Ditch Enclosure Application Form

A property owner who wishes to enclose an existing frontage ditch or is required to do so under a Building Permit without a full Servicing Agreement must complete this application form and submit to the Engineering Department with the requirements listed herein. City drainage policies and bylaws shall take precedence and some ditches may not be enclosed.

Application

The application must be completed by the property owner or his/her authorized representative. The owner must provide a copy of the title search with the application. The design and installation of the work will be performed by the City or its authorized forces at the applicant's cost. Please ensure sufficient time is allowed to obtain all permits and for the City to undertake the design and construction work.

Owner Name	
Address	
Phone	
Project Site Address	
Lot Frontage Width (metres)	
Minimum Building Elevation (MBE) Metres according to GSC	
Available Information (please check and provide attachments)	☐ Topographic/Site Grading Plan ☐ Ditch Profile (including upstream and downstream inverts at crossing streets to the north and south of the subject property) ☐ Existing U/G Utilities (Eg. Gas/Telus/Shaw/Hydro and drainage pipes to the ditch) ☐ Other

The above is a summary of the information required under a ditch enclosure/driveway crossing application; however, the City reserves the right to require additional information that may be relevant to any application. Should you have any questions or concerns please feel free to contact staff for any clarifications or assistance during the process.

Fees and Deposits:

The following fees are required in relation to a ditch enclosure application:

- $512.50 Application Fee
- $3,587.50 Engineering Design Fee
- A deposit towards the cost of construction will be required after engineering design is completed and prior to installation work[1].

Please ensure that all required information and attachments are provided. Incomplete applications will not be accepted.

[1] The typical deposit is in the order of **$50,000** assuming no utility conflicts and a standard length of 12 metres. The required deposit will be based on site condition, engineering design/cost estimate.

The City of New Westminster is committed to protection your privacy. This information is collected by the City under section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of administering and processing your Ditch Enclosure Application. Should you have any questions about the collection or use of your personal information, please contact the FOI and Privacy Coordinator, 511 Roal Avenue, Nw Westminster, V3L 1H9, 604-527-4523, privacy@newwestcity.ca
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