

**FOLDER #:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ACCESS APPLICATION**

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PLEASE PRINT

**TO INSTALL, USE AND MAINTAIN ACCESS TO A CITY STREET**

The applicant hereby applies for permission to install, use and maintain an access within the limits of street, lane and City property areas under the jurisdiction of the City of Nanaimo, B.C., in accordance with the particulars, plans and specifications submitted herewith. It is understood that completion of this form constitutes an application only and that the works applied for will not be commenced until a covering permit has been issued. **THE LOCATION OF THE PROPOSED WORKS MUST BE STAKED, FLAGGED OR MARKED ON SITE READY FOR INSPECTION**

**The proposed works consist of and are described as follows:**

Office Report Codes

- |   |                |
|---|----------------|
| _____ - Install access to vacant property (non residential) | (VC-CM/IN/M/P) |
| _____ - Install access to vacant property (residential)     | (VC-SFD/TFD)   |
| _____ - Install second access to property (non-residential) | (SC-CM/IN/M/P) |
| _____ - Install second access to property (residential)     | (SC-SFD/TFD)   |
| _____ - Alter or widen existing access (non-residential)    | (WD-CM/IN/M/P) |
| _____ - Alter or widen existing access (residential)        | (WD-SFD/TFD)   |

**SKETCH** (sketch plan submitted should be roughly to scale and indicate the size of the property frontage where the access is being installed. Flanking street should be indicated if applicable and the proposed width of the access is to be dimensioned on the plan).

Street Address of Work: \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Plan \_\_\_\_\_ Section \_\_\_\_\_ District \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

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

Name of Applicant (if different than above) \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**Recommendations / Special Conditions:** (Office Use Only)

*(put an "X" on the line for required conditions)*

- A1 \_\_\_\_\_ No culvert required - may be required in future at owners cost.
- A2 \_\_\_\_\_ No culvert required - access to crossfall at 2% to the curb for a distance of five feet for future sidewalk considerations.
- A3 \_\_\_\_\_ Maintain a depression or swale along the total frontage of this property to alleviate drainage water running onto property from the road and drainage from property running onto the road.
- A4 \_\_\_\_\_ Construct driveway with a side slope to ensure it drains into the ditch and NOT onto the road.
- A5 \_\_\_\_\_ No concrete driveway shall be placed on City property.
- A6 \_\_\_\_\_ The access (or accesses) shall be constructed with \_\_\_\_\_mm galvanized corrugates steel culvert pipe manufactured to CSA or ASTM standards and laid at ditch invert elevation. Maintenance and periodic cleaning of this culvert is the responsibility of the permittee.
- A7 \_\_\_\_\_ The profile of the access (or accesses) shall be at the crossfall of the pavement for at least \_\_\_\_\_ metres from the street centreline.
- A8 \_\_\_\_\_ The crossline (or crossings) shall be constructed of standard concrete drop-curb and sidewalk crossing, to the satisfaction of the Director of Public Works.
- A9 \_\_\_\_\_ Owner responsible for the Installation of let down curb to City of Nanaimo specifications at property owners' expense.
- A10 \_\_\_\_\_ Access between back of walk and property line shall not exceed a grade of +/- 2%

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**Handouts**

*(put an "X" on the line for required handouts)*

- \_\_\_\_\_ Access fronting roads with concrete curbs
- \_\_\_\_\_ Access fronting roads without concrete curbs
- \_\_\_\_\_ Culvert

Refused <input type="checkbox"/> Date: _____ Reason: _____ _____	Consent <input type="checkbox"/> Date: _____ By: _____ <b>Engineering Approval</b> <b>Works Inspector</b> (For the Director of Public Works)
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