

DRIVEWAY AND APPROACH POLICY

Policy Number:	OP10
Administered By:	Director of Operations
Approved By:	Chief Administrative Officer
Effective Date:	August 24, 2020 R.265.2020

Purpose:

This policy shall define the Town's requirements for allowing landowners to modify or construct a new driveway or approach with the Town's boundaries.

Scope:

The policy shall apply to all new and modified residential, commercial, industrial, institutional and field driveways and approaches; with or without curb cuts within the Town.

Responsibilities:

The Public Works Foreman and Development Officer are responsible to ensure driveway and approach construction or modification are completed as per this policy and all applicable Bylaws and Engineering Standards.

Definitions:

Hard Surfaced Road - means asphalt, concrete pavement, or chip - sealed surface applied over an engineered road base;

Non-Hard Surfaced Road - means a gravel surfaced road meeting Engineering Standards;

Policy:

The Town will allow the construction and modification of driveways and approaches. This work will require a Driveway and Approach Application to be submitted and will be subject to the terms and schedules as set herein. All costs associated to construction or modification will be the responsibility of the applicant.

Procedure:

Approval for any new installation or modification of driveways and approaches within the Town's right-of-way are mandatory and shall be issued by the Public Works Foreman. Approval shall comply with all applicable bylaws and regulations.

Applications for driveway permits must be made a minimum of ten (10) business days in advance of the proposed installation or modification date. All applications shall include the following:

- 1) A signed and completed Driveway and Approach Application;
- 2) A plan showing all existing topographical features, grades, all property boundary lines for the serviced lot and shall be labelled with street names, municipal addresses, and a

north arrow. The plan shall show the dimensions of the existing and/or proposed driveway and its location relative to fixed features (curb lines, property lines, trees, sidewalks, etc.), so that the proposed installation or modification work can be identified in the field;

- 3) If applicable, seek approval for curb cutting, curb removal and culvert installation or modification at the time of permit application. Alternatively, should no curb cutting be required, the length and diameter of culvert must be submitted;
- 4) Prior to issuance of "permission to construct", the applicant must provide a refundable security to the Town as per Schedule "A" in the Driveway and Approach application, to remain with the Town until the completion of the work. A refundable security is not required for applicants who have obtained a Development Permit.

Terms and Conditions

- 1) All work must be completed within one (1) year of approval or the application will lapse and be revoked.
- 2) Installation and modification work:
 - a) All work is to be constructed to Town standards and approval conditions.
 - b) Applicant must not commence any work until the application is approved.
 - c) Applicant must provide 48 hours' notice prior to commencing work.
 - d) A traffic accommodation plan in accordance with Alberta Transportation's Traffic Accommodation in Work Zones Manual (2018 Edition), where required, must be submitted 48 hours prior to the work commencing.
- 3) All driveways and approaches within the Town right-of-way shall connect to a driveway within a private lot to provide access/egress to private property. The portion of the driveway on the Town right-of-way shall not be used to perform any other function, including parking of vehicles or storage of materials and equipment. All driveways must conform to the Land Use Bylaw requirements.
- 4) Approval will not be issued where the installed or modified driveway or approach does not provide suitable sightline clearance at the entry point into the Town right-of-way.
- 5) All risk, responsibility and expense associated with any driveway or approach located in Town right-of-way is the responsibility of the landowner.
- 6) The Public Works Foreman may direct the removal or modification of any driveway or approach within Town right-of-way which has not been:
 - a) approved;
 - b) installed or modified in accordance with the issued approval; or
 - c) maintained in a good service condition.

Geometric Design Requirements

- 1) Driveway or approaches shall meet the travelled portion of the road allowance at an angle of ninety degrees (90°), unless otherwise approved by the Public Works Foreman.
- 2) Shall not be located within 6.0m of an intersection.
- 3) Maximum width requirements:
 - a) Single residential = 7.4m in width or 50 percent of the width of the lot on which the driveway is situated, whichever is the lesser of the two options.
 - b) Shared residential = 8.0m.
 - c) Commercial/industrial = 10.0m, unless otherwise approved by the Public Works Foreman.
 - d) Field approaches = 8.0m, unless otherwise approved by the Public Works Foreman.
- 4) Maximum and minimum slopes:
 - a) Residential - 1% min. and 7% max.
 - b) Shared residential, commercial, industrial and institutional – 1% min. and 5% max.

