

## THE RURAL MUNICIPALITY OF WHITEHEAD

### POLICY & PROCEDURES MANUAL

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| <i>Department</i><br><b>Public Works</b>                          | <i>Classification</i><br><b>POLICY</b>                           |
| <i>Subject</i><br><b>DRIVEWAY/APPROACH AND CULVERT<br/>POLICY</b> | <i>Pages</i><br>3                                                |
| <i>Authority</i><br><b>Council</b>                                | <i>Effective Date</i><br>April 14, 2014<br>Amended July 12, 2018 |
| <i>Approved</i><br><b>Resolution# 7</b>                           | <i>Index</i><br>PW-05                                            |

#### **PURPOSE:**

The purpose of this policy is to provide guidance to Council members and to Ratepayers associated with the installation of culverts in municipal roads and of new approaches that access roadways under municipal jurisdiction. (Ratepayers should refer to the appropriate Development Agreement for specific details about approaches within a particular subdivision.)

#### **POLICY DESCRIPTION:**

Property owners must contact the Municipality to confirm permission to:

- Build a driveway on your property
- Install a new driveway or approach/entrance with culvert
- Widen an existing driveway or approach
- Add a second driveway/approach
- Install a temporary driveway approach entrance to provide access to vehicles during construction projects, etc.

#### **Residential, Farm and Commercial Properties:**

In general, one (1) approach per half mile will be permitted. In the communities of Alexander, Kemnay and Beresford, 1 approach per property is allowed.

The cost of the approach including all labour and materials and including the cost of the initial culvert (if required) is at the sole expense of the landowner who must adhere to the following conditions:

- a) The approach or entrance must be the primary access to the property.
- b) The landowner or applicant must request approval from the RM of Whitehead prior to applying for the necessary permit through Sustainable Development. An application form (available at the Municipal office) must be completed and filed prior to being forwarded for Council's consideration at the next Regular Council meeting.
- c) The landowner or applicant must apply for the appropriate permit through Manitoba Sustainable Development.
- d) Any application fee(s) payable to Sustainable Development, must be paid by the landowner/applicant.
- e) Once a culvert is placed in the ditch, the landowner must contact the municipal office to arrange for an on-site inspection to ensure the culvert is at the appropriate height and will be installed correctly.
- f) The access (with or without culvert) shall be built to municipal standards (see attached 'Schedule A').

Culverts in approaches will not be steamed or cleaned unless the blockage is threatening buildings or causing the flooding of agricultural land for an unreasonable length of time.

#### **Culvert Installations through Municipal Roads:**

#### **Policy on Culvert Installations through Municipal Roads:**

Culvert installations through municipal roads may be considered at the expense of an RM of Whitehead property owner. Upon receiving a request from a property owner to install a culvert in the roadway adjacent to their property, the following steps will be taken:

1. The landowner requesting the culvert, is required to first get consent from all downstream landowners who may be affected by the works. (Consent forms are available at the municipal office)
2. The applicant/landowner must provide detailed information regarding the proposed drainage including, but not limited to legal land location, flow direction, and the purpose of the proposed works.
3. Once the landowner has the signed consent forms and detailed information, they must apply for approval from the RM of Whitehead.
4. The RM of Whitehead will then apply for the necessary permit through Manitoba Water Stewardship. The application fee must be paid by the landowner.
5. All work performed will be done by the RM of Whitehead staff or a contractor of their choice and will be built to both municipal and Sustainable Development specifications.
6. **All costs, including, but not limited to, the cost of any survey required by Sustainable Development, the cost of the culverts, excavating, installation, rock, gravel, fees, and any other costs associated with the installation will be entirely the responsibility of the landowner requesting the work.**

**NOTE: Manitoba Sustainable Development will not license any drainage works without signed Landowner Consent Forms.**

**For further information contact the Water Resource Officer for this area:**

**Bobby Bennet                      204-380-3031**

### **Schedule A**

#### **Specifications for New Driveway/Approach**

1. Contact Information: RM of Whitehead Municipal Office  
Ph: 204-752-2261  
Fax: 204-752-2129  
Email: office@rmofwhitehead.ca
2. Construction Specifications:
  - a. Due consideration for appropriate setback distances from intersections and obstructions causing a visibility hazard must be given.
  - b. If necessary, a permit from Manitoba Water Stewardship must be obtained.
  - c. Approach width guidelines:
    1. Residential & Commercial Approaches – 30 feet minimum
    2. Farm Approaches – 30 feet minimum
    3. LUD of Alexander Approaches – 30 feet minimum
  - d. Culvert if required must be new and be sized appropriately as per the permit
  - e. Culvert must be a minimum of 16" in diameter for Residential, Commercial and Farm, and 12" in diameter for the LUD of Alexander.
  - f. 4:1 slope must be maintained.
  - g. Approach base and aggregate materials used must be suitable for approach construction