

Policy # TS-007

Policy Title: Approach Construction

**Policy Objective:**

To regulate the construction, modification and maintenance of approaches in the municipality.

**Authority:**

**Council Resolution #:** 48/21

**Council Resolution #:** 316/22

**Date Approved:** February 9<sup>th</sup>, 2021

**Date Approved:** October 3, 2022

**POLICY:**

**DEFINITIONS:**

In this bylaw:

- a) **Approach:** An improved surface that serves as a private crossing of a municipal right-of-way;
- b) **Conforming Approach:** An approach that is not a non-conforming approach.
- c) **Culvert:** A sub-surface pipe of Canada 3 G401-M81 approved corrugated steel, or any other such material approved by the Foreman or designate, which acts as a conduit for water;
- d) **Ditch:** 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;
- e) **Foreman:** The Foreman of Public Works or a designate of the Foreman of Public Works;
- f) **Grade:** The percentage (%) rate of the rise or fall of the approach with respect to the horizontal;
- g) **Intersection:** 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;
- h) **Land-owner:** The owner of the property to which the approach would or does grant access;
- i) **Municipality:** The Rural Municipality of Rosedale No. 283;
- j) **Non-conforming approach:** 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;

- k) **Parcel (of Land):** a ¼ section, lot, parcel, block or other tract of land in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office that is occupied or may be occupied by a structure or structures or that is used for agricultural, commercial, or other purposes;
- l) **Road right-of-way:** The portion of the road allowance from the edge of the roadway to the property line of the adjacent property, including shoulder and ditch;
- m) **Roadway:** The portion of a public highway designed for vehicular travel;
- n) **Shoulder:** That part of a highway immediately adjacent to the roadway having a surface of asphalt, concrete, or gravel, for the use of vehicles;

## GENERAL REGULATION

1. The municipality will construct the first approach of a parcel. This includes all materials cost, equipment rentals or purchases, labour costs or any other costs required to complete construction.
2. Once the first approach is constructed by the municipality, all construction and all costs of construction of other approaches are the responsibility of the Applicant. This includes all materials, equipment rentals or purchases, labour costs or any other costs required to complete construction.
3. 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.
4. All approaches shall be constructed:
  - a) with clean earth, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
  - b) at least 85 meters (280 feet) away from the centerline of an intersection;
  - c) at an angle of 90 degrees to the roadway centerline;
  - d) have a minimum top width of 7 meters (23 feet) and 5:1 side slope as specified in drawing A-A and B-B, attached as Schedule B; and
  - e) to slope away from the roadway with a grade slope between 5 and 6 %.
5. Material from within the municipal road right-of-way shall not be used for construction of the approach.
6. No approach shall be constructed in such a manner as to restrict sight lines or in any way adversely affect traffic safety.
7. The approach shall be constructed with no resulting damage to the road shoulder, road surface, side slopes and/or ditches.

8. If needed, all culverts shall meet or exceed the minimum culvert sized 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 Schedule B. Rip rap shall be placed to prevent erosion, if necessary.
9. In the event the Applicant wants to upgrade an existing approach onto a parcel of land, 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.

#### **APPLICATION FOR APPROACH APPROVAL:**

1. No person shall construct, relocate, or alter an approach without first obtaining a written notice of approval from the Municipality.
2. An application for approach approval shall be made by the land-owner or an authorized representative of the owner.
3. Applications for approach approval shall consist of a \$50 fee along with a completed Application for Standard Approach Approval, attached as Schedule A, to the Municipality. Flags/stakes must be used to mark the proposed location of the approach and indicated on the completed diagram included on the application form.
4. Notwithstanding Section 3, the \$50.00 fee will be waived for applicants requesting the first approach of a parcel.
5. If, after completion of an inspection of the proposed construction site, the Foreman is satisfied that an application for an approach approval complies with the provisions of this policy, written notice of approval shall be provided by the Administrator. Written notice shall include any special conditions and, if required, the minimum culvert size.
6. All approaches shall be constructed in conformance with all existing government regulations, Municipal regulations, and comply with the conditions and minimum required culvert size specified in the written notice of approval.
7. 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 borne by the Applicant. If cleanup is not completed within the specified period, the Public Works Department may undertake the work and invoice the land-owner for the costs incurred to the Municipality, plus a 20% surcharge.

