

APPROACH INSTALLATION POLICY #61.1.1

1. POLICY STATEMENT

- 1.1 This Policy ~~shall apply to~~ **is to manage** proposed and existing approaches related to subdivision or non-subdivision situations including accesses to private lands and resource installation or extraction activities such as pipeline installations but, does not include wellsite approaches.
- 1.2 In all districts except Agricultural, each lot shall only have one approach unless valid reasons exist that would necessitate a second approach. In such cases, a written request including supporting information must be provided to the County and in accordance with this Policy and other applicable ~~66-series~~ policies ~~for Subdivision Land and Development~~.
- 1.3 Agricultural districted lands may in certain circumstances have more than one approach subject to this Policy and other applicable ~~61-series~~ policies ~~for Subdivision Land and Development~~.
- 1.4 The County ~~of Wetaskiwin No. 10~~ will allow Resource Extraction Companies, private landowners and others to install or upgrade approaches from privately owned land to a constructed grade within a municipal road allowance in a manner which does not interfere with safety of motoring public or regular maintenance of the road right of way and grade.
- 1.5 Pursuant to the *Highways Development and Protection Act*, depositing any material on a highway without authorization is an offence.

Move 1.2-1.5 to Guidelines

Move last paragraph of 1.5 to responsibilities.

All private approach installation or upgrades must be constructed to predetermined standards and be approved by a designated County Official. Failure to comply with this condition will result in penalties or fines as described in ~~of~~ the *Highways Development and Protection Act*. Costs for all approaches not meeting the County’s criteria for approach installation shall be the sole responsibility of the parties constructing the approach.

2. DEFINITIONS:

Move to Definitions Index

- 2.1 **Agricultural Parcel** means a parcel of land where the primary and dominant use is agriculture.

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- 2.2 **Director of Planning and Economic Development** means the Director or a designate.
- 2.3 **Director of Public Works** means the Director or a designate.
- 2.4 **Inspector** means the Director of either Planning and Economic Development or Public Works or a designate.
- 2.5 **Yardsite Approach** means an approach accessing land at the applicants' normal domicile.
- 2.6 **Municipal Road Allowance** means all that area of the proposed approach over which the County has administrative authority.

3. **GENERAL PROVISIONS:**

Move to Responsibilities

- 3.1 If approaches are installed without approval or not to standard they shall be removed at the personal expense of the developer, in accordance with the *Highways Development and Protection Act*, or the party responsible for the installation. Charges may be filed under the *Highways Development and Protection Act*.
- 3.2 ~~The Director of Planning and Economic Development has authority to allow for discretionary variances regarding specifics relative to culvert size on new approaches.~~
- 3.3 The Director, ~~or designate, of Planning and Economic Development~~ has the authority to allow for discretionary variances and relaxation of standards for ~~existing~~ all approaches.

4. **MINIMUM STANDARDS:**

- 4.1 Minimum standards of approach construction are as outlined in ~~Policy Directive~~ Schedule "B". The Director ~~of Planning and Economic Development~~ may request higher standards dependant on circumstances such as drainage, sightlines or grade.

5. **FORMS:**

Move to Additional Pages

- 5.1 All Pre-Construction Site Inspection and Final Inspection forms will be posted on the County website.

6. **APPROACHES REQUIRED BY SUBDIVISION APPROVAL:**

6.1 **Pre-Construction Site Inspection:**

Create Policy Directive for balance of policy

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- 6.1.1 The applicant is required to submit prescribed application form and fees to the Planning and Economic Development Department.
- 6.1.2 Fees must be paid by the applicant prior to inspection in accordance with the Fees & Charges By-law.
- 6.1.3 The Planning and Economic Development Department (~~Department~~) will review all requests.
- 6.1.4 The ~~Planning and Economic Development~~ Department will conduct a site visit to inspect the proposed location and determine the suitability of the location with respect to sight lines, traffic flow, safety of motoring public, drainage, or any other criteria the Director ~~of Planning and Economic Development~~ feels is appropriate.
- 6.1.5 If the ~~Planning and Economic Development~~ Department deems the proposed location to be acceptable, conditional approval will be granted. Final approval is subject to all construction standards being met.
- 6.1.6 If the ~~Planning and Economic Development~~ Department deems the proposed location to be unacceptable, the applicant will be contacted in order that an acceptable location may be negotiated and the ~~Planning and Development~~ Department shall be provided with any relevant information regarding the altered location and other conditions relative to the approval.
- 6.1.7 The applicant shall be notified by the ~~Planning and Economic Development~~ Department.

