



Title: Approaches and Culverts	Policy No: 05-04
Section: 03	Page No.: 1 of 6

Legislative Reference:	Alberta Provincial Statutes
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Purpose:	To establish consistent policy for all approach installation in Smoky Lake County as well as provide an application for all new approach installation.
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Policy Statement and Guidelines:

STATEMENT

Smoky Lake County, being the road authority, must ensure that private approaches are situated at locations that are considered safe and are constructed to approved standards so as not to endanger the safety of the public.

1 LAND CLASSIFICATION

1.1 Rural

- 1.1.1 Where there is no approach to an un-subdivided quarter section of land used or proposed for agricultural or residential use, and where there is an existing developed municipal roadway adjacent to the land; the County will, upon request by the landowner, construct one access approach to the land to normal County standards at no cost to the landowner.
- 1.1.2 Lands containing an oil lease road constructed from an adjacent municipal road shall be deemed to have an access approach and the County will not provide for any additional approaches.
- 1.1.3 The County may grant approval for the landowner to construct an additional access approach to an un-subdivided quarter used for agricultural or residential purposes.
- 1.1.4 For parcels of land that have been previously subdivided and there is no approach to the parcel, the County will not construct an access approach to the land.

1.2 Urban / Multi-Lot Country Residential

- 1.2.1 For any parcels in a hamlet or multi-lot country residential land which are bordered by a lane as well as a street, the County will permit the landowner to construct access to the land at his own cost, a maximum of one access to the street.

1.3 Other Lands

- 1.3.1 For lands on which oil and / or gas facilities are located, approach applications by oil and gas companies will be administered by the County according to **Policy 09-11-02: Oilfield Permit / Inspection Fee.**

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Policy Statement and Guidelines:

2 CRITERIA

The following considerations will be applicable for all access approach requests:

- 2.1 The construction of the first or additional access approach will only be granted where the requested location is considered practical and safe in the sole discretion of the County.
- 2.2 Where a subdivision parcel exists adjacent to an internal subdivision road and also borders on an external grid road, consideration will only be given to a possible additional access approach to the internal subdivision road.
- 2.3 An application to construct a new access approach to replace an existing approach may be approved by the County.
- 2.4 All approaches constructed by a landowner, or his contractor, pursuant to this policy shall be at the sole cost of the landowner.
- 2.5 Any approach constructed under this policy shall be at a fee of **\$2,500.00** (twenty-five hundred) dollars, except those constructed under 1.1.1 herein.
- 2.6 Any approach approved under this policy shall be valid for **2 (two) years** from date of approval, excluding approaches required as part of a Subdivision Application.

3 STANDARDS FOR NEW APPROACHES

- 3.1 Approach location must have a minimum of 600 feet (180 m) sight distance each way.
- 3.2 Finished approach top must be 28 feet (8.4 m) in width and flared to the County road, measured at top of the road surface, above the culvert.
- 3.3 When a culvert is required, it must be corrugated steel plastic (CSP) culverts and be the following diameters or as otherwise directed by the Public Works Manager or designate:

3.3.1 Rural

- Culvert diameter must be 450 m (18”) **minimum**
- Culvert length must be 32 feet (10 meters) **minimum**

3.3.2 Urban / Multi-Lot Country Residential

- Culvert diameter must be 450 m (18”) **minimum**
- Culvert length must be 20 feet (6.0 meters) **minimum**

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Policy Statement and Guidelines:

- 3.4 Culvert must be installed in the base of the ditch within the road allowance.
- 3.5 The approach must have a reasonable slope, not exceeding 5% for a distance of 50 feet (15 meters) away from the County road into the parcel.
- 3.6 Base material must be used prior to gravel and must be properly compacted in lifts, no deeper than 10 inches.
- 3.7 Suitable common fill material (e.g. clay or pitrun) must be used.
- 3.8 Approach surface must be graveled with a minimum of ten cubic yards of 20 mm (3/4 inch) crushed gravel. Approaches constructed onto local or subdivision gravel, cold mix or hot mix surfaces shall not require asphalt, of any kind treatment. Property owner is responsible to maintain approach.

