



This collection of personal information is authorized under the Local Government Act, Community Charter and the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District’s Information and Privacy Officer at [municipal.hall@csaanich.ca](mailto:municipal.hall@csaanich.ca) , phone 250-652-4444.

APPLICATION TO CONSTRUCT DRIVEWAY/ACCESS

Address				
Lot	Section	Range	Plan	PID

Name(s)/Company		Contact (if applicable)
Address		City Postal Code
Telephone(s)	Fax	email

The undersigned, being the owner/agent of the property, AGREE to construct a Driveway/Access according to the conditions set out in this permit. I FURTHER AGREE to indemnify and save harmless the Corporation of the District of Central Saanich from any and all claims, demands, actions, suits or other proceedings by anyone, made or brought against the Corporation by reason of, or arising out of the work covered by this application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT TO CONSTRUCT DRIVEWAY / ACCESS

CONDITIONS:

- 1. No boulevard trees may be removed other than those shown on the plan submitted and approved by this permit. Remaining boulevard trees must not be removed or damaged.
- 2. The driveway may not exceed 15% maximum grade (see DRIVEWAY/ACCESS REQUIREMENT DRAWINGS attached).
- 3. The driveway must be constructed as shown on the plan submitted (See ‘Appendix A’).
- 4. If any conflict is noted after issuance with any boulevard tree or other appurtenance, the permittee must cease construction and inform the Municipality of what changes are intended to avoid conflicts.
- 5. The driveway must be constructed in accordance with the Municipal Specifications (see attached).
- 6. 1.5m clearance must be maintained from the edge of the driveway to any fire hydrant, hydro or telephone equipment closure. 2m clearance must be maintained from the edge of the driveway to any boulevard tree.
- 7. No retaining wall may be constructed within the boulevard area unless separate permission is granted from the Municipal Engineer.
- 8. Washout of exposed aggregate surface must be inspected by engineering department at time of washing. All washings and fines flushed to achieve an exposed aggregate finish of driveways shall be filtered in a manner to ensure that the slurry does not enter the Municipal Storm Drain System.

FAILURE TO CALL FOR A FILTRATION PROCESS INSPECTION TWENTY FOUR HOURS PRIOR TO WASHING OF EXPOSED AGGREGATE DRIVEWAYS WILL RESULT IN A \$100.00 CHARGE BEING LEVIED AGAINST THE APPLICANT.

ANY CLOGGING AND/OR DAMAGE TO THE MUNICIPAL DRAINAGE SYSTEM WILL BE RECTIFIED BY MUNICIPAL FORCES AT THE APPLICANT'S EXPENSE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Engineering Services

PERMIT FEE: \$100.00 DEPOSIT: \$ 250.00  
(Central Saanich Fees and Charges Bylaw No. 1920, 2019)

**APPENDIX 'A'**

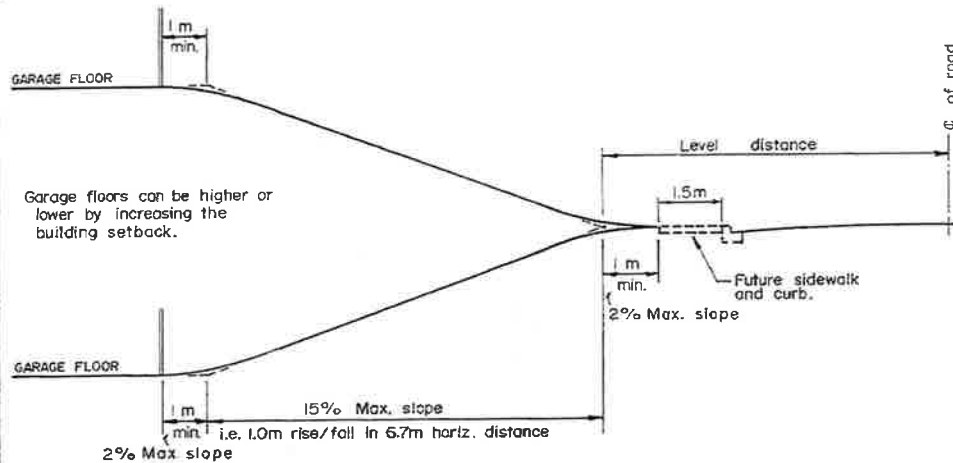
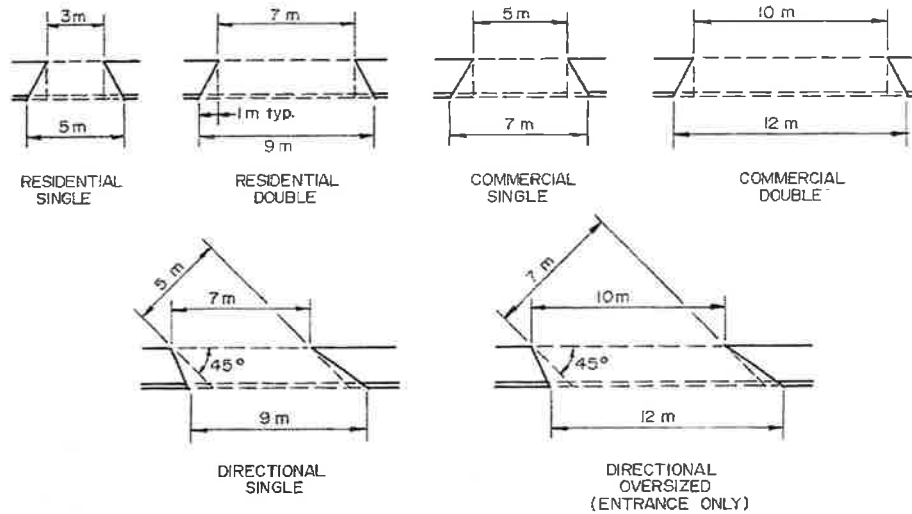
**Driveway plan must include the following information:**

