

# Driveway Culvert

## Application Checklist & Submission Package



*This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.*

## Infrastructure Application

Checklist required for a complete application for:

### ➤ **Driveway Culvert Permit** (Excavation of Streets By-law)

Required for installation of driveway culvert.

Applicant must submit:

- Completed **Application Forms**
- Completed **Driveway Culvert Typical Specifications / Sketch**
- Completed **Indemnity Form**
- Contractor's **Insurance Certificate** meeting requirements specified by the City verified by Risk Management department (see Insurance Requirements form)
- Payment of **Permit Fee** (\$250)
- Payment of refundable **Security Deposit** (\$1,380)



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	<b>BUILDING</b>	<b>PLANNING</b>	<b>INFRASTRUCTURE</b>	<b>HERITAGE</b>
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

**General Collection Statement**

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building  
 8th Floor - 15 Market Square  
 Saint John, NB E2L 1E8  
[commonclerk@saintjohn.ca](mailto:commonclerk@saintjohn.ca)  
 (506) 658-2862



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**(To be completed by Applicant)**

**(City Staff use only)**

<b>WORK DESCRIPTION</b>	Civic Address:			Application #:	
	PID:			Permit # :	
	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal			Received By:	
	Purpose:			Date:	
	<input type="checkbox"/> Driveway Culvert	<b>Please provide details on attached form          "Driveway Culvert Typical Specifications / Sketch"</b>		Indemnity Form Submitted?	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				Insurance Submitted?	
	<input type="checkbox"/> Estimated Excavation in Street Right-of-Way	Length (meters)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Width (meters)		Permit Fee Received?	
		Total Area (sq. meters)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> Other			Security Deposit Received?		
			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Existing Infrastructure Impacted:					
Roadway:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Chip Seal	<input type="checkbox"/> Gravel	<input type="checkbox"/> Other	
Curb:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Granite	<input type="checkbox"/> Other	
Sidewalk:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick	<input type="checkbox"/> Other	
Shoulder:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Gravel	<input type="checkbox"/> Other		
Landscaping:	<input type="checkbox"/> Grass	<input type="checkbox"/> Other			
Median	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick	<input type="checkbox"/> Grass	
Other:	<input type="checkbox"/> Geo-Grid	<input type="checkbox"/> Brick	<input type="checkbox"/> Other		

**\*A sketch/drawing of the proposed work area, including dimensions, must be included with the application.\***

Please note: Pavement Degradation Fee is an estimate only based on information provided by applicant. Actual Degradation Fee to be calculated once the work is completed and final measurements are determined.

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SAINT JOHN

*I, the undersigned, hereby apply for an Excavation of Streets Permit for the described work herewith submitted. I agree to comply with the plans, specifications, permit conditions and all relevant by-laws and regulations governing such work.*

\_\_\_\_\_

Applicant Name

\_\_\_\_\_

Applicant signature

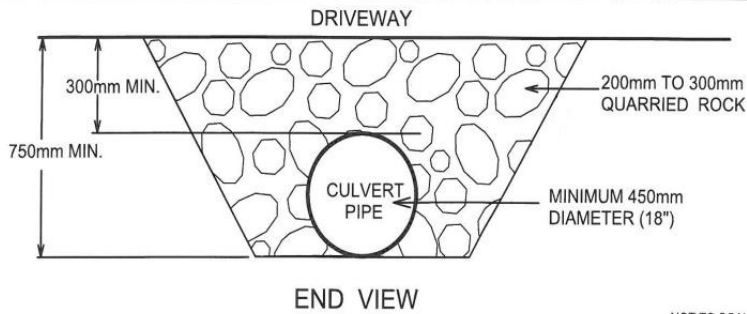
\_\_\_\_\_

Date

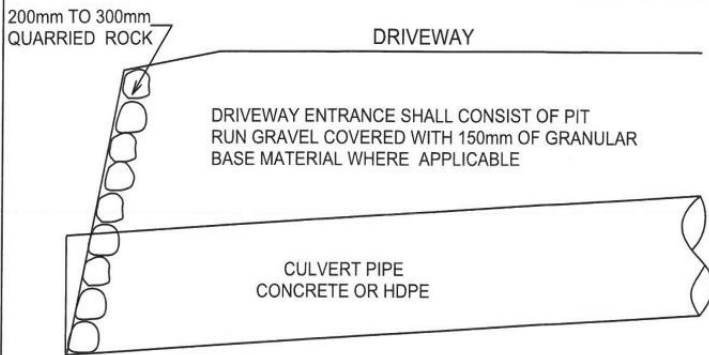
# DRIVEWAY CULVERT

## Typical Specifications / Sketch

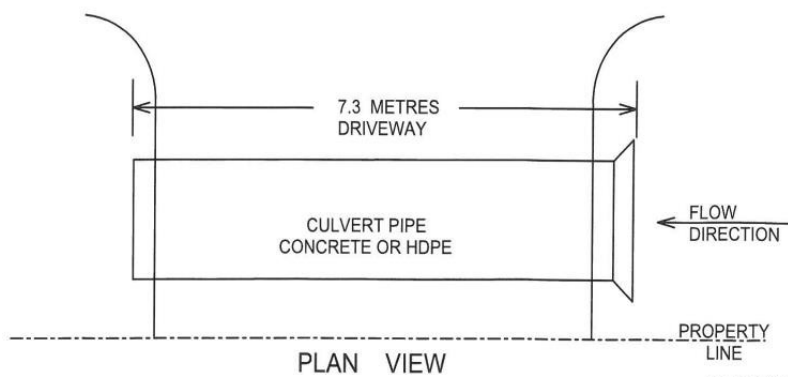
### RESIDENTIAL DRIVEWAY CULVERT - TYPICAL DETAIL



NOT TO SCALE



NOT TO SCALE



2014

NOT TO SCALE

### CULVERT SPECIFICATIONS

Diameter:

