



**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PRESENT OWNER (IF DIFFERENT FROM APPLICANT)**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBJECT PROPERTY**

Civic Address: \_\_\_\_\_

Legal Address: Lot: \_\_\_\_\_ Block/Parcel: \_\_\_\_\_ Plan: \_\_\_\_\_

**SITE PLAN REQUIREMENTS**

A site plan (legible hand sketch acceptable) is required with this application, and must include the following information:

- Civic and legal address
- Labelled property lines
- All existing building/structures on the subject property including dimensions to the curb crossing
- Existing and proposed driveway crossings and on-site parking areas, with dimensions (if applicable)
- Location of all Park-owned trees, in relation to the proposed crossing(s)
- Proposed culverts within 3.0 metres of a Park-owned tree will not be approved
- Location and name of all roads and highways bordering the subject property
- Dimensioned drawing of proposed driveway location relative to any details within the street fronting the property, ie. sidewalks, utility poles, lamp standards, etc.



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## Culvert Guidelines

Property owners proposing to install a private access across a road ditch are required to obtain approval of a culvert plan.

### **What is my responsibility as a property owner with a culvert under my driveway?**

- Keep ditches clear in between culverts
- Keep culverts clear by removing snow and debris from culvert openings
- Follow Park standards for installing culverts on all new and reconstructed driveways
- Work with neighbours to resolve drainage issues
- Obtain a culvert permit from the Park when installing new driveways

### **Culvert Specifications that must be met for new installations:**

1. Size: 300 mm diameter or larger
2. Length: Culverts shall extend out from driveway edge with side slopes at 3H:1V from driveway to culvert bottom or have a vertical wall from driveway edge to culvert bottom.
3. Material: Corrugated steel, PVC, corrugated poly, or reinforced concrete
4. Slope: Minimum grade of 0.5% along the length of the culvert

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## **TERMS AND CONDITIONS**

I, the undersigned, being the owner(s) and/or agent for the owner, of the above property hereby acknowledge no development will commence without the approval of the Park which may include specifications and instructions issued by Transportation & Utilities in respect of work incidental to the development in accordance of this application.

### **Note:**

**All permits are ONLY valid for the same calendar year in which they are issued. If the culvert is not completed in the year, the permit will become void and a new application will be required.**

## **APPLICATION CHECKLIST**

- Culvert Permit Application
- Site Plan

## **APPLICANT**

\_\_\_\_\_  
Applicant Full Name (Print)

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

\_\_\_\_\_  
Date Signed

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## **SUBMISSION**

Submit the complete application form, plans and supporting documents to:

In Person:

Lac Pelletier Park Office  
Maple Drive

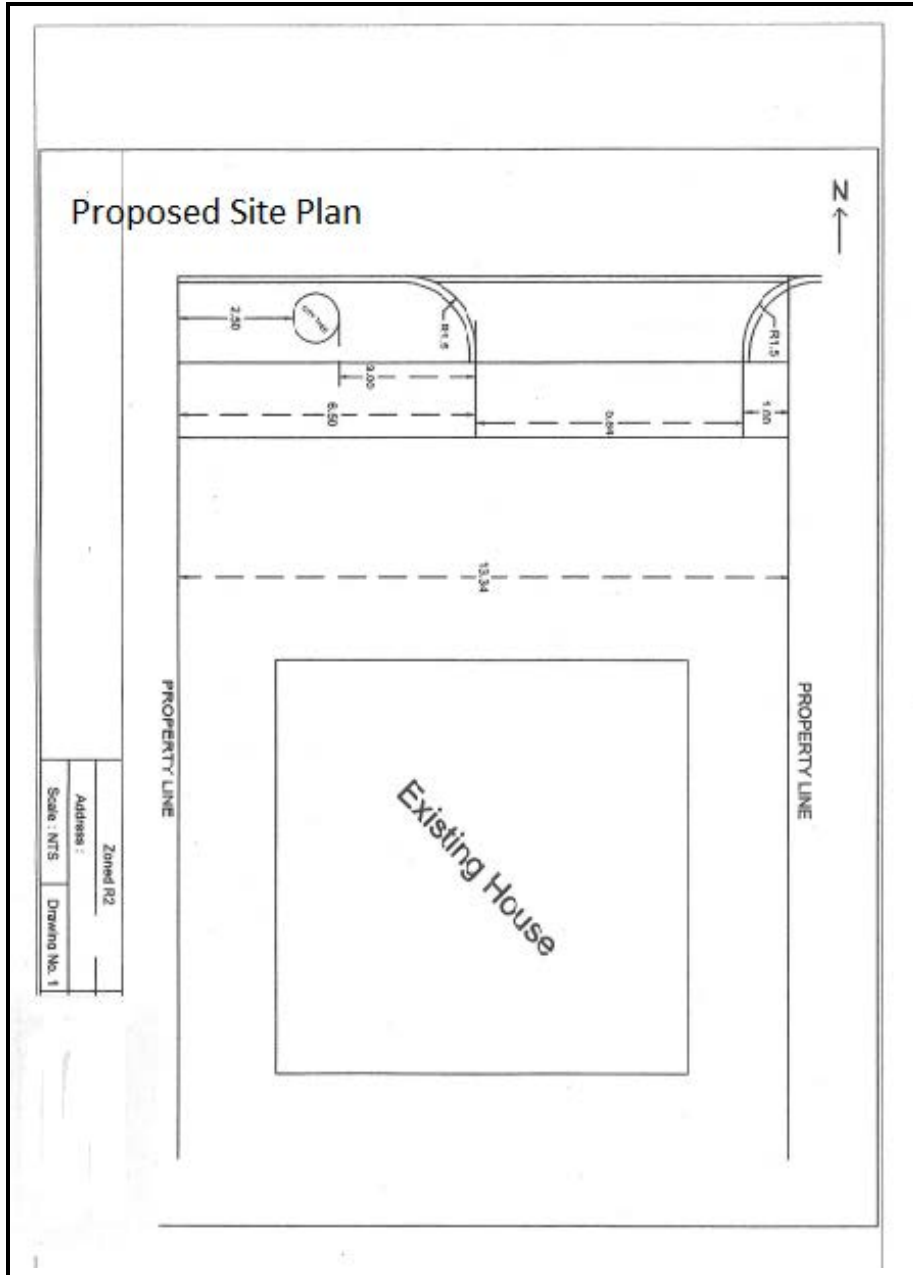
Email:

[office@lacpelletierregionalpark.ca](mailto:office@lacpelletierregionalpark.ca)

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# EXAMPLES OF ACCEPTABLE SITE PLAN

## CAD Drawing



## Hand Sketch

