

# Driveway Permit

## Installing a Driveway

### Application

Complete and submit your [Driveway Application](#) to the Engineering Division at the Township of Langley Civic Facility. Applications are available online at [tol.ca](http://tol.ca) or at the Engineering counter on the second floor of the Civic Facility. At the time of application, a non-refundable application fee is required, as outlined in the Township of Langley Fees and Charges Bylaw 2007 No. 4616, as amended.

### Submission Review Considerations

#### Watercourses

Following your submission, Township staff will review your application. They will advise whether the location is appropriate and provide a cost estimate for pipe installation and bulkheads – the end-structures that hold the culvert in place and prevent material from sloughing into the ditch.

- 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 windows:
  - June 1 through September 15 for Class B
  - 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. Only the Township can apply for and conduct this work. Therefore, 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; in which case, work may be deferred to the next year's window.
- Installation of a standard driveway (7.5 m wide, with concrete bag headwalls in a standard roadside ditch) can add, on average, \$2,500 to the cost of installation over a Class A watercourse; and \$1,500 to the cost over a Class B watercourse installation.

#### Adjacent Trees

If there is a request for tree removal due to proximity to the proposed driveway, a survey of the tree may be required at the owner's expense and may result in the need for a [Tree Removal Application](#).

### Driveway Installation

The Township performs driveway installations on an at-cost basis. Following your application's review, the Township emails you the estimate details and permit requirements for your application. The estimate will

include the cost of the pipe installation, bulkhead, and other applicable, foreseen costs. The estimate is valid for 90 days.

The Township makes every effort to ensure the driveway installation estimate is sufficient to cover all costs. However, if the actual costs are higher than the estimate, the Township requires the applicant to pay any additional costs. If actual costs are lower than the estimate, the Township will refund the difference to the applicant.

## Culvert and Bulkhead Installation

If the Township approves your application and you wish to proceed with driveway installation, you have two options:

- Township crews install the culvert and bulkheads for Class A, B or C watercourse crossings or
- for a Class C watercourse crossing, the Township installs the bulkheads and you install the culvert. You may only install your own culvert if it meets Township specifications (attached) and Township staff do not require environmental permits.

If you choose to install the culvert yourself, or hire a contractor to do so, you or your contractor must:

- submit the estimated cost of the culvert installation
- provide general liability insurance with a minimum of \$5,000,000 coverage and the Township of Langley listed as additional insured.

## Standard Driveway Width

The standard driveway culvert width for rural residential properties is 7.5 m (actual driveway width may be less). The Township will determine the appropriate pipe size. If you need a wider driveway, please add this request to your driveway application. The Township will review and consider such requests on a case-by-case basis.

## Installed by the Township

- You will be provided with wooden stakes to identify where you would like the driveway installed.
- If you wish to proceed with the driveway installation, you must pay the specified deposit as determined by the cost estimate.
- Timing of your driveway extension for Class A and Class B watercourses is dependent upon:
  - provincial approval related to the Water Act
  - federal approval related to the Fisheries Act
  - weather conditions
  - crew availability

## Installed by the Property Owner

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.

You will be provided with wooden stakes to identify where you would like the driveway installed.

If you wish to proceed with the driveway installation, you must:

- Obtain and provide proof of liability insurance
- Pay the following fees:
  - Refundable security deposit for the estimated culvert cost
  - Estimated cost for Township crews to install bulkheads

After the Township completes an inspection to verify that the work meets required 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.

### **Pipe Installation Inspection**

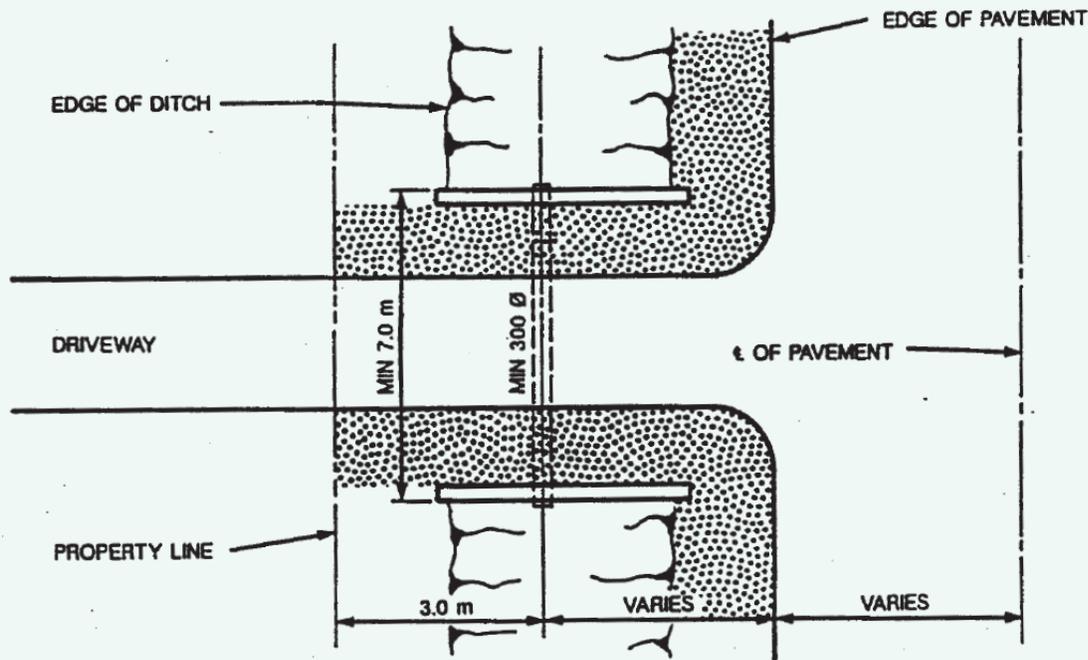
- The Township must inspect pipe installation before you deposit backfill.
- Please call the Township of Langley at 604-532-7300 to request an inspection. Our regular office hours are Monday to Friday, 8:30am – 4:30pm, excluding statutory holidays.
- After the inspection approval, bulkhead installation can take place once the Township has been provided with 24-hour notice that the work will proceed.

### **Work Completion**

After the work is complete, and the Township has received all invoices for materials and supplies, you will receive a Letter of Accounting which will include either a refund cheque or, if applicable, an invoice to cover the actual cost of the work.

**See following pages for diagram and gravel specifications.**

## 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
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

## 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.

- When tested according to ASTM C136 (or latest revised issue), all crushed gravel 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.

<b>% Passing by Mass</b>	<b>Sieve Size (mm)</b>	<b>% Passing by Mass</b>	<b>Sieve Size (mm)</b>
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**

- 100 mm gravel shall be substantially free of wood roots, bark or other extraneous material.
- It shall compact readily to a firm, stable course and conform to the following grading limits.

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

### **Questions?**

Contact the Engineering Division at 604-533-6006 or [enginfo@tol.ca](mailto:enginfo@tol.ca).

Hours of operation: Monday to Friday, 8:30am – 4:30pm, excluding statutory holidays.