



Culvert/Bridge Crossing Permit

- 1.) SCHEDULE “A” - APPLICATION FOR CULVERT OR BRIDGE CROSSING
- 2.) SCHEDULE “B” - CONDITIONS FOR CULVERT OR BRIDGE CROSSING
- 3.) SCHEDULE “C” - HIGHWAY WORKS APPLICATION AND PERMIT
- 4.) SITE MAP
- 5.) TYPICAL DRIVEWAY CULVERT SECTION STANDARD DETAIL

Helpful Links for Provincial and Federal Permits required:

FISHERIES & OCEANS (DFO) – Overview & Project Review Process

[Request a review of your project near water: Step 1. What this service offers \(dfo-mpo.gc.ca\)](#)

FISHERIES & OCEANS (DFO) – Project review, standards & codes of practice, contact info

[Contact the Fisheries Protection Program \(dfo-mpo.gc.ca\)](#)

British Columbia Triage and planning unit Fish and Fish Habitat Protection Program Ecosystem Management Branch Fisheries and Oceans Canada	200-401 Burrard St Vancouver BC V6C 3S4 Telephone: 1-866-845-6776 Email: ReferralsPacific@dfo-mpo.gc.ca
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MINISTRY OF FORESTS (MoF) - Apply for a Change Approval or Submit Notification of Instream Work

[Working Around Water - Province of British Columbia \(gov.bc.ca\)](#)

MoF FRONT COUNTER BC CONTACT INFORMATION – Working around water

Tel.: 1-877-855-3222 (Toll-Free)

Email.: frontcounterbc@gov.bc.ca

Web: www.frontcounterbc.gov.bc.ca

(1) SCHEDULE "A"

APPLICATION FOR CULVERT OR BRIDGE CROSSING

TO THE CITY OF CHILLIWACK:

I, _____ of _____, _____
Name Address Phone #

HEREBY MAKE APPLICATION for permission to construct a bridge or culvert crossing for access to my property described as follows:

CIVIC ADDRESS:

LEGAL DESCRIPTION: Lot____, Block,____, Section____, Township____, NWD Plan_____

ROLL NUMBER: _____

Over and across the roadside ditch or watercourse known as _____

In the City of Chilliwack in accordance with the attached particulars and specifications, signed by the City of Chilliwack, Director of Engineering (Engineer).

I HEREBY COVENANT to and with the City of Chilliwack that in consideration of and upon permission being granted to me pursuant to the Highway and Traffic Bylaw No. 4686 of the City of Chilliwack to construct such culvert or bridge crossing I will construct same in accordance with the said particulars and specifications and to the satisfaction of the Engineer, and that I will faithfully observe, perform and carry out all the conditions set out in the permit which may be issued to me pursuant to said Bylaw No. 3055 and that I will at all times maintain in first class state of repair the said culvert or bridge crossing to the satisfaction of the said Engineer: and that I will indemnify and save harmless the City of Chilliwack of and from all claims, damages and causes of action whatsoever including costs, which may be made or brought against or suffered by the said City for or in respect of the construction, existence, maintenance or use, either directly or indirectly of the said culvert or bridge crossing.

I HEREBY REPRESENT that I have read and examined and thoroughly understand a copy of said By-law included as Schedule "C" thereto.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____ day of _____, _____

SIGNED, SEALED AND DELIVERED)

In the Presence of)
)
_____)

Applicant signature

CULVERT

1. Requested Diameter, Pipe Material, Length _____
2. Grade and Size to be given by City or Profession Engineer.
3. Excavation to be inspected BEFORE culvert is placed in ditch.
4. Bulkheads or headwalls are required at each end.
5. The culvert is to be kept clear of all utilities.
6. Culverts and bridges to meet specification of the Engineer.
7. Bridges require structural drawings
8. Culverts to be designed by a Professional Engineer and to conform to the standard detail attached herein

THIS PAGE OFFICE USE ONLY

(2) SCHEDULE "B"

CONDITIONS FOR CULVERTS AND BRIDGES

TO: _____ of _____
(name) (address), (phone#), (cell #)

