



Policy Title: Road Approach Policy

Policy Area: Transportation Services	Effective Date: April 26 2023
Policy Section: Approaches	Updated:
Supersedes Policy: Bylaw 30-2017	Approved on: April 26 2023 Resolution: 220/23 Next Review Date: 3 years from the date of the original approval

Policy Statement:

The Rural Municipality of Britannia No. 502 must ensure the safety of municipal roads and the protection of municipal drainage systems by regulating access approaches from private property to municipal roads ("private approach") within the Municipality, including the Lloydminster Planning District.

Purpose:

- 1) To list specific guidelines when an applicant requests to construct road approaches.

Definitions:

Applicant means a developer or person applying for an approach approval permit under this policy.

Approach means an improved surface that serves as a private crossing of a municipal right-of-way including any material on the structure located in the right-of-way for the purpose of entering and exiting of any road within the municipal jurisdiction.

Agricultural Operation means an agricultural operation:

- (i) that is carried out on a farm, in the expectation of gain or reward, including:
 - a. cultivating land;
 - b. producing agricultural crops, including hay and forage;
 - c. producing horticultural crops, including vegetables, fruit, mushrooms, sod, trees, shrubs, flowers, greenhouse crops and specialty crops;
 - d. raising all classes of livestock, horses, poultry, fur-bearing animals, game birds and game animals, bees and fish;
 - e. carrying on an intensive livestock operation;
 - f. producing eggs, milk, honey and other animal products;
 - g. operating agricultural machinery and equipment, including irrigation pumps and noise-scare devices;

- h. conducting any process necessary to prepare a farm product for distribution from the farm gate;
 - i. storing, handling and applying fertilizer, manure, organic wastes, soil amendments and pesticides, including both ground and aerial application;
 - j. any other prescribed agricultural activity or process; or
- (ii) that is prescribed as an agricultural operation for the purposes of this Act.

Agricultural Equipment means equipment that is used for the purpose of agricultural operations (ie. tractors, combines, tilling equipment, seeders, sprayers, manure spreaders, or similar equipment)

Agricultural Use Approach means an approach that is used to access an agricultural operation as defined in the Zoning Bylaw.

Beveled End means when the culvert end is formed with a certain degree of an angle as per appendix “F” of this policy.

Commercial Use Approach means an approach that is used for the purpose of accessing a commercial development as defined in the Zoning Bylaw.

Conforming Approach means an approach that is compliant with the municipal standards as defined in this policy.

Culvert means a sub-surface pipe of CSA municipal approved corrugated steel, or any other such material with a beveled end approved by the Operations Manager or designate, which acts as a conduit for water.

Development Services Officer means an individual appointed to oversee the Planning and Development Department.

Ditch means for the purpose of this policy a wholly or partly open or covered ditch or drain, whether or not in the channel of a natural stream, creek or watercourse, that is constructed or improved at the expense of the municipality, and includes all works and materials necessary for any bridge, culvert, catch basin or guards in or adjacent to the ditch or drain.

Hamlet Residential Use Approach means an approach that will be used for residential development within the *H1-Hamlet District* and *H2 – High Density Hamlet District* in the zoning bylaw as defined in the zoning bylaw.

Industrial Use Approach means an approach that is used for the purpose of accessing an industrial development as defined in the Zoning Bylaw.

Intersection means the area within the projection or connection of the lateral boundary lines of two or more roads that meet one another at an angle whether or not one road crosses the other.

Land-owner means the owner of the property to which the approach would or does grant access.

Non-Conforming Approach means an approach constructed on or after the date on which this policy comes into force that does not comply with the conditions and/ or standards contained within this policy.

Operations Manager means an individual appointed to oversee all functions within the Operations Department.

Provincial Highway means a public highway or a proposed public highway that:

- (i) is the subject of a plan prepared by the ministry; or
- (ii) is prescribed as a provincial highway;

and includes a weighing and inspection facility. Provincial Highways are maintained by the Government of Saskatchewan.

