



INTER-OFFICE MEMORANDUM
Engineering Department & Design & Survey Services

March 20, 2009

TO: STEVE DEAN
MANAGER, CAPITAL PROJECTS

THRU: COLIN FARR, P.E.
MANAGER, ENGINEERING

FROM: DALE KUPERUS, P.E.
SUPERVISOR, DESIGN & SURVEY SERVICES

SUBJECT: SURVEY & DESIGN CRITERIA FOR DRIVEWAYS

On several recent projects there have been a number of issues with the design of driveways and the amount of repair necessary to maintain access. In order to reduce the frequency of these types of events happening in the future I am requesting that the following information be passed onto all the Consultants that are presently on the on-call list. This direction is to be used on all future design projects.

- For all future driveway designs, the topographic survey will go back 100 feet or to the garage door, whichever occurs first.
- For drive ways with walk around, the walk around will be set with a zero cross fall, or a +/- 2% cross fall to merge with a rising or falling driveway grade.
- Attention will be paid to the topographical survey to ensure that the design does not trap water.
- The design sheets will include a profile sheet that will include all of the proposed driveway profiles.

Cc: Colin Farr, P.E.
Bev Hopkins
Jeremy Andree
Ramon Wells
Steve Padoris, P.L.S.