

PO Box 100, St. Georges, MB R0E 1V0  
 Telephone: (204) 367-6170 Fax: (204) 367-2257  
 Public Works: (204) 367-6185 Fax: (204) 367-1671

**Schedule 'A'**  
**Application for Private Approach or Access Crossing**  
**(& Culvert Placement)**

Issued under the authority of By-Law 21 / 07

**PROPERTY DESCRIPTION**

Ward \_\_\_\_\_ Roll # \_\_\_\_\_

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

Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

**FOR OFFICE ADMINISTRATION ONLY**

Payment details: \$125.00

Cash \_\_\_\_\_ Cheque # \_\_\_\_\_

Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Receipt #: \_\_\_\_\_ to GL 10-0842-1403

In Description: CV App/Civic address / Last Name

**REGISTERED OWNER(S):**

Name(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby apply for a permit to install a private approach or access crossing which may require a culvert at the above civic address; I understand that approval is required prior to commencing any construction and that a final inspection is required upon completion of the installation. I confirm that only one private approach is permitted per property, and I further understand that if I do not construct the private approach / access crossing in accordance with the approval of the Municipality and their standards, the Municipality will refuse to issue a building permit and in addition may remove the approach or reconstruct the approach to Municipal standards, all of which costs for the removal or reconstruction may be added to real property taxes for that property. I have READ and UNDERSTAND the attached private approach / access crossing & culvert placement requirements, as well as the related By-Law.

SIGNATURE of owner / applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
 (if different from owner)

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

To be completed by **PUBLIC WORKS DEPARTMENT:**

Is Civic Sign: \_\_\_\_\_ Already in? \_\_\_\_\_ Required?  
 OR, if required, then \_\_\_\_\_ Ready to install?

Approved for Culvert Installation as specified

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

REQUIREMENTS: SIZE: DIAMETER \_\_\_\_\_ mm LENGTH: \_\_\_\_\_ m THICKNESS 1.6 mm

Additional Instructions / Comments: \_\_\_\_\_

Culvert Installation Complete – Final Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Civic Sign Installation Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**By-Law 21 / 07**

## **REQUIREMENTS FOR:**

### **PRIVATE APPROACH/ACCESS CROSSING & CULVERT PLACEMENT**

A **\$125.00** non-refundable culvert application fee is required (cheque or cash/debit ONLY).

**NO BUILDING PERMIT** shall be issued for any building until final approval is granted for the private approach / access crossing.

**ALL COSTS** related to the private approach / access crossings (and culvert) are the *responsibility of the property owner*.

NOTE: **YOU must call Public Works to book an appointment for each inspection (both INITIAL and FINAL inspections).**

Allow a minimum of 7 to 14 working days for approval.

PRIOR TO INITIAL INSPECTION the property owner MUST

- PROVIDE A DIAGRAM on a (plot) plan map showing the location of the proposed approach/access/driveway AND
- Mark the corner lots pins AND
- Physically stake each edge of the proposed installation

Please note that:

- Final approvals submitted in the winter may require a spring inspection.
- Building construction permits for winter months will require homeowner to apply in the early fall for approach to ensure that an inspection can take place prior to ground freezing and snowfall.

### **PLACEMENT and CONSTRUCTION STANDARDS**

Culvert:

- **SIZE** is to be determined by Public Works after initial site inspection
- Must be of **CORRUGATED STEEL PIPE** construction
- Must be **10 feet away from the property side yard lot lines** unless otherwise approved
- Must be dug in 1.5 inches and placed in the centre or bottom of the ditch and secured by 2" x 2" upright pegs to prevent culvert movement during backfilling

No part of the crossing shall be higher than the shoulder of the road

No curbs, stops, abutments, rocks, railway ties, etc., are to be placed on R.M. land

### **CIVIC SIGN REPLACEMENT**

Initial civic sign and post is provided free of charge by the municipality, however any *replacement costs are the responsibility of the property owner*. (Civic Sign Policy)