

ROSSBURN MUNICIPALITY
POLICY & PROCEDURES MANUAL

<i>Reference</i> Planning & Development Services	<i>Classification</i> Policy
<i>Subject</i> Access Construction	<i>Pages</i> 7
<i>Authority</i> Council	<i>Effective Date</i>
<i>Approved</i>	<i>Index</i>

POLICY STATEMENT:

The purpose of this policy is to establish guidelines and conditions for the supply and installation of access approaches and culverts from private property to municipal roads within the rural areas of the Municipality in order to provide safe infrastructure in order to provide safe infrastructure for those using the accesses, local roads and streets.

1. Approaches to existing Municipal Roads (Rural Agricultural/Residential):

The Rossburn Municipality agrees to supply one approach per quarter section on an existing municipal road at no cost to the landowner. An additional approach per quarter section, at the expense of the municipality, will be provided where a natural severance such as a watercourse, intermittent stream, or ravine prohibits access to a portion of the quarter. Exceptions may be considered during new construction, at the discretion of the Public Works Department.

- 1.1. Should the landowner require an approach with the finished driving surface exceeding the standards, the additional cost shall be borne by the landowner.
- 1.2. If the Municipality determines that a culvert is required, the allowable length shall be determined by site-specific requirements. All approach culverts will be new, with a minimum diameter of 450 mm, sloped end culverts are preferable.
- 1.3. On request by the landowner, the municipality may, at the discretion of the Public Works Department, replace or remove a substandard approach. A substandard approach is one that has a faulty culvert, or is considered too narrow, or otherwise difficult to use. The work will be prioritized based upon urgency of requests, scheduling of work and budget considerations. Other factors may also be considered.



- 1.4. All approach requests must be delivered in writing to the municipal office by the end of May for that year and put on the list, and approval granted prior to construction/installation. Late requests may be constructed at the discretion of the Public Works Department in extenuating or emergency situations.
- 1.5. All requests will be reviewed and prioritized by the Public Works Department. Location, timing of installation, proximity of equipment, and budget implications will all be considered in the approval process.
- 1.6. If necessary, due to schedule of Public Works, time constraints, etc., residents may install their own approaches. A work order must be completed and the approach inspected by Public Works upon completion, residents may be provided with a culvert for this work and compensated up to \$500.00 based on provision of paid invoice to qualified contractor.
- 1.7. Applicable licenses and locates will be completed by the municipality if the application is received on time (see 1.4.), if application is received after the due date all licensing and utility locates are the responsibility of the applicant.

2. **Subdivision Access (Urban and Rural Multi-Lot):**

The Public Works Department will check with the Development Officer to ensure that approach requests do not pertain to a subdivision requirement. If so, the installation is the responsibility of the applicant.

- 2.1. All licensing and utility locates are the responsibility of the applicant and in accordance to the development agreements if applicable.
- 2.2. The municipality shall not supply approaches for industrial development (oil & gas industry, forestry industry, and gravel & sand industry). In order to ensure that industrial approaches are constructed in accordance to this policy, the Development Officer shall ensure that as a condition of development, the developer provides (at his cost) an approach to suit the access needs of the development. The Development Officer shall consult with the Public Works Department regarding the appropriate standards.
- 2.3. All approach requests must be delivered in writing to the municipal office by the end of May for that year and put on the list, and approval granted prior to construction/installation. Late requests may be constructed at the discretion of the Public Works Department in extenuating or emergency situations.



- 2.4. All requests will be reviewed and prioritized by the Public Works Department. Location, timing of installation, proximity of equipment, and budget implications will all be considered in the approval process.
- 2.5. If necessary, due to schedule of Public Works, time constraints, etc., residents may install their own approaches. A work order must be completed and the approach inspected by Public Works upon completion

3. **Standards:**

All accesses must meet the following standard, unless otherwise authorized by the Public Works Supervisor or designate:

3.1. *Rural*

- 3.1.1. Must be constructed at a location which provides an unobstructed view of the road involved for a sight distance of no less than 328 feet (100 meters) unless otherwise specified.
- 3.1.2. Minimum of 40 feet wide (12 meters) wide finished top.
- 3.1.3. Minimum 40 feet (12 meter) turning radius on the shoulders.
- 3.1.4. No alteration to the roadway drainage is permitted. The need and size of culverts is at the discretion of the Public Works Department. All culverts are to be installed with 3:1 sloped ends and countersunk 4 inches (10 cm) if requested.
- 3.1.5. Backfill of the subgrade must be clay or granular material.
- 3.1.6. Finished subgrade must be covered with surface crushed gravel $\frac{3}{4}$ " or 1" (20 or 25mm sized) to a depth of 2 inches (50 mm) to the right of way boundary from the road shoulder.
- 3.1.7. Minimum of 12 inches (300mm) depth of cover over installed culvert.
- 3.1.8. Accesses must be a minimum of 165 feet (50 meters) apart.
- 3.1.9. Accesses must be a minimum of 165 feet (50 meters) from intersection.
- 3.1.10. Access side slopes must be a minimum of 4:1.
- 3.1.11. When an access is built onto a Provincial Highway, a permit must be obtained from MIT.

3.2. *Urban or Rural Multi-Lot*

- 3.2.1. Residential approaches must have a minimum access width at property line of 20 feet (6 meters). Industrial/commercial approaches must have a minimum access width at property line of 40 feet (12 meters).



3.2.2. Residential approach – must have a minimum turning radius of 16.5 feet (5 meters). Industrial/commercial approach must have a minimum turning radius of 40 feet (12 meters).

3.2.3. Residential approach - The need and size of culverts is at the discretion of Public Works, all culverts to be installed must be countersunk 4 inches (10 cm) if requested.

Industrial/commercial approach – The need and size of culverts is at the discretion of Public Works. All culverts are to be installed with 3:1 sloped ends and countersunk 4 inches (10 cm) if requested. Culvert sizing must be consistent with the drainage plan (if applicable) for the development and size of culvert will be increased as necessary to meet the flow requirements.

3.2.4. Minimum of 12 inches (300mm) depth of cover over installed culvert.

3.2.5. Different specifications may apply if an access is built onto a Provincial Highway.



ROSSBURN MUNICIPALITY

Box 100, 43, Main Street N., Rossburn, MB R0J 1V0

Phone: (204) 859 2779 / Fax: (204) 859 2959 / email: municipaloffice@rossburn.ca

PRIMARY USAGE:

New Approach	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Agricultural	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
Secondary Approach	<input type="checkbox"/>						
Widen Existing Approach	<input type="checkbox"/>						

Name of Property Owner: _____

Mailing Address: _____

Legal Land Description: _____ Roll # _____

Phone: _____ E-mail _____

PROPOSED PLAN:

Include a sketch map of your property showing all existing approaches and proposed additions/extensions. Include any existing features of the land described in the immediate vicinity; buildings, roads, utility lines, rivers, streams, natural runs, low areas, etc.

Reason for Request:

I will pay all costs (if applicable) for the approach construction and will undertake to observe and perform all provisions of The Planning Act, The Development Plan, the applicable Zoning By-Laws and the provisions of other relevant laws, by-laws or agreements.

Landowner signature _____

Date _____



Municipal Office Use Only

Application Received By: _____

Date Received: _____

Application Fee Received: _____

Water Stewardship License Fee Received: _____

APPROVALS:

Council Approval: Required Not Required Resolution # _____

Water Stewardship License: Required Not Required License # _____ (Copy received)

Culvert size: _____ Culvert Type: _____ Locates: _____

Date Notified: _____ Clearing Documents required: Yes No Received