



To be filled out **COMPLETELY** by Registered Owner of the Site or Utility Company Representative

**PLEASE PRINT CLEARLY**

**Applicant:** \_\_\_\_\_  
*(Registered Owner of Site or Utility Company)* Tel. No. \_\_\_\_\_

**Name of Utility Company Representative:** \_\_\_\_\_

**I hereby submit this application to:**

- construct a new watercourse crossing                       replace an existing watercourse crossing

**located along the frontage of (Civic Address of Site):**

\_\_\_\_\_

**Legal Description of Site:** Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ N. Range: \_\_\_\_\_ W., Plan: \_\_\_\_\_

**for the purpose of:** *(please check all that is applicable)*

- pedestrian access       primary vehicular access                       secondary vehicular access  
 protective cover over utility crossing                       other (specify) \_\_\_\_\_

**Type of watercourse crossing:**  culvert                       bridge

**Riparian Management Area (RMA):** *(if watercourse is located within in a RMA)*

1. Is watercourse crossing located within a RMA?  Yes       No  
*(If Yes, answer question 2, if No proceed to next section)*
2. I have reviewed Bulletin Info-23 and included with my application all applicable development requirements for properties within a RMA.  Yes       No

**Design Drawings:**

1. I submit Design Drawings prepared, signed & sealed by a Professional Engineer with this application.  Yes       No  
*(If Yes, proceed to next section, if No, answer question 2)*
2. I request the City to complete the design drawings at my expense (\$1,204).  Yes       No  
*(If Yes, I agree to provide the City with all required information to complete the design).*

**Note: A City Design Option is available, if the watercourse crossing is a culvert and the watercourse is located outside of a RMA, but is subject to the availability of City resources.**

I, the applicant, agree that at all times in connection with the subject matter of this application, I will comply with all federal, provincial and municipal laws, bylaws, regulations, policies, codes, ordinances, guidelines and standards, including, without limiting the generality of the foregoing, in accordance with the City's bylaws entitled *Watercourse Protection and Crossing Bylaw No. 8441* and *To Regulate the Provision of Works and Services Upon Subdivision of Land Bylaw No. 6530* as the same may be amended or replaced from time to time.

I, the applicant, agree to indemnify and save harmless the City from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgements (including all actual legal costs) which the City incurs, suffers or is put to arising out of or in connection with any failure, breach or non-performance by the applicant of any obligation in this application or any permit which is issued pursuant to this application, or any wrongful or negligent act, or omission of the applicant and/or any of the applicant's officers, directors, employees, agents, contractors, subcontractors, licensees, permittees and visitors.

I, the applicant, agree to release the City and the City's officials, officers, employees and agents from any losses the applicant and/or the applicant's officers, directors, employees, agents, contractors, subcontractors, licensees, permittees and/or visitors may sustain relating in whole or in part to the construction, repair, use, replacement or removal of the watercourse crossing.

The terms and conditions of these indemnity and release provisions shall survive the removal of the watercourse crossing.

I have read the requirements of *Watercourse Protection and Crossing Bylaw No. 8441* and of this application (including Schedule 1 attached hereto) and I agree to comply with the requirements contained therein and herein as well as with any permit issued by the City pursuant to this application.

The applicant acknowledges and agrees that by signing this application, the applicant is agreeing that if a permit is issued by the City regarding the subject matter of the application, that the application, all required documentation and the permit shall collectively constitute an agreement between the applicant and the City for the applicant to construct and use the proposed watercourse crossing in accordance with this application (including Schedule 1 attached hereto), all required documentation and the permit.

**Registered Owner of Site or Utility Company Representative (Print Name):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

For Office Use	
<b>Application Fee:</b> <input type="checkbox"/> culvert – \$366 <input type="checkbox"/> bridge – \$125	<b>Trans Code 4408</b>
<b>City Design Option Fee:</b> <input type="checkbox"/> culvert – \$1,204	<b>Trans Code 4106</b>
<b>Amount Payable:</b>	<b>Receipt #:</b>
<b>Received by:</b>	

## **SCHEDULE 1 GENERAL INFORMATION**

### **1.0 Requirements for Permit Approval**

1.1. The applicant shall:

- (a) If the proposed watercourse crossing is located within a Riparian Management Area (RMA), include all applicable development requirements as outlined in Bulletin Info-23.
- (b) Submit design drawings prepared, signed and sealed by a Professional Engineer in accordance with the City's approved edition of the City of Richmond Engineering Design Specifications. A City Design Option is available at fee of \$1,204 if the watercourse crossing is a culvert, if the watercourse is located outside of a RMA and subject to the availability of City resources.
- (c) Pay a non-refundable inspection fee of:
  - culvert – \$123 plus \$24.75 per additional linear metre of culvert over 5 metres wide
  - bridge – \$244
- (d) Provide evidence of comprehensive general liability insurance 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.
- (e) Provide a refundable security deposit in the amount of \$5,000.

### **2.0 Joining Culverts**

- 2.1. The applicant carrying out the join between two adjacent culverts is responsible for construction, repair, replacement or removal of the connection point (which could include, among other things, a manhole, construction joint, or coupling). If during construction, any culvert is damaged and needs to be repaired or replaced to complete the join, the applicant shall pay the cost of such repair or replacement.