of culverts is 600 mm (450 mm for driveway culverts).

(e) The minimum depth of cover for culvert is 0.3 m, subject to the correct pipe loading criteria.

(g) Maximum length of driveway culvert shall be 6 metres, unless otherwise approved by the Director of Engineering and Public Works

(h) Inlet and outlet structures are required for all culverts.

(i) Driveway culverts that form part of the minor system shall have capacity for the runoff from the 10-year storm with the design headwater not to exceed the top of the culvert.

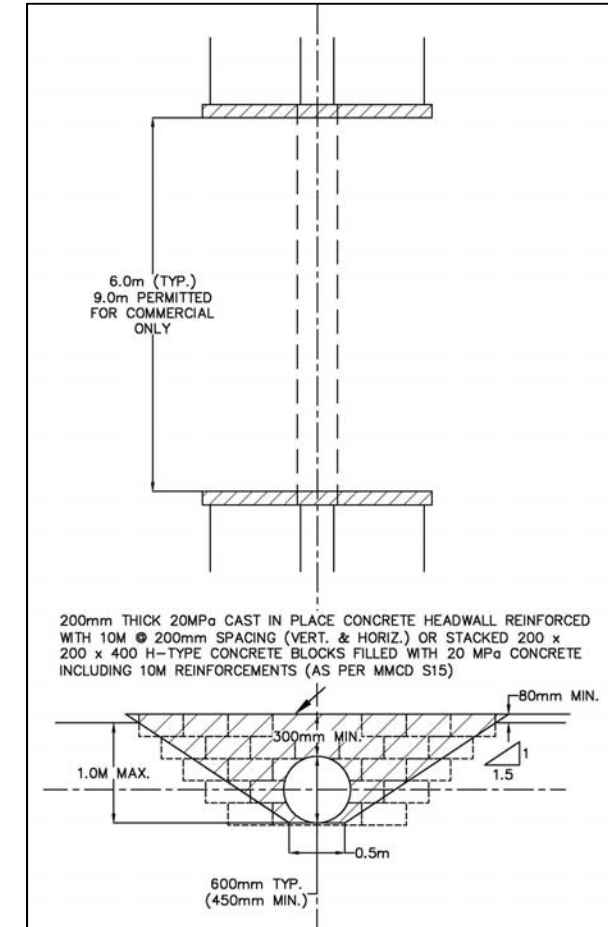
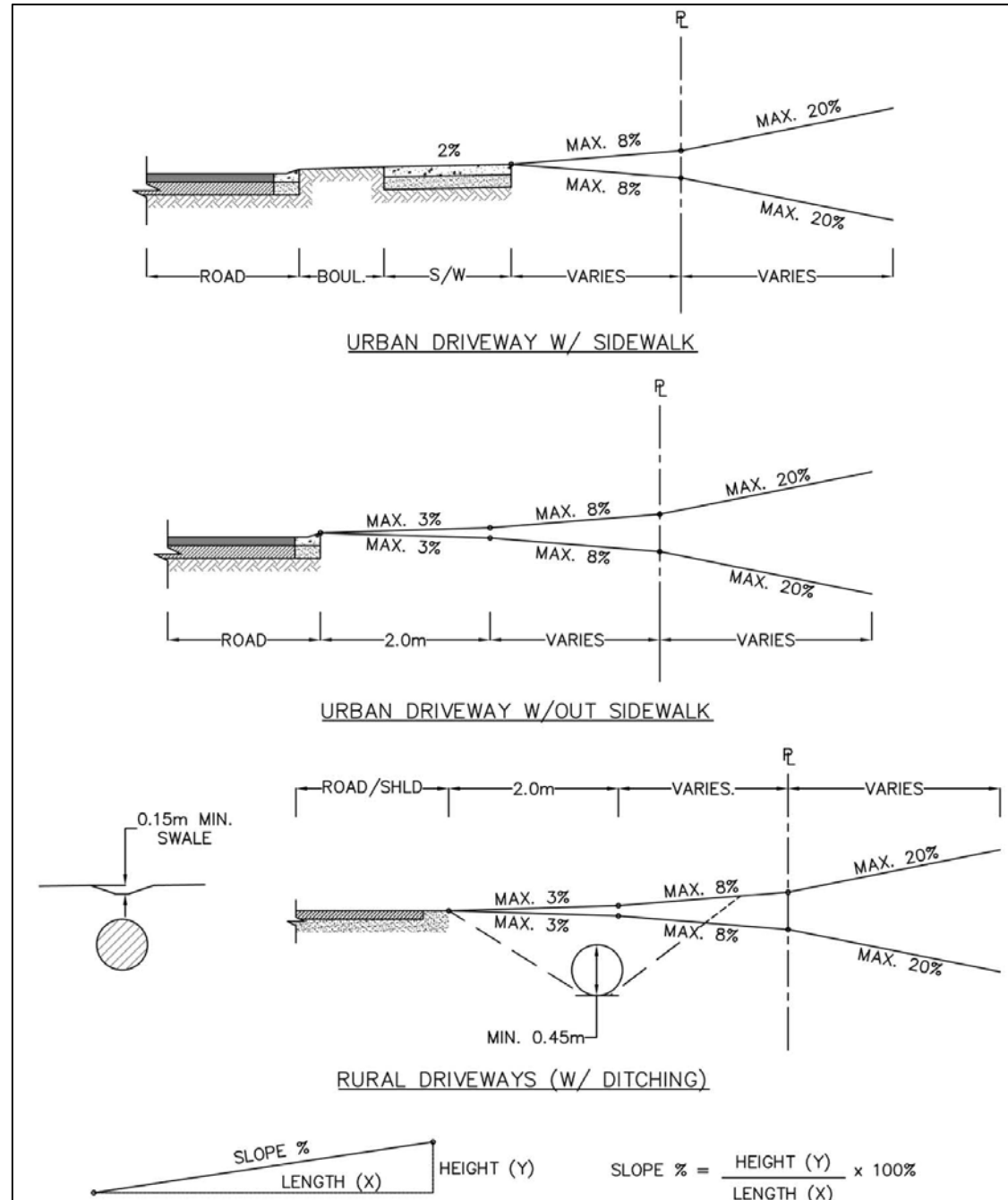
(6) Inlet and Outlet Structures

