



OPERATIONS

Title: Private Approaches to County Roads

Supersedes Policy Number: 9022-01-A

Policy Number: OP 9022-02

Next Review Date: 2026

Approved by Council: October 17, 2022

Last Review Date: October 21, 2019

Resolution No: 2022-121

POLICY STATEMENT

This policy shall apply to new or additional private approaches along a developed road allowance allowing access to private lands. It does not apply to Energy Resource, and Utility Activity approaches along a developed road allowance.

PURPOSE

To provide direction to the County of Minburn and its residents regarding approach construction and access to municipal roads.

POLICY GUIDELINES

1. Rural Approaches – Construction

- a. The County shall provide one approach into each quarter section, at no expense to the landowner, when that quarter section is along a developed road allowance.
- b. The County shall provide a second approach into quarter section, at no expense to the landowner, only when the quarter section is on an intersection of two developed road allowances and where a natural obstruction is preventing or inhibiting access to the enter quarter section.
- c. The landowner shall provide, at their own cost, any additional approaches which may be required upon the approval from the County.
- d. The County shall not provide approaches to Provincial Highways.
- e. Where possible, new approaches shall be located directly across from an existing approach to provide for an "all directional" intersection.
- f. Where possible, new approaches shall be developed as a joint approach, so the one approach provides access to more than one parcel of land. The approach shall be wide enough to ensure each parcel has an equal and adequate portion of the approach accessing it.
- g. Where possible, the approach shall be developed in a location where the requirement of a culvert may be eliminated.

- h. The landowner shall be responsible for providing clay within proximity of the adjacent quarter section or a source deemed feasible by the Director of Operations or designate.
- i. Landowners requesting additional approaches that do not meet the above specifications are solely responsible for construction of their own approach and must comply and agree to the following process and conditions:
 - i. All approach locations are to be approved by the County prior to construction.
 - ii. Landowners or occupants are to complete a "Private Approaches to County Roads Application" as per Schedule "A" of this policy and submit it to the Director of Operations.
 - iii. The Director of Operations or designate will conduct a site visit to inspect the proposed location and determine the suitability of the location with respect to traffic flow, safety of travelling public, drainage, sightlines, or any other relevant criteria.
 - iv. All approaches must be built to County specifications as per Schedule "B" of this policy.
 - v. The County shall provide, volume determined by the Director of Operations or designate, up to 13 tonnes of gravel for an additional approach.
- j. The County may at times construct approaches that do not meet the above specifications when there is a benefit to the County, as determined by the Director of Operations and the Chief Administrative Officer (CAO).
- k. The County reserves the right to deny, delay, or alter any and all approach requests for any reason.

2. Rural Approaches – Widening

- a. The County will consider the application for widening of approaches on developed road allowances as per Schedule "C" of this policy, based on the following process and conditions:
 - i. Landowners must make an application to the County for approach widenings.
 - ii. Director of Operations or delegate shall determine if the widening is necessary and/or feasible.
 - iii. Landowners requesting approach widening are fully responsible for the construction and all associated costs, including clay, culverts, or culvert extensions.
 - iv. The County shall provide gravel, volume determined by the Director of Operations or designate, up to 13 tonnes for the area widened.
- b. The County reserves the right to deny, delay, or alter any and all approach requests for any reason.

3. Approaches to Hamlets and Country Residential Districts

- a. The County shall provide one approach into each Hamlet lot upon application by the landowner, as per Schedule "D" of this policy.
- b. Back alleys are not covered under this policy.
- c. The County shall widen approaches in Hamlets based on the following criteria:

- i. The widening is deemed necessary by the County.
- ii. Costs for clay material and hauling are the responsibility of the requesting landowner. Those costs will be determined based on the County's costs at the time of construction.
- iii. For approach widenings, the County will charge for the cost of culverts or culvert extensions.
- d. Second approaches are at the discretion of the County; if approved, all costs are to be borne by the requesting landowner.
- e. The County reserves the right to deny, delay or alter any and all approach requests for any reason.