Public highway means a road allowance or a road, street or lane vested in the Crown in right of Saskatchewan or set aside for the purposes of the Crown in right of Saskatchewan pursuant to The North-West Territories Act or any Act, and includes anything erected on or in connection with the public highway. Public Highways are maintained by the municipality.

Residential Use Approach means an approach that is used to access residential developed parcel located within the *AR - Agricultural Resource District* as defined within the Zoning Bylaw.

Municipality means Rural Municipality of Britannia No. 502.

Multi-Lot Subdivision Use Approach means any approach that is used to access residential development that is located within the *CR1 - Medium Country Residential District*, *CR2 - High-Density Country District* or *RR - Resort Residential District* as defined with the Zoning Bylaw.

Road Allowance means a road allowance laid out pursuant to the authority of an Act or an Act of the Parliament of Canada.

Road Right-Of-Way means the portion of the road allowance from the edge of the road surface to the property line of the adjacent property, including shoulder and ditch.

Shoulders means that part of a highway that is immediately adjacent to the road and having a surface of asphalt, concrete, or gravel, for the use of vehicles.

Side Slope means the area outside of the ditch or road shoulder that is graded to a uniform slope in order to stabilize the soil between the ditch or shoulder.

Zoning Bylaw means the Rural Municipality of Britannia No. 502 Zoning Bylaw.

Responsibilities:

- 1) The Development Services Officer and Operations Manager are responsible for administrating, maintaining, and updating this policy.
- 2) Council is responsible for approving this policy.

Policy:

- 1) No person shall utilize an existing approach to access new development, construct a new approach, widen an existing approach or, reclaim an approach without first obtaining approval.
 - a. All approaches adjacent to a public highway or road allowance require the approval of the municipality.
 - b. All approaches adjacent to a provincial highway require approval from the Ministry of Highways and Infrastructure.

The municipality reserves the right to remove any approaches, which have not been approved.

- 2) An Approach Permit cannot be issued in contravention of any of the provisions of this policy.

- 3) The Development Services Officer, in consultation with the Operations Manager, shall review all approach applications and, based on location, drainage, traffic flow, sight lines, road standards, and safety considerations, may approve or refuse an application for an approach.

(1) Application for Approach Approval:

- (a) The applicant shall pay an application fee of \$100.00 plus applicable taxes.
- (b) The applicant shall pay the following deposit prior to the issuance of the approach permit:
 - (I.) Agricultural and Residential Use Approach: \$500.00;
 - (II.) Commercial and Industrial Use Approach: \$1000.00.
- (c) The deposit will be approved for refund at the time the approach is deemed completed by the Operations Manager.
 - I. Payment will be processed at the following council meeting.
- (d) The applicant shall have the location of the approach staked prior to the municipality completing a site visit.
- (e) The applicant will be responsible for providing the municipality with a surveyed plan showing the location of the proposed approach if the approach is located within 30 metres of a side yard property line.
- (f) All work and costs associated with the construction or reclamation of the approach will be the responsibility of the applicant or contractor, as approved by the municipality prior to the commencement of the construction.
 - I. The applicant shall choose how the approach will be constructed:
 - i) All work and cost associated with construction of the approach is to be performed by the applicant, as approved by the Development Services Officer, or;
 - ii) The applicant requests to receive an estimate of the cost to construct the approach to be paid by the applicant, and construction to be performed by the municipality.
 - a. The Operations Manager shall approve the municipality completing the work prior to a permit issued.
 - b. Council shall approved the estimate for the construction of the approach prior to a permit being issued.
- (g) The approach approval permit is valid for 12 months from the date of approval.
 - I. One 6 month extension will be granted, if written notice is given prior to the expiry of the approach approval permit.
 - II. If the permit expires and no work has been completed, the municipality will refund the deposit less a \$100.00 administration fee.
 - III. If the approach approval permit is canceled prior to the expiry of the approach permit, the applicant will receive 100% refund of the deposit.

