

## Municipal Road Approach Policy

3A.007

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<b>Section:</b>	<b>3.0 Planning and Community Services</b> - <b>A. Planning and Development Services</b>
<b>Authority:</b>	<b>Council</b>
<b>Administering Department:</b>	<b>Planning and Community Services</b>

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### Statement

The Municipal District of Bonnyville (M.D.) will ensure the existence of the first approach to a quarter section when that quarter section is along a developed road allowance. Any additional approaches require an approach development permit and are constructed at the expense of the landowners(s), or in the case of crown land, the lessee(s).

### Purpose

The purpose of this policy is to provide direction to Administration in regard to approach construction and planning for access to municipal roads.

### Definitions

For the purposes of this policy:

- (1) “Approach” means any access to a parcel of land from a developed road allowance;
- (2) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the Municipal District of Bonnyville appointed by Council or their authorized delegate;
- (3) “Council” means the duly elected Council of the M.D.;
- (4) “Development Authority” means Development Authority as defined in the M.D. Development Authority Bylaw.

### Policy

- (1) First Approach to a Quarter  
In order for the M.D. to construct a first approach to a quarter, an application shall be made on an Approach Development Permit Application. The fee shall be waived and the application will be forwarded to Infrastructure Services for installation. Once it is complete the M.D. will send a notice of completion to the applicant.
- (2) Maximum Allowable Approaches
  - (a) Agricultural Parcel (including residence):
    - (i) parcels larger than 80 acres more or less may not have more than two (2) approaches;
    - (ii) parcels less than 80 acres more or less may only have one (1) approach; and
    - (iii) the municipality may allow additional approaches to a parcel without going to the Development Authority only if it is severed by a topographical feature(s) that physically divides the property.
  - (b) Residential Parcel: one (1) approach.

- (c) Industrial/Commercial Parcel: one (1) approach.
- (d) Campgrounds: two (2) approaches.

Applications for approaches beyond the maximum listed above shall be referred to the Development Authority for decision.

(3) Exception to Standards

Lots within a rural subdivision or Hamlet with less than 25 meters of frontage along the M.D. access road and/or are of a shape that hinders the ability to construct an approach that meets the M.D. Construction Standards for Road Approaches (*Attachment A*) may apply for an exception. The applicant shall supply illustrations of their proposed approach with a description of installation for approval by the M.D. Development Officer with a referral to Infrastructure Services.

(4) Widening

Modifications to an existing approach, including widening, shall require approval in the form of an Approach Development Permit Application from the M.D. The application shall include the requested width to a maximum total width of 10 meters for residential use parcels and 12 meters for agricultural/industrial use parcels.

The M.D. may supply either a coupler and a portion of culvert or a new culvert if the material of the existing culvert can not be matched to accommodate the widening, dependant on supply. The owner is responsible to install the culvert extension, complete the compaction of the base material, finish as per M.D. standards, and then contact M.D. Planning and Development to request an inspection of the work. Once the work has been inspected and approved by Infrastructure Services, the M.D. will re-gravel the approach up to the property line.

(5) Short Term Approaches

Whereas an additional approach may be required for the movement of equipment, a short-term approach may be approved. This approach shall be in place no longer than 90 days and shall be reclaimed to its pre-developed state prior to the 90-day expiry. If the approach is not removed and reclaimed by the deadline, the M.D. may hire a contractor to complete the job or get it completed through its own resources at the expense of the applicant. Approval is required in the form of an Approach Development Permit Application from the M.D. A security deposit may be required as outlined in the M.D. Master Rates Bylaw for reclamation costs. Once the M.D. has confirmed complete reclamation by the applicant, within the aforementioned timeframe, the deposit will be returned.

Note: All approaches, once installed are within the jurisdiction of the M.D. and therefore are deemed temporary. The M.D. reserves the right to relocate or adjust approaches to accommodate safe access onto all municipal roads.

### Policy Review

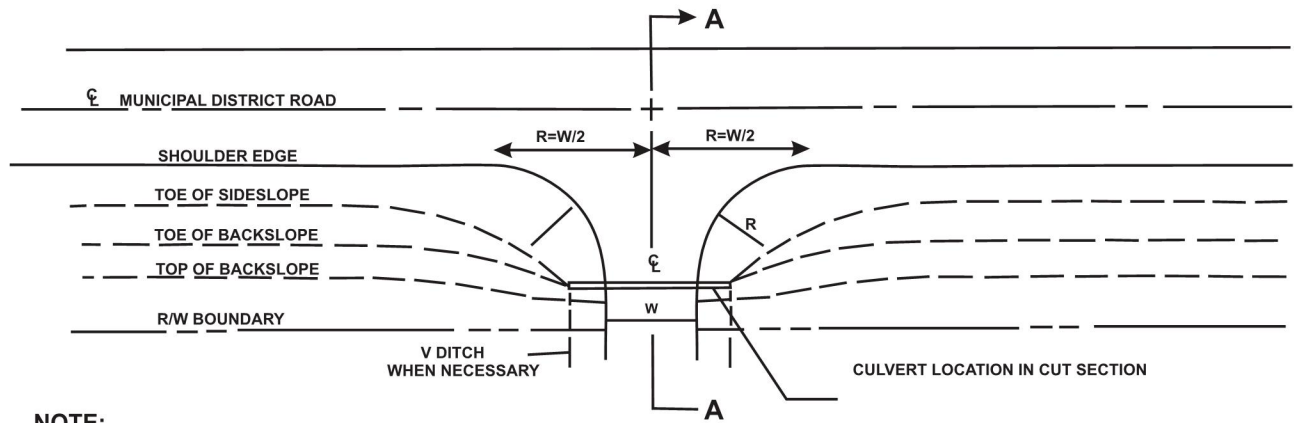
Within five (5) years from date adopted / amended / reviewed.

