



Town of Digby

Administrative Policy # 2017- 06

Installation of a Driveway Entrance / Culvert Policy

Policy Objective:

The purpose of the Installation of a Driveway Entrance / Culvert Policy is to outline the requirements for the installation of driveway entrances and/or culvert(s) along property street frontage within the municipal boundaries of the Town of Digby.

Application Process:

- No driveway entrance or culvert(s) along property street frontage shall be installed without a permit from the Town. An application for a driveway entrance permit / culvert must be completed by the applicant and approved by the Town. If a driveway entrance or culvert(s) along property street frontage is installed without having obtained a permit, it may be removed by the Town.
- The Director of Public Works (or Designate) will assess the proposed entrance for adequate sight distance and determine the size of drainage culvert required, if any, within the Town's right-of-way. The applicant is required to identify the location of the proposed driveway entrance with stakes (6 meters apart) prior to filing an application.
- The applicant will be notified once the application/permit has been approved. Notification will include the size of culvert to be installed, if required.
- A deposit of \$400.00 in the form of cash, cheque or money order, made payable to the Town of Digby, must accompany the application.
- \$300.00 of the deposit will be refunded upon the driveway entrance / culvert passing final inspection by the Public Works Department.
- The applicant is responsible for all aspects of construction, including but not limited to; supply of a **new culvert pipe** and backfill material, rip rap, labour, and traffic control. Work may be done by the applicant or a contractor engaged by the applicant; however, ultimate responsibility for installation rests with the applicant.

Environmental Protection:

- Every effort must be made to expose as little soil to the elements as possible during the construction process. If the culvert is within 30 meters of a watercourse, or there is any chance sediment may enter a watercourse, erosion and sedimentation control measures must be employed in accordance with regulations established by the Province of Nova Scotia.

Materials:

- **Culvert Pipe:** Culverts shall be either a concrete culvert with finished ends, or PVC double wall Culvert with finished ends as approved by the Public Works Department. In the case of open top culverts, treated wood shall be used; however, the Municipal Engineer must approve of the design of the structure. Driveway entrances shall be a minimum of 3 metres (10 feet) and a maximum of 8 metres (26 feet) wide. The diameter of pipe will be determined by the Town of Digby Public Works Department. **Note: Used culverts will not be approved.**
- **Backfill:** Backfill material shall be 20 – 25 mm (3/4 – 1 inch) gravel or suitable native soil with no stones over 75 mm (3 inches) in diameter.
- **Top Material:** Driveway topping shall be 100 – 150 mm (4 – 6 inches) of Class A or B gravel, sloped so as to prevent water from running onto the roadway. A minimum slope of 2% is required.
- **Rip Rap:** Rip Rap may be 300 – 500 mm (12 – 18 inch) flat stones or a material approved by the Public Works Department.

Bed Excavation:

- The ditch shall be excavated to a depth of 150 mm (6 inches) below the existing flow line of the ditch. All organic material (grass, bushes etc.) shall be removed.
- The excavated area shall be filled with 125 mm (5 inches) of Class A or B gravel.

Pipe Installation:

- The pipe shall be placed on the prepared bed of gravel, following the natural slope of the ditch allowing the pipe flow line to be approximately 25 mm (1 inch) below the flow line of the ditch and shall be aligned to maintain the direction of flow.
- If two or more lengths of pipe are required they shall be joined with approved couplers, available from the pipe manufacturer. The couplers shall be joined as per manufacturer's instructions.
- Prior to back filling, an inspection, by the Public Works Department, must be completed. It is the applicant's responsibility to request such inspection.

- Backfill material shall be a minimum of 150 mm (6 inches) deep on each side of the pipe and shall be compacted. Continue to place backfill material in 150 mm (6 inch) layers and compact on each side of the pipe before adding more material. Compacted material must be kept even on both sides of the pipe and must extend the width of the pipe. When backfill material is very granular, clay material shall be used to seal the ends to prevent water from flowing through the backfill material.
- The backfill material plus top material shall extend a minimum of 300 mm (12 inches) above the top of the pipe.
- The permit holder shall remove all surplus excavated material from the Town right of way.
- Rip Rap shall be placed across the upstream and downstream ends of the pipe. The rip rap material shall be approved by the Public Works Department.