(2) General Regulations

- (a) All approaches shall be built at a 90-degree angle to the municipal road allowance.

- (b) Only one approach is permitted per titled parcel of land.
 - i) Two approaches are permitted for agricultural, commercial, industrial or oilfield purposes only.
 - a. As deemed appropriate by council, additional approaches may be permitted for agricultural or oilfield purposes upon review of the Operations Manager.
- (c) No approach shall be constructed in such a manner that restricts the sight lines or in any way adversely affect traffic safety.
- (d) All costs that have been deemed necessary by the municipality (for example, engineering, surveying costs, ect.) shall be the responsibility of the applicant.
- (e) All costs to maintain and utilize the approach are to be borne by the proponent, as well as the costs to provide gravel crushed to a size no larger than 1.5 inches and to provide a culvert if deemed necessary by the municipality.
 - i) Any damage made to an approach by a 3rd party will be repaired and paid for by the municipality as deemed appropriate by the Operations Manager.
- (f) Material from within the municipal road allowance shall not be used for the construction of the approach.
- (g) The approach shall be constructed with no resulting damage to the road shoulder, road surface side slopes, and/or ditches.
- (h) All approaches shall be located adjacent to an all-weather graded road.
- (i) The applicant shall be responsible for locating all utilities and pipelines within the right-of-way and ensuring that construction does not result in any damage or interference.
- (j) The storage of vehicles and development, such as bus shelters are prohibited on approaches.
- (k) All Texas Gates shall be located on private property.
- (l) The applicant is responsible for ensuring that any engineered drainage design is not compromised by the development of the approach or driveway which may include the following:
 - (i) Drainage enhancements, such as a swale, culvert, or grate, are required as part of the driveway or approach at any location in the municipality;
 - (ii) The Development Services Officer shall indicate on the approach permit any required drainage enhancements and if they need to be installed at a specific elevation.
- (m) At no time during the construction of the approach shall the adjacent road be closed to traffic. If temporary traffic control is required for safe construction, the applicant must contact the municipality to arrange for adequate public notice and ensure proper signage.
 - (i) The applicant must provide a traffic safety plan completed by certified persons to the municipality at the cost of the applicant.
- (n) When the municipality becomes aware of a non-conforming approach, written notice shall be provided to the landowner of the approach specifying the remedial work that must be completed and the timeframe for completion.
 - (i) If the owner has not completed the remedial work to the satisfaction of the municipality or has not completed it within the specified time frame, council may require that the remedial work be completed by the municipality at the landowner's expense.

- (o) Any approach approval is deemed a temporary approval as overtime usage or circumstances surrounding the approval of the approach may change. Council may require upgrades to the approach corresponding with greater use or they may require the approach to be removed due to alternate access or because the approach is no longer required.
- (p) The applicant shall indemnify the Rural Municipality of Britannia No. 502, the elected officials, employees, and agents from all claims, liabilities, losses, damages, costs (including legal fees), and expenses from causes or actions arising out of any breach or failure to perform by the applicant, loss of property caused by negligence or willful misconduct on the part of the applicant or their employees, contractors, subcontractors, officers, and/or agents.

(3) Approach Design:

(a) Residential Approaches:

All approaches used to access a residence located within the AG - *Agricultural District* as per the Zoning Bylaw requires approval from the municipality or the Ministry of Highways and Infrastructure.

