New Westminster

Implementation Approach for Ditch Enclosures

This guide describes the process and permitting requirements to infill a municipal ditch fronting a property under Local Area Servicing (LAS), Subdivision, Building Permit Application or by Request of a Property Owner(s).

IMPLEMENTATION

Ditch enclosures may be implemented through either:

1. Local Area Service Program (LASP);
2. Subdivision Development;
3. Building Permit Application; or
4. Request by Property Owner(s).

LOCAL AREA SERVICE PROGRAM (LASP)

A Local Area Service (LAS) project is a neighbourhood improvement initiative paid for by the owners of the benefiting properties for the provision or enhancement of specific engineering infrastructure. Some services may qualify for cost sharing assistance from the City.

Typical services accommodated under a LASP are:

1. Streetscape Improvements (including paving, curb and gutters, sidewalks, trees and streetlights, as required);
2. Utility extensions such as water, storm and sanitary.

A LAS project can be initiated either through petition by property owners or by Council Initiative.

By Petition: Property owners may petition the Council for an LAS project through a Preliminary Petition Form. If directed by Council, Engineering staff will review the scope of the petition's request, define the works required and the benefitting area and provide a preliminary cost estimate in the form of a formal petition. This petition would then provide all property owners with information on the proposed works and their estimated share of the project cost.

In order to get the project approved, a formal LAS petition must be signed in favour by at least half of the property owners representing at least half of the assessed value of the benefitting properties.

By Council Initiative: Council-initiated LAS programs will be published in the local newspaper and notification will be mailed to each benefitting property owner. An information package and formal petition are sent to all property owners in the benefitting area which describe the work and the estimated share of the project cost for each property owner. The project will proceed unless the formal petition against the LAS is signed by at least half of the property owners representing at least half of the assessed value of the properties in the benefitting area.

Final costs will be assessed after the completion of the project. Once complete and based on the actual total project cost, individual property owner's share are determined. Owners can choose to either pay in full or to pay annually over a 20 year period along with their tax notice. The annual charges, in the case of payment over 20 years, will include an interest component determined by the City at the time of the approval of the project.

Contact Us

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SUBDIVISION DEVELOPMENT

Queensborough has a number of properties that may be subdivided. Developers are required to install urban streetscape including enclosed storm sewer system, sidewalk, street lighting, curb and gutter, street trees, etc. along their site frontage under the Subdivision and Development Control Bylaw. Cash-in-lieu may be provided but only when it is not technically feasible to implement the work at the time (i.e. topography, lack of continuous existing facilities such as sidewalks, street-lighting etc.). Under the subdivision process, the incremental installation of a continuous facility such as a sidewalk or storm sewer may take many years. Developers are required to ensure that the frontage works are functional and integrated with adjacent facilities during the interim period.

BUILDING PERMIT APPLICATION

Under Section 938(7) of the Local Government Act (LGA) as a condition of the issuance of a Building Permit, the City requires that the owner of the land provide ditch infill works in accordance with the standards established in the Subdivision and Development Control Bylaw, on that portion of a highway immediately adjacent to the site being developed, up to the center line of the highway.

REQUEST BY PROPERTY OWNERS SEEKING FRONTAGE IMPROVEMENTS

A property owner may apply to infill an existing ditch with a City approved storm sewer system subject to the following conditions:

1. The proposed work is outside of ditches/canals identified as “major” under the City’s Drainage Master Plan;
2. The proposed work is installed by the City to the satisfaction of the Director of Engineering;
3. The applicant is prepared to meet all City’s ditch infill permit requirements to the satisfaction of the Director of Engineering;
4. The proposed work is in conformance to the ultimate streetscape plan of Queensborough;
5. The proposed work will be done at the expense to the owner to the satisfaction of the Director of Engineering.
6. The applicant is required to sign a consent letter stating that should a LASP occurs in the area which includes improvements along the subject site frontage, he/she will pay the Local Area Services Fees.
7. The City deserves the right to refuse the request.

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