


<p><b>Title: Road Access Approaches</b></p> <p><b>Policy No: 4010</b></p> <p><b>Effective Date: October 8, 2024</b></p> <p><b>Motion Number: 24.10.496</b></p> <p><i>Supersedes Policy No: EES 03</i></p> <p><b>Department: Infrastructure &amp; Engineering</b></p> <p><b>Review Date: October 2027</b></p>	
	
<p><b>Legal References:</b> <i>Not applicable</i></p>	<p><b>Cross References:</b> Bylaw 24-970 "Schedule of Fees"  Development Guidelines &amp; Municipal Servicing Standards.</p>
<p><b>Purpose:</b> The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.</p>	

1. DEFINITIONS

- 1.1. **Approach** means the structure or development within the public road right-of-way, providing access from a public road to the property line of a parcel of land.
- 1.2. **Council** means the duly elected representatives of the Municipal District of Greenview No. 16.
- 1.3. **Development Guidelines & Municipal Servicing Standards** means the comprehensive document, as approved by Council and amended from time to time, reflecting the minimum allowable technical requirements and design standards established by provincial agencies, regulators and the Municipality for the construction of municipal improvements within Greenview.
- 1.4. **Director** means Greenview’s Director of Infrastructure and Engineering, and/or Director of Planning and Economic Development or their designates.
- 1.5. **Driveway** means a private internal access road to a structure or group of structures owned and maintained by an individual or group.
- 1.6. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.

- 1.7. **Farmland** means land that is used for agricultural purposes, as well as any parcel of land zoned as Agricultural One (A-1) District or Agricultural Two (A-2) District as per Greenview’s Land Use Bylaw.
- 1.8. **Greenview (or Municipality)** means the Municipal District of Greenview No. 16.
- 1.9. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview meeting the requirements of Section 59 of the *Municipal Government Act, RSA 2000, cM-26*. This includes DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache.
- 1.1. **Industrial** means any parcel of land, requiring an approach, used for industrial and/or commercial purposes (including but not limited to farm operations and/or major home occupations).
- 1.2. **Applicant** means the owner of the land and extends to any developer or designate working on behalf of the Applicant.
- 1.3. **Municipal Planning Commission** means the Council committee, consisting of Council as a whole, as established by Bylaw, responsible for decisions regarding subdivision and development permit applications.
- 1.4. **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.
- 1.5. **Residential** means any parcel of land, requiring approach, used for primarily residential purposes.
- 1.6. **Rural** means any parcel of land lying outside of a Hamlet within the boundaries of Greenview.
- 1.7. **Schedules of Fees** means the current Bylaw outlining the amounts Greenview charges for the supply of information, goods, and services.

## 2. POLICY

- 1.1. **Rural-** Residential, Farmland, Industrial
  - A. Subject to approval by the Director, the first access approach per quarter section or titled parcel of land along municipally developed roadways will be permitted, at a cost to the Applicant as set out in the Schedules of Fees, when deemed feasible on location and the condition that no other approach exists.

Subject to approval by the Director, a second approach may be permitted on a titled parcel if:

- i. required by an oil and gas operation, which will be built by the Applicant; or
- ii. the land is severed by a topographical feature (i.e. watercourse) that divides the quarter section into areas requiring alternative access;

at a cost to the Applicant as set out in the Schedules of Fees.

B. Subject to approval by the Municipal Planning Commission or Council, additional approaches may be permitted on a titled parcel if:

- i. For Public Safety reasons; or
- ii. The parcel is bordered by two (2) or more public roads;

at a cost to the Applicant, as set out in the Schedules of Fees.

C. The location of the approach will be determined, in consultation with the Applicant and in accordance with the Development Guidelines & Municipal Servicing Standards and when in proximity to a Provincial highway, 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 & Municipal Servicing Standards.

D. All approaches will be under the authority and control of Greenview except for the maintenance of temporary approach installations.

1.2. **Hamlet- Residential, Industrial**

A. Subject to approval by the Director, one driveway crossing per titled parcel along municipally developed roadways or alleys will be permitted to be installed, either by the developer or by Greenview, when deemed feasible. When installed by Greenview, the cost to the Applicant is set out in the Schedules of Fees.

B. Subject to approval by the Municipal Planning Commission or Council, additional driveway crossings may be permitted on a titled parcel if:

- i. For Public Safety reasons; or
- ii. 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 Applicant and in accordance with the Development Guidelines & Municipal Servicing Standards and when in proximity to a Provincial highway, Alberta Transportation Standards.

D. The width of a single-family or duplex residential driveway, multi-family residential driveway, or industrial driveway, including the driveway crossing and motor vehicle parking stall(s):

- i. Must not exceed 60% of the parcel width, where no culvert is required (i.e. curb and gutter); or
- ii. Shall be either 8 meters or 15 meters wide, when a culvert is required

E. All driveway crossings will be under the authority and control of Greenview, except for the maintenance of temporary driveway crossing installations.

3. PROCEDURE

3.1. Greenview’s Approach application form is used for both Rural approaches, Hamlet driveway crossings and serves as a signed agreement between the Applicant and Greenview.

3.2. Approach application fees are established by Council within the Schedules of Fees.

3.3. If an approach (or driveway crossing, if being installed by Greenview) is approved, and upon payment from the Applicant being received, Greenview will construct the new approach (or driveway crossing) as resources and weather permit within the current construction year.

3.4. At the discretion of the Director, a temporary approach (or driveway crossing) may be constructed for a period not exceeding one (1) year upon receipt of payment from the Applicant of:

- i. a non-refundable fee of \$100.00; and
- ii. a deposit equal to the cost of constructing an approach (or driveway crossing)

as set out in the Schedules of Fees

If an approach (or driveway crossing) is not removed and reclaimed in a manner satisfactory to the Director, after one (1) year, the deposit will be forfeited the approach (or driveway crossing) removed.

#### 4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. A Applicant 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. The construction of approaches must conform to the standards outlined in Greenview's Development Guidelines & Municipal Servicing Standards. A Applicant. A Applicant 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 the 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 by the Director. Additional approaches for industrial lots and developments may be permitted at the discretion of the Municipal Planning Commission or Council.
- 4.4. All installations shall meet the requirements of the current Development Guidelines & Municipal Servicing Standards or must be replaced by the Applicant at their cost as a condition of approval during the development or subdivision approval process. All pre-existing approaches or driveway crossings providing access as part of a subdivision approval are to be upgraded to meet current engineering standards or have an inspection verifying they are sufficient.
- 4.5. Upon satisfactory completion of the approaches and acceptance by the Director all approaches will transfer to the authority and control of Greenview, except for temporary installations.
- 4.6. All approaches under contractual agreement, including temporary approaches, remain the responsibility of the Applicant until the contract ends, at which time Greenview assumes full ownership and responsibility for maintaining the approach(es).