- (I.) All approaches shall be constructed to the *Approach Construction Specifications* as per *Schedule "B"* of this policy.
- (II.) All approaches shall be constructed to the *Sightline Requirements* as per *Schedule "E"* of this policy.
- (III.) All approaches must have a minimum top width of 4 metres and a maximum top width of 7.5 metres with a 3:1 - 5:1 side slope construction unless otherwise indicated on the Approach Permit.
- (IV.) All approaches shall be a minimum of 30 metres from the nearest existing approach on the same side of the road. A greater distance may be required at the discretion of the Operations Manager.
- (V.) All approaches shall be a minimum of 30 metres from an intersection, bridge, railway, or crest of a hill. A greater distance may be required at the discretion of the Operations Manager.
- (VI.) The installation of a culvert within the approach may be required following the site inspection completed by a municipal employee. All culverts shall be a minimum size of 500mm diameter to ensure proper drainage. A larger diameter culvert may be required at the discretion of the Operations Manager.
- (VII.) Culverts shall be installed with beveled ends as per *Schedule "F"* of this policy.
- (VIII.) Culvert inlet and outlet aprons are to be constructed with rip-rap and/or end sections at the discretion of the Operation Manager.
- (IX.) Culvert markers must be installed by the municipality at the top of both ends of the culvert.
- (X.) The ditch shall be free of excess material and rock upon completion of the approach.

(b) Agricultural, Commercial, Industrial and Oilfield Approaches:

All approaches used to access agricultural, commercial, industrial, or oilfield development located within the; *AG - Agricultural Resource District, H1 - Hamlet District, CRMU – Country Residential Mixed Use District, C1 –Commercial/Industrial District, C2 – Restricted Commercial District, M1 –Industrial District and CON – Conservation District* as per the Zoning Bylaw shall require approval from the municipality or the Ministry of Highways and Infrastructure prior to construction.

- (I.) All approaches shall be constructed to the *Approach Construction Specifications* as per Schedule “C” of this policy.
- (II.) All approaches shall be constructed to the *Sightline Requirements* as per Schedule “E” of this policy.
- (III.) All approaches shall be located a minimum of 30 metres from the nearest existing approach on the same side of the road. A greater distance may be required at the discretion of the Operations Manager.
- (IV.) All approaches must have a minimum top width of 8.5 metres with 3:1 - 5:1 side slopes, as per the approval of the Operations Manager.
- (V.) A larger minimum top width may be required to accommodate large vehicles or a higher intensity of use.
- (VI.) All approaches be 30 metres from the nearest existing approach on the same side of the road. A greater distance may be required at the discretion of the Operations Manager.
- (VII.) All approaches shall be a minimum of 75 metres from an intersection, bridge, or railway.
- (VIII.) The installation of a culvert within the approach may be required following the site inspection completed by a municipal employee. All culverts shall be a minimum size of 500mm in diameter to ensure proper drainage. A larger diameter culvert may be required at the discretion of the Operations Manager.
- (IX.) Culverts shall be installed with a beveled end as per Schedule “F of this policy.
- (X.) Culvert inlet and outlet aprons are to be constructed with rip-rap and/or end sections at the discretion of the Operation Manager.
- (XI.) Culvert markers must be installed by the municipality at the top of both ends of the culvert.
- (XII.) The ditch shall be free of excess material and rock upon completion of the approach.
- (XIII.) Approaches proposed across a municipal grid road from an existing approach shall be aligned with the existing approach where possible.

(c) Hamlet and Multi-Lot Subdivision Residential Approaches:

All approaches used to access a residence located within the *H1 - Hamlet District, H2 - Hamlet Residential District, CRMU – Country Residential Mixed Use District, C1 – Medium Density Country Residential District, and C2 –High Density Country Residential District* shall require approval from the municipality or the Ministry of Highways and Infrastructure prior to construction.

- (I.) All approaches shall be constructed to the *Approach Construction Specifications* as per Schedule “D” of this policy.

