



# Boulevard Crossing Permit Application

Application Date: \_\_\_\_\_

Letter of Authorization:  Yes  No

Permit Number: \_\_\_\_\_

**Note: Permit shall expire and no longer be valid after one year from the date of approval if no construction has started**

**Owner Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Location** Street Address: \_\_\_\_\_ Hamlet: \_\_\_\_\_

Unit #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Driveway Details:  Asphalt  Concrete  Paving Stone  Curb Cut  Sidewalk  Swale  Para Ramps  Curb Return

Total Number of Boulevard Crossings for this Lot: \_\_\_\_\_ Width of this Crossing: \_\_\_\_\_

Construction Dates: \_\_\_\_\_ Start: \_\_\_\_\_ Completed: \_\_\_\_\_

Road Closure: Yes  No  (If yes,  Full  Partial) Dates: \_\_\_\_\_

Special Conditions Attached: Yes  No

**If yes then apply for Traffic Accommodation Plan.**

**Permit Applicant Declaration:** I hereby agree that the work stipulated in this Permit shall be performed in accordance with the Regional Municipality of Wood Buffalo's **Engineering Standards, Traffic Control and Utility Installation Manual, approved project drawings and specifications**. In case of default, I acknowledge and confirm that the Regional Municipality of Wood Buffalo has the right to complete the work shown in this permit and charge the costs back to me, so the project is compliant. I shall indemnify and save harmless the Regional Municipality of Wood Buffalo from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the development owner in pursuance or purported pursuance of this boulevard crossing. I certify that the boulevard crossing will be installed a minimum of 1.0 meter from any pole, hydrant, utility transformer or pedestal. I agree to pay all costs for relocating any of these facilities within 1.0 meter of the constructed Boulevard Crossing. Driveways for Residential Single Detached and Semi-Detached lots shall be offset a minimum of 1.0 meter from the side yard property line to the adjacent lot.

|   |                                    |
|---|------------------------------------|
| <b>Applicant's Name</b> (Please print) _____                      | <b>Applicant's Signature</b> _____ |
| <b>Development Officer Approved</b>                               | <b>Date:</b> _____                 |
| <b>Reviewed By:</b> _____<br>(Engineer/Technician)                | <b>Date:</b> _____                 |
| <b>Approved By:</b> _____<br>(Manager, Development   Engineering) | <b>Date Approved:</b> _____        |

Authority: Bylaw 02/079 (section 13.03)

**Permit Fee:**  Commercial /Industrial \$125 Residential:  New Approach \$125  Extension \$20

Payment Method:  Visa  M/C  Debit  Cash  Cheque Authorization / Cheque Number \_\_\_\_\_

Development Engineering Comments: \_\_\_\_\_



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# Procedures for the Installation of Boulevard Crossings in Fort McMurray

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## **General**

This manual is to be used in conjunction with the Regional Municipality of Wood Buffalo *Engineering Servicing Standards & Development Procedures* as well as the *Utility Installation & Traffic Control Manual* for the installation or replacement of driveways that cross sidewalks, curbs and boulevards.

Before any construction commences, a Boulevard Crossing permit is required and can be obtained from the Regional Municipality of Wood Buffalo website.

**To apply online login to E-Permitting**

<https://acaproduct.rmwb.ca/citizenaccessprod/Default.aspx>

**Engineering Servicing Standards Document is available on-line at:**

<https://www.rmwb.ca/en/permits-and-development/engineering-servicing-standards.aspx>

**Utility Installation & Traffic Control Manual is available on-line at:**

<https://www.rmwb.ca/en/permits-and-development/development-and-planning.aspx>

With the exception of road closures and detouring (which requires 10 days), permits must be obtained two weeks before construction occurs, and permit holders are required to comply with the Regional Municipality of Wood Buffalo *Engineering Servicing Standards & Development Procedures*.

All contractors utilized in the installation of the driveway accesses shall have a valid Fort McMurray business License.

## **Prior to Construction**

### **Required Information**

In order to obtain a Driveway Installation Permit, the following information is required:

1. Location of Installation - Street, Lot, Block, Plan  
- Civic Address
2. Construction Sketch
3. Date of Commencement
4. Duration of Installation
5. Detour Requirements
6. Construction Information - Location of driveway  
- Width of driveway  
- Location of lamp standards, hydrants, pedestals, transformers etc.  
- Type of driveway (i.e. asphalt, concrete, interlocking-stone)  
- Curb and/or sidewalk removal requirements.