- 5) Turning radius requirements:
 - a) Residential and shared residential = 3.0m, unless otherwise approved by the Public Works Foreman.
 - b) Commercial, industrial and institutional = 6.0m.
- 6) Surfacing requirements:
 - a) Hard surfaced road = asphalt, concrete, or paving stones. Minimum thickness is 50mm.
 - b) Non-hard surfaced road = gravel, or other material as approved by the Public Works Foreman. Minimum thickness is 75mm.
- 7) Maximum number of driveways and approaches:
 - a) Residential = 1 driveway per lot as per the Land Use Bylaw.
 - b) Commercial, industrial, and institutional properties = approved at the discretion of the Development Officer or Public Works Foreman.
- 8) Culvert Requirements:
 - a) Minimum 250mm CSP culvert required for all approaches, unless otherwise approved by the Public Works Foreman. Culverts are not required for approaches located at a high point.
 - b) All culverts must have hand-placed rip-rap around the bevel and extending 1m past the each invert.
- 9) Curb and sidewalk cuts:
 - a) All curb and sidewalk cuts shall be repaired to a thickness matching the adjacent curb or sidewalk.
 - b) All disturbed pavement shall be repaired to a thickness matching the adjacent curb.
- 10) Side slopes and back slopes:
 - a) 3:1 minimum side slope ratio preferred.
 - b) 2:1 minimum backslope ratio preferred.
- 11) Temporary approaches shall be constructed to the same geometric requirements as permanent approaches, unless otherwise approved by the Public Works Foreman.

Further Information:

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.



CAO – Town of Fort Macleod



**TOWN OF FORT MACLEOD
DRIVEWAY AND APPROACH
APPLICATION**

FOR OFFICE USE ONLY
Date Received: _____
Deemed Complete Date: _____
Security Submitted (y/n): _____

Date of Application: _____

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as you have signed "Permission to Construct" on Page 3

APPLICANT INFORMATION

Name of Applicant: _____
(please print): _____ Phone (primary): _____

Mailing Address: _____ Phone (alternate): _____

Fax: _____

City: _____ Email: _____

Postal Code: _____

Is the applicant the owner of the property? Yes No
IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____ _____ _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
City: _____	
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a driveway or approach. I also consent to an authorized person designated by the municipality to enter upon the subject land for the purpose of an inspection during the processing of this application.

