

R.M. OF CANWOOD NO. 494			
Section:	Road System Policies	Policy No:	7.02
Subject:	APPROACH CONSTRUCTION	Page:	Page 1 of 4
Issued by:	Council Resolution No. 30	Dated:	September 15, 2015

1 POLICY

1.1 This policy is developed to provide a process for permitting, with conditions, the construction of approaches within municipal road right-of-ways.

1.2 No Contractor may begin constructing an approach until authorized by the Municipal Council.

2 PURPOSE

2.1 The purpose of this policy is to establish the responsibility of approach construction and regulate the construction, modification and maintenance of approaches.

3 SCOPE

3.1 This policy applies to all employees, councillors, contractors, landowners, ratepayers and renters or lessees.

4 RESPONSIBILITY

4.1 When new roads are established the R.M. will be responsible for building an approach off of the newly constructed road. The approach will be constructed up to the end of the road allowance.

4.2 In an approach on the road allowance, where a culvert is required for drainage purposes, a culvert will be installed in the approach at the R.M.'s cost.

4.3 When a quarter of land abuts a road allowance there must be access to the quarter. The R.M. is responsible for one access per quarter.

4.3 Landowners must notify the R.M. when constructing, modifying, or maintaining approaches.

4.4 The Councillor is required to inspect the construction or modification of an approach with the Public Works Supervisor and report on the work being completed.

5 DEFINITIONS

5.1 **“Approach”** means an improved surface that serves as a private crossing of a municipal right-of-way (ie: ditch);

“Conforming Approach” means an approach that is not a non-conforming approach;

“Culvert” means a sub-surface pipe of Canada 3 G401 – M81 approved corrugated steel, or any other such material approved by the Public Works Supervisor, which acts as a conduit for water;

“Ditch” means the channel located within the road right-of-way, including the side slopes up to the edge of the shoulder on the one side and up to the property line of the adjacent property on the other side;

R.M. OF CANWOOD NO. 494			
Section:	Road System Policies	Policy No:	7.02
Subject:	APPROACH CONSTRUCTION	Page:	Page 2 of 4
Issued by:	Council Resolution No. 30	Dated:	September 15, 2015

“**Grade**” means the percentage (%) rate of rise or fall of the approach with respect to the horizontal;

“**Intersection**” means the area within the projection or connection of the lateral boundary lines of two or more highways that meet one another at an angle whether or not one highway crosses the other;

“**Landowner**” means the owner of the property to which the approach would or does grant access

“**Non-conforming approach**” means an approach constructed on or after the date on which this policy comes into force that does not comply with the conditions contained within this policy;

“**R.M.**” means Rural Municipality of Canwood No. 494;

“**Road Right-of-Way**” means the portion of the road allowance from the edge of the roadway to the property line of the adjacent property, including shoulder and ditch;

“**Roadway**” means the portion of a public highway designed for vehicular travel;

“**Shoulder**” means that part of a highway immediately adjacent to the roadway and having a surface of asphalt, concrete or gravel, for the use of vehicles;

“**Public Works Supervisor**” means the director of Public Works Operations.

6 REFERENCES AND RELATED STATEMENTS OF POLICY & PROCEDURE

7.01 Road Construction Specifications

7.03 Main Farm Access Road Construction

7 PROCEDURE – APPLICATION FOR APPROACH APPROVAL

7.1 Construction, alteration or relocation of an approach cannot be undertaken without first obtaining a written notice of approval from the Public Works Department of the R.M.

7.2 Applications must be made by the landowner of the property or an authorized representative of the owner to which the approach would or does grant access.

7.3 Applications for approach approval shall consist of a \$50.00 inspection fee along with a completed Application for Standard Approach Approval, attached as Attachment A.

7.4 If a written notice of approval is granted to the applicant, the applicant must complete construction within six (6) months or such period as specified in the written notice of approval or the applicant may be required to submit a new application and inspection fee.

