



Administrative Directive

3200.08A

Access Approach Management Procedures

Department: Infrastructure and Planning Services

Effective Date: May 22, 2007

Authority: CAO

All measurements and distances are listed in metric.

PROCEDURES

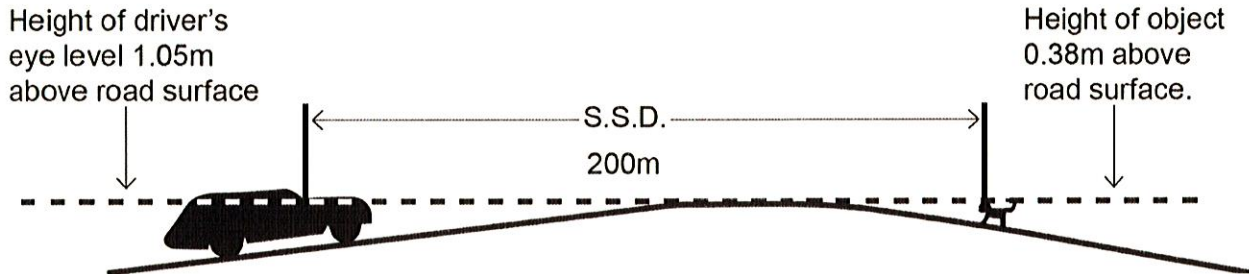
1. Approval of Approaches

- 1.1. Where an approach is required for a proposed new or expansion of an existing use, the decision may be considered and granted as part of the development permit approval.
- 1.2. Where an approach is required for newly subdivided legal lands, the decision may be considered and granted as part of the subdivision approval.
- 1.3. Where an approach is not part of a subdivision or development permit approval, the applicant is required to obtain an access approach construction approval.
- 1.4. In all forms of approval outlined above, the County may collect a security deposit to ensure the approach is constructed to County standards.

2. Location of Access Approaches

- 2.1. Access approaches shall typically be located to provide the best and most direct access to the building site on the lot.
- 2.2. For lots adjacent to rural major collector roads and rural arterial roads, the County will approve no more than two (2) access approaches for each one-half mile of County road.
- 2.3. For lots adjacent to rural local roads, the County will approve no more than three (3) access approaches for each one-half mile of County road.
- 2.4. The minimum spacing required on rural major collector roads, rural arterial, and rural local roads shall be:
 - 2.4.1. From an intersection of another road is 90m.
 - 2.4.2. From an existing access approach on the same side of the road is 150m.
 - 2.4.3. From an existing access approach on the opposing side of the road is 45m if not directly across.

- 2.5. The minimum spacing required on rural access roads between road intersections and access approaches shall be based on site conditions and at the discretion of the General Manager of Infrastructure and Planning Services or their designate.
- 2.6. A minimum stopping sight distance (S.S.D.) of 200m is required in each direction along the road as outlined in the diagram below, unless site specific circumstances permit otherwise as determined by the General Manager of Infrastructure and Planning Services, or their designate.



- 2.7. All access approaches shall be constructed at a perpendicular (90-degree) angle to the County road being accessed.
- 2.8. If more than the permitted number of access approaches is required per one-half mile of County road, then either a common access approach or a rural access road shall be constructed.
 - 2.8.1. The common access approach or rural access road will connect to the County road at a location considered safe and practical by the County and shall be constructed in accordance with County standards.
- 2.9. Where a lot exists adjacent to a rural access road and also borders on an external road (rural local road, rural major collector road, or rural arterial road), consideration will only be given for an access approach to the rural access road, and any access approaches onto the external road shall be removed.
- 2.10. Any proposed subdivision and/or proposed development, including intensification of existing use, may require the existing access approach to be relocated and/or upgraded at the landowner's expense to meet the County standards.
- 2.11. For any lots located within a hamlet or subdivision development bordered by a laneway and a street, the landowner may construct one (1) access approach to the laneway at their expense.
 - 2.11.1. Within a hamlet or subdivision development, a landowner may also construct a maximum of one (1) street access approach at their expense, subject to approval by the County. The County's decision will be based on the prevailing or established standards for the hamlet or subdivision development in question.