4 PROCEDURES

- 4.1 Application forms and construction standards for access approach construction are available from the County Office and from the County website.
- 4.2 A Development Permit Application must be completed and submitted to the County Office, accompanied with a fee of **\$50.00 (fifty dollars)**.
- 4.3 **Schedule "A": An Application for Approach Construction** must be completed and submitted to the County Office for review.
- 4.4 If requesting the County to construct the approach(es) for the Applicant, a fee of **\$2,500.00 (twenty-five hundred dollars)**, per approach, must be submitted with the Application.
- 4.5 Upon review and evaluation of the applications, the County will advise the Applicant, of refusal or approval of the application. In the case of application refusal, or inability for the County to construct the approach, the deposit will be refunded to the Applicant within 30 (thirty) days.
- 4.6 Any approval issued or inspection completed by the County may include conditions requiring alterations to the location and / or standards of construction and may require additional fee from the landowner, based on the additional current material costs.

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Policy Statement and Guidelines:	
5	<p>ENFORCEMENT</p> <p>5.1 This policy shall be considered applicable to all existing and / or proposed property access approaches within Smoky Lake County.</p> <p>5.2 For those property access approaches that exist, but are considered to be in contravention to the provisions of the Policy, removal of the approaches may be required at the discretion of the Public Works Manager or his designate.</p> <p>5.3 Any landowner who undertakes the construction of an access approach:</p> <ul style="list-style-type: none"> • without prior approval from the County, or • contrary to the standards set out in this policy or approval that might have been granted <p>may be directed to remove the access approach at the landowner's own expense. If a land owner refuses to remove an unauthorized approach within 30 days of being notified in writing, the County will remove the approach, at the landowner's expense.</p>
6	<p>APPEALS</p> <p>6.1 Anyone objecting to a decision or action of the Public Works Manager or his designate regarding:</p> <ul style="list-style-type: none"> • an application for approval, or • the approval of, or • the refusal of <p>an access approach, may appeal in writing to Smoky Lake County Council within fourteen (14) days of the decision or action.</p> <p>6.2 County Council will not entertain any appeals for those cases where removal of an existing approach is a condition of grant of approval for a replacement approach.</p>

	Date	Resolution Number
Approved	June 20, 1991	# 849 - Page # 5331
Amended	September 28, 2000	# 643 - Page # 6931
Amended	May 23, 2002	# 381 - Page # 7294
Amended	September 20, 2007	# 610-07 - Page # 8478



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SCHEDULE "A"

**APPLICATION FOR APPROACH
 CONSTRUCTION**

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT			NAME OF REGISTERED OWNER		
MAILING ADDRESS			MAILING ADDRESS		
POSTAL CODE	TELEPHONE (RES)	OTHER	POSTAL CODE	TELEPHONE (RES)	OTHER

LAND INFORMATION								
LEGAL DESCRIPTION								
QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	OR	REGISTERED PLAN	BLOCK	LOT
REASON FOR CHANGING OR REQUESTING APPROACH								

I hereby make application to construct an approach in accordance with the attached plan and specifications and at the location shown on the sketch plan on reverse of this form.

DATE OF APPLICATION _____

SIGNATURE OF APPLICANT _____

INCLUDE WITH THIS APPLICATION:

- Development Permit Application completed and signed by Owner with fee of \$50.00.
- \$2,500.00, per approach, if requesting the County to construct the approach(es).

NOTES:

1. Each parcel of land can normally only have one approach for access. An additional approach is subject to approval by Smoky Lake County and will be constructed by the owner at his own cost, to a standard acceptable to the County.
2. Applicant is agreeing to allow the Public Works Department to perform with pre and post construction inspections.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

SCHEDULE "A"

The sketch plan should indicate the following:

1. Boundaries of the affected parcel including dimensions.
2. All drainage courses.
3. Proposed location of the new approach dimensioned from the closest property corner.
4. All roads adjacent to the parcel.
5. Location of the any existing approach(es).



OFFICE USE ONLY		
DATE APPROVED	COUNTY REPRESENTATIVE	FEE FOR COUNTY TO CONSTRUCT \$2,500.00 / approach
SPECIAL PROVISIONS		PAYMENT RECEIVED
PRE CONSTRUCTION INSPECTION DATE ACCEPTED & INITIALS	POST CONSTRUCTION INSPECTION DATE ACCEPTED & INITIALS	RECEIPT NUMBER