Inspection:

- Once the driveway entrance is completely installed, the Town of Digby shall be notified to arrange for final inspection. If the Public Works Department is satisfied with the installation, \$300.00 of the deposit shall be refunded, otherwise the applicant will be notified of the deficiencies and asked to correct them. The applicant will be required to notify the Town for a re-inspection.
- If the driveway is not installed to the Public Works Department satisfaction after two inspections, the Town reserves the right to remove the driveway entrance and the deposit will not be refunded.

Responsibilities:

For administrative purposes any driveway entrance / culvert that was installed prior to this policy coming into effect will be considered grandfathered and approved.

- After the driveway entrance / culvert is installed and approved, should the culvert deteriorate from age or normal use, the entrance will be replaced as follows:

Residential Entrance: Culvert piping up to a maximum of an 8 metre top width. All costs to be borne by the Town.

Churches, Cemeteries & Other Non-profit Agencies: Culvert piping up to a maximum of an 8 metres top width. All costs to be borne by the Town.

Commercial Operations including forest harvesting operations: Completely at the property owner's expense.

Town's Storm Water System: All costs to be borne by the Town.

- When replacing an existing driveway entrance culvert pipe, any end treatments removed by the Town shall be replaced with rip rap. Replacement pipe shall be of the type commonly used by the Town at the time of replacement.

- The Town will not replace an existing driveway entrance culvert pipe because of cosmetic disruption of the surface above it. When it is deemed necessary to replace a culvert the town will install a new culvert and shall restore the driveway top to its previous state. The previous state is defined as the state at the point in time immediately before the replacement work was performed.
- The Town will not maintain the driveway top or above culverts along street frontage, with the exception of normal shouldering operations and in that case only to the extent of the shoulder and not the entire road limit. The Town shall correct frost heaving of previously approved driveway culverts if it is causing a problem with the water flow in the ditch.
- The property owner is expected to keep the culvert free from obstructions, maintain the rip rap on the culvert ends and keep the top grade as to prevent water flow onto the road.

Clerk's Annotation for Official Policy Book

Date of Notice: **January 16, 2017**

Date of adoption: **February 6, 2017**

Policy effective date: **February 6, 2017**

I certify that this **Installation of a Driveway Entrance/Culvert Policy** was adopted by Council as indicated above.



February 7, 2017

Clerk

Date



Driveway Entrance / Culvert Installation Permit Application

Applicants Name: _____

Applicants Civic Address: _____

Applicants Phone #: _____ Email Address: _____

Contractor: _____

Contractor Phone #: _____ Email Address: _____

Application Process:

- No driveway entrance or culvert(s) along property street frontage shall be installed without a permit from the Town. An application for a driveway entrance / culvert permit must be completed by the applicant and approved by the Town. If a driveway entrance or culvert(s) along property street frontage is installed without having obtained a permit, it may be removed by the Town.
- The Director of Public Works (or Designate) will assess the proposed entrance for adequate sight distance and determine the size of drainage culvert required, if any, within the Town's right-of-way. The applicant is required to identify the location of the proposed driveway entrance with stakes (6 meters apart) prior to filing an application.
- The applicant will be notified once the application/permit has been approved. Notification will include the size of culvert to be installed, if required.
- A deposit of \$400.00 in the form of cash, cheque or money order, made payable to the Town of Digby, must accompany this application.
- \$300.00 of the deposit will be refunded upon the driveway entrance passing final inspection by the Public Works Department.
- The applicant is responsible for all aspects of construction, including but not limited to; supply of a new culvert pipe and backfill material, rip rap, labour, and traffic control. Work may be done by the applicant or a contractor engaged by the applicant; however, ultimate responsibility for installation rests with the applicant.

I hereby apply for a permit as set out above and agree to execute the work in accordance with all laws and regulations of the Town and applicable laws and regulations of the Province of Nova Scotia.

