

**MUNICIPALITY OF EAST HANTS
ROAD ACCESS GUIDELINES
(per Council Motion C11(396) December 14, 2011)**

1.0 INTRODUCTION

These Guidelines have been prepared to establish the requirements for access to Municipally-owned roads.

Ownership and maintenance of the access, including ensuring that the culvert is open and free-flowing at all times, remains the responsibility of the landowner. The Municipality does not assume any responsibility for damage caused by road operations or maintenance.

2.0 PERMIT

Any person proposing to construct or alter an access to a Municipal road shall submit a permit application in accordance with the form attached as Appendix A. The Municipal Engineer, or his designate, will approve or reject the application and in the latter case, indicate the reason(s) for rejection. In the case of a rejected application, the applicant may make the proposed installation sufficient and submit a new application.

3.0 DRIVEWAY ACCESS

3.1 DRIVEWAY WIDTH & LOCATION

Driveway width shall be measured at the edge of roadway shoulder or at the curb line, as applicable. The minimum residential driveway width shall be 3 metres. The maximum residential driveway width shall be the smaller of 7 metres or half of the projected property frontage.

Residential driveway width shall be uniform from the roadway to the property line except as provided herein. The edge of a driveway may follow the extended radius of the adjoining cul-de-sac or roadway curve.

The maximum commercial driveway width shall be two 9 metre driveways separated by a minimum space of 9 metres or one 15 metre driveway.

Unless approved otherwise, driveways shall be located a minimum of 3 metres from a property line extension. Unless approved otherwise, driveways for corner lots shall be located on the side of the lot furthest from the intersecting road.

3.2 DRIVEWAY GRADE

Driveways shall be graded and/or crowned to eliminate drainage onto the roadway travel surface.

3.3 CULVERTS

Culvert sizes are based on design runoff from a 1:5 year storm. It is likely during the life of the culvert that the design runoff will be exceeded. The Municipality does not assume responsibility for damage caused by runoff exceeding the culvert capacity.

The minimum size driveway culvert shall be 450 mm diameter. The Municipal Engineer, or his designate, will indicate on the approved Permit whether a larger diameter culvert is required.

Culvert pipe shall be new and without defects. Acceptable materials include the following:

- a) Reinforced concrete pipe Class 65D meeting CAN/CSA-A257.2;
- b) Profile PVC pipe PS320 meeting CSA/CAN-B182.4;
- c) Aluminized Type 2 CSP meeting CAN/CSA-G401.

Other pipe materials require prior approval of the Municipal Engineer.

3.4 HEADWALLS & RIPRAP

Every culvert inlet and outlet shall have a headwall complete with wing walls installed flush with the end of the pipe. Acceptable headwall materials include the following:

- a) Precast concrete;
- b) Pressure-treated timber in good condition excluding creosote treated timber and of suitable size and construction to maintain stability; minimum thickness of timber headwall shall be 140 mm;
- c) Hand-placed rock of suitable size, shape and durability to maintain stability; minimum thickness of rock headwall shall be 300 mm.

Other headwall materials require prior approval of the Municipal Engineer.

Culverts installed in ditches that are sloped 4 percent or greater shall have a 3 m by 3 m by 400 mm thick layer of 100 mm to 300 mm rock riprap immediately downstream of the outlet.

3.5 CONSTRUCTION

The landowner is required to give the Municipality's Civil Engineering Technologist (Tel: 758-1800x103) at least 48 hours advance notice of construction.

The landowner is responsible for erosion and sedimentation control measures in accordance with Nova Scotia Environment requirements.

The landowner is responsible for traffic control measures in accordance with the Nova Scotia Temporary Workplace Traffic Control Manual.

Driveway culverts shall be installed to match the ditch slope with a grade not less than 0.5 percent. The ditch bottom shall be grubbed prior to culvert placement and material

disposed of outside the road right-of-way. The culvert shall be installed along the centerline of the ditch with the invert slightly below the original ditch bottom.

Culverts shall be installed in accordance with the manufacturer's instructions and good industry practice. Backfill shall be Type 1 gravel or good native soil free from deleterious materials and with no stones over 75 mm in largest dimension. Backfill shall be raised and compacted in maximum 300 mm layers evenly along the length and on both sides of the culvert. A minimum of 300 mm of fill is required over the top of the culvert. The top 150 mm of fill shall be Type 1 gravel.

Driveway cuts to existing curbs may be by sawing provided that the work is carried out using a curb cutting machine (not handheld) and the cut is uniform with no overcut. The cut shall maintain a 25 mm lip at the face of the curb and end cuts shall be sloped at 30 degrees.

The landowner is responsible to repair any damage to the roadway, ditch and shoulder to the satisfaction of the Municipal Engineer.

4.0 DITCH INFILLING

The Municipality does not permit the infilling of ditches on Municipal roads.

**SCHEDULE A
ROAD ACCESS PERMIT FORM**

(Attached)