

**Title: Road Access Approaches**

**Policy No: 4010**

**Effective Date: July 13, 2021**

**Motion Number: 21.07.345**

**Supersedes Policy No: EES 03**

**Review Date: July 13, 2024**



**Purpose:** The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.

## 1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director of Infrastructure and Planning** means Greenview’s Director of Infrastructure and Planning or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes, DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache.
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.
- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.

- 1.9. **Rural** means any territory lying outside of a Hamlet within the boundaries of Greenview.
- 1.10. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

## 2. POLICY

### 2.1. Rural

- A. One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.
- B. Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:
- i. Public Safety reasons;
  - ii. If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.
- C. The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.
- D. All approaches will be under the authority and control of Greenview, except for temporary approach installations.

### 2.2. Hamlet

- A. One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.
- B. Subject to Council approval, additional driveway crossings may be added under the following circumstances:
- i. Public Safety reasons;
  - ii. If the property is bordered by two (2) or more public roads.
- C. The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.

- D. The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a max of 15 meters of the parcel width.
- E. The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- F. All driveway crossings will be under the authority and control of Greenview.

## 3. PROCEDURE

### 3.1 Rural

- A) Approach application fees are established by Council within the Schedules of Fees Bylaw.
- B) If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- D) The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- E) At the discretion of the Director of Infrastructure and Planning, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw. If an approach is not removed and reclaimed in a manner satisfactory to the Director of Infrastructure and Planning, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.

### 3.2. Hamlet

- A) Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- B) If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.

- D) The landowner will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

#### 4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A landowner that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.
- 4.2 In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.
- 4.3 One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.
- 4.4. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the landowner at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 4.5. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.