- 1. Is a culvert required?      Yes ☐      No ☐
- 2. Show location of trees, hydro or telephone equipment within 2m of driveway on the plan submitted.
- 3. Indicate below the type of surfacing used, e.g. concrete, exposed aggregate, aggregate, paving bricks etc.
- 4. Stake location of driveway indicating width at edge of pavement and distance to nearest property line.

Use the space below to sketch driveway plan or submit separately.

**NOTES:**

## SIDEWALK CROSSINGS



### NOTES:

- To allow for future road widening and sidewalk construction, the driveway and finished boulevard grade must be at the same elevation as the center of the existing road surface at the following level distance from the pavement centerline:

#### Minimum Level Distance

<input type="checkbox"/> Residential Roads	6.7 m
<input type="checkbox"/> Collector or Arterial Roads	9.1 m

- Where the center of the existing road surface is more than 1.5m off the center of the road allowance, measure the level distance from the center of the road allowance.

THE NEED FOR A DRIVEWAY CULVERT WILL BE AT THE DISCRETION OF THE MUNICIPALITY. CULVERTS WILL BE SIZED AND INSTALLED BY MUNICIPAL FORCES, EXCEPT WHERE THEY ARE REQUIRED SERVICING FOR A DEVELOPMENT OR SUBDIVISION THAT IS UNDER THE DIRECTION OF A PROFESSIONAL ENGINEER.



## MUNICIPALITY OF CENTRAL SAANICH

TITLE:

**DRIVEWAY GRADE REQUIREMENTS**

STD. DWG. No.

**513**

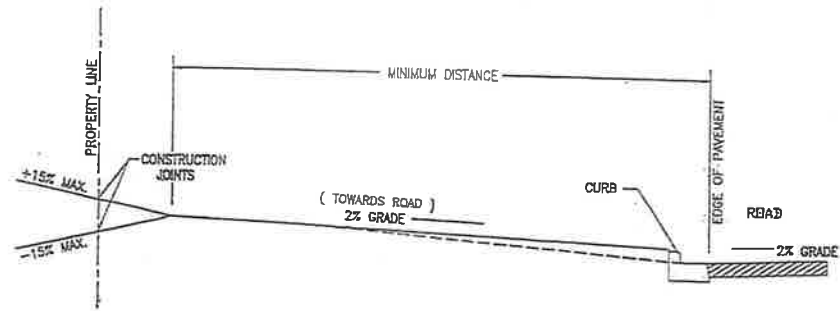
Approved:

Date: JUNE 1986

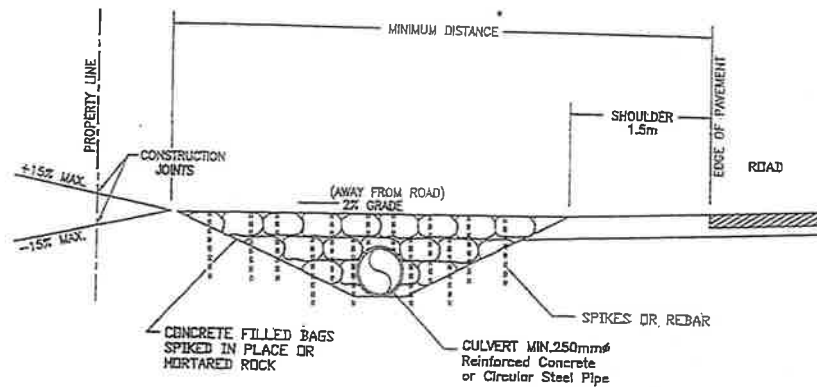
Scale: N. T. S.

Rev.

## DRIVEWAY CONSTRUCTION FROM CURB



## DRIVEWAY AND CULVERT INSTALLATION



### \* NOTE

	MINIMUM DISTANCE
- LOCAL ROADS	1.5m ( 5' )
- COLLECTOR ROADS	3.0m ( 10' )
- MAJOR ROADS	TO BE DETERMINED BY MUNICIPAL ENGINEER



## MUNICIPALITY OF CENTRAL SAANICH

TITLE:

DRIVEWAY GRADE REQUIREMENTS

STD.DWG.NO.

513

APPROVED:

DATE: Mar 2003

SCALE: N.T.S.

REV.