4. New Development and Subdivision Site Approaches

- a. All proposed development and subdivision sites must have an approach which accesses a registered, legal public road. In cases where a development or subdivision site does not have an approach or access to a road described above, the owner/developer shall be responsible for providing the approach and/or road at their sole expense.
- b. Any and all approaches and roads must be built to County standards.

5. Design Construction Requirements

- a. All approaches shall be constructed to County specifications as per Schedule "B" of this policy.
- b. Loam stripped from road allowances during construction shall be stockpiled and then spread on ditches and back slopes to a depth at least equal to that of the natural loam in the immediate vicinity. Disturbed areas shall be re-graded to match the original contours.
- c. Ditch and backslope shoulders shall be left in a smooth condition using either construction equipment, cultivation equipment, or a combination of both.
- d. All rocks measuring 7.5 centimetres (3 inches) in diameter shall be removed from road shoulders, ditches and back slopes.
- e. Gravel shall be applied to all approaches at the rate of 13 tonnes per approach.
- f. Approaches shall be constructed at 90 degrees to the County road.
- g. Unless the approach is at a high point, culverts are required and shall be minimum 400 millimetres (16 inches) in diameter, corrugated metal or an approved equal.
- h. Texas gates are not allowed within the County road allowance or road plan.


6. Safety Requirements

- a. The minimum sightline distance for an approach onto a developed road allowance or road plan is 100 metres (328 feet) in each direction.
- b. Time shall be of the essence with regards to the disruption caused to the public roads. Where operations might affect traffic, barricades and/or "road closed" warning signs shall be erected and maintained at the approach location and at the entrances to the portion of the affected road during construction. All work shall be undertaken in an expeditious and professional manner.

- c. The landowner constructing the approach assumes all legal liability when approach construction and related works are undertaken within the County road allowance.
- d. Construction shall only be carried out during daylight hours.
- e. Natural water flow or drainage patterns are not to be altered.

7. Definitions

- a. 'County' means the County of Minburn No. 27.
- b. Country Residential Districts means those subdivisions containing multiples homes in a small geographic area, as defined by the County.
- c. Developed Road Allowance means a high-grade, municipal roadway, as determined by the County.



Chief Administrative Officer



OPERATIONS

Schedule "A"

Private Approaches to County Roads Application

Applicants Name: _____

Mailing Address: _____

Phone: _____ Date: _____

Email: _____

I, _____ hereby called the "Applicant", being the landowner of the below property, request permission from the County of Minburn to construct an approach to access County road at the following location, as per the attached diagram:

Part of Section _____ Section _____ Township _____ Range _____ W4M

Rural Address: _____

Applicant Comments:

Review Date:

To be constructed by: ☐ Landowner ☐ County

Decision: ☐ Approved ☐ Rejected

Additional approaches are the sole responsibility of the landowner and must be approved by the County prior to construction.

I, the Applicant, agree to the terms and conditions as described in *Private Approaches to County Roads Policy* No. OP 9022-02. The County of Minburn reserves the right to cancel this application should it deem necessary.