- (II.) All approaches shall be constructed to the *Sightline Requirements* as per Schedule “E” of this policy.
- (III.) Landowners shall not alter the elevations of a previously constructed driveway in a way that obstructs or in any way affects the drainage in the area.
- (IV.) The installation of a culvert may be required at the discretion of the Operations Manager. For approaches that have no ditch depth, no culvert will be required to be installed, at the approval of the Operations Manager.
- (V.) Culverts shall be installed with beveled ends.
- (VI.) Culvert inlet and outlet aprons are to be constructed with rip-rap and/or end sections at the discretion of the Operations Manager.
- (VII.) Culvert markers must be installed by the municipality at the top of both ends of the culvert.
- (VIII.) Landowners are expected to keep culverts, swales, and grates free and unobstructed at all times.
- (IX.) Urban residential approaches must have a minimum top width of 4.0 metres with a 3:1 - 5:1 side slope construction, unless otherwise indicated on the approach approval, as per the approval of the Operations Manager.
- (X.) Approaches accessing an urban development or internal residential subdivision road shall be located 1.5 metres from the side property boundary line.
- (XI.) The ditch shall be free of excess material and rock upon completion of the approach.

(4) Attached Schedules:

- (a) Schedule “A” – *Approach Application*.
- (b) Schedule “B”- *Residential Approach Construction Specifications*.
- (c) Schedule “C” - *Agricultural, Commercial, Industrial, and Oilfield Approach Construction Specifications*.
- (d) Schedule “D” - *Hamlet and Multi-lot Subdivision Approach Construction Specifications*.
- (e) Schedule “E” - *Sightline Requirements*.
- (f) Schedule “F” - *Beveled Edge Cutting Chart*.



APPROACH APPLICATION

If you are planning on constructing an approach to access your property across a municipal road allowance, you will need to receive approach approval from the municipality prior to the construction of the approach. The proposed location will be inspected by the municipality to ensure proper drainage and safety. All proposed approaches must be staked prior to inspection.

FEES:

APPLICATION FEE	
Application Fee	\$100.00 (+ gst)
DEPOSIT FEE	
Agricultural and Residential Use Approaches	\$500.00
Commercial and Industrial Use Approaches	\$1000.00

Permit and Deposit Information:

- The deposit will be refunded to the applicant at the time the approach has been deemed completed by the Municipal Operations Manager.
- If the permit expires and no work has been completed, the municipality will refund the deposit less a \$100.00 administration fee.
- If the approach approval permit is canceled prior to the expiry of the approach permit, the applicant will receive 100% refund of the deposit.
- The approach approval permit is valid for 12 months from the date of approval. One 6 month extension will be granted if written notice is given prior to the expiry of the approach approval permit.

A survey plan may be required at the expense of the applicant if the approach is located within 30 metres of a side yard property line.

The applicant is 100% responsible for the work and cost associated with the construction of the approach including the purchase of a culvert, as approved by the municipality prior to the commencement of construction.

- I. The applicant shall choose how the approach will be constructed:
 - ii) All work and cost associated with construction of the approach is to be performed by the applicant, as approved by the Development Services Officer, or;
 - iii) The applicant requests to receive an estimate of the cost to construct the approach to be paid by the applicant, and construction to be performed by the municipality.
 - a. The Operations Manager shall approve the municipality completing the work prior to a permit issued.
 - b. Council shall approved the estimate for the construction of the approach prior to a permit being issued.

CONSTRUCTION STANDARDS:

Approach Type	Residential	Agricultural Commercial, Industrial and Oilfield	Hamlet and Multi – Lot Subdivisions
Minimum Top Width	4 metres	8.5 metres	4.0 metres
Maximum Top Width	7.5 metres	N/A	N/A

Side Slope	3:1 - 5:1	3:1 - 5:1	3:1 - 5:1 (if required)
Distance from Nearest Approach	30 metres	30 metres	1.5 metres from the property side yard
Distance from Nearest Intersection, Bridge and Railway	30 metres	30 metres	30 metres
Minimum Culvert Size	500mm	500mm	500mm (if required)