Applicants Signature: _____

Dated this ____ day of _____ 20____



Driveway Entrance / Culvert Installation Permit

Date of Application: _____ Permit # _____

Applicants Name: _____

Applicants Civic Address: _____

Applicants Phone #: _____ Email Address: _____

Contractor: _____

Contractor Phone #: _____ Email Address: _____

Size of New Culvert pipe to be installed: _____

Approved Width of Entrance: _____

Approval for the Driveway Entrance Installation located at _____ is granted pursuant to the Town of Digby Installation of a Driveway Entrance Policy and is subject but not limited to the following condition:

1. This Driveway Entrance Installation permit is issued and valid under the terms and conditions contained in (Schedule "A")
2. All Construction shall be in accordance with all laws and regulations of the Town of Town of Digby, and applicable laws and regulations of the Province of Nova Scotia.

Director of Public Works Date

THIS PERMIT MUST BE KEPT ON THE JOB SITE AND PRODUCED UPON REQUEST



Driveway Entrance / Culvert Installation Permit

Appendix "A"

The applicant is responsible for all aspects of construction, including but not limited to; supply of a **new culvert pipe** and backfill material, rip rap, labour, and traffic control. Work may be done by the applicant or a contractor engaged by the applicant; however, ultimate responsibility for installation rests with the applicant.

Environmental Protection:

- Every effort must be made to expose as little soil to the elements as possible during the construction process. If the culvert is within 30 meters of a watercourse, or there is any chance sediment may enter a watercourse, erosion and sedimentation control measures must be employed in accordance with regulations established by the Province of Nova Scotia.

Materials:

- Culvert Pipe: Culverts shall be either a concrete culvert with finished ends, or PVC double wall Culvert with finished ends as approved by the Public Works Department. In the case of open top culverts, treated wood shall be used; however, the Municipal Engineer must approve of the design of the structure. Driveway entrances shall be a minimum of 3 metres (10 feet) and a maximum of 8 metres (26 feet) wide. The diameter of pipe will be determined by the Town of Digby Public Works Department. Note: Used culverts will not be approved.
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Pipe Installation:

The pipe shall be placed on the prepared bed of gravel, following the natural slope of the ditch allowing the pipe flow line to be approximately 25 mm (1 inch) below the flow line of the ditch and shall be aligned to maintain the direction of flow.

- If two or more lengths of pipe are required they shall be joined with approved couplers, available from the pipe manufacturer. The couplers shall be joined as per manufacturer's instructions.
- Prior to back filling, an inspection, by the Public Works Department, must be completed. It is the applicant's responsibility to request such inspection.
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- The backfill material plus top material shall extend a minimum of 300 mm (12 inches) above the top of the pipe.
- The permit holder shall remove all surplus excavated material from the Town right of way.
- Rip Rap shall be placed across the upstream and downstream ends of the pipe. The rip rap material shall be approved by the Public Works Department.

Inspection:

- **Once the driveway entrance is completely installed, the Town of Digby shall be notified to arrange for final inspection.** If the Public Works Department is satisfied with the installation, \$300.00 of the deposit shall be refunded, otherwise the applicant will be notified of the deficiencies and asked to correct them. The applicant will be required to notify the Town for a re-inspection.
- **If the driveway is not installed to the Public Works Department satisfaction after two inspections, the Town reserves the right to remove the driveway entrance and the deposit will not be refunded.**



DRIVEWAY ENTRANCE / CULVERT INSPECTION SHEET

Inspection Date: _____ Permit # _____

Civic Address: _____

Applicants Name: _____

Culvert Pipe:

Was culvert pipe new? Yes No Culvert Size as required? Yes No

Culvert Type:

- a concrete culvert with finished ends
- PVC double wall Culvert with finished ends
- open top, treated wood

Prior to backfill was culvert installation in accordance with Town Policy? Yes

No

Final Inspection: 1st 2nd

Backfill in accordance with Town Policy: Yes No

Top material in accordance with Town Policy: Yes No

Rip Rap Material:

- Stone
- Concrete
- Pressure Treated Lumber
- Other _____

Installation of Driveway Approved

Not Approved See back for list of deficiencies

Director of Public Works

Date