## NON-CONFORMING APPROACHES

1. Upon identification of a non-conforming approach, written notice shall be provided to the land-owner specifying the remedial work that must be carried out.
2. If the owner has not completed the remedial work to the satisfaction of the Foreman within 30 days of delivery of the written notice or if, in the opinion of the Foreman there is a transportation or safety conflict, within the shorter period specified in the written notice, the Foreman may order the remedial work to be done at the land-owner's expense, and all costs incurred by the Municipality in completing the remedial work shall be paid by the owner, including a 20% penalty surcharge.


## CLOSURE OF AN APPROACH


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

## APPROACH MODIFICATIONS REQUIRED FOR PUBLIC WORKS

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



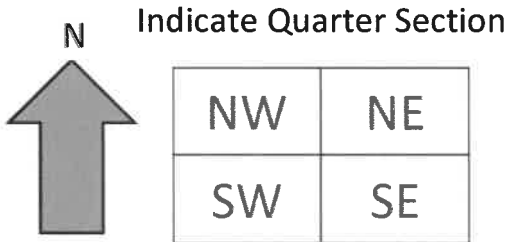
  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator

**SCHEDULE "A"**

# Application for Standard Approach Approval

Please provide a detailed diagram of the location of the new approach, including locations of flags/stakes. Google Map with indicators or site plan will be acceptable. **The location must be staked/flagged, the completed application form, and \$50 fee received at the Municipal Office located at 107 Lincoln Avenue, Hanley, SK, S0G 2E0 BEFORE it can be processed.**

TWP \_\_\_\_\_ RGE \_\_\_\_\_

Indicate distance (m) from adjacent properties and road names and any other distinguishing features (ie: house, trees, water etc.)

**R.M. of Rosedale No. 283**

Legal Land Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Billing/Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Please Note:**

- If a Culvert is required for a new approach, the size will be determined by the Municipality.
- The Municipality is not obligated to construct or provide compensation for the construction of an approach.
- All approaches must conform to Policy # TS-007

Land Owner Info (if not applicant):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

FOR OFFICE USE ONLY		
Date of Inspection:	Approved: YES      NO	Culvert Size: _____mm
Staff Name: _____		
Date Response Letter Sent to Applicant: _____		

## **APPLICATION FOR STANDARD APPROACH APPROVAL**

As per Policy #TS-007 of the Rural Municipality of Rosedale No. 283, construction, alteration, or relocation of an approach within the Municipality cannot be undertaken without written approval from the Municipality.

### **APPLICATION PROCESS**

Application must be made by the land-owner of the property to which the approach would or does grant access. Applications shall consist of a completed Application for Standard Approach Approval and a \$50 fee. Applicant must flag/stake out location of proposed approach and must indicate the flag/stake locations on the completed diagram included on the application form. If a written notice of approval is granted, construction must be completed 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 fee.