Signature of Applicant

County of Minburn

Office Use Only

Roll No. _____

Property Taxes/Fee Current: ☐ Yes ☐ No

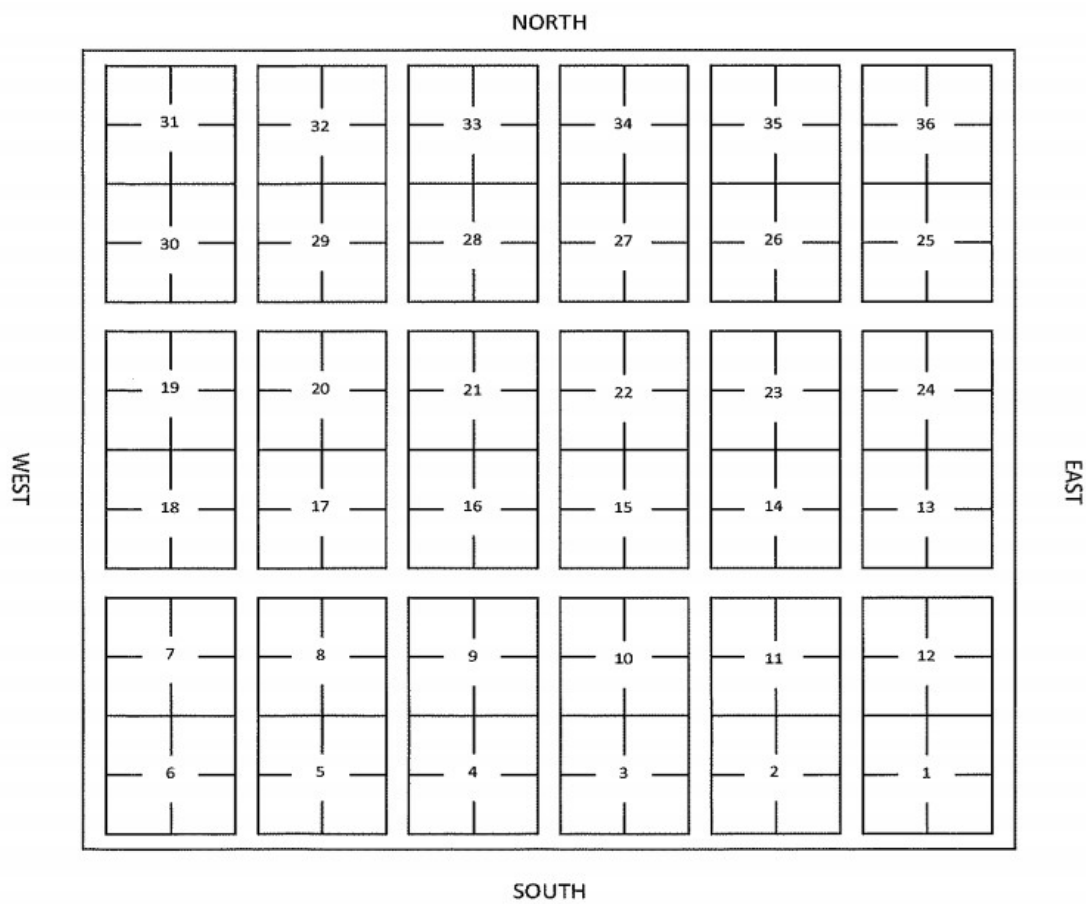
Approach Application Sketch

Please provide a precise location of where the approach is requested.

Applicant's name _____

Legal Description:

Part of Section _____ Sec _____ Twp _____ Rge _____ W4M

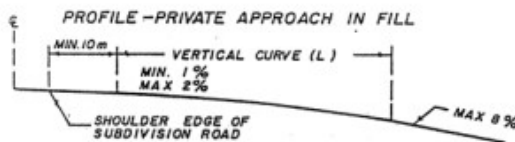
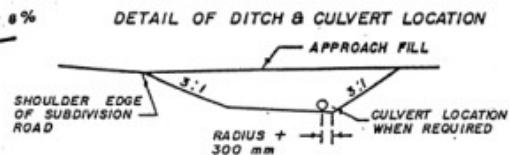
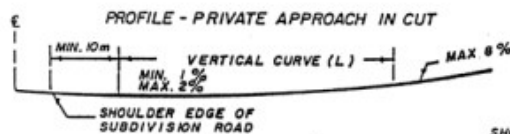
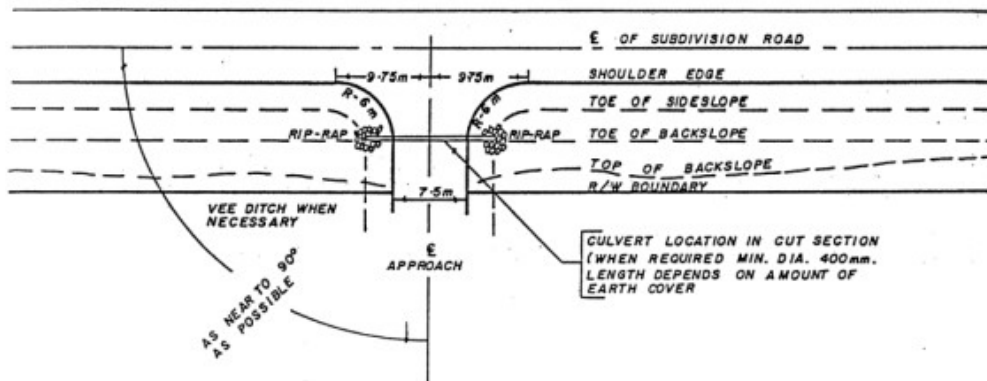