6.2 Completed Approach (Final Inspection):

- 6.2.1 The applicant is required to submit prescribed form to the ~~Planning and Economic Development~~ Department.
- 6.2.2 Both Pre-Inspection and Final Inspection of constructed approaches will be covered by one fee per approach. All subsequent inspections will require a separate payment fee, which will be in accordance with the Fees & Charges Bylaw.
- 6.2.3 The ~~Planning and Economic Development~~ Department will conduct a site visit to ensure that all conditions of approach construction have been met to the satisfaction of the County.
- 6.2.4 The applicant will be notified in writing of any deficiencies by the ~~Planning and Economic Development~~ Department.
- 6.2.5 It shall be the applicants' responsibility to rectify any deficiencies at their sole expense or the approach removed as per Section 3.1.
- 6.2.6 For all subsequent inspections, the prescribed fee will apply.

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7. PROVISION OF ONE APPROACH WHERE NO EXISTING APPROACH IS PRESENT ON A QUARTER SECTION:

- 7.1 The applicant is required to submit prescribed application form to the ~~Planning and Economic Development~~ Department.
- 7.2 The ~~Planning and Economic Development~~ Department will conduct a site visit to inspect the proposed location and determine the suitability of the location with respect to traffic flow, safety of motoring public, drainage or any other criteria the Director ~~of Planning and Economic Development feels is appropriate deems necessary~~.
- 7.3 If the ~~Planning and Economic Development~~ Department deems the proposed location to be acceptable, conditional approval will be granted and Work Order prepared for construction by the County.
- 7.4 If the ~~Planning and Economic Development~~ Department deems the proposed location to be unacceptable the applicant will be contacted in order that an acceptable location may be negotiated.
- 7.5 The applicant shall be notified of anticipated construction date in writing by the ~~Planning and Economic Development~~ Department.

8. LANDOWNER REQUESTING TO INSTALL SECOND APPROACH OR UPGRADE STANDARD APPROACH:

8.1 Pre-Construction Site Inspection:

- 8.1.1 The applicant is required to submit prescribed application form to the ~~Planning and Economic Development~~ Department.
- 8.1.2 The Planning and Economic Development Department will conduct a site visit to inspect the proposed location and determine the suitability of the location with respect to traffic flow, safety of motoring public, drainage, or any other criteria that is deemed appropriate.
- 8.1.3 If the ~~Planning and Economic Development~~ Department deems the proposed location to be acceptable, conditional approval will be granted for the landowner to install the approach as per County of Wetaskiwin standards at the landowner's sole expense.
- 8.1.4 If the proposed location is deemed to be unacceptable, the applicant will be contacted to determine an acceptable location. This may be negotiated and the Director of ~~Planning and Economic Development~~ shall be provided with any relevant information regarding the

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altered location and other conditions relative to the approval.

- 8.1.5 The applicant shall be notified in writing by the ~~Planning and Economic Development~~ Department.

8.2 Completed Approach (Final Inspection):

- 8.2.1 The applicant is required to submit prescribed form to the ~~Planning and Economic Development~~ Department.
- 8.2.2 The ~~Planning and Economic Development~~ Department will conduct a site visit to ensure that all conditions of approach construction have been met to the satisfaction of the County.
- 8.2.3 The applicant will be notified of any deficiencies in writing by the Planning and Development Department.

9. RESOURCE INSTALLATION OR EXTRACTION APPROACHES (including Pipelines or other similar installations but excluding Wellsite Approaches):

- 9.1 If the approach is for installation or resource extraction purposes or built along an undeveloped right of way, the approach application is to be inspected and approved through the ~~Planning and Economic Development~~ Department once the applicable Road Use Agreement fee is paid.
- 9.2 The approach and access road must be gravelled to allow satisfactory distance for mud to drop off equipment (minimum 45.0 metres) prior to entering County roads or highways.
- 9.3 Gravel will be required in a sufficient amount to re-gravel all areas where mud is allowed to drop off equipment, covering existing gravel on County roads and highways.

10. EXISTING WELLSITE APPROACHES (Landowner Request to Leave):

- 10.1 If the approach is built along an undeveloped right of way, the approach application is to be inspected and approved by the ~~Planning and Economic Development~~ Department once the applicable application is submitted and fee is paid:

11. NEW AND EXISTING WELLSITE APPROACHES:

- 11.1 All Wellsite Approaches including, application, inspection and approval will be managed by the Director of Public Works or designate. Survey plans with sight lines will be required. In this regard, the County's Public Works Department shall be contacted for approvals.

