

SCHEDULE "B" TO BY-LAW NO. 4384

**RURAL MUNICIPALITY OF ST. ANDREWS
PRIVATE APPROACH PERMIT**

PERMIT NO. _____

Application Fee - \$150.00

DAMAGE DEPOSIT:

Agricultural or Residential - \$350.00

Industrial or Commercial – \$850.00

- ☐ Private Approach – Residential or Agricultural (\$500.00)
- ☐ Private Approach – Commercial or Industrial (\$1000.00)
- ☐ 2nd Approach (Approval required from Public Works Manager) (\$ _____)

Issued under the authority of By-Law No. 4384 of the Rural Municipality of St. Andrews.

Date: _____

Name of Applicant: _____

Address: _____

Phone: _____

Legal Description of Property for which Property Approach requested:

Civic Address: _____

Lot: _____ **Block:** _____ **Plan:** _____ **Roll #:** _____ **or**

1/4 Section: _____ **Range:** _____ **Township:** _____ **River Lot:** _____

Applicant's Signature: _____

Permission is hereby granted to the above named to construct a Private Approach to the above described property in accordance with specifications as illustrated on **Schedule "A"** attached and subject to the following inspection and installation process:

1. APPLICANT INSTRUCTIONS

- a. Stake out the centre of the approach where the culvert is to be installed. To meet approach construction standards and depending of the length of culvert to be installed, the Engineering Aide may relocate the approach centre further away from the side yard property line.
- b. The Engineering Aide will contact you to confirm the required top width of the approach, confirm the centre of the approach has been marked and to schedule a first (1st) inspection.
- c. At the time of first (1st) inspection, grade stakes will be installed to provide information for the required culvert invert elevations, length and diameter. The Engineering Aide will contact the applicant to provide them with the above information and record said information on the permit.
- d. The applicant can now construct (or have their contractor construct) the approach, while adhering to the minimum requirements as set forth in **Schedule "A"**.
- e. After the construction of the approach has been completed and meets the minimum requirements as set forth in **Schedule "A"**, please contact the Municipality to schedule a final inspection.
- f. The damage deposit will be refunded after the final inspection of the private approach construction is approved. The Public Works Department will need at least 5 working days' notice to schedule a time for the final inspection.
- g. Should the approach construction not pass the final inspection, a written notice identifying the deficiencies will be sent out and the culvert may need to be dug out and re-installed according to **Schedules "A" and "B"**.

2. PRIVATE APPROACH MINIMUM CONSTRUCTION STANDARDS

- a. The private approach shall be constructed of clay backfill sufficiently compacted with a minimum of 100mm (4 inches) of limestone or gravel finish (sand or pit run material is not permitted). There should be no material larger than 3/4" in diameter and no frozen materials are to be used for backfill.
- b. No part of the crossing to be higher than the shoulder of the road.
- c. Minimum cover above culvert to be 0.3m (1 foot) unless approved by the Municipality.

- d. Minimum slope on the sides of the crossing to be 2 to 1.
- e. Minimum side yard clearance of culvert ends to be 3.0m (10 feet).
- f. The portion of ditch where the culvert is to be installed is to be scraped away at least 50mm (2 inches) to remove all built-up vegetation before the culvert is placed in the centre of the ditch bottom.
- g. All culverts should be placed in the centre of the ditch bottom and secured by 2" x 2" upright pegs to prevent culvert movement during backfilling. The culvert should be placed at the elevations indicated on the grade stakes that were installed during the first (1st) inspection.
- h. All culvert ends to be marked with a STEELCOR CSP Culvert Marker or approved equal, bolted to the culvert as shown in the CULVERT END MARKER detail (see **Schedule "A"**)

3. CULVERT SPECIFICATIONS

- a. Minimum length and diameter to be determined by the Engineering Aide upon completion of the first (1st) inspection.
- b. No culvert shall be smaller than 450 millimetres in diameter and 8 meters in length.
- c. Minimum gauge of culvert material to be used is:
 - i. 900 mm or smaller, to be minimum 16 gauge
 - ii. 900 mm & up to 1200 mm, to be minimum 14 gauge.
- d. Material to be used is new galvanized metal (or better quality) corrugated culvert pipe with:
 - i. 68 mm (crest to crest) x 13mm corrugation (depth)
 - ii. Appropriate CSP corrugation connectors with 3 bolt fasteners. Corrugations to match that of culvert.
- e. Any crossings requiring arch pipes (culverts) or oversize culverts to be determined according to the specific site requirements.

4. CURB OR DECORATIVE END TREATMENT SPECIFICATIONS

By-Law No. 4384 Section 4.02 states "That no owner, tenant, person, firm or corporation shall be allowed to construct any headwall or decorative addition to the inlet/ outlet ends of the said culvert(s)."

- a. If any headwalls or decorative additions are found, the owner will be notified and given ten (10) working days to have the headwall or decorative addition removed. If not removed within that time, the municipality will have the headwall or decorative addition removed at the expense of the owner.

5. DAMAGES AND MAINTENANCE

If asphalt, concrete or another material is installed over the approach driving surface, it will not be fixed or replaced by the municipality should damage occur from any activity, regardless of municipal involvement or not.

PRIVATE APPROACH FIRST (1ST) INSPECTION COMPLETED ON:

DATE: _____ SIGNATURE: _____

CULVERT REQUIREMENTS:

DIAMETER: _____mm

THICKNESS: _____mm

LENGTH: _____m

OTHER REQUIREMENTS:

PRIVATE APPROACH APPROVED BY PUBLIC WORKS DEPARTMENT ON:

DATE: _____ SIGNATURE: _____