



# Access Application

To Install, Use and Maintain Access to a City Street

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

(Please Print)

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

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 |
|--|---------------------|
| <input type="checkbox"/> Install access to vacant property (non residential) | (VC-CM/IN/M/P)      |
| <input type="checkbox"/> Install access to vacant property (residential)     | (VC-SFD/TFD)        |
| <input type="checkbox"/> Install second access to property (non-residential) | (SC-CM/IN/M/P)      |
| <input type="checkbox"/> Install second access to property (residential)     | (SC-SFD/TFD)        |
| <input type="checkbox"/> Alter or widen existing access (non-residential)    | (WD-CM/IN/M/P)      |
| <input type="checkbox"/> Alter or widen existing access (residential)        | (WD-SFD/TFD)        |

## SKETCH

A 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.

Upon request, a detailed plan and profile of the access and driveway signed by a BC Land Surveyor may also be required.

## Property Details:

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

Legal Description

Lot

Plan

Section

District

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

Owner Mailing Address \_\_\_\_\_

Owner Email Address \_\_\_\_\_

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

Applicant Mailing Address \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant Email Address \_\_\_\_\_

I hereby confirm that the information supplied in support of this application is true and correct:

\_\_\_\_\_  
OWNER OR AGENT'S SIGNATURE

# Access Application

◆ This side OFFICE USE ONLY ◆

| <b>Recommendations / Special Conditions</b> |  |
|---|--|
| A1  | <input type="checkbox"/> No culvert required - may be required in future at owners' cost   |
| A2  | <input type="checkbox"/> No culvert required - access to crossfall at 2% to the curb for a distance of five feet for future sidewalk considerations  |
| A3  | <input type="checkbox"/> 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  | <input type="checkbox"/> Construct driveway with a side slope to ensure it drains into the ditch and NOT onto the road   |
| A5  | <input type="checkbox"/> No concrete driveway shall be placed on City property   |
| A6  | <input type="checkbox"/> The access (or accesses) shall be constructed with _____ mm galvanized corrugated 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  | <input type="checkbox"/> The profile of the access (or accesses) shall be at the crossfall of the pavement for at least _____ metres from the street centreline  |
| A8  | <input type="checkbox"/> 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  | <input type="checkbox"/> Owner responsible for the Installation of let down curb to City of Nanaimo specifications at property owners' expense   |
| A10   | <input type="checkbox"/> Access between back of walk and property line shall not exceed a grade of +/- 2%  |
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| <b>Handouts</b>          |  |
|--------------------------|--|
| <input type="checkbox"/> | Access fronting roads with concrete curbs    |
| <input type="checkbox"/> | Access fronting roads without concrete curbs |
| <input type="checkbox"/> | Culvert                                      |

| <b>Approvals</b>                         |   |
|--|---|
| <b>Refused</b> <input type="checkbox"/>  | <b>Approved</b> <input type="checkbox"/>  |
| Date: _____<br>Reason for refusal: _____ | Date: _____<br>By: _____<br><i>Engineering Approval Works Inspector<br/>           (for the Director of Public Works)</i> |
|  |   |