



Driveway Permit

I want to install a driveway.

What do I need to know? What do I need to do?

1. Complete and submit your driveway application to the Engineering Division at the Township of Langley Civic Facility (20338 - 65 Avenue) Applications are available online at tol.ca or at the Engineering counter at the Civic Facility. Applications also must include a non-refundable application fee of \$100 (note: fee subject to change).
2. Following your submission, Township Transportation, Roads, and Drainage staff will review your application. Staff will advise if the location is appropriate and provide an estimate for pipe installation and the bulkhead* costs.

* Bulkheads are end structures that prevent material from sloughing into the ditch and hold the culvert in place.

- If there is a watercourse in the vicinity, Water Resources and Environment and/or Soil Deposit Removal staff will review your application
 - If a Class A or B watercourse exists in the ditch fronting the property, the Province requires driveway installation to occur only during the instream works window: June 1 through September 15 for Class B, and August 1 through September 15 for Class A
 - Environmental assessments and Water Act applications are also required if a Class A or B watercourse exists. As only the Township can apply for and conduct these works, Township staff complete these applications on behalf of the applicant. These requirements produce an additional cost. There is also a possibility that the Province will not allow the work to take place if the timing is outside of the current year's instream works. If timing is outside the current year's instream works, work may be deferred to the next year's window
 - Installation of a standard driveway (7.5 m wide, with concrete bag headwalls and in a standard roadside ditch) over a Class A watercourse can add, on average, \$1,500 to the cost of the installation. Installation over a Class B watercourse can add, on average, \$1,000 to the cost of the installation
3. Urban Forestry will also review the application when there is a tree near the proposed driveway. If the driveway affects a tree on public property in any way, either through a request for removal or due to its proximity to the proposed driveway, there may be a requirement for a survey of the tree at the owner's expense. Pending the results of the review, Urban Forestry may allow tree removal, require mitigation to save it, or deny the application.

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Questions about driveway permits?

Contact the Engineering Division at 604.533.6006.

Hours of operation: Monday through Friday, 8:30am to 4:30pm.

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4. The Township performs driveway installations on an at cost basis. Following your application's review, the Township will provide your estimate details by telephone or email. The estimate will include the cost of the pipe installation, bulkhead cost, and other applicable foreseen costs. The estimate is valid for 90 days.

Note: *The Township makes every effort to ensure the estimate is adequate to cover all costs. However, in the event that actual costs are higher than the estimate, the Township requires applicants pay any additional costs. If actual costs are lower than the estimate, the Township will refund the difference.*

5. If the Township approves your application, and you wish to proceed with driveway installation, there are two options:
 - a) Township crews install the culvert and bulkheads, or
 - b) Township crews install the bulkheads and you install the culvert. You can install your own culvert only if it meets Township specifications (attached) and Township staff do not require environmental permits.
6. If you choose to install the culvert yourself, or hire a contractor to do so, you or your contractor must:
 - a) Submit the estimated cost of the culvert installation, and
 - b) Apply for and receive a Highway Use Permit in order to work in the Township's road right-of-way.

Standard Driveway Width

The standard driveway culvert width for rural residential properties is 7.5 m (actual driveway width may be less). A Township Stormwater Foreman or Drainage Engineer will determine the pipe diameter. If you need a wider driveway, please add this request to your driveway application. The Township will review and consider it on a case-by-case basis.

Installed by the Township

1. The Engineering Clerk will provide you with wooden stakes for identifying where you would like the driveway installed.
2. If you wish to proceed with the driveway installation, you must pay the specified deposit as determined from the estimate.

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Installed by the Township continued

3. Timing of your driveway extension for Class A and Class B watercourses is dependent upon BC Ministry of Forests Lands and Natural Resource Operations (MFLNRO - Water Act) and Fisheries and Oceans Canada (DFO – Fisheries Act) restrictions, weather conditions, and crew availability. The Township performs driveway installations on a priority basis.

Installed by the Property Owner

1. Property owners can perform culvert installation only when there are no environmental permits required, as determined by the Township of Langley's Watercourse Classification Map. Bulkheads must be installed by Township of Langley crews.
2. The Engineering Clerk will provide you with wooden stakes for identifying where you would like the driveway installed.
3. If you wish to proceed with the driveway installation, you must:
 - a) Obtain and provide proof of liability insurance
 - b) Pay the following fees:
 - o Refundable security deposit for the estimated culvert cost

Note: After the Township's Stormwater Foreman completes an inspection to verify the work meets Township specifications, the Township will reconcile all costs and refund appropriate culvert costs. If the work does not meet Township specifications, the Township will use these funds to bring the work up to standard.