(b) Structures for driveways may be constructed of concrete block, in accordance with the MMCD Standard Drawings.

*A comment is to be included on all site plans noting that during construction the District of Sechelt Engineering Department is to be notified when the grading has been determined, and prior to laying any material, for District inspection. Before further work can proceed, the property owner or contractor must receive approval from the Director of Engineering and Operations or the Manager of Engineering.

**An \$160.00 Administration and Inspection fee is to be incurred as part of the Building Permit or Driveway Access Permit application (Bylaw 333, 1998).

	Yes	No
Site Plan - Driveway	<input type="checkbox"/>	<input type="checkbox"/>
Profile (incl. slopes from curb, within boul., within property)	<input type="checkbox"/>	<input type="checkbox"/>
Width	<input type="checkbox"/>	<input type="checkbox"/>
Length	<input type="checkbox"/>	<input type="checkbox"/>
Material/Structure	<input type="checkbox"/>	<input type="checkbox"/>
Angle to Roadway	<input type="checkbox"/>	<input type="checkbox"/>
Existing Access	<input type="checkbox"/>	<input type="checkbox"/>
Urban Driveway		
Curbing	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>
Hydrants/Lights	<input type="checkbox"/>	<input type="checkbox"/>
Rural Driveway		
Culvert Size/Material	<input type="checkbox"/>	<input type="checkbox"/>
Headwall Dimensions/Material	<input type="checkbox"/>	<input type="checkbox"/>
Culvert Cover (0.3m min.)	<input type="checkbox"/>	<input type="checkbox"/>
Swale Over Ditch	<input type="checkbox"/>	<input type="checkbox"/>
Culvert Length (6.0m max.)	<input type="checkbox"/>	<input type="checkbox"/>
Hydrants/Lights	<input type="checkbox"/>	<input type="checkbox"/>
Inspection Note	<input type="checkbox"/>	<input type="checkbox"/>



**FOR ALL QUESTIONS CONCERNING THE DRIVEWAY DESIGN CRITERIA, PLEASE CONTACT THE DISTRICT OF SECHLT ENGINEERING DEPARTMENT (1-604-885-1986).