2.12. The County may grant approval for a lessee of Crown Land to construct at the lessee's expense an access approach to County standards, subject to the location being considered safe and practical for that purpose by the County.

2.12.1. The County shall not construct access approaches on Crown Land.

2.13. The County will not approve access approach(es) to lots where the existing or proposed uses do not comply with the legislated requirements of the County and/or other governing agencies.

2.14. All requests for direct access approaches to provincial highways are to be submitted to Alberta Transportation for consideration.

3. Application Process

3.1. Application forms and the construction standards for access approaches are available on the County's website and at the County offices.

3.2. Completed forms shall be submitted to the County office.

3.3. Administration will make decisions on the location and number of approaches required based on Council policy, and this procedure.

3.4. Applicants must sign the agreements and pay the security deposit before commencing work on the access approach.

3.5. Copies of the executed agreements shall be provided to the applicants.

4. Developers Agreement/Access Approach Construction Agreement Procedure

4.1. Administration will prepare the Developers Agreement/Access Approach Construction Agreement.

4.1.1. The County will conduct an initial site inspection of the proposed access approach(es) and determine the work required.

4.1.2. The County will determine the security deposit amount based on the work required.

4.2. The prepared Developers Agreement/Access Approach Construction Agreement must be signed by the landowner/applicant.

4.2.1. Except in the case of subdivisions, the County must receive full payment of the security deposit before signing the Development Agreement/Access Approach Construction Agreement.

5. Construction Details

- 5.1. All approaches shall be constructed to the County's standard or as specified in the applicant's subdivision, development, or access approach construction approval.

6. Inspection Procedure

- 6.1. The County must be notified two (2) full working days before the commencement of any construction of the access approach.
- 6.2. The applicants are to notify the County when the access approach is ready for inspection.
- 6.3. The County will only conduct inspections of access approaches between May 15 and October 15, unless otherwise authorized by the General Manager of Infrastructure and Planning Services or their designate.
- 6.4. Applicants will be limited to:
 - 6.4.1. One (1) inspection to determine location of the access free of charge;
 - 6.4.2. One (1) inspection before graveling/paving free of charge;
 - 6.4.3. One (1) inspection after graveling but before paving free of charge (only applicable if paving is required);
 - 6.4.4. One (1) inspection upon completion of construction free of charge.
 - 6.4.5. Each additional inspection requested and/or required by the applicant will be subject to a fee as established by the County's schedule of fees or as stated within the Developers Agreement/Access Approach Construction Agreement.
- 6.5. A proof roll test may be required before asphalt or gravel surfacing or as stated within the Developers Agreement/Access Approach Construction Agreement.
- 6.6. After inspection, the County will notify the applicant of any deficiencies that must be resolved.
- 6.7. Applicants are to contact the County when they are ready for any additional inspections to address deficiencies. The additional inspection fee(s) must be paid before the County conducts any additional inspections.

7. Security Deposit

- 7.1. Acceptable forms of security deposits are:
 - 7.1.1. Letter of Credit with no conditions from a local branch of a standard bank, Alberta Treasury Branch, or Credit Union;

- 7.1.2. Cash;
- 7.1.3. Certified Cheque;
- 7.1.4. Bank draft.
- 7.2. All security deposits (Letters of Credit) requiring renewal shall be received by the County no less than 10 business days in advance of expiration. The County reserves the right to call on any Letter of Credit not renewed within 10 business days of expiration.
- 7.3. The General Manager of Infrastructure and Planning Services or their designate shall direct the term of all Letters of Credit renewals to the applicant.

APPROVAL

 Luc Mercier, Chief Administrative Officer

Nov 19 2024

 Date

For Administrative use only:

Previous Policy Number:	3200.08 (Access Approach Management)
Supporting Documentation, References:	3200.08 (Access Approach Management Policy) <i>Yellowhead County Access Approach Design and Construction Standards</i> <i>Municipal Government Act, RSA 2000, c M-26</i>

Adopted: May 22, 2007
Revised: November 12, 2024

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Reviewed: 2024

By: Planning and Development

Next Review Year: 2028