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12. TEMPORARY APPROACHES:

- 12.1 Industry requiring temporary approach access must provide the County with a survey and sight lines and enter into a Road Use Agreement. After signing the Road Use Agreement the User shall contact the County's permitting agency to obtain inspections for the temporary approaches. These approaches do not have to meet the County's approach standards (no culvert or gravel required). Fees charged as specified in the "Fees & Charges ByLaw" and are based per approach per inspection completed.
- 12.2 If the temporary approach is not removed within the 14 days after construction the County shall undertake the work with all charges being the responsibility of the User ~~at the rates indicated in the Custom Work Fee Schedule Policy #32.0.2.~~

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SCHEDULE "A" County of Wetaskiwin No. 10 Landowner Application of Accesses, Approaches Built to County Standards

Applicant: _____ Location: _____

Applicant Phone No. : _____ Mailing Address: _____

Contractor Information (if applicable): _____

Owner has marked approach as follows: _____

(Please show approximate location on attached map)

Type of Approach: Private / Subdivision Landfile: _____ RW #: _____

Pre-Construction Site Inspection: Referred to Inspector: _____ **Receipt #** _____ (if applicable)

No. of Approaches required for inspection: New: _____ Existing: _____

Date of Inspection: _____ Access Road and Approaches Built to your satisfaction: **Yes / No**

Follow up Inspection required: **Yes / No**

Culvert _____ Sightlines: _____

Comments: _____

Applicant Notified: Yes No _____

Date Notified: _____ Inspector _____

Site Inspection: Referred to Inspector: _____ **Receipt #** _____ (if applicable)

No. of Approaches required for inspection: New: _____ Existing: _____

Date of Inspection: _____ Access Road and Approaches Built to your satisfaction: **Yes / No**

Follow up Inspection required: **Yes / No**

Culvert _____ Sightlines: _____

Comments: _____

Applicant Notified: Yes No _____

Date Notified: _____ Inspector _____

Post/Final Inspection Referred to Inspector: _____ **Receipt #** _____ (if applicable)

No. of Approaches required for inspection: New: _____ Existing: _____

Date of Inspection: _____ Access Road and Approaches Built to your satisfaction: **Yes / No**

Follow up Inspection required: **Yes / No**

Culvert _____ Sightlines: _____

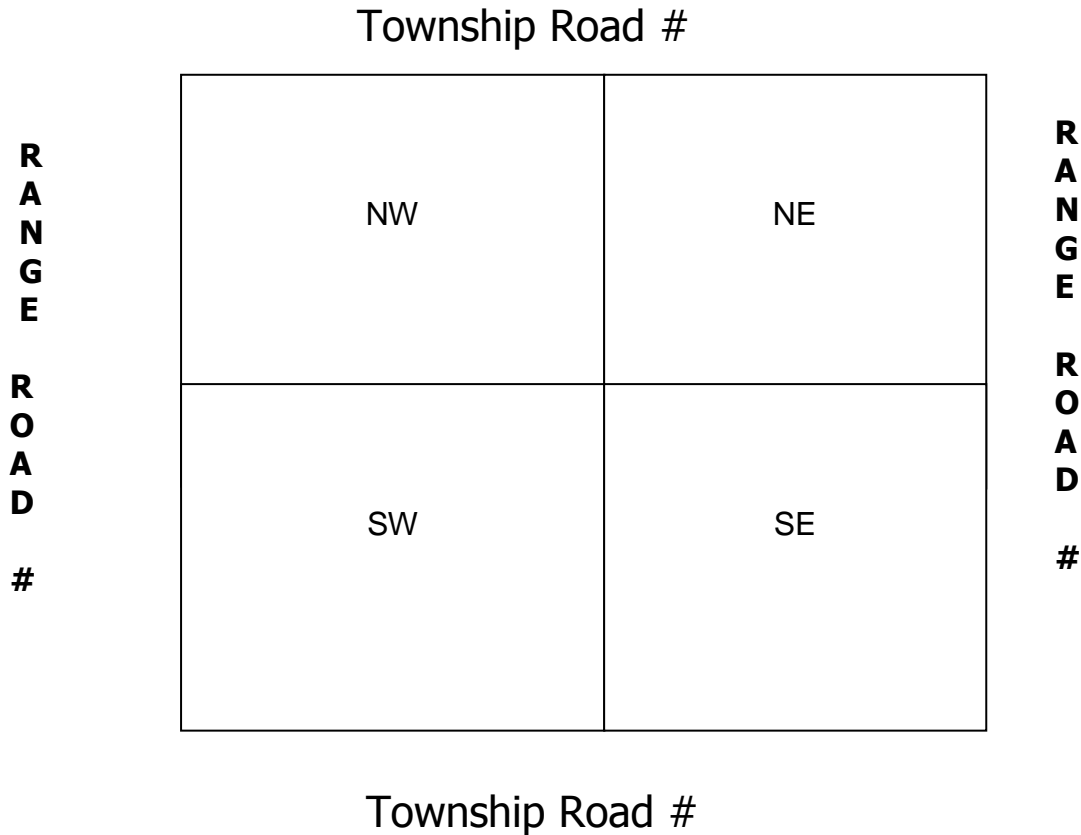
Comments: _____

Applicant Notified: Yes No _____

Date Notified: _____ Inspector _____

Longitude: _____ Latitude: _____

Schedule "A"
Map of Roadway, Position & Location of Approach



Additional Comments:

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