R.M. OF CANWOOD NO. 494			
Section:	Road System Policies	Policy No:	7.02
Subject:	APPROACH CONSTRUCTION	Page:	Page 3 of 4
Issued by:	Council Resolution No. 30	Dated:	September 15, 2015

7.5 Approach construction must conform to all conditions outlined in the written notice of approval. Written notice shall include any special conditions and the minimum required culvert size. Construction must adhere to the general regulations stated in this policy and any other existing government regulations, policies and bylaws.

7.6 The Applicant shall not commence construction prior to receiving written notice of approval or continue construction after six (6) months from the date of the written notice of approval or any period shorter or longer as specified within the written notice of approval. It is the responsibility of the Applicant to allow sufficient time for their application to be processed prior to the intended commencement date of construction and to complete the construction within the allotted time. Any costs or inconvenience resulting from delays shall be the responsibility of the Applicant. If cleanup is not completed within the specified period the Public Works Department may undertake the work and invoice the landowner for the costs incurred to the R.M.

8 GENERAL REGULATIONS – APPROACH CONSTRUCTION

8.1 The following is a summary of the general regulations:

- (a) The approach shall be constructed with clean earth, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
- (b) All approaches shall be constructed:
 - (i) At least 85 meters away from the centerline of an intersection;
 - (ii) At an angle of 90 degrees to the roadway centerline;
 - (iii) To slope away from the roadway with a grade slope between 5-6%.
 - (iv) at the same level or lower grade than the main road surface, but not at a higher grade level
- (c) No approach shall be constructed in such a manner as to restrict sight lines or in any way adversely affect traffic safety.
- (d) All construction and all costs of construction are the responsibility of the Applicant. This includes all materials, equipment rentals or purchases, labour costs or any other costs required to complete construction.
- (e) Material from within the municipal right-of-way shall not be used for construction of the approach.
- (f) The approach shall be constructed with no resulting damage to the road shoulder, road surface, side slopes and/or ditches.
- (g) The Applicant shall be responsible to locate all existing utilities within the right-of-way and ensure that construction does not result in any damage or interference.
- (h) The approach must have a minimum top width of 7 meters and a 5:1 side slope construction, as specified as specified in drawing A-A and B-B, attached as Attachment B.

R.M. OF CANWOOD NO. 494			
Section:	Road System Policies	Policy No:	7.02
Subject:	APPROACH CONSTRUCTION	Page:	Page 4 of 4
Issued by:	Council Resolution No. 30	Dated:	September 15, 2015

- (i) All culverts shall be Canada 3 G401-M81 approved corrugated steel pipe and shall meet or exceed the minimum culvert size specified in the written notice of approval. The pipe shall be installed true to grade line and as per installation specifications outlined in drawing A-A and B-B, attached as Attachment B. Rip rap or Geotech material shall be placed to prevent erosion, if necessary.

9 NON-CONFORMING APPROACHES

9.1 Upon identification of a non-conforming approach written notice shall be provided to the landowner specifying the remedial work that must be carried out.

9.2 If the owner has not completed the remedial work to the satisfaction of the Public Works Department within 30 days of delivery of the written notice or if, in the opinion of the Public Works Supervisor there is a transportation or safety conflict, within the shorter period specified in written notice, the Public Works Department may order the remedial work to be done at the landowners expense, and all costs incurred by the R.M. in completing the remedial work shall be paid by the owner.

10 CLOSURE OF AN APPROACH

10.1 Every person who closes an approach shall reinstate, at his or her expense, the shoulder and ditch to R.M. standards. Failure to do so shall result in the approach being declared a non-conforming approach.

11 MAINTENANCE & UPKEEP OF APPROACHES

11.1 The maintenance and upkeep of approaches is the sole responsibility of the landowner of the property to which the approach grants access.

12 APPROACH MODIFICATIONS REQUIRED FOR PUBLIC WORKS

12.1 Where the R.M. undertakes any construction or reconstruction work that affects a conforming approach, the R.M. shall undertake any reconstruction of the approach made necessary by the construction or reconstruction at no cost to the owner.

13 ATTACHMENTS

Attachment A – Application for Standard Approach Approval
Attachment B – Standard Approach Plan View and Sections A-A & B-B