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## Access to Roads Under the County's Jurisdiction

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**Date of Approval by Council:** 08/19/86; 06/14/05  
07/06/2010; 06/24/2014

**Resolution No.:** 657/86; 429/2005  
447/2010; 229/2014

**Lead Role:** Chief Commissioner

**Replaces:** 60-62-017

**Last Review Date:** June 24, 2014

**Next Review Date:** 2017

**Administrative Responsibility:** Transportation and Agriculture Services

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### Policy Statement

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This policy is intended to guide the provision of access to roads under the County's jurisdiction in order to strike a balance between access requirements and the safe, efficient operation of the road system. All new and modified accesses are subject to the approval of the County.

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### Definitions

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**“Approach”, “Access”, or “Access approach”:** Any material or structure located within the road right-of-way used for the purpose of entering or exiting any road under County's jurisdiction

**Manager:** The Manager of Traffic Engineering and Safety

**Director:** The Director of Transportation and Agriculture Services

**Road:** Any public road under the County's jurisdiction

**Variance:** A formal written request for exceptions to the policy where the requested access does not meet the standards or guidelines

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### Guidelines

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Placement of Accesses within County-owned Roads is governed by Bylaw 8-2007 “Unauthorized Use of County Property” Section 3.12.A.

Following principles of accepted risk management, planning and engineering practices will guide the requirements for the Access review process.

- The safety of Road users is the primary factor in the Access review process.
- Access management will consider the Road classification including the current and future Road function and traffic volumes.
- Placement of all Accesses will be governed by current engineering standards and guidelines and other municipal bylaws.

Review and approval of all Accesses will be guided by the current edition of the County's “Design and Construction Standards”, Transportation Association of Canada's “Geometric Design Guide for Canadian Roads”, and Alberta Transportation's “Highway Geometric Design Guide”.

Current and future uses of the Access and the County Road are to be considered for effective planning and management of the transportation network.

All accesses are subject to the approval of the Manager, Traffic Engineering and Safety or a designate.

## **Roles and Responsibilities**

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Transportation and Agriculture Services is responsible to:

- Approve and manage all secondary Accesses and modifications of any Access to Roads under the County's jurisdiction which fall outside a Development Permit
- Approve primary Access to lots in new rural subdivisions and any undeveloped lots without prior Access
- Inspect new and modified Accesses to ensure they are in compliance with the required standards
- Govern non-approved and non-compliant Accesses to ensure safety of Road users and efficient operation of the Road system and recommend to Planning and Development Services' land management to enforce non-compliant Access
- Maintain and update the required standards and application process, as required
- Inventory all Accesses in the database
- Accept all applications and funds related to Access requests
- Aid all applicants in the completion of Access requests
- Upon final approval, maintain culverts and drainage within the Road right-of-way

Planning and Development Services is responsible to:

- Review Development Permits and applications and approve primary, secondary Accesses and Access modification in accordance with the required standards through the development agreement and Land Use Bylaw
- Administer the Unauthorized Use of County Property Bylaw 8-2007, as amended or replaced from time to time, for Accesses to Roads under the County's jurisdiction
- Inspect new and modified Accesses constructed under the Development Permit approval

Residents requesting a new or modified Access to County-owned Roads shall:

- Submit a completed application form with all applicable fees to Transportation and Agriculture Services
- Provide rationale for the Access or Access modification in accordance with all standards and guidelines
- Should a requested Access not meet the standards or guidelines, the applicant is required to prepare a formal written request for Variance to the policy from the Director, Transportation and Agriculture Services, additional fees may apply as per the application and fee schedule
- Any proposed Accesses located within 300 metres of a provincial highway right-of-way, or within 800 metres of the centre point of an intersection of a provincial highway with another public Road, must include a Roadside Development Permit from Alberta Transportation prior to the County Access application
- Residents who own land bordering a neighbouring municipality seeking access to Roads under the County's jurisdiction are required to include a development permit from that municipality with the County Access application
- Upon final approval, residents are responsible for all Access surface maintenance including snow clearing and driving surface condition

**Procedures**

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A procedures document #5796838 has been developed for outlining the criteria for Accesses within Roads under the County's jurisdiction.

The procedures document provides all parties clear Access management, planning and engineering practices to guide the requirements for the access review process in both the urban and rural context. The procedures document will govern all existing, proposed, modified, temporary and non-approved Accesses placed within Roads under the County's jurisdiction.