

THE RURAL MUNICIPALITY OF ROCKWOOD
POLICIES AND PROCEDURES MANUAL

SECTION: **OPERATIONS POLICY**

SUBJECT: **CONSTRUCTION OF PRIVATE APPROACHES,
INSTALLATION OF CULVERTS
*INSTALLED BY THE APPLICANT***

DEPARTMENT: **TRANSPORTATION**

POLICY NO.: **2017-03, as amended**

EFFECTIVE DATE: **April 5, 2017**

REPLACES POLICY: **2012-01**

RESOLUTION NO.: **2017 145 Resolution Date: April 5, 2017**

CORRESPONDING BY-LAW: **By-Law #10/17**

AUTHORITY:

By-Law #10/17 of the Rural Municipality of Rockwood.

PURPOSE:

The Council of the Rural Municipality of Rockwood recognizes that there is a need for construction of private approaches in such a manner as to avoid interference with, and to facilitate, the drainage systems. The purpose of the Policy is to ensure the drainage system is respected and that all landowners are treated in a fair and equitable manner.

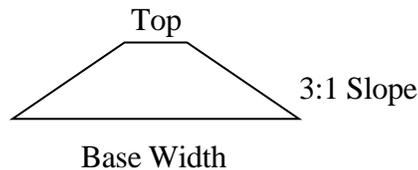
POLICY:

APPLICATION FOR APPROACH:

A landowner desiring to have a private approach built, replaced, or restored and a culvert installed, as outlined in Part II of this Policy, shall first complete an Application, being Appendix “A” attached hereto.

CRITERIA FOR CONSTRUCTION OF PRIVATE APPROACH:

- a) The base width shall be determined by adding the 3:1 slope to the top width in order to determine the total width.



The Rural Municipality of Rockwood shall determine the actual total base width.

- b) Urban Residential – Minimum top shall be 5 metres.
- c) Rural Residential – Minimum top shall be 6 metres.
- d) Farm Field Crossings – Minimum top shall be 8 metres.
- e) The edge of the approach must be a minimum of 3 metres from the property line unless a shared driveway is approved.

ALL APPROACHES (with the exclusion of approaches on a paved curb and gutter street):

1. The applicant shall be responsible for the construction of the private approach and installation of the culvert, the Municipality will inspect at the following points:
- Once the culvert is placed in the ditch and pegged so it will not move (Check for proper type, size and grade);
 - Once the culvert is covered and the approach is completed (checked for specifications being met and no damage to the area).

2. **STANDARDS:**

a) **Drainage Culverts:**

That drainage culverts used shall be either:

- i) Corrugated steel pipe, minimum 16 gauge (1.6 mm total thickness), coated with 2 oz. zinc per square foot (610 g/m²), joined with annular corrugated couplers; or
- ii) HDPE culverts.
- iii) Used culverts will not be allowed for use in new approach installations.
- iv) Used culverts may be used if approved by the Transportation Department for alterations to existing approaches. If available the municipality may supply used culverts for 50% of the price of a new culvert of equal size.

b) **Minimum Private Approach Standards:**

The private approach shall be constructed of suitable backfill material finished with a top compacted with a minimum 100 mm (4") limestone or approved gravel finish.

Frozen or materials larger than 19 mm (³/₄") shall not be used.

- 3. Requests for any additional private approaches on property that currently have private approaches shall require the approval of Council, by resolution, with the following exemption:
 - a) Additional approach for agricultural purposes shall not require approval of Council by Resolution.
- 4. Private approaches that do not require a culvert shall be permitted based on installation cost, per metre of base width, as set out by Resolution of Council. Any approaches that do not require a culvert shall be determined solely by the Municipality.
- 5. Alterations and maintenance to existing approaches shall be the actual costs of supplies, equipment and labour with said costs to be the responsibility of the landowner.

