



Policy No.: 3200.08

Topic: <p style="text-align: center;">Access Management</p>	Effective Date: May 22, 2007
	Approved By: RES: 246-05-22-07 Res 400-08-28-07
Subject Area: <p style="text-align: center;">Infrastructure Services</p>	Date of Next Review:
	Date(s) Revised:

Policy Statement:

Yellowhead County, being the road authority, has the direction, control and management of all municipal roads within the County and recognizes the requirement for establishing guidelines to which location and construction of approaches shall adhere.

Purpose:

To provide guidelines and direction for the location and construction of new approaches or improvements to existing approaches by the private sector.

Council Principal:

Council recognizes the need to limit the number of approaches entering onto County roadways so as to address safety concerns to the traveling public

Guidelines and Objectives:

Yellowhead County wishes to make provision to ensure access to municipal roadways are provided in a location and to a standard considered safe and practical for that use. This policy sets the criteria for construction of an approach to County roads.



1. Unsubdivided Lands

- i) Where there is no access approach to an unsubdivided quarter section of land or one additional access approach proposed for agricultural or residential use is requested where the land is severed by a topographical constraint that the County considers impractical to traverse within the property, and where there is an existing County roadway adjacent to the land, the County may grant approval for the landowner to construct at his own cost an approach to County standards, subject to the location being considered safe and practical for that purpose by the County.

2. Subdivided Lands

- i) The County will not construct any access approach to subdivided parcels of land used or intended for agricultural or residential uses except where otherwise specifically agreed to relative to the construction or upgrading of an adjacent County roadway.
- ii) For parcels having an area of 10 acres or less, the County will allow only one access approach per parcel.
- iii) For any parcel having an area greater than 10 acres the County will allow one access approach per parcel. The County may grant approval to the landowner to construct one additional access approach at his own cost where the parcel might be severed by topographical features of a nature that the County considers impractical to traverse within the property. The second approach will only be granted access off of an internal subdivision road.
- iv) The County will approve no more than two approaches for each one half mile of County collector or arterial road adjacent to a subdivided quarter section or no more than three approaches for each one half mile of County local road adjacent to a subdivided quarter section. If there are to be more than two or three access approaches required based on the type of roadway access is provided to, then common accesses shall be constructed or access to the subdivided parcels shall be connected by an internal subdivision road. The service road will connect to the County road at a location considered safe and practical by the County adjacent to the subdivided quarter section shall be constructed in accordance with the County's Design Guidelines and Construction Standards.
- v) Notwithstanding (iv), where an access approach already exists to a subdivided parcel, for the purpose of a new application for subdivision, the existing access approach may be relocated or upgraded to meet the County's Design Guidelines and Construction Standards.
- vi) The County will permit one approach to each parcel of land created in multi parcel subdivisions that have an internal road system connecting to a County roadway.

- vii) For any parcels in a hamlet that are bordered by a lane as well as a street, the County will permit the landowner to construct access to the lane at his own cost. The County may also approve the construction at the landowners cost a maximum of one access to the street. The approval of street access in addition to lane access will only be considered on the basis of prevailing or established standards for the hamlet in question.
- viii) With exception to subdivision approvals, two approaches may be considered by the Director of Infrastructure Services for commercial/industrial subdivisions, however the applicant shall justify the need for the additional approach through a layout plan that shows the location of the buildings, parking lot and storage areas.

3. Leased or Other Lands

- i) The County will not construct approaches to leased lands.
- ii) The County may grant approval for the construction of one access approach to leased or other lands by the lessee or land owner at his/her own cost, based on the type and location of such accesses considered by the County to be safe and appropriate for the proposed or approved uses of the lands. Approval for access approach construction will not be considered where the existing or proposed uses on the lands to be accessed do not comply with the other legislated requirements of Yellowhead County or other governing agencies.
- iii) The approval for construction of access to lands on which the proposed land use, or expansion of an existing use is subject to a development permit application, will be considered and granted as part of the development permit approval and shall be constructed within accordance to the County's Design Guidelines and Construction Specifications.

General Criteria for All Access Requests

1. The following conditions will be applicable in the consideration for all access approach requests to agricultural, residential or other land, which may be eligible for approval as outlined above.
 - a. The approval of any landowner request for permission to construct an additional access approach will only be considered and granted where there is an acceptably demonstrated operational need to facilitate use of the lands to be accessed.
 - b. An approval for the construction of a first or additional access approach will only be granted where the requested location is considered practical and safe by the County and shall be constructed in accordance to the County's Design Guidelines and Construction Specifications.

- c. Where a parcel exists adjacent to an internal subdivision road and also borders on an external grid road, consideration will only be given for an access approach to the internal subdivision road and any access onto an external road shall be removed.
 - d. Any request for construction of an additional access approach to a designated Arterial may be denied for reasons of traffic safety regardless of parcel size, usage or terrain features. Approaches to roads designated as Arterial Roads shall be constructed to the standard previously used for Secondary Highways.
 - e. Any request for access approach for a well site will be subject to construction of a minimum 12 metre wide approach as to prevent damage to the road shoulder to accommodate vehicles with a larger turning radius.
 - f. Request for access to a primary highway must be submitted to and approved by Alberta Infrastructure.
 - g. Any request for permission to construct a new access approach to replace an existing access approach will be approved by the County subject to;
 - i) the location and standard of the new approach being acceptable in accordance to the County's Design Guidelines and Construction Standards.
 - ii) the existing approach being acceptably removed in conjunction with construction of the new approach, all to be carried out by the landowner at his cost.
 - h. Wherever the construction of an additional access approach to a parcel of land might be eligible for approval under the terms of this policy, such approval will not be considered where the additional approach is intended to provide a second access to a residence and immediately surrounding residential yard area on the parcel, except for parcels in a hamlet which are bordered by a lane as well as a street.
2. Application forms and established standards of construction for access approach construction are available from Yellowhead County.
 3. Completed applications for access approach construction are to be submitted to Yellowhead County.
 4. Applicants will be limited to two (2) inspections per application. Each additional request for inspections will be subject to a \$100.00 fee and will be invoiced to the Titled Landowner of the property, or to the lease holder should the land be owned by the Province of Alberta.
 5. Any approval issued by Yellowhead County may include conditions requiring alterations to the location and/or standards of construction proposed by the applicant.
 6. Any upgrading or widening of an existing approach to accommodate traffic that has been approved by Yellowhead County shall be at the applicant's expense.

7. Any approach that has been previously approved by Yellowhead County that does not meet the current standards, any improvements or replacement of the approach will only be completed if there is an impact to the structural integrity of the approach or drainage of water. All cost will be at the expense of Yellowhead County.

General Conditions

The following general terms and conditions will be set out in the Yellowhead County Access Agreement as required;

1. All construction of access approaches shall be to the standards set out within the Design Guidelines and Construction Specifications.
2. At the discretion of the Director of Infrastructure Service, approaches located at a noticeable highpoint or accompanied by survey information do not require the installation of a culvert.
3. In order to minimize initial possibilities for surface damages due to settling of the road grade, asphalt surfacing shall not be constructed until one year following construction of the subdivision road grade.
4. Yellowhead County must be notified two (2) full working days prior to the commencement of any construction of the approach and again upon completion of construction as the access approach may be subject to inspection prior to use.
5. Traffic control devices must be placed in the immediate vicinity of the work at the time of construction.
6. Any damage to the County road, or other facilities, shall be the responsibility of the applicant to restore to original condition or arrange payment of the cost of restoration to the County if the County performs the work.
7. Yellowhead County, its agents or employees, shall hereby be indemnified from any damages, costs, or claims against it, now or in the future, arising out of the use of the County except for damages caused by negligence or willful misconduct by Yellowhead County, its agents or employees.
8. All disturbed areas within Yellowhead County rights-of-way are to be leveled and seeded including the access approach side slopes. All trees, brush and other debris removed in the clearing operation, if required, must be completely disposed of to the satisfaction of Alberta Environmental Protection. In no case shall trees, brush and debris be buried within the road allowance.
9. Approval from buried utility companies shall be the responsibility of the party requesting the access.
10. Any cost incurred with regard to the removal or relocation of fencing is deemed a construction cost and shall be the responsibility of the applicant.
11. Existing drainage to be accommodated not altered.

12. All costs of all work to be borne by the applicant.

Security

1. Where subdivision or development approval requires the construction of approaches and where said construction will not begin immediately, the developer shall be required to provide security in the form of cash/certified cheque or irrevocable Letter of Credit to ensure that approaches are constructed.
2. The security shall be in the amount of 100% of the estimated cost of Construction as determined by the County.
3. The security will be refunded to the applicant, without interest if, within one (1) year from the date of subdivision or development approval the required approaches have been constructed to the standards set out within the Yellowhead County Design Guidelines and Construction Standards.
4. Where approach construction has not been completed within one (1) year from the date of subdivision or development approval, the security will be forfeited and the County will proceed to complete the work.
5. Construction of approaches will not be permitted to commence until the specified security has been provided by the applicant, and a developers agreement outlining terms and conditions has been entered into by the applicant.
6. Acceptable securities are:
 - a. Letter of Credit with no conditions, from a local branch of a standard bank, Alberta Treasury Branch or Credit Union
 - b. Cash;
 - c. Certified Cheque
 - d. Bank Draft.

Enforcement

1. Upon adoption, this policy shall be considered applicable to all existing and/or proposed property access approaches within Yellowhead County.
2. For those additional property access approaches that exist as of the date of the adoption of this policy and are considered to be in contravention of the provisions of this policy, the Council of Yellowhead County may direct the removal of any access approach where;
 - a. the access approach is considered to create a hazard to the traveling public, or
 - b. the access approach is considered to create a negative impact to the maintenance of the public roadway or roadway drainage, or



- c. there is not considered to be an acceptably demonstrated operational need for the access approach to reasonably facilitate use and enjoyment of the lands accessed.

In such cases removal of the access approach will be carried out by Yellowhead County at its own cost.

- 3. After the date of adoption of this policy, any land owner who undertakes the construction of a property access approach without prior approval from Yellowhead County or contrary to the provisions of any approval that might have been granted, may be directed to remove the access approach at his own cost and will be subject to prosecution under the Municipal Government Act if the directions so given are not complied with.
- 4. Where an approach has not been constructed in accordance to the Deign Guidelines and Construction Standards within 6 month's from the date of approval, Yellowhead County reserves the right to remove the approach and all cost incurred by Yellowhead County shall be charged to the Titled Landowner.

Appeals

Anyone objecting to a decision or action of Yellowhead County, regarding an application for, or the approval or refusal of a property access approach may, within 15 days of the decision or action, appeal in writing to the Council of Yellowhead County whose decision shall be final and binding.

Special Conditions

Where there is an existing approach providing access to a property prior to adoption of this policy, the existing approach can be utilized or relocated to provide access to a new subdivided parcel, however there is no net increase in the number of access per ½ mile.

Mayor

Date



- LEGEND**
- PRIMARY HIGHWAY
 - SECONDARY HIGHWAY
 - LOCAL ROAD (NON-Hwy)
 - ARTERIAL ROAD
 - COLLECTOR ROAD
 - RESOURCE ROAD
 - MAJOR BRIDGE
 - STANDARD BRIDGE
 - CULVERT

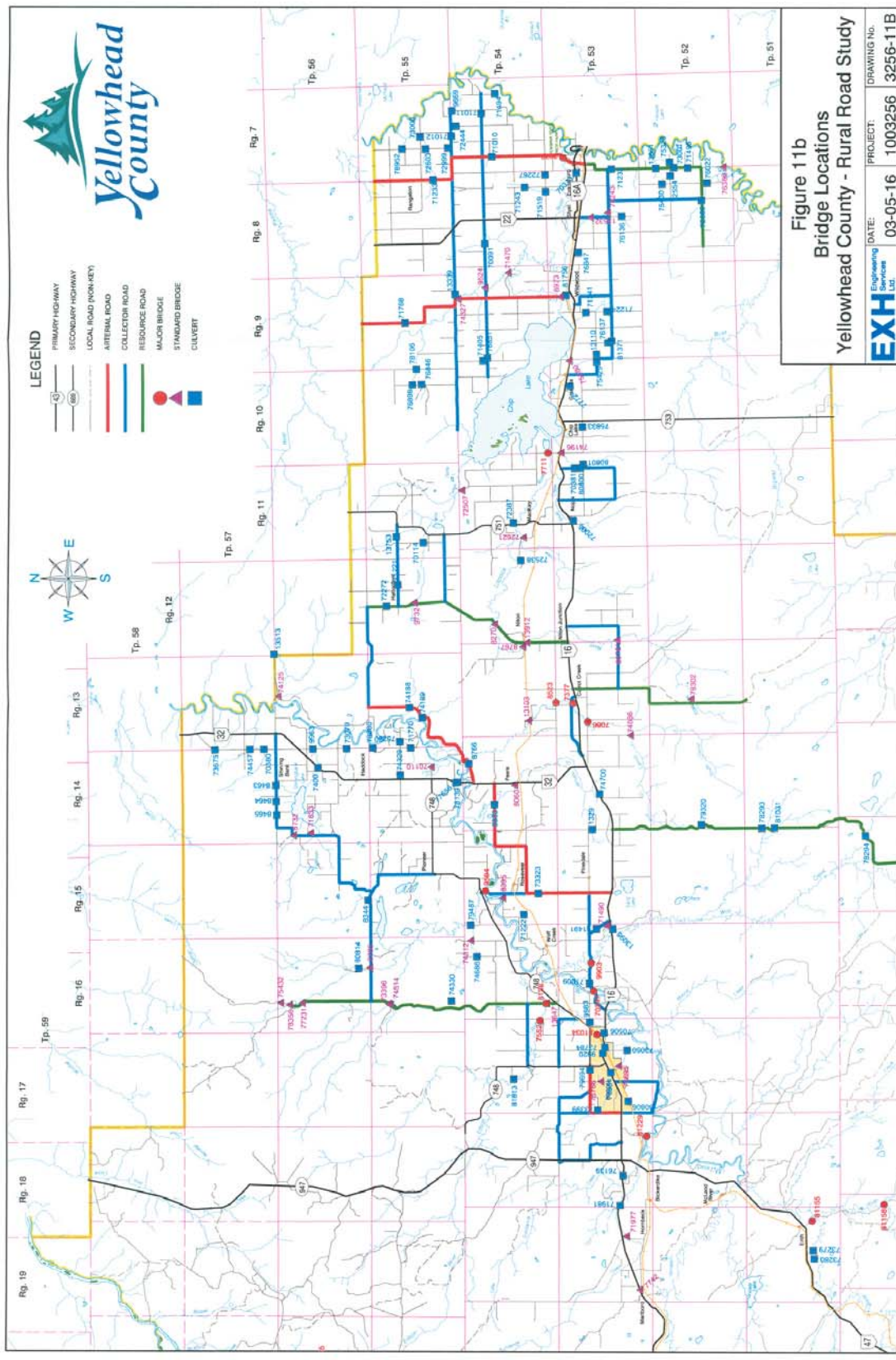


Figure 11b
Bridge Locations
Yellowhead County - Rural Road Study

EXH Engineering
PROJECT: 1003256
DATE: 03-05-16
DRAWING NO. 3256-11B