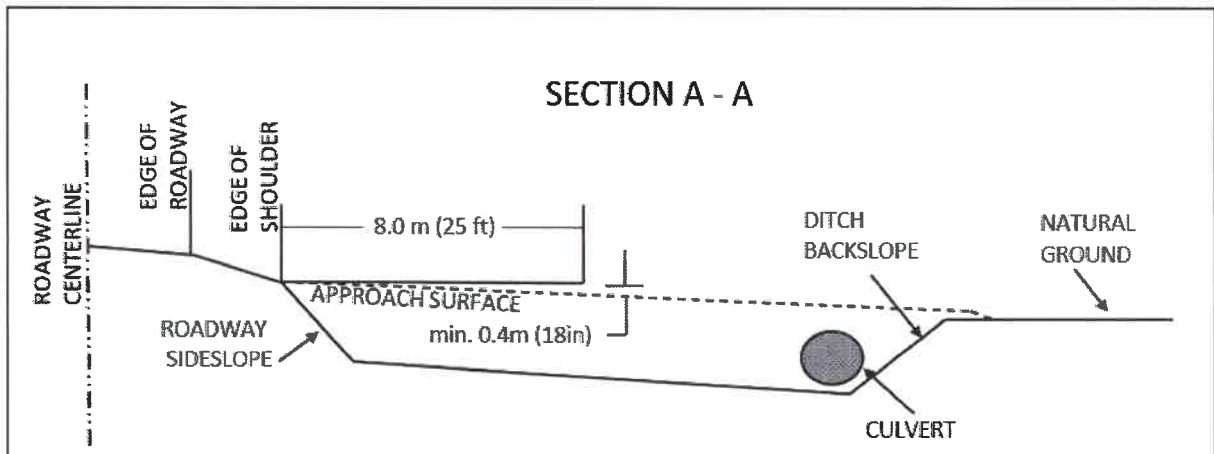
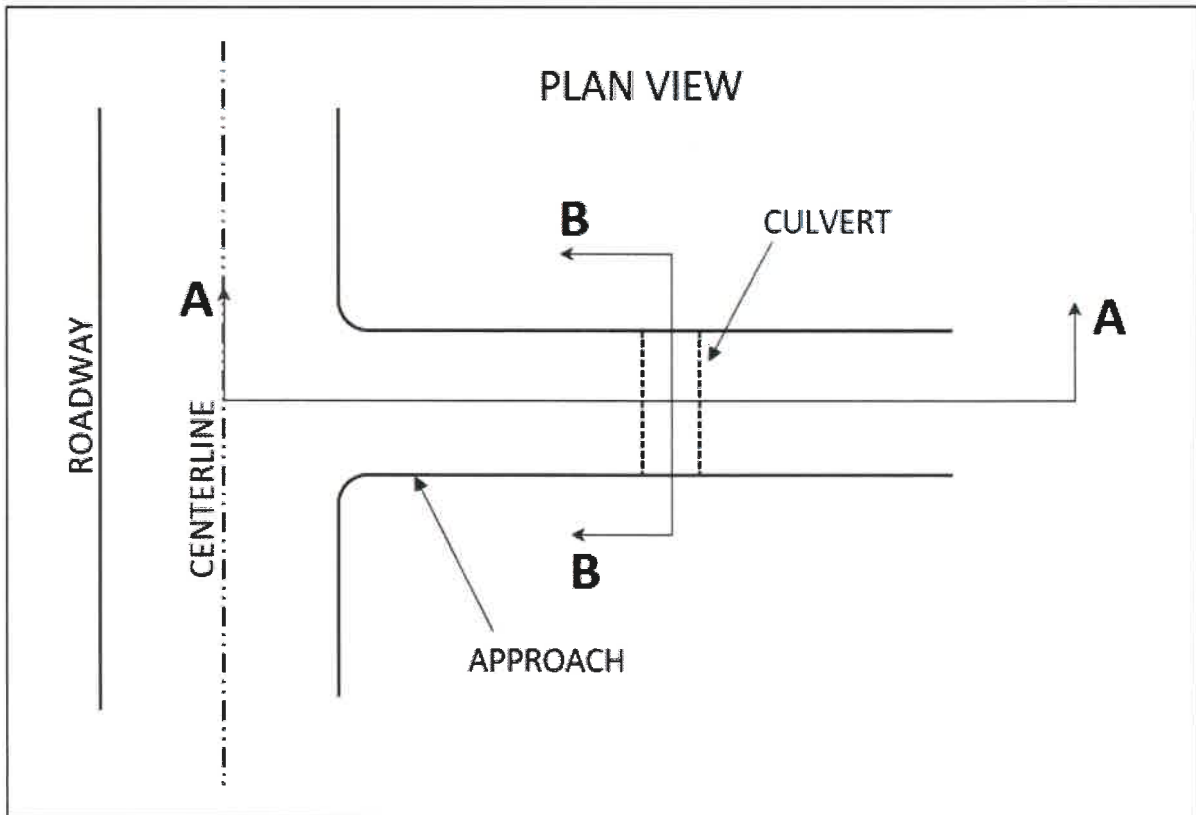
Approach construction must conform to all conditions outlined in the written notice of approval, the general regulations listed below, and any other existing government regulations, policies, and bylaws.