Applicant

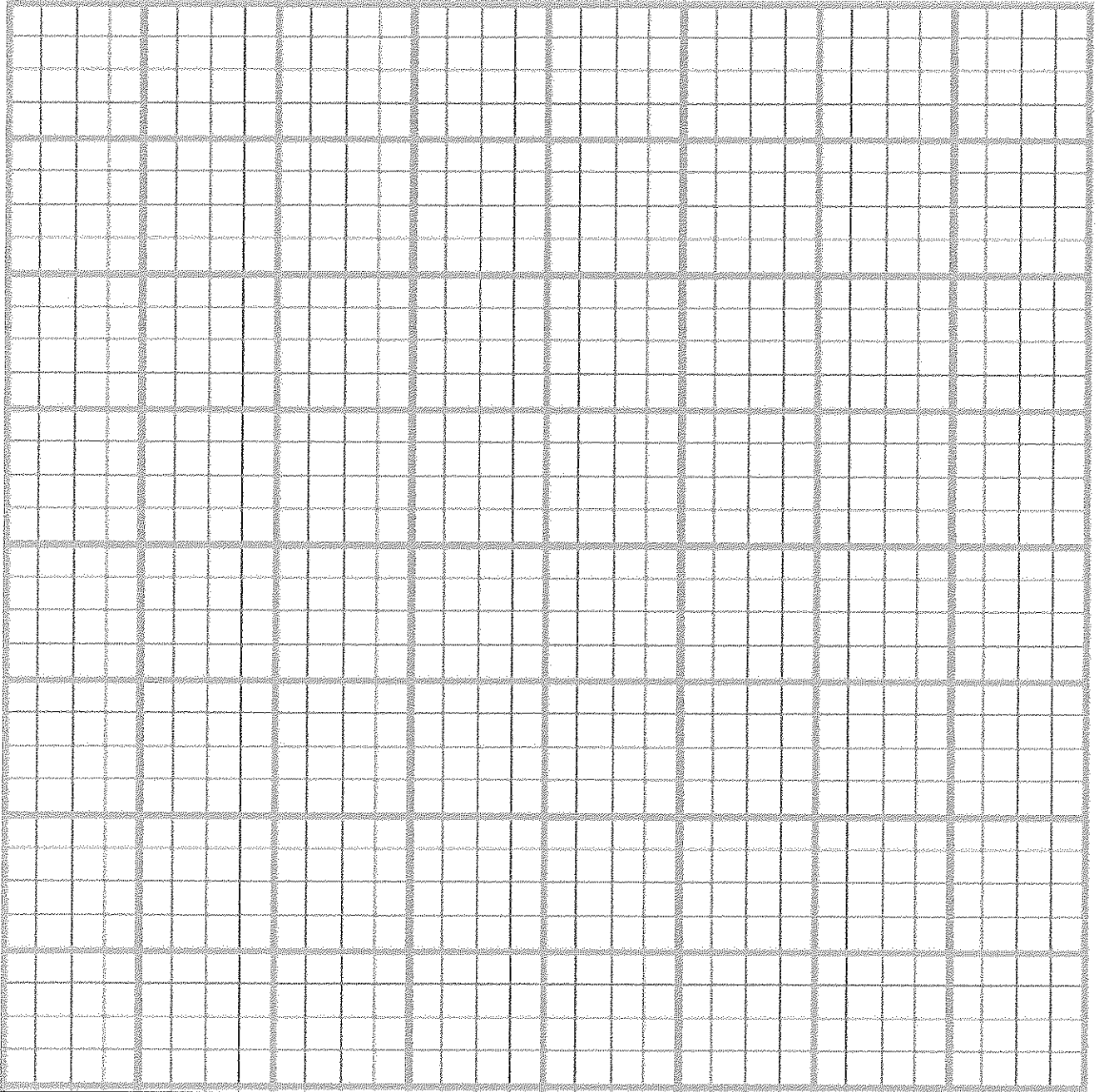
Registered Owner (if not the same as applicant)

PROPOSED DRIVEWAY AND APPROACH INFORMATION

Approach Type:

- Commercial/Institutional
- Industrial
- Residential
- Field Access
- Temporary

Site Plan:



APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Agreement Applications. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

Site Plan Requirements. Site plan shall provide the following information:

	Yes	No	N/A
1. North arrow and address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The boundaries and measurements of the lot in metric.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of existing driveway, sidewalks, trees, poles, signs, streetlights, buildings and powerlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location and measurements of proposed driveway or approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Location of adjacent intersecting streets or avenues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refundable Security Fee (as per Fee Schedule below).

SCHEDULE "A" - REFUNDABLE SECURITY FEE SCHEDULE*

1. Residential = \$750
2. Commercial/Industrial/Institutional = \$1,000
3. Field Access = \$500
4. Temporary Approach = \$1,500

***NOTE: FEES ARE NOT APPLICABLE TO APPLICANTS WHO HAVE OBTAINED A DEVELOPMENT PERMIT.**

FOR OFFICE USE ONLY	
PRE-CONSTRUCTION INSPECTION DATE:	
PERMISSION TO CONSTRUCT DATE:	APPROVED BY:
POST-CONSTRUCTION INSPECTION DATE:	
APPROVED (YES/NO):	APPROVED BY:
COMMENTS:	