- o Estimated cost for Township crews to install bulkheads
4. Before backfill, a Township of Langley Stormwater Foreman must inspect pipe installation. Please call the Township of Langley Operations Centre at 604.532.7300 to request an inspection. Hours of operation are Monday through Friday, from 8:30am to 4:30pm. After inspection approval, installation of bulkheads can take place. 24-hours notice is required.
 5. After the work is complete, and the Township has received all invoices for materials and supplies, you will receive a letter of accounting. The letter of accounting will also include either a refund cheque or invoice to cover the actual cost of the work, if applicable.

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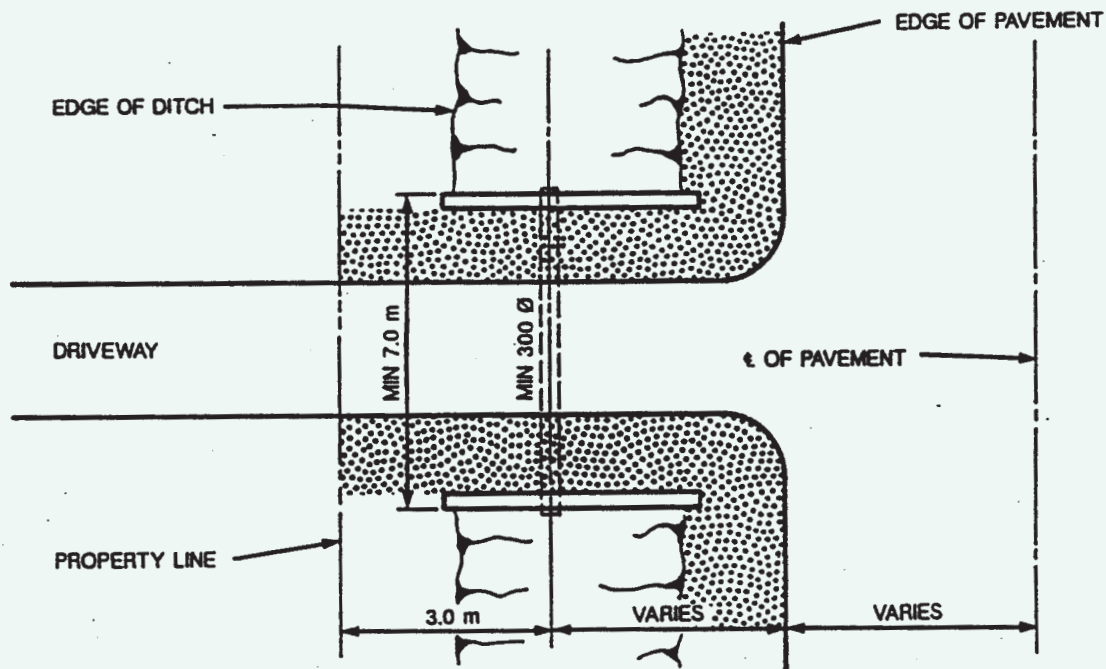
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Driveway Culvert Sketch



Instructions for driveway culvert installation

1. Minimum depth of cover: 0.375 m
2. Minimum grade of pipe: 0.5%
3. Pipe must be new concrete or as specified by the Township

Instructions for driveway culvert installation continued

4. Pipe to be laid at proper grade in relation to any existing pipe
5. Minimum length of pipe for driveway: 7.0 m
6. Diameter of pipe to be as specified by the Township (minimum 300 mm diameter)
7. Backfill with 75 mm crushed gravel, except for top 100 mm which shall be 19 mm crushed gravel

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Gravel specifications

20 mm crushed gravel

Crushed gravel shall be composed of inert, durable material, reasonably uniform in quality and free from soft or disintegrated particles. In the absence of satisfactory performance records over a five year period for the particular source of material, its soundness may be required to be tested according to ASTM test procedure C-88 or latest revised issue. Maximum weight losses for coarse and fine aggregates shall be 30% when magnesium sulphate is used.

All crushed gravel when tested according to ASTM C136, or latest revised issue, shall have a generally uniform gradation which conforms to the following gradation limits and 60% of the materials passing each sieve must have one or more fractured faces.

% Passing by Mass	Sieve Size (mm)	% Passing by Mass	Sieve Size (mm)
100%	Passing 19	17% - 38%	Passing 1.2
75% -100%	Passing 13	10% - 28%	Passing 0.8
60% - 90%	Passing 9.5	5% - 20%	Passing 0.3
40% - 70%	Passing 4.8	3% - 13%	Passing 0.15
30% - 53%	Passing 2.4	2% - 10%	Passing 0.075

100 mm Gravel

Shall be substantially free from wood roots, bark or other extraneous material. It shall compact readily to a firm stable course and conform to the following grading limits.

% Passing by Mass	Sieve Size (mm)
100%	Passing 102
50% - 100%	Passing 25
20% - 85%	Passing 4.8
0% - 8%	Passing 0.075