### **Franchised Utility Requirements**

No driveways will be permitted within 1.0m of any streetlights, hydrants, transformers or other utility appurtenances. If the proposed driveway conflicts with the location of any utilities, the owner must make his own arrangements with the utility owner for the relocation of the utility and may be required to pay for all relocation costs.

The owner is responsible to obtain utility locations for all underground utilities prior to commencing work and shall make every effort not to damage the utilities or appurtenances. If a utility is accidentally damaged, the corresponding utility owner is to be contacted immediately after damage occurs. The utility company may, at its discretion, charge the owner/developer the cost of repairing the utility.

### **Driveway Locations**

As mentioned above, driveways must be a minimum of 1.0m away from any utilities. Driveways are also not permitted within 1.0m of any property line, and may not, under any circumstances, cross over another resident's property line.

## **Fees**

The driveway applicant shall pay a driveway permit fee on the following basis:

**Residential** (i.e. single family, duplex) shall pay a fee of **\$20.00 (extension)**

**Residential** (i.e. single family, duplex) shall pay a fee of **\$125.00 (new driveway)**

**Multiple Family, Commercial/Industrial** shall pay a fee of **\$125.00**

**\*Note: Permit shall expire and no longer be valid after one year from the date of approval if no construction has started.**

## **Upon Commencement**

After obtaining approval for the construction of a boulevard crossing and having been issued a

Boulevard Crossing Permit, the owner shall comply with the following work procedures:

### **Advertising & Barricading**

Proper barricades as described in the *Regional Municipality of Wood Buffalo Traffic Control & Utilities Manual* shall be used throughout the construction process to protect pedestrians and motorists from accidents. Barricades shall be removed immediately after the project is completed.

If the owner requires a road closure or detour, they must advertise in accordance with the *Traffic Control Utility Manual*. The owner shall also provide the Municipality with a sketch of the proposed barricading and detour requirements as per the *Traffic Control & Utilities Manual* 10 days prior in order to allow for the advertising of the intended closure.

### **Removal of Existing Concrete Sidewalk/Curb & Gutter**

Concrete or asphalt is to be removed by use of a saw to cut the concrete or asphalt at the boundary of the portion to be removed. It can then be removed by mechanical means and directly loaded into a truck and hauled away. There will be no temporary storage of removed material on the street right-of-way.

### **Preparation of Sub-grade**

The existing sub-grade is to be compacted to 97% Proctor Density. Over-excavated areas are to be backfilled with 19mm crushed gravel and compacted, in a maximum of 150mm lifts to within 50mm of the bottom of the concrete section, to 100% Proctor Density. The remaining 50mm may be filled with a leveling course of sand passing #4 sieves.

## **Forming**

Forms of the proper dimensions shall be provided for all concrete pours and shall be pinned in the appropriate manner to prevent displacement of the concrete while pouring. Forms shall be sprayed with a compound preventing bonding of the concrete to the forms. The forms shall not be removed until 24 hours after the concrete has been placed.

## **Concrete Work**

Concrete is to have a minimum of 32 MPA compressive strength within 28 days or as directed by the Development Engineering. Concrete shall be Sulphate Resistant (Type 50). Expansion joints shall be provided between the existing concrete and the new concrete. The surface of the new concrete shall be brushed and troweled to match the existing concrete. Reinforcing, thickness, and cross-section of the driveway shall comply with Engineering Servicing Standards. Parking lot entrances utilizing curb returns shall be constructed to a roadway standard as per Engineering Servicing Standards. A curing compound shall be applied when the forms are removed and the completed concrete shall be permitted to **stand for seven days (7) prior to use.**

## **Restoration of Asphalt**

All exposed edges shall be brushed with a sealing compound prior to placing asphalt. Asphalt shall be used to the total depth of the excavation and compacted to 98% of a 75 blow Marshal Compaction Test.

## **Restoration of Landscaping**

Turfed areas shall be backfilled with 100mm thick topsoil to within 50mm of the surface and sodded to match the surrounding turf and concrete. Topsoil and seeding may be used as an alternate method of restoration but will be at the discretion of the Development Engineering.

## **Inspection**

The Municipality will perform a final inspection upon completion of work to validate current permit. Please call the Development Engineering at (780) 743-7000 for final site inspection.

## **Clean-Up**

The owner shall clean up and remove all debris from the site within 24 hours upon completion of construction or the RMWB will perform this work at the owner's cost.