YOU ARE HEREBY given permission to construct and maintain a culvert or bridge crossing for your property

Described as follows: CIVIC ADDRESS: _____

Over and across the watercourse known as _____ (ditch name)

In the City of Chilliwack, in accordance with the attached particulars and specifications signed by the City of Chilliwack, Director of Engineering (Engineer), subject however, to the following conditions:

- 1) That the said Engineer shall have free access to all parts of the works for the purpose of inspecting the same.
- 2) That when necessary all excavations, materials and other obstructions are to be sufficiently fenced, lit and watched, and at all times every possible precaution is to be taken to ensure the safety of the public.
- 3) That the person or persons for whom these works are being constructed or by whom these works are maintained, shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever caused directly or indirectly by these works and shall save harmless and keep indemnified the City of Chilliwack from all claims and demands whatsoever in respect of the works.
- 4) That the permission hereby granted is without prejudice to any other Statute of the Province of British Columbia governing Watercourses or their use by the Public and subject to permission being granted by Department of Fisheries & Oceans and Ministry of Forests; and permission from Southern Railway and B.C. Hydro in respect to accessing B.C. Hydro's right-of-way for driveway access purposes.
- 5) You are hereby notified that "in stream works" must agree with Provincial and Federal fisheries and environmental statutes or regulations. The applicant must ensure approval is received by the appropriate provincial and / or federal agencies in advance of all construction. Proof of DFO and Ministry of Forests notifications must be submitted to the City of Chilliwack, as a condition of approval.
- 6) The proposed culvert shall meet all of the Regulations set out in the
- 7) That this permission shall not be transferable to any other site, and shall be deemed to be revoked in the event that the said works are not operated or maintained by the Applicant to the entire satisfaction of the said Engineer.
- 8) That a culvert or bridge shall be constructed to the satisfaction of the said Engineer, and in such manner that it does not obstruct the free flow of water in the ditch or watercourse, nor result in an increase in water level upstream of the culvert. (Maximum culvert length 10m including headwalls)

The approved works for installation is a, _____ m wide x _____ m span bridge per attached plan or _____ m of _____ mm diameter _____ (material) culvert to City standards installed on a design grade in accordance to attached drawing. The owner must contact City of Chilliwack Engineering Department at 604-792-311 ,seven (7) business days in advance of the construction date, for grade control.

- 9) Bridges will require structural drawings prepared, signed and sealed by a professional Engineer licensed to do practice in British Columbia.

This permit may be cancelled at any time by the Engineer if the construction or maintenance is not satisfactorily carried out.

(3) SCHEDULE C:
HIGHWAY WORKS APPLICATION AND PERMIT

Highway Works Application and Permit - Schedule 1



Engineering Department – 8500 Young Road | Chilliwack B.C. | V2P 8A4
Tel: 604-793-2907 | Email: engineeringinfo@chilliwack.com

APPLICATION INFORMATION

Application Date: _____

Company Name: _____

Address: _____ Postal Code: _____

Telephone Number: _____ Email: _____

PROJECT INFORMATION

Lane Closure: ☐ Full Road Closure: ☐ Boulevard Only: ☐

Address/Location of Project: _____

Note: Application must be submitted 5 business days prior to commencement of work

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Site Supervisor: _____ Phone: _____

PURPOSE OF PERMIT

☐ Driveway/Culvert Crossing ☐ Traffic Control ☐ Oversize/Overweight Vehicle ☐ Filming
☐ Bin/Pod ☐ Special Event ☐ Other: _____

DESCRIPTION OF WORK

APPLICATION CHECKLIST

The following items are to be submitted with application:

- ☐ Site map showing location and pertinent details.
- ☐ Traffic Control Plan in accordance with the Traffic Management Manual for Work on Roadways.
- ☐ Valid Chilliwack Business License
- ☐ Certificate of Insurance naming the City of Chilliwack as an additional insured with commercial liability insurance of not less than \$5 million and automobile liability insurance of not less than \$2 million for all owned and leased vehicles.
- ☐ For oversize/overweight vehicles please fill out and attach Schedule 2.

