



## Permit for Breaking Soil of Municipal Public Street

Municipality of the District of West Hants  
76 Morison Dr. Phone: 798-8391  
P.O. Box 3000 Fax: 798-8553  
Windsor, NS B0N 2T0

### APPLICATION INFORMATION

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ Civic #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Driveway  Sewer Line  Water Line  Cable

Other: \_\_\_\_\_

### APPLICANT'S SIGNATURE

I hereby agree to the conditions stated on the reverse side of this form. \_\_\_\_\_  
Applicant

I have received a copy of the **DRIVEWAY ENTRANCE INSTALLATION INSTRUCTIONS** \_\_\_\_\_  
Date

### PUBLIC WORKS' APPROVAL - OFFICE USE ONLY

**PERMISSION IS HEREBY GRANTED** under Section 317 of the Municipal Government Act (see reverse)

Size of Culvert: (if applicable)

Deposit Amount:

Approved \_\_\_\_\_ 20\_\_\_\_

Special Conditions:

\_\_\_\_\_  
For the Municipality of the District of West Hants

*This permit is subject to cancellation at any time.*

*An approval granted under this authority does not exempt the permit holder from compliance with the Land Use By-law, Subdivision By-law, or any other Municipal Regulation.*

**RESOLUTION OF MUNICIPAL COUNCIL OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS**

RESOLVE, that the Council, pursuant to Section 317 of the Municipal Government Act, prescribe the following terms upon which a permit to break the pavement or soil of a Municipal Highway may be granted:

The permit holder shall, *subject to the control and supervision of the Municipal Engineer* (or their agent):

1. Save and hold harmless the Municipality against any and all claims for personal injury and/or property damage of whatsoever nature, both during and after the execution of the work covered by this Permit, where, in the opinion of the Municipality, any such claims arises from the execution of the work.
2. Provide a deposit as prescribed herein.
3. Bear ALL damage costs during the laying of pipe or cable or other work undertaken to the road shoulders, ditches, culverts, pavements and other installations and all subsequent damage costs to the highway that are, in the opinion of the Municipality, are attributable to the work under the permit.
4. Bear ALL damage and repair costs to private property or access that, in the opinion of the Municipality, are attributable to the work described above.
5. Bear ALL costs and relocation of the pipe, cable, or damage to the other Municipal Installation, whenever required by the Municipality.
6. Bear ALL costs during the work described above in connection with:
  - (a) all claims for damage due to accidents.
  - (b) direction of all traffic, including barricades, lights, signs and supply of properly equipped and trained Traffic Control personnel for protection of traffic according to the Nova Scotia Department of Transportation and Public Works Temporary Workplace Traffic Control Manual.
  - (c) maintaining road surface and ditches adjacent to project.
  - (d) inspection charges.
7. Perform all cuts of existing paved surfaces with a pneumatic breaker, hydraulic breaker, cutting wheel, or other similar device.
8. Provide that all backfill material placed in the sections of the trenches that are under the road shoulder contain no stones over 160mm in largest dimension from a point two diameters above the said pipe until the existing grade is reached; all such backfill is to be vibratory tamped in layers of 160mm, the top two 160mm layers of which is to be composed of clean gravel containing of no stones over 80mm in largest dimension.
9. Provide that upon completion of the work, the road shoulder shall be left in a neat condition and dressed with gravel containing no stones over 20mm in largest dimension.
10. Carry out the work interruption to highway traffic and provide the Municipality with work schedule.
11. Carry out the work in every respect satisfactory to the Municipality.
12. Carry out the work maintenance of the project in a manner satisfactory to the Municipality.
13. Repave immediately or when applicable, maintain the backfilled excavation to the satisfaction of the Municipality until such a time as the excavation trench is repaved at 160kg/m<sup>2</sup> or such thickness as to match the existing pavement, whichever is greater.
14. No more than 120 metres of roadway to be opened at any one time.
15. The permit may be cancelled at any time.
16. Additional terms and conditions may be set by the Municipality for the installation of telegraph, telephone, and power transmission poles and lines.
17. Provide a Bond to the Municipality for the satisfactory performance and conditions set forth above in a form satisfactory to the Municipal Engineer (or their agent). In addition, a contract may be required to be entered into with the Municipality with respect to the work and the above conditions.

RESOLVED FURTHER that, pursuant to Section 317 of the Municipal Government Act, the Council set the following fees as security to ensure that the Municipal Highway will be restored:

Isolated cross cuts:	(a) Paved Roads	\$15.00 per linear foot
	(b) Gravel Roads	\$7.50 per linear foot
Major projects:	(a) In Roadway	\$9.00 per linear foot (cross cuts will be added to obtain total length of project)
	(b) Back of ditch and unpaved roads	\$3.00 per linear foot

**Note:** There is a refundable deposit required of \$300.00 for Driveway Culvert Installation. This is payable to the MUNICIPALITY OF THE DISTRICT OF WEST HANTS.

# **DRIVEWAY ENTRANCE INSTALLATION INSTRUCTIONS**

## **STEP 1 - PERMITS**

Complete an application for **"Permit for Breaking Soil of Municipal Public Street"**.

A representative from the Public Works Department will assess the proposed entrance for adequate sight distance and determine if a drainage culvert is required, and if so, the size required. To aid in this, it is asked that you mark the proposed entrance with stakes (6 m apart) prior to making your application.

You will be notified if the application has been approved and what size culvert, if any, is required.

To ensure that the driveway entrance is installed to Municipal specifications, a refundable deposit is required. This deposit must be in the form of cash or certified cheque, made payable to the Municipality of the District of West Hants. The amount of the deposit is as follows:

<b>Culvert required:</b>	<b>\$300</b>
<b>No culvert required:</b>	<b>\$100</b>

This deposit will be refunded upon approval of the completed driveway entrance.