Pipe Length:

Width of Driveway:

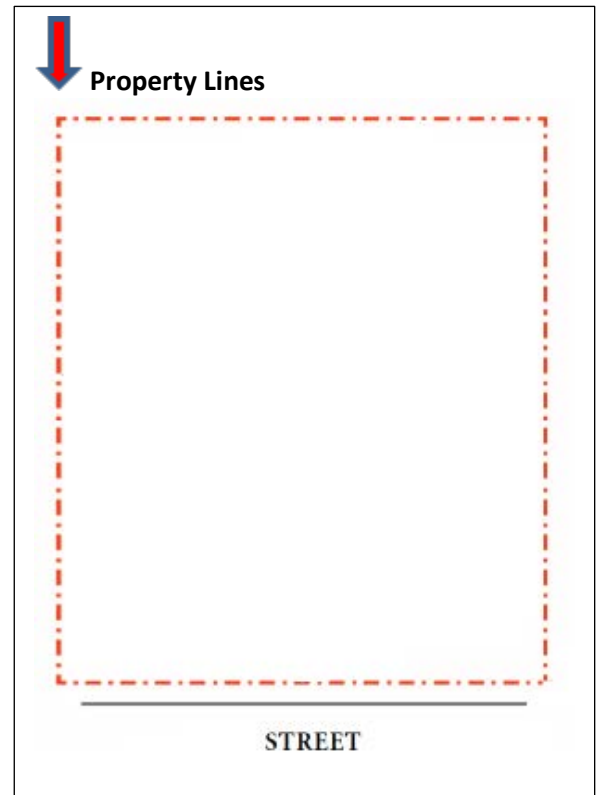
Cover Material:

Depth of Cover:

Headwall Material:

### SKETCH

Please sketch the driveway in relation to the street, property lines and main building on site



#### City of Saint John

Growth and Community Development  
(506)658-2911  
[onestop@sainjohn.ca](mailto:onestop@sainjohn.ca)

Updated March 2018

*One Stop*  
**Development Shop**   
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN



The City of Saint John

## INDEMNITY

Pursuant to By-Law M-18:

A By-law Respecting Excavation of Streets in The City of Saint John

Pursuant to subsection 11(1) of a By-Law Respecting Excavation of Streets in The City of Saint John and amendments thereto, the Applicant, \_\_\_\_\_, hereby indemnifies, defends and saves harmless the City, its employees, officers, agents, successors and assigns, from and against any and all losses, costs, claims, demands, expenses, proceedings and actions of every nature and kind for injury or damages, including indirect, consequential and incidental damages, to persons or property which are in any way related to, or connected, or associated with the performance by the Applicant, his servants, employees, or agents of the work for which the excavation permit noted below was issued under a By-Law Respecting Excavation of Streets in The City of Saint John.

Dated at Saint John, NB this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant: \_\_\_\_\_

Witness: \_\_\_\_\_  
[Signature]

Per: \_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Print Name]

I am a signing officer for the Applicant Corporation and have authority to bind the Corporation.

Permit Reference: 20\_\_ - \_\_\_\_\_

Updated 01/20/2017



SAINT JOHN

P.O. Box 1971  
Saint John, NB  
Canada E2L 4L1

C.P. 1971  
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Canada E2L 4L1

[www.saintjohn.ca](http://www.saintjohn.ca)



The City of Saint John

## INSURANCE REQUIREMENTS

Pursuant to By-Law M-18:

### A By-law Respecting Excavation of Streets in The City of Saint John

The insurance requirements required by the City as set out in The City of Saint John By-law respecting the Excavation of Streets has been reviewed. Satisfactory evidence of the required insurance, in writing, will be provided to the City. Evidence will be provided in a form **SATISFACTORY** to the Commissioner and **shall evidence**, at least, the following coverage is in place;

- a) A Commercial General Liability Insurance, issued on an occurrence basis, and with a minimum limits of Two Million Dollars (\$2,000,000); \_\_\_\_\_
- b) The coverage shall show that the City is added as an Additional Insured; \_\_\_\_\_
- c) Confirm that the policy contains a Cross Liability Clause; \_\_\_\_\_

Insurance requirements have been satisfactorily evidenced for the following permit:

Permit Reference: 20\_\_ - \_\_\_\_\_

Ian Fogan, BBA FCIP CRM  
Manager, Risk Management  
City of Saint John

Date: \_\_\_\_\_, 20\_\_

Updated 03/15/2018



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