

Access to Roads Under the County's Jurisdiction

Council Policy No.: SER-009-016

Date of Approval by Director: 2014

Next Review Date: 2017

Administrative Responsibility:
Services

Transportation and Agriculture

Purpose

This Procedure has been prepared in support of Council Policy SER-009-016, Access to Roads Under the County's Jurisdiction 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.

Definitions

Grid Road: Any Township Road or Range Road that comprises the County road network outside of the Urban Service Area.

Country Residential Subdivision Road: Any public road other than a Grid Road that provides access to a multi-lot residential development within the Rural Service Area.

Urban Road: means any public road within the Urban Service Area.

Hamlet Road: means any public road within the Hamlet boundary.

Director: The Director of Transportation and Agriculture Services.

Manager: The Manager of Traffic Engineering and Safety.

General

1. Accesses for development that may generate more than 100 peak hour trips, redevelopment of sites and building changes or because its nature or unique circumstances may have a significant impact on the area which will require that a Transportation Impact Analysis (TIA) be undertaken and signed by a Professional Engineer. Please refer to Section 3.2.4 of the Land Use Bylaw for reference.
2. Where a property abuts two roads, existing or proposed, access to the property will be taken from the road of lower classification and/or traffic volume. A TIA by a Professional Engineer may be required to support requests for exceptions to this requirement.
3. Where a development permit application is received for redevelopment of a particular property, modification of an existing access or relocation will have to be applied and approved through Transportation and Agriculture Services or other departments that may be appropriate.
4. Where changes to land access are proposed or where the Administration has been made aware through preliminary discussions with landowners that an access variance is required, administration will present the options within the County's development application process.

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5. Where a new development permit application or proposal is received, access approval will fall under the development permit. However, Transportation and Agriculture Services will be involved in the location, size and safety concerns of the access approaches.

Rural Grid Roads

Landowners will be allowed one access to the County Grid Road system per parcel. Additional accesses may be considered where special circumstances such as natural geographical barriers exist, or where warranted by the scale and magnitude of the proposed development and/or land use. Applications for additional accesses will be reviewed on an individual basis, subject to the current Design and Construction Standards with respect to the access location criteria and a one-time, non-refundable maintenance fee payable to the County.

Rural Country Residential Subdivision Roads

Landowners will be allowed one access to the local subdivision road per parcel. One additional access may be considered for approval where special circumstances such as natural geographical barriers exist, or where warranted by the scale and magnitude of the proposed development and/or land use. The second access shall be applied for through Transportation and Agriculture Services; and if a second access is approved, it will be subject to a one-time, non-refundable fee payable to the County.

Urban and Hamlet Roads

Residential lots will be granted **one permanent** access to a local road only or collector road only. Single lot access approach in urban areas are governed by the Land Use Bylaw 8-2001.

Applications

1. Outside the Urban Service Area, landowner applications may be made for accesses, additional accesses or modification to accesses under the provisions of this policy. The completion of an Application for Access Approach, with the accompanying fees, is required. Construction of accesses must meet County specifications as stated in the Design and Construction Standards.
2. New development access approaches will be reviewed on an individual basis and included in the Development Permit through Planning and Development Services. Where phased land development is proposed, the Development Permit may include temporary access arrangements that are to be applied for and approved through Transportation and Agriculture Services and will be revised subsequently as specified in the Development Agreement.
3. Applications for temporary accesses will include a deposit for removal of the access per the County's Fees, Rates and Charges Bylaw, as amended or replaced from time to time. Once the applicant removes the access and reclaims the right-of-way to the County's satisfaction, the deposit on record will be returned to the applicant within 30 days of the inspection.
4. Applications for second accesses to Rural Country Residential Subdivision Roads and additional accesses to County Grid Roads will include a one-time, non-refundable fee for future culvert maintenance by the County as per the Fees, Rates and Charges Bylaw, as amended or replaced from time to time.

Non-Approved Accesses or Existing Accesses Not In Compliance to the County Standards

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For accesses or approaches that, for whatever reason, have been constructed without County approval, Transportation and Agriculture Services will notify the landowner of the required remedial measures which, at the discretion of the Director of Transportation and Agriculture Services, may include immediate correction as per the Unauthorized Use of County Property Bylaw 8-2007, as amended or replaced from time to time.

Non-approved accesses, for which approval would otherwise be forthcoming, may be permitted to remain subject to submission of the application with all required fees as outlined in the Applications Section of this document and correction of any noted deficiencies.

The landowner shall be contacted via registered mail and required to contact Transportation and Agriculture Services within thirty (30) days of the day on which the notice was received. If within the 30 days no contact is made, the County may take immediate corrective action as per the Unauthorized Use of County Property Bylaw 81-2007, as amended or replaced from time to time.

Costs

1. The cost for the access application is the sole responsibility of the landowner, applicant, or developer. The cost of constructing the access is the responsibility of the landowner except where existing agreements are already in place.
2. The maintenance of all accesses to private property is the responsibility of the landowner. The County will, however, maintain culverts to ensure consistent drainage through road right-of-ways.
3. The cost of a Transportation Impact Analysis, (TIA) as specified in this policy, will be the responsibility of the landowner, applicant or developer.
4. As per Bylaw 8-2007 "Unauthorized Use of County Property" costs associated with any violation or subsequent removal of an unapproved access shall be borne by the landowner.