

Big Lakes County Policy

Private Approach Construction and Approval

Policy Number:	PW-05
Legal Authority:	Section 16 and 18 of the <i>Municipal Government Act</i> 2000
Approved by Council:	July 26, 2023
Effective Date:	August 9, 2023
Revised Date:	July 26, 2023

PURPOSE:

In accordance with requests for approaches, this policy provides guidelines for the Director of Public Works or designate for installation of approaches.

POLICY:

Access to a quarter section of land will have one approach, when deemed feasible. The County will provide the approach if no other approach exists. The definition of the first approach will also include access provided by provincial highways. All work will be done to the current version of the County's Engineering Standards Manual.

PROCEDURE:

1.0 The County may provide additional approach(es) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.

2.0 The Director of Public Works or designate will determine the size and location of the approach, in consultation with the landowner. Environmental approvals may be required.

3.0 If a quarter section of land has an existing approach, the County may upgrade it to meet current standards.

4.0 Landowners may make application in writing to the Director of Public Works or designate for the installation of an additional approach on an existing roadway. Such costs will be borne by the landowner. A formal application will be submitted.

5.0 If an approach is approved, and upon payment from the landowner being received, the County will construct all new approaches, unless otherwise specifically approved in writing.

6.0 The Director of Public Works or designate will expediently undertake those projects/requests that are considered to be necessary and within the limits of the established budget.

7.0 The Director of Public Works or designate will notify in writing all applicants and the respective Councillor of his/her decision.

8.0 Those applications that have been approved but not completed will be kept on file for consideration on the next year's budget. Those applications not approved will be carried forward to future years or cancelled if not feasible or within policy.

9.0 Subdivision and development approvals are part of the development approval process. They will generally require that all approaches be constructed to current standards, paid for by the applicant and installed by the County, unless otherwise approved.


10.0 An applicant may proceed to construct an approach at his/her own expense upon approval having been given by the Director of Public Works or designate. Factors such as utility locates, liability, drainage, construction standards and safety will be considered when authorization is granted for installations not completed by the County. Verification of work is to be provided to the County and any remedial costs will be the responsibility of the applicant.

11.0 The applicant will enter into a signed agreement with the County prior to commencing with construction.

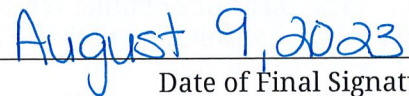
12.0 The Director of Public Works or designate may allow landowners or respective companies to construct temporary approaches. Paved approaches may require that a security be provided equal to current construction costs.



Reeve



Chief Administrative Officer



Date of Final Signature

20__ Request for Field Approach Upgrade

APPLICANT INFORMATION

APPLICANT(S):		
MAILING ADDRESS:		
DAYTIME TELEPHONE:	ALTERNATE TELEPHONE:	LEGAL DESCRIPTION:

I/We, the undersigned, hereby make application to the Big Lakes County Public Works Department for improvements to the approach accessing the property at the location described and indicated on the plan herein.

I/We, the undersigned acknowledge and accept the following terms and conditions related to this service:

1. The approach installation or upgrade will be considered by County's Public Works Department upon completion of the appropriate application for by the resident/landowner and pre-payment of the calculated fee. Scheduling of the work shall be subject to regular infrastructure maintenance program.
2. Review of the application is subject to the following.
 - a. The budgetary limitations of the private approach program.
 - b. The location being acceptable, such that it does not create a hazard to the traveling public.
 - c. The landowner being able to provide sufficient fill material (i.e., from back slope or nearby borrow site).
 - d. The approach is not creating a negative impact on the County's existing road drainage systems or other facilities, including but not limited to other utilities that may share the road right-of-way.
 - e. The size of the culvert. (Note: applications requiring culverts larger than 900mm shall be assessed on an individual basis for feasibility).
3. The minimum standards that an approach shall be constructed to are as follows:
 - a. Rural field/farm approaches – 12 metres of culvert length
 - b. Hamlet/Acreage approaches – 8 metres of culvert length
 - c. Clay and/or gravel compacted backfill
 - d. Side slope at a minimum of 3 to 1
 - e. Minimum size for a culvert shall be 400mm in diameter.
 - f. No road approaches shall be located less than 50m (164') from a bridge.
 - g. No road approaches shall be located less than 50m (164') from an at-grade railway crossing.
 - h. The access approach on gravel or paved roads shall be surfaced with a 50mm thickness of 20-25mm diameter crushed gravel material prior to use. Any costs relating to the replacement of asphalt shall be the responsibility of the applicant.
 - i. Existing drainage shall be accommodated, not altered.
 - j. Any cost incurred with regard to the removal or relocation of fencing is deemed to be a construction cost and shall be the responsibility of the applicant.



