



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 throughout the whole City, but annual funding in this service area is only a small portion of the total necessary to complete.

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 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.



CITY OF CHARLOTTETOWN – PUBLIC WORKS DEPARTMENT

199 QUEEN ST., 1st FLOOR

Mailing address: P.O. Box 98, Charlottetown, PE C1A 7K2

Phone 894-5208

Fax 629-4115

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 _____

Single driveway on N/S-E/W side of lot? _____

Attached 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:
