

**APPROACH AND ACCESS ROAD CONSTRUCTION POLICY**

Subject: Construction of Approaches and Access Roads    Ref: Public Works    Code: 32

Date: April 09, 2019                      Motion No.: 166/09/04/19                      Replaces: 500/23/10/12

The County of Northern Lights  
believes that construction of approaches  
and access roads should be done in  
accordance to existing standards  
and requirements.

In order to ensure proper  
installation standards, construction of  
approaches and access roads will be  
undertaken by the County or  
an Approved Contractor.

Signed:   
Chief Elected Official

Signed:   
Chief Administrative Officer

## **Approaches to existing Municipal Roads**

1. The municipality agrees to allow one approach per quarter section or parcel. An additional approach per quarter section, will be permitted where a natural severance such as a watercourse, intermittent stream, or ravine prohibits access to a portion of the quarter. Exceptions may be considered during new construction, at the discretion of the Director of Public Works or his designate. New access/ approaches, moving of an existing access/ approach and upgrading of an existing approach shall be charged a fee as per the County's Schedule of Fees Bylaw. Payment must be made prior to any construction. The Director of Public Works may waive the fee should an existing approach be deemed impassable due to natural deterioration or wash out.
  - 1.1 All new approaches will be constructed with a minimum ten (10) meter to a maximum of fourteen (14) metre finished driving surface.
  - 1.2 Should the landowner require an approach with the finished driving surface exceeding fourteen (14) metres, the additional cost shall be the price of the culvert/pipe plus 25% and shall be borne by the landowner.
  - 1.3 If the Municipality determines that a culvert is required, the allowable length shall be determined by site-specific requirements. All approach culverts will be new CSP, with a minimum diameter of 500mm. Sloped-end culverts are preferable.
  - 1.4 On request by the landowner, and at the cost as per the County Schedule of Fees Bylaw the County may, at the discretion of the Director of Public Works or his designate, replace or remove a substandard approach. A substandard approach is one that has a faulty culvert, or is considered to be too narrow, or otherwise difficult to use. Other factors may be considered.
  - 1.5 Landowners must complete an Access/ Approach Application form along with payment to the County administration office by the last day of May for that year. All applications will be put on the list, and approval granted prior to construction/ installation. Late requests may be constructed at the discretion of the Director of Public Works in extenuating or emergency situations.
  - 1.6 All requests will be reviewed and prioritized by the Public Works Department. The approval process shall be based upon one access/approach per registered landowner per year, location, timing of installation, proximity of equipment, and budget implications.
  - 1.7 If, due to schedule of Public Works, time constraints, etc, residents may install their own approaches. An Access and Approach Construction form must be completed and accompanied by a deposit as per the County's Schedule of Fees Bylaw and approval as to the placement of the approach is given by the Director of Public Works or designate. Upon completion and after an inspection is completed by the County, the deposit shall be returned to the landowner.

- 1.8 Landowners requesting a new approach or upgrading to an existing approach are responsible for providing all the dirt necessary for installation of an approach or upgrades requested. The dirt must be within a mile of the approach location. Failure to supply the dirt will result in additional costs to the landowner as per the County's Schedule of Fees.

### **Subdivision Access**

2. The Public Works Department will check with the Development Officer to ensure that approach requests do not pertain to a subdivision requirement. If so, the installation is the responsibility of the applicant.
- 2.1 The municipality shall not supply approaches for industrial development (oil & gas industry, forestry industry, and gravel & sand industry). In order to ensure that industrial approaches are constructed in accordance to this policy, the Development Officer shall ensure that as a condition of development, the developer provides (at his cost) an approach to suit the access needs of the development. The Development Officer shall consult with the Public Works Department regarding the appropriate standards.
- 2.2 All approaches within the subdivision development shall be located and approved in the subdivision agreement, prior to construction. Development of approaches may be restricted if traffic flow or other factors impact local road conditions. These factors will be identified in the subdivision application approval. Service roads may be required.



**County of Northern Lights  
Access/ Approach Application**

Application # \_\_\_\_\_

**APPLICANT INFORMATION:**

Landowner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (res): \_\_\_\_\_ (cell) \_\_\_\_\_

Legal Land Description: \_\_\_\_\_ Rural Address: \_\_\_\_\_

**PROJECT INFORMATION:**

Is the proposed access/approach:  A New Access  Alteration of Access

If this is an Alteration of the Access, does it require a new culvert?  Yes  No

If this is an Alteration of the Access, does it require widening?  Yes  No

Does an existing Access need to be moved?  Yes  No

Does the Landowner have access to a sufficient amount of dirt within 1 mile of the access/ approach legal land description?  Yes  No

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**Office Use Only**

Alberta One Call Ticket # \_\_\_\_\_

GPS Co- ordinates: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Assigned Workers: \_\_\_\_\_

Description of Work Completed: \_\_\_\_\_

Landowner Paid:  Approach/ Access Construction Fee  Deposit for installing own approach

Access/ Approach Construction fee No supply of fill  Fee for widening over 14 m drive surface

Total Paid: \_\_\_\_\_