The applicant is responsible for meeting the standards of policy TS-013



IN OFFICE USE:	
Date Received	
Permit No.	
Tax Roll No.	
Fee / Receipt	
Deposit	

Road Approach Application

1. Applicant Information:

Applicant: _____

Mailing Address: _____

Phone: _____

Email: _____

2. Legal Land Description:

_____ ¼ Section Section _____ Township _____ Range _____ W3

Parcel _____ Lot _____ Block _____ LSD _____

Registered Plan No. _____

3. Approach Use:

- ☐ Residential Approach
- ☐ Agriculture/ Commercial / Industrial Approach (including oilfield)
- ☐ Hamlet or Multi – lot Subdivision
- ☐ Other (Specify) _____

4. Type of Approach Request:

- ☐ New Approach
- ☐ Work on Existing Approach
- ☐ Approach Widening
- ☐ Approach Reclamation

5. Road Top Materials to be Used:

- ☐ Gravel
- ☐ Asphalt
- ☐ Concrete

Other (Specify) _____

6. Type of Construction Proposed:

- ☐ All work and cost associated with the construction of the approach will be performed by the applicant, as approved by the municipality prior to commencement of construction.
- ☐ The applicant requests to receive an estimate for the cost of the work that is to be paid in full by the applicant, and performed by the municipality prior to commencement of construction.

6. Site Drawing:

Please provide a detailed diagram of location of the new approach, including location of flags/stakes. Google Map with indicators or site plan will be acceptable. **Location must be staked or flagged.**

[illegible]

Approval to construct a driveway or approach will be granted by the municipality provided the following conditions are met:

1. I, _____, agree to comply with the **Policy TS-013** of the Rural Municipality of Britannia no. 502 in respect to approach development and acknowledge that it is my responsibility to ensure compliance with the policy and bylaws of the municipality and applicable acts and regulations regardless of any review of drawings or inspections that may or may not be carried out by a municipal authority.
2. I, _____, agree to indemnify and save harmless the Rural Municipality of Britannia No. 502 from and against all loss, costs, charges, damages (including damages to the Rural Municipality of Britannia No. 502), and expenses which Rural Municipality of Britannia may suffer or sustain as a result of operations by developing an approach on the subject land.
3. The applicant will absorb the cost to ensure the proper drainage structure (ie. grates, swales, culverts etc.) is put in place as part of this application in order not to alter or impede the natural flow of water. The culvert will be of _____mm diameter size to ensure proper drainage. The drainage structure required will be sufficient in size and material to ensure proper drainage and must be approved by the municipal engineer and/or Operations Manager.
4. I, _____ understand that all work and cost associated with the construction of the approach will be performed by me, as approved by the municipality prior to commencement of construction.
5. The municipality shall be informed by the applicant upon completion of the approach and shall be subject to inspection by the municipality. Any deficiencies identified by the municipality in the construction of the approach shall be corrected by the applicant. If the approach does not meet the municipalities standards, the municipality will have cause to take the necessary actions to ensure the applicants approach meets the standard with all costs being assigned to the applicant.
6. The approach must be surfaced with the same material as the adjacent road that it is connected with. (ie) gravel, asphalt.
7. That any engineered designed drainage is not compromised.
8. The storage of all vehicles and development is prohibited on approaches.
9. Texas Gates must be located on private property.
10. The ditch shall be free of excess material and rock upon completion of approach construction.

The above terms are hereby agreed to by

Applicant Signature

Date

A completed application form and \$100 + gst application fee along with the specified deposit must be submitted to the Municipal Office 4824 – 47 Street Lloydminster, SK BEFORE the application can be processed.

OFFICE USE:

Site Inspection Prior to Construction:

Culvert Size Required: _____ Ditch Slope: _____

Comments: _____

Site Inspected by Municipal Authority Date (dd/mm/yy)

Decision:

☐ APPROVED

☐ DENIED

Site Inspection after Completion

- ☐ No further work is required
- ☐ Does not meet municipal standards

Site Inspected by Municipal Authority

Date (dd/mm/yy)

APPROVED