

**Policy:** Installation of a Driveway Entrance

**Date Originally Approved:** May 24, 2001

**Motion:** *that Council adopts Policy 2001-10 - Installation of a Driveway Entrance which supersedes the Policy respecting Culvert Installation of May 9, 1991.*

**Date Amended:** May 15, 2008

**Motion:** *that Council approves Policy Number 2001-10 "Installation of a Driveway Entrance" as amended and presented.*

**Policy Number: 2001 – 10**

**Policy Subject: Installation of a Driveway Entrance**

### **Policy Objective**

The purpose of the Installation of a Driveway Entrance policy is to outline the requirements for the installation of driveway entrances within the municipal boundaries of the Town of Stewiacke.

### **Application Process**

- No driveway entrance shall be installed without a permit from the Town. An application for a driveway entrance permit must be completed by the applicant and approved by the Town. If a driveway entrance is installed without having obtained a permit, it may be removed by the Town.
- A representative from the Public Works Department 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 Stewiacke, must accompany the application/permit.
- \$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.

### **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 corrugated metal pipe, plastic or PVC pipe 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 Stewiacke 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.



**Churches, Cemeteries &  
Other Non-profit Agencies:**

**Culvert piping up to a maximum of a 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**

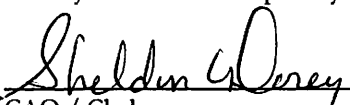
- When replacing an existing driveway entrance culvert pipe, any end treatments removed by the Town shall be replaced with rip rap. Replacement pipe shall be of the type commonly used by the Town at the time of replacement.
- The Town will not maintain the driveway top, with the exception of normal shouldering 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.

**Annotation for Official Policy Book**

Date of Notice to Council Members of  
Intent to consider: May 8, 2008

Date of Passage of Current Policy: May 15, 2008

I certify that this was adopted by Council as indicated above.

  
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CAO / Clerk

May 19, 2008  
Date