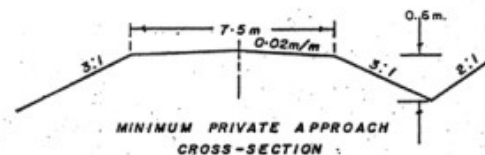
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Schedule "B"

Approach Application Design Specifications



MINIMUM LENGTH OF VERTICAL CURVE		
ALGEBRAIC DIFFERENCE IN GRADIENT (%)	LENGTH L (METRES)	
	CREST	SAG
1	6	7.5
2	12	15
3	18	23
4	25	30
5	30	38
6	37	46
7		46
8		46
9		46





OPERATIONS

Schedule "C"

Approach Widening Agreement

Applicants Name: _____

Mailing Address: _____

Phone: _____ Date: _____

Email: _____

I, _____ hereby called the "Applicant", being the landowner of the below property, request permission from the County of Minburn to widen an approach onto the County road at the following location, as per the attached diagram:

Part of Section _____ Section _____ Township _____ Range _____ W4M

Rural Address: _____

As per Private Approaches to County Roads Policy No. OP 9022-02:

- Approval must be obtained from the County prior to widening any approach.
- Landowners requesting approach widening are solely responsible for the construction and all associated costs including clay, culverts and culvert extensions.

Applicant Comments:

Review Date:

To be constructed by: ☐ Landowner ☐ County

Decision: ☐ Approved ☐ Rejected

I, the Applicant, agree to the terms and conditions as described in *Private Approaches to County Roads Policy* No. OP 9022-02. The County of Minburn reserves the right to cancel this application should it deem necessary.

Signature of Applicant

County of Minburn

Office Use Only

Roll No. _____

Property Taxes/Fee Current: ☐ Yes ☐ No

Approach Widening Application Sketch

Please provide a precise location of where the approach to be widened is.

Applicant's name _____

Legal Description:

Part of Section _____ Sec _____ Twp _____ Rge _____ W4M

NORTH						
WEST	31	32	33	34	35	36
	30	29	28	27	26	25
	19	20	21	22	23	24
	18	17	16	15	14	13
	7	8	9	10	11	12
	6	5	4	3	2	1
SOUTH						
EAST						



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Schedule "D"

Hamlet Private Approach Application

Applicants Name: _____

Mailing Address: _____

Phone: _____ Date: _____

Email: _____

I, _____ hereby called the "Applicant", being the landowner of the below property, request permission from the County of Minburn to widen an approach onto the County road at the following location, as per the attached diagram:

Location of Property: Lot _____ Block _____ Plan _____

Civic Address: _____

As per Policy OP 9022-02:

- The County provides one approach into each Hamlet lot with the landowner being responsible for all costs associated with supplying clay sources and if required culverts.
- Back alleys are not covered under this policy.
- Landowners requesting a second approach are fully responsible for the construction and all associated costs, including clay, and if required culverts.

Applicant Comments:

Review Date:

To be constructed by: ☐ Landowner ☐ County

Decision: ☐ Approved ☐ Rejected

I, the Applicant, agree to the terms and conditions as described in *Private Approaches to County Roads Policy* No. OP 9022-02. The County of Minburn reserves the right to cancel this application should it deem necessary.

Applicant (Print Name)

Applicant Signature

Office Use Only

Roll No. _____

Property Taxes/Fee Current: ☐ Yes ☐ No