### **GENERAL REGULATION**

1. 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.
2. All approaches shall be constructed:
  - f) with clean earth, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
  - g) at least 85 meters (280 feet) away from the centerline of an intersection;
  - h) at an angle of 90 degrees to the roadway centerline;
  - i) have a minimum top width of 7 meters (23 feet) and 5:1 side slope, as specified in drawing A-A and B-B, attached as Schedule B; and
  - j) to slope away from the roadway with a grade slope between 5 and 6 %.
3. Material from within the municipal road right-of-way shall not be used for construction of the approach.
4. No approach shall be constructed in such a manner as to restrict sight lines or in any way adversely affect traffic safety.
5. The approach shall be constructed with no resulting damage to the road shoulder, road surface, side slopes and/or ditches.
6. 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.
7. If required, all culverts 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 Schedule B. Rip rap shall be placed to prevent erosion, if necessary.

## SCHEDULE "B"

### STANDARD APPROACH PLAN VIEW AND SECTION A-A & B-B

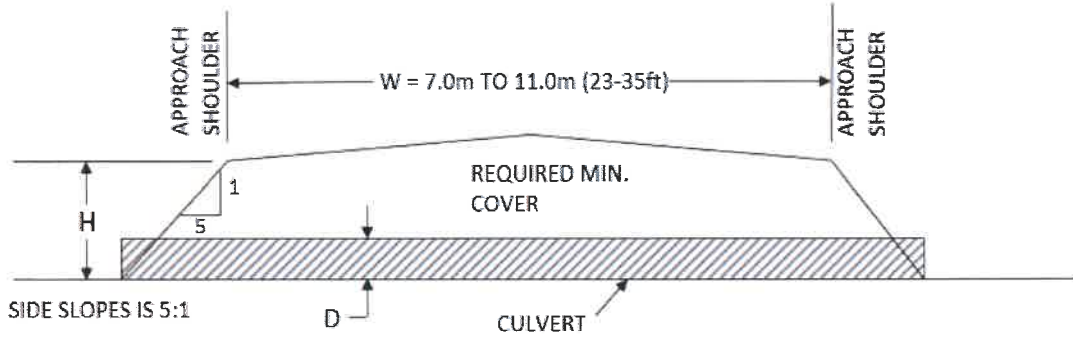


1. Approach must slope away from roadway so that 8.0m from the roadway shoulder edge the approach surface is a minimum of 0.4m below the shoulder edge.
2. Culvert should be located against the ditch backslope.

#### MINIMUM COVER OVER CULVERT

CULVERT SIZE	MIN. COVER
400mm (16in)	0.3m
500mm (18in)	0.4m
600mm (24in)	0.4m

### SECTION B-B



W = WIDTH OF APPROACH TOP  
 H = HEIGHT OF APPROACH  
 D = CULVERT DIAMETER  
 L = CULVERT LENGTH

CULVERT LENGTH  
 $L = W + 10 (H-D)$

**EXAMPLE:** 10m WIDE APPROACH  
 1.0m HIGH WITH A 500mm  
 CULVERT

$L = 10m + 10(1m - 0.5m)$   
 $L = 10m + 10(0.5m)$   
 $L = 15m$