I HEREBY COVENANT to and with the City of Chilliwack that upon permission being granted to me pursuant to the City's

Highway Works Application and Permit - Schedule 1



Highway and Traffic Bylaw to construct the works set out in this permit, I will construct it in accordance with the plans and specifications submitted as part of this application and to the satisfaction of the Engineer, and that I will observe, perform and carry out the regulations and provisions of all applicable City bylaws and the terms and conditions of this application and permit.

I HEREBY CERTIFY that I will indemnify and save harmless the City of and from all claims, damages and causes of action whatsoever including costs, which may be made, brought against or suffered by the City for or in respect of the construction, existence, maintenance or use, either directly or indirectly, of the work authorized by this permit.

I HEREBY REPRESENT that I have read, examined, and thoroughly understand the pertinent sections of all applicable City bylaws and the terms and conditions of this application and permit and that the statements made by me on this application are true to the best of my knowledge.

I HEREBY MAKE all efforts to avoid full or partial road closures on the day of the week in which the municipal collection of material at curbside occurs. In the event the closure prohibits collection, the applicant must relocate the curbside material to a location where the collection can occur.

I HEREBY MAKE all efforts to avoid full or partial road closures on City bus routes that adversely affect the bus route schedule or pick up location. In the event the closure is expected to delay the bus by 5 minutes or longer, the applicant must provide a traffic management plan to show an acceptable alternate route.

Month/Day/Year

Signature

OFFICE USE ONLY

PERMISSION IS HEREBY granted to construct the works set out in this permit pursuant to the City's Highway and Traffic Bylaw and all other applicable municipal bylaws.

Permit fee of: \$ _____ paid.

Pre-Approval of Engineer

Month/Day/Year

Signature of Engineer

OVERSIZE/OVERWEIGHT VEHICLES

This permit is required for vehicles which exceed legal dimensions and weights as per Division 7 of the BC Commercial Transport Regulations.

PROPOSED ROUTE:

Vehicle Make: _____ Maximum Width: _____ metres

Vehicle Model: _____ Maximum Height: _____ metres

Vehicle Licence: _____ Maximum Length: _____ metres

Maximum Length of Combination Vehicles: _____ metres

Total Weight of Vehicles Including Load: _____ kilograms

Licensed GVW: _____

Pilot Cars required: 0 1 2 3 4 (*Circle one*)

Description of Load: _____

Applicant confirms they have verified the route clearances _____ (*initial*)

