

## Design by the City of Richmond

If it is determined that the City is able to do the design, the City will send you an email in regards to surveying requirements for the project. You are required to hire a certified BC Land Surveyor (BCLS) and provide the required survey information to the City in AutoCAD format. Once the City has received the required survey information, the design process takes approximately six weeks; dependent on City resources.

## Watercourse crossing permit pick up

Once your watercourse crossing design is approved, you will be advised by the City to pick up your watercourse crossing permit, pending you bring the following items with you:

- Three signed and sealed copies of the watercourse crossing design by a professional engineer.
- Pay a non-refundable inspection fee.
- Pay a refundable security deposit (\$5,000).
- A copy of comprehensive general liability insurance provided by your contractor with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage. The insurance must be endorsed to add the City as an additional insured and contain a provision requiring that at least 30 days' notice be given to the City prior to cancellation or expiry.

You are responsible to pay for 100% of the costs associated with the design and construction of your new watercourse crossing. Be advised that the contractor you hire is required to have a valid business license with the City of Richmond.

## Additional information

A watercourse crossing is not a permanent component of any drainage system. Despite the watercourse crossing being on City land, the owner of the property fronting the watercourse crossing shall be deemed to be the watercourse crossing owner. The owner is responsible for the maintenance of the watercourse crossing as specified in Part Six of the City's Watercourse Protection and Crossing Bylaw No. 8441.

If an LASP becomes effective where there are existing watercourse crossings, the City will remove the crossings as part of the LASP and the fronting property owner will be required to pay the owner's portion of the LASP fees. LASP infills are owned by the City.

## How to contact us

If you have any questions regarding watercourse crossings, please contact the Engineering Department for additional information.

### Watercourse Crossing Permit

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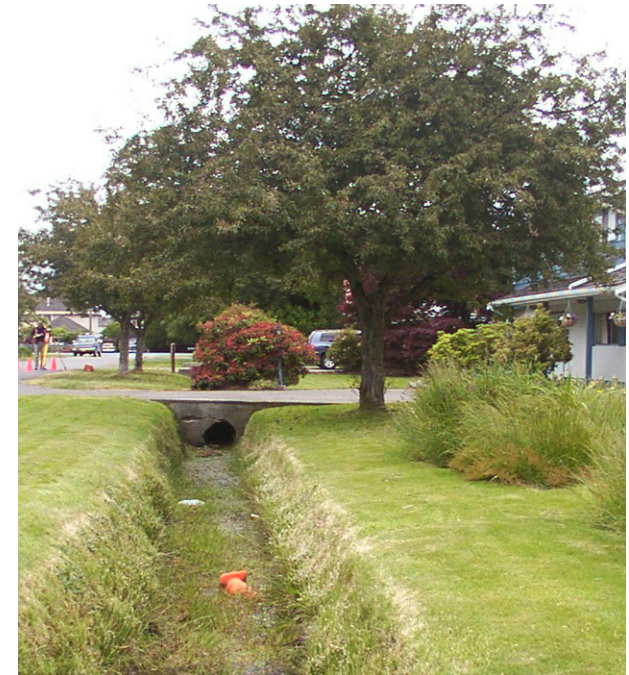
### Local Area Services Program (LASP)

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604-276-4394



# Watercourse Crossing Information

**This brochure provides information on how to construct a crossing within the City's watercourse.**



## City of Richmond

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[www.richmond.ca](http://www.richmond.ca)  
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Engineering and Public Works Division  
[www.richmond.ca](http://www.richmond.ca)

This brochure is provided for information purposes only and the provisions of the City's Watercourse Protection and Crossing Bylaw No. 8441, as amended or replaced from time to time, and all other laws and other relevant City bylaws shall always take precedence.

Please note that unpermitted watercourse crossings or infills may be removed by the City at the property owner's cost.

## Available options to construct a crossing within a city watercourse

There are two ways to construct a crossing within a City watercourse.

### 1. Local Area Services Program (LASP)

This is a neighbourhood improvement program, paid for by the owners of the properties benefiting, with some financial assistance from the City. If you would like further information regarding infilling a City watercourse through the LASP program, please visit [www.richmond.ca/services/rdws/lasp](http://www.richmond.ca/services/rdws/lasp) or call 604-276-4394.

### 2. Watercourse Crossing Permit

The City's Watercourse Protection and Crossing Bylaw No. 8441 permits an owner to infill or build a crossing within a City watercourse.



## Before you submit a watercourse crossing permit application

1. Read the City's Watercourse Protection and Crossing Bylaw No. 8441.
2. Determine if the watercourse fronting your property is within the Riparian Management Area (RMA).
  - Go to Richmond Interactive Map (RIM): <https://maps.richmond.ca/rim/>
  - Locate your property using the address text box (upper left).
  - Open *Layer* list, expand *Layer List*, expand *Development*, select 'RAR 5m Buffer' and 'RAR 15m Buffer'.
  - If the watercourse fronting your property is highlighted under one of the RMA buffers, your watercourse falls under the RMA.

If the proposed watercourse crossing is within the RMA, contact the Environmental Sustainability Department at 604-276-4230 to determine the required habitat protection measures to be included with the application.

If the proposed watercourse crossing is not within the RMA, proceed to Step 3.

3. Determine if you would like to design and install a culvert or bridge watercourse crossing.

## Applying for a watercourse crossing permit

Once the type of crossing is determined, you may apply for a watercourse crossing permit. Please print the application form online ([www.richmond.ca/services/rdws/maintenance/Watercourse](http://www.richmond.ca/services/rdws/maintenance/Watercourse)) or pick up a copy at City Hall, fill it out, and bring with you to City Hall when applying for the watercourse crossing permit. When you apply for the permit, you will be required to pay a non-refundable application fee.

When completing the application form, you are provided two design options. See below for additional information regarding watercourse crossing designs. If you have chosen your design drawing to be prepared by a professional engineer consultant, please bring one copy of the design with you when you apply for the watercourse crossing permit.

## Design of a watercourse crossing

Drawings can be obtained through:

- a design by a professional engineer consultant
- a design prepared by the City of Richmond
  - Be advised that the City design option is only available for a culvert watercourse crossing located outside of the RMA; subject to a fee and the availability of City resources.

All design drawings must be signed and sealed by a professional engineer, and prepared in accordance with the City's approved edition of the City of Richmond Engineering Design Specifications.

### Design by a professional engineer consultant

When you submit a watercourse crossing application with a design prepared by a professional engineer consultant, the City will review the drawings and provide feedback, if necessary. Once construction is complete, the professional engineer is required to provide the City with 'as-built' drawings. Drawings are to be brought to City Hall and directed to Engineering Inspections.