Please illustrate the location of your approach (including Township and Range Road references).

Calculation of Total Fee:

Approach Program Fee: \$250.00

G.S.T.

Total Fee Required:

Receipt #:

Date

Applicant's Signature

Please submit all pages with payment to:

Big Lakes County
5305-56 Street, Box 239
High Prairie, AB T0G 1E0

The personal information on this form is being collected for the purpose of processing field approach applications under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at phone 780-523-5955.

Miscellaneous Request Form

APPLICANT INFORMATION

APPLICANT(S):		
MAILING ADDRESS:		HAMLET/TOWN:
PROVINCE:	POSTAL CODE:	DAYTIME TELEPHONE:
RURAL ADDRESS SIGN:		LEGAL DESCRIPTION:

WORK REQUESTED

☐ CULVERT ☐ APPROACH ☐ GRAVEL ☐ SIGN ☐ DITCHING

☐ OTHER (Please Specify): _____

REASON REQUESTED: _____

EXPECTED COMPLETION DATE: _____

***Please complete sketch on back page**

Applicant's Signature

Person taking request

OFFICE USE ONLY

☐ REQUEST ACKNOWLEDGED DATE: _____ ☐ ON-SITE INSPECTION DATE: _____

DECISION: _____

☐ REQUEST HELD: _____

☐ REQUEST ACCEPTED ☐ COPY SENT DATE: _____

☐ REQUEST REFUSED ☐ LETTER SENT DATE: _____

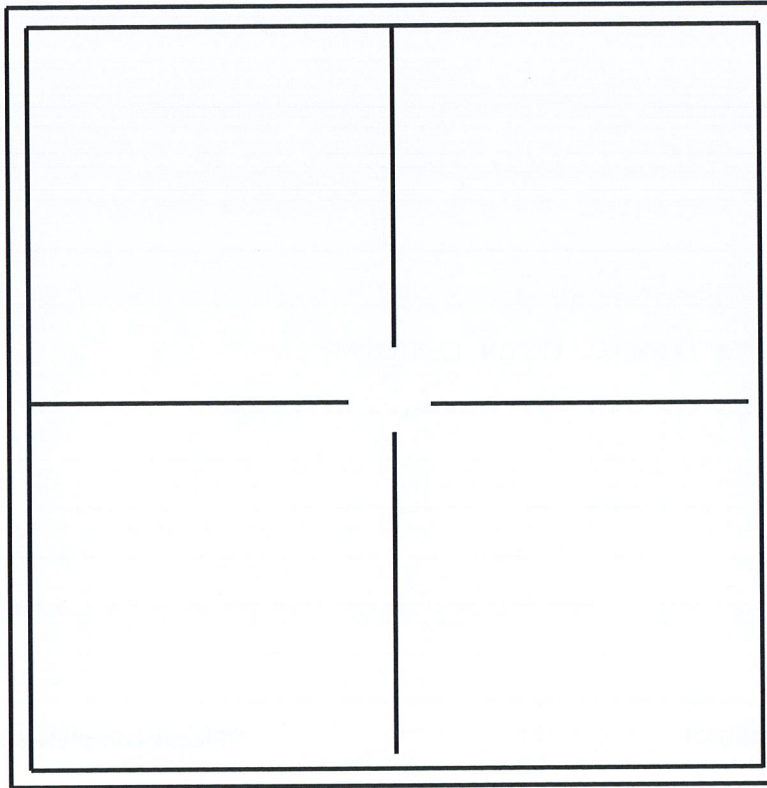
REASON: _____

Date

Big Lakes County



Please sketch the area of concern (including Township and Range Road numbers)



Please **submit all pages in person, by email to pwadminsupport@biglakescounty.ca marked "Miscellaneous Request" or by mail to:**

***Big Lakes County
5305-56 Street, Box 239
High Prairie, AB T0G 1E0***

or

***Kinuso Administration Office
51 Centre Street, Box 57
Kinuso, AB T0G 1K0***

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