OFFICE USE ONLY

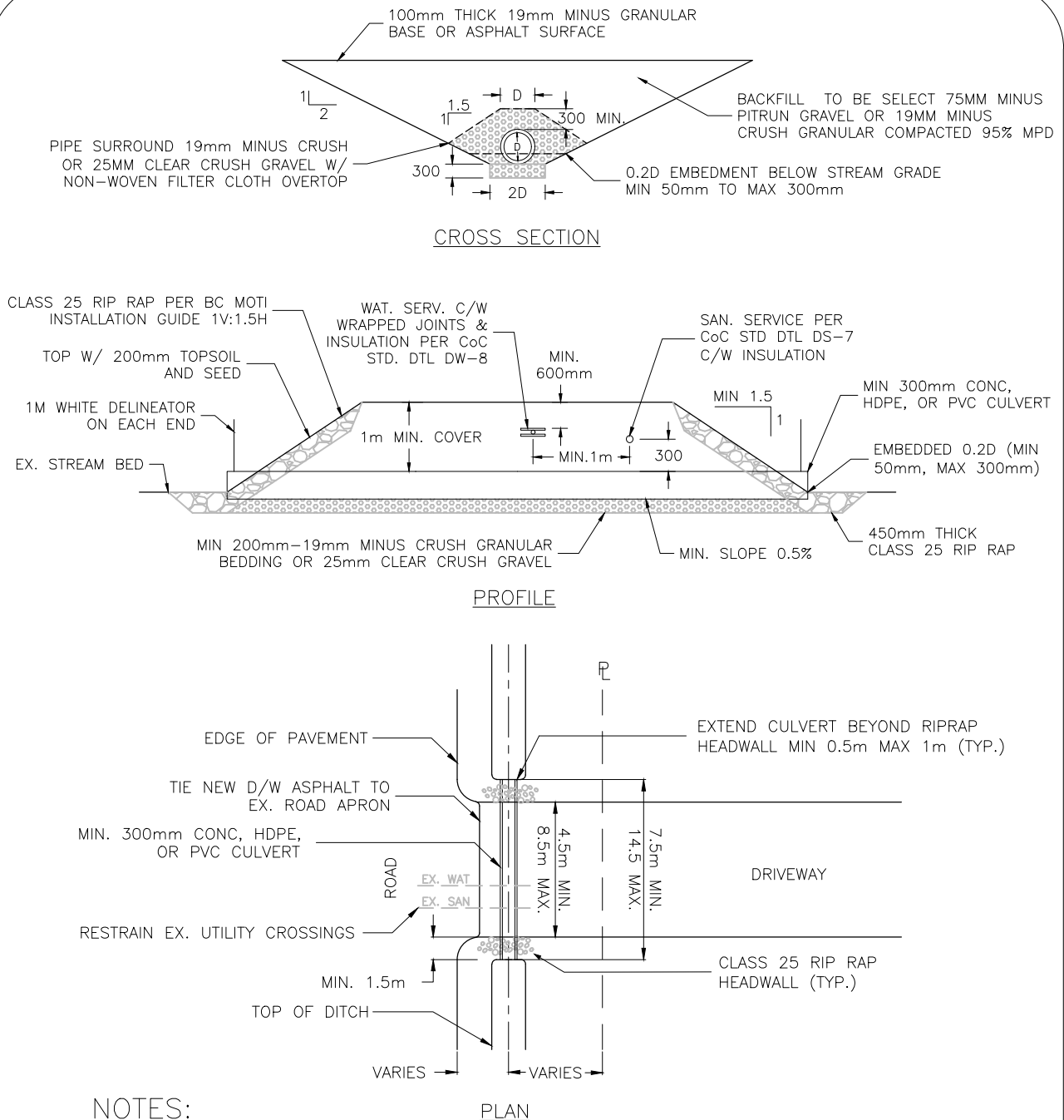
☐ One day fee - \$10.00 ☐ 30 days fee - \$50.00 ☐ One-year fee - \$200.00

☐ Estimated damage fee \$ _____ ☐ Security Deposit of \$ _____

(4) SITE MAP

Applicant to provide site map.

(5) **CULVERT INSTALLATION DETAIL**
For use by applicant.



NOTES:

1. CULVERT SIZE TO BE DETERMINED BY ENGINEER OR PROVIDED BY CITY. ACCEPTED MATERIALS INCLUDE HDPE, CONCRETE, OR PVC. MIN DEPTH OF COVER AS PER MANUFACTURERS SPEC'S.
2. SPIGOT END OF PIPE (WHERE APPLICABLE) TO FACE DOWNSTREAM AND TO BE CLEAR OF ENDWALLS. HILLSIDE CULVERTS TO HAVE ENERGY DISSIPATION AND EROSION PROVISIONS.
3. RIP RAP HEADWALLS TO BE COVERED IN MIN 200MM TOPSOIL AND SEED. HEADWALLS MAY ALSO BE LOCKBLOCK, CONCRETE, MSE WALL, OR OTHER AS APPROVED BY CITY.
4. REFER TO CONTRACT DRAWINGS FOR SITE SPECIFIC DIMENSIONS, THE LAND DEVELOPMENT BYLAW 2024 No. 3055 AND MMCD SECTION 31 23 01, 31 37 10, 33 42 13 FOR DETAILED SPECIFICATIONS.
5. WATER AND SEWER SERVICES TO BE COORDINATED WITH CITY UTILITIES DEPT. CONTRACTOR MUST COMPLETE BC-1-CALL BEFORE EXCAVATION

DRIVEWAY CULVERT



CITY OF CHILLIWACK

REVISED: 01/24

APPROVED: DM

APPROVED:

DWG. NO.

DATE: 10/2023

DD-6

DRAWN: KKB