CITY OF CHARLOTTETOWN
PUBLIC WORKS DEPARTMENT
199 QUEEN STREET, 1st FLOOR
Mailing address: P.O. Box 98, Charlottetown, PE C1A 7K2
Phone 894-5208 Fax 629-4115

CULVERT INSTALLATION in OPEN DITCH

Portions of the City are serviced with open ditch storm water control on the public right-of-way. The Public Works Department is working to complete a substantially piped storm water management system, but annual funding for this area is only a small amount of the total needed.

Any person seeking a new driveway/access to their property across an open ditch or wishing to infill the public open ditch storm system adjacent to their property must first have the permission of the Public Works Department and meet the specifications and direction of the City. This is to ensure that those seeking alterations of the public ditch system are not creating flooding problems or other concerns for themselves, neighbors or the general public.

Such culvert installation work initiated by the property owner will be at the property owner’s expense. The City does not charge any fee for its review and approval of work.

- Applications for culvert installation in open ditches must be obtained from the Charlottetown Public Works Office.
- Creation or changes to street access (driveways) are to be reviewed by the City per the Street Access Bylaw

Upon application for driveway culvert installation or ditch infill, the City will inspect the location and provide general detail specifications to the contractor.

For continuous pipe sections, catch basins are required for surface flows to enter the pipe before crossing driveways or streets. The City generally requires plastic culvert pipe and 450mm would be a common diameter for residential locations, however all cases are looked at on an individual basis.

It will be required that the City is informed when installation will be occurring so that inspection can take place.
Application for Culvert Installation

☐ Driveway Culvert Install ☐ Ditch Infill

Name of Applicant ____________________________  Contact Person ____________________________

Mailing Address ____________________________  Telephone Number ____________________________(h)

__________________________________________  ____________________________ (w)

Date of Construction ____________________________

Location of Property:  Civic Number _____  Street Name ____________________________

Project Description ________________________________________________________________

________________________________________________________________________________

Attach Plan / Diagram  Yes ☐  No ☐

I understand that this application is subject to review by the Public Works Department and that no work will commence without approval.

Applicant Signature

__________________________________________  Date: ____________________________

______________________________

Department Approval

__________________________________________  Date: ____________________________

City Requirements: