

## APPLICATION FEE: \$200 PER APPROACH

1. Each parcel of land can normally only have one approach for access. An additional approach is subject to approval by the County and will be constructed by the owner at the landowner's cost, to a standard acceptable to the County.
2. This approval is valid for two (2) years from date of approval.
3. The applicant must notify the Public Works department when the approach is complete and ready for final inspection.
4. If a rural address sign has been supplied to the property, and the location of the new approach changes the access significantly to warrant a new rural address number being assigned, the landowner must purchase and install a new rural address sign within three (3) months of approach completion. Failure to do so may result in Lac Ste. Anne County taking the steps necessary to ensure Bylaw 21-2021 is complied with, and any costs for doing so will be charged to the landowner.

**Note:** Bylaw 21-2021 refers to parcels of land supporting residential, commercial and industrial development with a primary access onto a developed public road right-of-way. Vacant parcels are not assigned rural address numbers.

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## LAND LOCATION OF PROPOSED APPROACH

Lot: \_\_\_\_\_ Block/Unit: \_\_\_\_\_ Plan: \_\_\_\_\_ Subdivision/Hamlet: \_\_\_\_\_  
Rural address: \_\_\_\_\_ Division: 1 2 3 4 5 6 7  
Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of 5th meridian  
Rural address No.: \_\_\_\_\_ New rural address No. required: \_\_\_\_\_

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## APPLICANT NAME & ADDRESS

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Tel (residence): \_\_\_\_\_ Tel (business): \_\_\_\_\_ Email: \_\_\_\_\_

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## REGISTERED OWNER NAME & ADDRESS (IF DIFFERENT FROM APPLICANT)

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Tel (residence): \_\_\_\_\_ Tel (business): \_\_\_\_\_ Email: \_\_\_\_\_


Reasons for changing or requesting an additional approach: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE SKETCH**

*Please indicate location of approach using the map canvas below. Be sure to include:*

- Boundaries of the affected parcel including dimensions
- All drainage courses
- Proposed location of the new approach dimensioned from the closest property corner
- All roads adjacent to the parcel
- Location of the existing approach

Indicate proposed location by way of placing stakes at both sides of the intended approach.



I hereby make application to construct an approach in accordance with the attached plan and specifications, and at the location shown on the site sketch above.

\_\_\_\_\_ Applicant signature \_\_\_\_\_ Application date

<b>FOR OFFICE USE ONLY</b>	<b>APPLICATION NO.:</b> _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Date: _____ County representative: _____	
Special provisions: _____	
Final inspection notes: _____	

This personal information is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. This information will form part of a file that is publicly available on request. If you have any questions about the collection, use or disclosure of this personal information, please contact the Lac Ste. Anne County FOIP Coordinator at the address below.

Function: Infrastructure & Planning - 04  
Department: Public Works - 040  
**Policy No.: 002**



# Approaches and Culverts Policy

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Effective Date: June 5, 2019

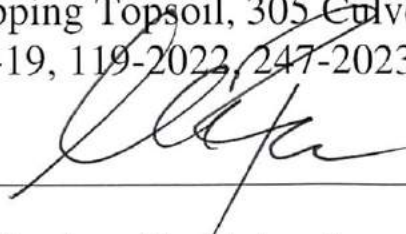
Amended Date: May 17, 2023

Review Date: June 17, 2028

Cancel: Policy 301-1 Approaches Policy, 301-2 Approaches on Paved Roads, 301-3 Approaches Farm Access, 301-4 Approaches Widening & Upgrades, 301-5 Approach Construction and/or Upgrade Requirements Oil & Gas, 301-6 Approach Paving within Multiparcel Subdivision, 304-1 Construction and Stripping Topsoil, 305 Culverts.

Resolution: 365-19, 119-2022, 247-2023

CAO Signature: \_\_\_\_\_



**Purpose:** Lac Ste. Anne County has deemed that it is appropriate to set a standardized process regarding approaches to Municipal roadways throughout the County. This Policy will address approach location, design, construction methods, culvert sizing, upgrade procedure, installation of new approaches, quantity per parcel of land, and maintenance responsibilities. The purpose of this Policy is to uphold an elevated construction standard that is consistent to enhance public safety.

## Guidelines:

### 1. New Approaches

- a. All new approaches shall be constructed by the Landowner/Approach Developer at the subdivision, or development permit stage, whichever comes first, with all costs to be borne by the Landowner.

## 2. Existing Approaches

- a. All existing approaches shall be upgraded to the design and construction standards specified in Section 6 of this Policy.
- b. The upgrades required in Section 6 shall be triggered as a condition of subdivision, or development permit approval whichever comes first, with all costs to be borne by the Landowner.

## 3. Removal of Approaches

- a. The County reserves the right to require the removal of any approach as a condition of subdivision and/or development permit approval, where such an approach does not meet the design and construction standards specified in Section 6 of this Policy with all costs to be borne by the Landowner.

## 4. Number of Approaches

- a. The County's minimum standard is a single approach per property.
- b. Additional approaches may be approved subject to authorization from the CAO, or their designate.

## 5. Additional Approaches

- a. To request an additional approach, a Landowner or their designate must complete and submit the new request form and pay the applicable fee as outlined in the County Fee Bylaw.
- b. New and existing approach requests shall be reviewed by the CAO (or their designate) which including an onsite visit. This review will evaluate factors such as sight lines, road surface, traffic loads, drainage paths, and other approaches within the vicinity. The County reserves the right to approve, modify, or deny approach requests at its discretion.

## 6. Approach Design and Construction

- a. All approaches shall be constructed upon properly compacted soil to the County's General Municipal Servicing Standards (GMSS) and the discretion of the County's Technical Development Officer.
- b. All approach installations shall meet the following criteria:
  - i. Approaches must be located a minimum of 90.0 meters (295 feet) from a county road intersection, or as directed by Public Works Department.
  - ii. Approach locations must have a minimum of 183.0 meters (600 feet) of sight distance each way.
  - iii. Finished road top must be 10.0 meters (32 feet 8 inches) in width and flared to the County Road.
  - iv. When culverts are required, they must be C.S.P. culverts and be the following diameter:
    1. 400mm (16 inches) minimum or as directed by the Public Works Department.
    2. Must be a minimum length of 12.0 meters (39 feet 3 inches)
    3. Culvert must be installed a minimum of 0.3 meters (12 inches) from the property line on the road allowance.
    4. Approach must be constructed with a minimum of 3-inch depth of  $\frac{3}{4}$ " road crush material.  
(See GMSS Diagram G-14)
  - v. All Culverts shall be beveled and flush with rip rap.

**\*\*\* The County reserves the right to revise or adjust any approach installation and/or structural requirements at the discretion of the CAO or designate on a case-by-case basis.**

- c. The Approach must have a reasonable slope, not exceeding 5% for 15.0 meters (50 feet) away from the County road into the parcel, and complete with 4-6 inches of rip rap at culvert ends. (See GMSS Diagram G-28)

- d. Dual approaches shall be deemed to not be a suitable form of access.
- e. The County reserves the right to require the Landowner/Approach Installer to lengthen culverts on a case-by-case basis, dependent on the depth and width of the approach side slopes.
- f. In the event a Landowner/Approach Installer disagrees with the approach design and/or construction requirements of this Policy or the GMSS, they may appeal it to County Council.
- g. At the discretion of the Public Works Department, approaches that enter onto paved roads may be required to be paved for 1.5 meters (4 feet 11 inches) from the shoulder of the road within 150 days of the approach being installed. Only hot mix asphalt material or cold mix shall be utilized.
- h. All design standards should align with County General Municipal Servicing Standards (GMSS). Where a conflict occurs between this Policy and the GMSS, this Policy shall take precedence.

## 7. Approach Maintenance

- a. Approaches within County rights-of-way (ROW) are to be maintained by the County Public Works Department. This maintenance may include reshaping approaches, application of gravel where necessary, and ensuring proper drainage.
- b. Lac Ste. Anne County will not maintain Farm Access approaches. New approaches that have been constructed without the County's written consent or have not been constructed to current County standards will not be maintained by the County.
- c. During the construction of a new approach, the County will impose a twelve (12) month warranty period on the Landowner/Approach Installer who requested the approach. Any maintenance that is out of the ordinary scope of work for approaches will be the responsibility of the Landowner. After the warranty period is over, and all agreed-upon conditions have been met, the County will assume responsibility for the approach.

## **8. Additional Regulations**

- a. Lac Ste. Anne County will not initiate hard surfacing on any approach where the access is gravel, nor will they be responsible for any repair of the hard surface drive on private property.**
- b. Decisions on new and existing approaches are not appealable.**