/4 **Operations 2017-03**
Construction of Private Approaches,
Installation of Culverts & Construction of Ditches

6. Floodgates and/or Control Structures on Culverts shall only be permitted by Resolution of Council and the landowner shall be responsible for the actual costs of supplies, equipment and labour.
7. Pursuant to Sections (1), (2), (3) & (4), the landowners shall be responsible for the costs of a standard size culvert, to a maximum 450 mm (18”) in diameter. Culvert costs incurred in excess of the standard size in diameter to accommodate the municipal drainage system shall be borne by the Municipality.
8. Owners of Urban Residential, Rural Residential or Farmland who wish to have a crossing relocated shall be responsible for the total costs of the relocation.
9. Landowners requesting a second approach to the property, if approved by Council or by Policy, shall be responsible for 100% of the actual cost for the culvert, supplies and installation.
10. The approaches shall be constructed and culverts shall be installed in accordance with specifications set out in a By-Law respecting private approaches and culverts.
11. Landowners wanting a private approach wider than specified shall be responsible for all additional costs if the Municipality agrees that such an approach should be constructed.
12. Approaches now in existence shall be grandfathered until deterioration requires reconstruction.
 - a) If a culvert deteriorates due to natural causes or needs to be re-set, the Municipality shall reconstruct said culvert pursuant to Paragraph (13) and costs shall be borne by the Municipality. The Municipality will not replace asphalt, concrete or paving stones that have been placed within the Municipal right-of-way.
 - b) If a culvert is damaged due to negligence, the Municipality shall reconstruct said culvert pursuant to Paragraph (13) and the landowner shall be responsible for any costs incurred.
13.
 - a) If a culvert requires replacement or restoration, the Municipality shall only reconstruct or repair to municipal standards. Any additional gravel needed on a new or existing approach due to settlement will be the responsibility of the land owner.
 - b) Decorative end walls are not permitted on municipal property. If landowners decorate approaches and/or culverts, the Municipality will not replace and/or restore the decoration. If the Municipality deems the decorative end wall to be a hazard to vehicles or equipment, it may require the property owner to remove the

/5 **Operations 2017-03**
Construction of Private Approaches,
Installation of Culverts & Construction of Ditches

hazard. If the property hazard is not removed the municipality will remove the hazard and all costs associated with the removal will be charged to the property owner.

14. **Other Jurisdictions:**

Appropriate approvals shall be obtained from all applicable government authorities.

15. **Unauthorized Installation of Private Approaches and/or Culverts:**

- a) If a private approach and/or culvert is installed without a Permit from the Municipality, the landowner will be instructed to remove said approach/culvert within seven (7) days.
- b) Failure to remove the unauthorized approach/culvert within the seven (7) days will result in the Municipality removing said approach/culvert. All costs incurred shall be charged to the landowner.
- c) In the event of an emergency, the Municipality shall remove the unauthorized approach/culvert without notice and all costs incurred shall be charged to the landowner.

Administration of Policy:

1. Application for a permit to construct, replace, or restore a private approach shall be made to the Administration Office.
2. The application shall be passed on to the Transportation Manager.
3. The Transportation Manager or designate shall visit the site and determine the installation and cost requirements for that site. Said cost shall be noted on the application and forwarded to the Administration Office.
 - Minimum costs will be a \$150 permit fee and a \$350 damage deposit. The damage deposit will be returned if there is no damage to the road or ditch found during the final inspection.
4. The Administration Office shall contact the Applicant and advise of the cost.
5. If the cost is satisfactory to the Applicant, the Applicant shall pre-pay the cost and sign the application, authorizing the Applicant to proceed with the work.

/6 **Operations 2017-03**
Construction of Private Approaches,
Installation of Culverts & Construction of Ditches

6. The Administration Office shall forward the application to the Transportation Manager or designate indicating the Applicant has pre-paid the cost of the work and authorizing the Applicant to proceed with the work.
7. All calls for inspection must be made at least 24 hours in advance.
8. Upon completion of the work, the Transportation Manager or designate shall so note on the application and forward same to the Administration Office.