If an entrance already exists to the lot, and meets Municipal specifications, an access permit will be required; however, no deposit is necessary.

## **STEP 2 - CONSTRUCTION OF THE DRIVEWAY ENTRANCE**

*Notify the Operations Supervisor named on your permit a minimum of twenty-four (24) hours prior to beginning installation. Office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.*

The applicant is responsible for all aspects of construction, including but not limited to: supply to culvert pipe and backfill materials, 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.

## 2.1 Environmental Protection

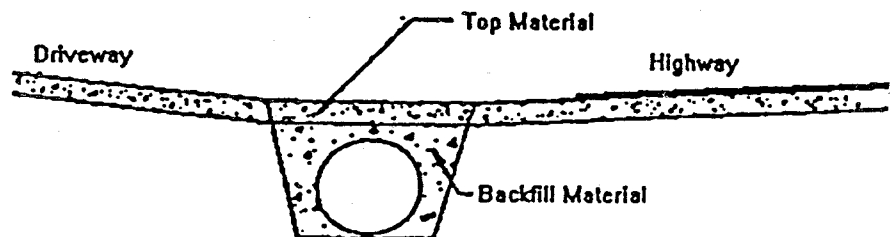
Every effort should be made to expose as little soil to the elements as possible during the construction process. If the culvert is within 100 m of a watercourse, or there is any chance that sediment may enter a watercourse, then erosion and sedimentation control measures must be employed in accordance with Nova Scotia Department of Environment regulations.

## 2.2 Materials

**2.2.1 Culvert Pipe:** Shall be corrugated galvanized metal pipe, concrete pipe or approved plastic or PVC pipe. In the case of open top culverts, treated wood may be used; however, the design of the structure must be approved by the Operations Supervisor. Driveway top shall be a minimum of 5.5 metres (18 feet) wide, the length of pipe will vary with the depth of ditch. The maximum width of driveway top should be 10 metres (32 feet).

**2.2.2 Backfill:** Backfill material shall be 20-25 mm (3/4-1 inch) gravel or good native soil with no stones over 75 mm (3 inches) in the largest dimension. Slate may be used only if it is from a source approved by the Nova Scotia Department of Environment.

**2.2.3 Top Material:** Driveway top should be 100-150 mm (4-6 inches) of Class A or B gravel, sloped so as to prevent water from running onto the roadway. Minimum slope requirement is 2%. If paved is desired, it should consist of a minimum of 75 mm of hot mix asphalt on a bed of 100-150 mm of Class A or B gravel.



**2.2.4 Rip Rap:** Rip Rap shall be 300-500 mm (12-18 inch flat stones). Slate may be used only if it is from a source approved by the Nova Scotia Department of Environment.

## **2.3 Bed Excavation**

- 2.3.1** Prepare an area for the pipe in the lowest point of the ditch, aligned with the direction of flow.
- 2.3.2** All organic material (grass, bushes, etc.) under the length of pipe shall be removed before placing pipe.
- 2.3.3** Excavate ditch to a depth of 150 mm (6 inches) below existing flow line of ditch.
- 2.3.4** Fill excavated area with 125 mm (5 inches) of Class A or B gravel.

## **2.4 Pipe Installation**

- 2.4.1** Place pipe on the prepared bed of gravel, following the natural slope of the ditch. This should allow the pipe flow line to be approximately 25 mm (1 inch) below the flow line of the ditch.
- 2.4.2** If two or more pieces of pipe are required, join with approved couplers, available from the pipe manufacturer. Install couplers as per manufacturer's instructions.
- 2.4.3** Backfill approximately 150 mm (6 inches) deep on each side of the pipe and compact with a vibrating compactor. Continue to backfill in 150 mm layers and compact on each side of the pipe before adding more fill. Compacted fill must be kept even on both sides of pipe and must extend the width of the ditch. When backfill material is very granular, clay material should be used to seal the ends to prevent water from flowing through the backfill material.

## **STEP 3 - INSPECTION**

Once the driveway entrance is completely installed, notify the Operations Supervisor to arrange for an inspection. If the Operators Supervisor is satisfied with the installation, he will approve refund of the deposit. If not, you will be notified of the deficiencies and asked to correct them. A reinspection will then be required.

If the driveway is not installed properly after two inspections, the Municipality reserves the right to remove the entrance. In this case, the deposit will not be refunded.

### **Responsibilities**

After the entrance is installed and approved, should the culvert deteriorate from age and use, the Municipality will replace the entrances as follows:

*Residential Entrances:* Up to one 5.5 m wide top width completely at the expense of the Municipality.

*Churches Cemeteries & Other Non-profit Agencies:* Up to two 9 m wide top width completely at the expense of the Municipality.

*Commercial Operations including Lumber & Pulp Wood operations:* Completely at the owner's expense.

When replacing the entrance, any existing end treatments may be removed and replaced with rip rap, as per Section 2.2.4. Replacement pipe may be of the type commonly used by the Municipality at the time of replacement.

The Municipality 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 road limit. Frost heave of the culvert will only be corrected if it is causing a problem with water flow in the ditch.

The owner is expected to keep the culvert free from obstructions, maintain the rip rap on the ends and keep the top graded as to prevent water flow onto the road.

### **Additional Resources**

*How to Install Corrugated Steel Culverts, Nova Scotia Department of the Environment, leaflet available from NSDOE.*

*Public Highways Act, Province of Nova Scotia, available from the NS Government Bookstore.*

*Erosion & Sedimentation Control, Handbook for Construction Sites, Nova Scotia Department of Environment, available from the NS Government Bookstore.*