

	Council Policy		
	Classification	Policy No.	
	Public Works	PW 2.6	
	Policy Title		
Installation of Approaches and/or Culverts			
Approved By:	Effective Date:	Revisions:	
Council	October 10, 2012		

Purpose

To allow the County of Stettler No. 6 to set the number of approaches required and/or permitted on Road Allowances on a case by case basis, and to set the requirements for the installation of new approaches or the upgrading/widening of existing approaches.

Statement

Approaches are located within the road allowance and are the property of the County of Stettler No. 6 up to the property line of the parcel gaining access from the approach. Therefore, these improvements must not be constructed or upgraded/widened by anyone without prior consent from the County, and when approval has been granted by the County these improvements must be constructed by the Developer to the County's standards, at the Developer's cost. The Developer of the approach is defined as the party requesting approval for the installation of a new approach or the upgrading/widening of an existing approach.

Procedure

1. In this policy any reference to the Director of Infrastructure and Operations shall include the Director's designate.
2. This policy applies to all existing and proposed approaches which access private land off of a County Primary Road as defined in Planning and Development Policy 4.4; this policy does not apply to approaches which access individual lots off of an internal subdivision road in a multi-lot subdivision. For approaches to individual lots in a multi-lot subdivision (residential, commercial, industrial etc.), the developer must submit approach design details for County approval, based on traffic volume, vehicle type and storm water management considerations, at the time of engineering design review (refer to Public Works Policy 2.17 - Engineering Design Guidelines and General Construction Specifications).

3. Approach Approval is not required:
 - (a) At the time of road construction by the County of Stettler No. 6, the County will install one approach (including a culvert if necessary) per one-half mile at no cost to the Landowner.

4. Approach Approval is required:
 - (a) At the time of road construction by the County of Stettler No. 6, any application for one or more additional approaches and/or culvert installation in one-half mile over and above the first approach may be approved at the discretion of the Director of Infrastructure and Operations. The County may undertake the approach and/or culvert installation, but the Developer/Landowner is responsible for all the costs associated with installing the additional approaches, except when the Director of Infrastructure and Operations approves otherwise.

 - (b) When road construction is not being undertaken: If an approach to an un-subdivided quarter section or the remainder of a subdivided quarter section does not exist or exists as the only approach into such a parcel but requires upgrading/widening, and upon application by the Developer for the installation of an approach, the Director of Infrastructure and Operations deems the approach installation necessary for agricultural purposes only and finds that its installation or upgrading/widening is not required as a condition of subdivision or development permit approval, an approach may be installed or upgraded/widened. Only for the first new approach into a quarter section (i.e. not for the upgrading/widening of an existing approach) the County will supply at no cost to the Developer one culvert to the required length and diameter. The Developer is responsible for all costs of installing or upgrading/widening the approach, including the approach construction, installation of the culvert, supply and application of clay/gravel and the supply and installation of rip-rap and geotextile at the ends of the culvert if required by the Director of Infrastructure and Operations.

 - (c) For all other approaches:
 - (i) When an approach to an un-subdivided quarter section or the remainder of a subdivided quarter section does not exist or exists as the only approach into such a parcel but requires upgrading/widening and, upon application by the Developer for the installation of an approach, the Director of Infrastructure and Operations deems the approach installation necessary for purposes other than agriculture and not required as a condition of subdivision or development permit approval; or

- (ii) when a Developer wishes to install a new approach or upgrade/widen an existing approach that is additional beyond the first approach into a parcel of land described in Subsection 4(b), for whatever purpose or use; or
- (iii) when an approach into any parcel of land, other than those described in Subsection 4(b), does not exist or exists but needs to be upgraded/widened, for whatever purpose or use; or
- (iv) when a subdivision or development permit is approved with a condition that the Developer install a new approach or upgrade/widen an existing approach, either on the new subdivided parcel or on the remainder of the original parcel, or on both, for whatever purpose or use; or
- (v) when any existing approach was previously installed to County standards by one Developer and another Developer subsequently desires to use the same approach;

THEN the Developer shall apply to the County for approval, which is subject to the discretion of the Director of Infrastructure and Operations. If approved, then the Developer is responsible for all approach construction and material costs, and for undertaking the actual construction.

5. In all instances application for an approach approval shall be made to the Planning and Development Department on Form 1.46, amended by the County from time to time, with the following fee and plan or security deposit attached:
 - (a) When making an application for an approach under Subsection 4(a) the Developer must pay the fee stipulated in the County's Fee Bylaw. Since the County will be installing the approach, no survey plan/construction plan or security deposit is required; or
 - (b) When making an application for an approach under Subsections 4(b) or 4(c) for any purpose or use other than oil, gas, utility or associated purposes, the Developer must pay the fee stipulated in the County's Fee Bylaw and either provide the County with a survey plan/construction plan of the new approach or the upgrading/widening of the existing approach to the satisfaction of the Director of Infrastructure and Operations, or a refundable security deposit in the amount stipulated in the County's Fee Bylaw; or

- (c) When making an application for an approach under Subsection 4(c) for oil, gas, utility or associated purposes or uses, the Developer must pay the fee stipulated in the County's Fee Bylaw and provide the County with a survey plan/construction plan of the new approach or the upgrading/widening of the existing approach (as is customary for these users and always has been) to the satisfaction of the Director of Infrastructure and Operations;

AND in all instances an application is deemed incomplete and will not be processed until the application fee is paid and either the survey plan/construction plan is provided or the security deposit is paid, if applicable. The security deposit is wholly or partially refundable – refer to section 6 below.

- 6. Any approach application must be inspected and approved by the Director of Infrastructure and Operations prior to and during/after construction/installation to determine the suitability of the proposed location and satisfactory construction. The initial inspection (to determine the suitability of the proposed approach location) and the second inspection (to determine satisfactory construction/completion) are covered under the application fee stipulated in the County's Fee Bylaw. Any subsequent inspections that are required as a result of action or inaction on the part of the Developer will be undertaken by the County at a fee of \$50.00 per inspection. Where the Developer has provided a survey plan/construction plan with the application, the County will invoice the Developer for these additional costs. Where the developer has paid to the County a security deposit, the County will deduct these additional costs from the Developer's security deposit and invoice the developer for any costs beyond what are covered by the security deposit. The balance of the security deposit remaining after the approach construction has been completed to the County's satisfaction, will be refunded to the landowner.
- 7. All approaches must be designed and constructed in accordance with the County's standards (refer to Public Works Policy 2.10 - Road Specifications and Drawing No. 06 which is part of that policy).
- 8. The County will determine whether or not a culvert is required to be installed as part of the approach construction by the Developer.
- 9. The culvert and geotextile shall be new materials only.
- 10. All work is to be done under the supervision of the Director of Infrastructure and Operations.
- 11. Upon approval of an approach application the applicant for an approach that leads to a residential, commercial, recreational or institutional development or such

proposed development shall be required to comply with the County's Rural Addressing Bylaw.

Related Documents

Form 1.46 – Application for Access to Approach

Planning and Development Policy 4.4 - Road Dedication and Upgrades and Subdivision Registration

Public Works Policy 2.10 - Road Specifications

Public Works Policy 2.17 - Engineering Design Guidelines and General Construction Specifications

Policy Authorization

Reeve Signature	Effective Date	Resolution Number
<i>transcription</i>	October 10, 2012	310.10.10.12