### For administrative use only:

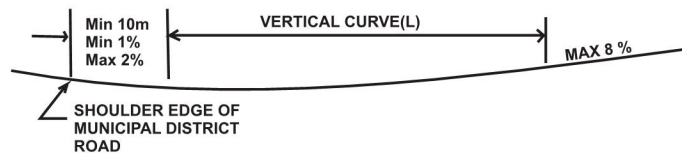
<b>Previous Policy Number:</b> (prior to July 24, 2019)	60.61.03
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	Attachment A: M.D. Construction Standards for Road Approach Application: M.D. Approach Development Permit Procedure: Municipal Road Approach Procedure Bylaw: Master Rates Bylaw

**Municipal District of Bonnyville**  
**Construction Standards for Road Approach**

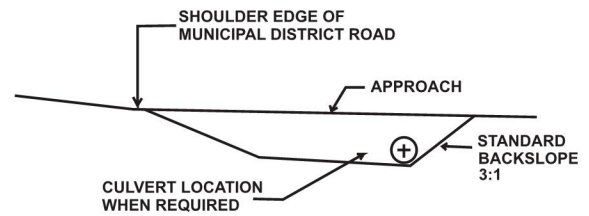
- (1) Culverts must be of suitable diameter and length as to not impede the ditch flow. Sizing shall be determined by the CAO. All culverts installed must be corrugated metal pipe with whistled ends (beveled) unless otherwise approved by the CAO.
- (2) In the instance that the approach is to be constructed on the high point of the ditch, where drainage flows away from the approach in both directions, it may be constructed without the installation of a culvert pending approval from the CAO.
- (3) All topsoil must be removed from the ditch prior to culvert installation for ease of water flow.
- (4) Approach surface must be crowned and have a minimum of 300 mm (1 foot) of compacted clay cover as measured from the top of the culvert. A minimum of 50mm (2 inches) of 20mm (3/4 inch) compacted gravel is to be placed over compacted subgrade. Construction of the approach must be completed in non-frozen conditions unless otherwise approved by the CAO.
- (5) Road Approach minimum and maximum roadway widths are as follows, unless criteria for an exception is met in accordance with Section (3) of this Policy:
  - (a) For residential use approaches: minimum 8 meters (26.24 feet), maximum 10 meters (32.8 feet);
  - (b) For agriculture/industrial use approaches: minimum 10 meters (32.8 feet), maximum 12 meters (39.37 feet).
- (6) All exposed culvert ends to be packed with hand size rocks to prevent erosion around culvert ends.
- (7) Road approaches should have a minimum distance separation of 30 meters (100 feet) and align with existing approach(s) across from both sides of the municipal road when possible.
- (8) Road approaches should be a minimum of 100 meters (328 feet) from the intersection of any municipal roads and highways.



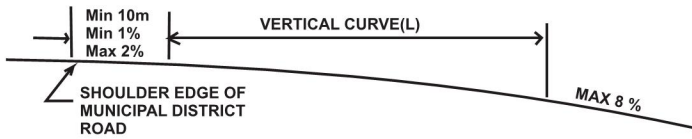
**NOTE:**  
INTERSECTION ANGLE TO BE IN RANGE 80 TO 100



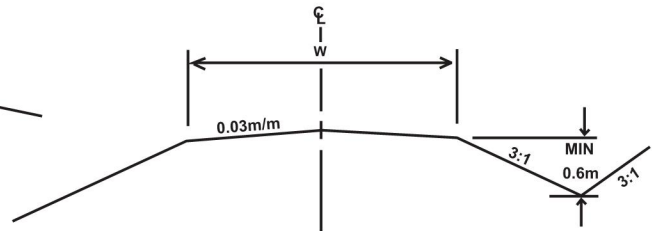
**SECTION A - A**  
PRIVATE APPROACH IN CUT



**DETAIL OF**  
**DITCH AND CULVERT LOCATION**



**SECTION A - A**  
PRIVATE APPROACH IN FULL



**PRIVATE APPROACH**  
**CROSS-SECTION**

ALGEBRAIC DIFF IN GRADIENT(%)	LENGTH L(m)	
	CREST	SAG
1	6	8
2	12	15
3	16	23
4	24	30
5	30	38
6	37	46
7	/	46
8	/	46
9	/	46

USE	APPROACH WIDTH, W(m)		RADIUS OF INTERSECTION EDGE OF SHOULDER(R)
	Min.	Max	
RESIDENTIAL	8	10	10-15
AGRICULTURE	10	12	15-20
INDUSTRIAL	10	12	15-20



# DESIGN SPECIFICATIONS FOR ROAD APPROACHES

Scale: **N.T.S**

Date: **2023**

Drawn By  
**MD of Bonnyville**