

	MANUAL – Transportation Services	POLICY # - Resolution # 2024-106
	SECTION: Services	Original effective Date: March 3, 2022
	TITLE: Approach Policy	Last Review Date: June 06, 2024
POLICY/PROCEDURE		APPROVED BY:

1. POLICY

- 1.1. This policy is in place to establish a consistent practice when dealing with approaches on all Municipal Roadways within the Rural Municipality of Keys No 303. Any person who wishes to build an approach on a Provincial Highway shall make application to Saskatchewan Highways & Infrastructure.
- 1.2. Every quarter section is entitled to one approach. Additional approaches and the location of the approaches is at the discretion and approval of Council.
- 1.3. Approaches must not negatively effect drainage or traffic in a significant manner.
- 1.4. During a subdivision process, if there is an approach to a field going through the proposed residential subdivision, the farmland outside the proposed residential subdivision must have its independent approach at the cost of the person subdividing the property.

2. DEVELOPMENT APPLICATION

- 2.1. Any person who wishes an approach attached to a Municipal Roadway must apply to Council prior to any work being completed with the following information:
 - a map of the area, including legal location and what road is being affected;
 - size of approach, including where other approaches in the area are located;
 - Whether or not they feel a culvert is required;
 - Reason for the approach;
 - How it is to be built and who will be doing the work.
- 2.2. This application can be on the Development Application Form, or by letter.
- 2.3. The Application will be presented to Council at the next Council Meeting for their approval.
- 2.4. Once completed, the landowner shall contact the Divisional Councilor to inspect the newly constructed, altered or closed approach.
- 2.5. There is no cost associated with this application.

3. APPROACH SPECIFICATIONS:

3.1. The approach shall be constructed:

3.1.1. Using clean earth with a minimum of 300 mm (1 foot) of compacted clay cover and must be free from objectionable material such as frozen soil, topsoil, trees, stumps and large boulders. Rock may be used if required for rip rap.

3.1.2. To slope away from the roadway with a minimum grade slope between 5-6%;

3.1.3. At a minimum width of 8 metres (26.25 feet) for residential approaches or 12 metres (39.37 feet) for agricultural/industrial approaches;

3.1.4. Perpendicular (at a right angle) to the roadway centerline;

3.1.5. Without restrictions of sight lines and with a minimal affect to traffic safety; and

3.2. In regards to costs:

3.2.1. Pipe Costs: When the installation of a culvert is deemed necessary by Council, the municipality will supply a maximum of one culvert length per quarter section if replacing the approach or fixing it because the pipe has failed due to an occurrence such as breaking apart due to age or wear or being damaged by municipal equipment. In the case of a new or modified approach, any culvert or additional length of culvert will be the responsibility of the developer or ratepayer.

3.2.2. Construction costs: In the case of a pipe failure, if failure is due to an occurrence such as breaking apart due to age or wear or being damaged by municipal equipment, the costs for reconstruction is the responsibility of the municipality. In the case of a new approach or if the approach is modified, the cost would be of the developer or ratepayer; the municipality will only be responsible for the cost of replacing the culvert to the same size or comparable size in the event of pipe failure or damage.

3.3. When possible, approaches should align across the municipal road with an existing approach. If alignment is not possible, the minimum distance of separation between approaches should be 30 metres (100 feet).

3.4. It is recommended that the approach surface be covered with a minimum thickness of 50 mm (2") of processed, compacted gravel at the time of construction; pit run cannot be used on approaches. Gravel must be provided by the applicant or landowner.

3.5. Approaches heading to residences and sites with buildings require the installation of a civic address sign. The landowner, developer and/or applicant is responsible to purchase and install the civic address sign to municipal specifications.

3.6. Approach construction shall result in no damage to the road including road shoulder, road surface, side slopes and/or ditches.

3.7. The applicant is responsible to locate all existing utilities within the right-of-way and ensure that the approach construction does not result in damages or interferences with utility services. The applicant is liable for damage to utility infrastructure during approach construction.

3.8. Approach approval does not eliminate the requirement of the applicant to comply with any other provincial legislation, federal legislation or local building and zoning bylaws. Approach approval along provincial highways is permitted and regulated by the Saskatchewan Ministry of Highways.

4. NON-CONFORMING APPROACHES:

4.1. Written notice shall be provided by the municipality to the landowner specifying the remedial work required for the approach to be approved as a conforming approach.

4.2. If the remedial work is not completed within 30 days from the delivery of written notice, or within a shorter time period as specified in the written order due a transportation or safety concern, the municipality may order the work to be completed at the landowner's expense. These expenses shall be paid by the landowner, including a 20% penalty surcharge.

5. CLOSURE OF AN APPROACH:

5.1. Every person who closes an approach shall:

5.1.1. Restore the ditch and shoulder to municipal standards at their expense.

5.1.2. Failure to comply with municipal standards shall result in the approach being declared a "non-conforming" approach.

6. MAINTENANCE OF AN APPROACH:

6.1. It shall be the responsibility of each landowner to maintain the approach to their field, which includes snow removal, gravelling and drainage.

7. APPROACH MODIFICATIONS BY THE LANDOWNER, APPLICANT OR DEVELOPER:

7.1. Approach widening follows the same approach specifications and approval process as outlined in this policy.

7.2. Culvert and construction costs shall be at the expense of the landowner.

8. APPROACH MODIFICATIONS BY THE MUNICIPALITY:

8.1. In the event that the municipality completes any construction work that affects a conforming approach, the municipality shall undertake reconstruction of the approach made necessary by this construction at no cost to the landowner.