


POLICY MANUAL

	SECTION	POLICY NO.	PAGE
	ROADS, STREETS, WALKS & LIGHTING	320-12-1	1 of 3
	POLICY TITLE	DATE	MOTION NO.
	Private Access Approach	January 8, 2002	C02-004

PURPOSE:

To establish uniform guidelines for the application and installation of “Private Access Approaches” within STARLAND COUNTY.

PROCEDURES:

1. A “Private Access Approach” is for “Residential, Farm or Field” Access only. The standards and regulations for a residential, farm or field access development will be established with the minimum requirements as outlined in Item 4.
2. All approach applications must be completed and approved by the County prior to the installation of an approach in accordance with those standard forms and regulations as provided. Once the County has received a completed application, any costs associated with the construction of the approach to be charged to the landowner, will be estimated and the landowner must approve and sign-off on their application form. This process should be completed within two weeks of the date the application is first received.
3. Each application shall be reviewed and categorized as either the “First Farm Access”, the “First Field Access”, or the “Second or Additional Access” to the property or an “extension or widening of an existing approach”.
4. The minimum size or standards for all newly constructed “Private Access Approaches” will include a suitable culvert for drainage as required, a minimum grade top of 9 meters in width, with a slope of 3 to 1 base as required, as well as surface gravel. All approaches should maintain a minimum of 500 ft. of site distance in both directions to the adjoining roadway.
5. This policy will provide that the County shall construct one access approach to every property for each half mile of “developed road allowance”. This will include the installation of the approach, gravel and culvert as required. In addition, if there is a farm/residence, the County will construct two approaches if requested: one farm/residence entrance and one field entrance. Any additional approaches to the parcel shall be the responsibility of the landowner and must first be approved by the County.



SECTION	POLICY NO.	PAGE
ROADS, STREETS, WALKS & LIGHTING	320-12-1	2 of 3
POLICY TITLE	DATE	MOTION NO.
Private Access Approach	January 8, 2002	C02-004

6. Any subdivided parcels, country residential and or new residential development will be considered an individual property and qualify for a single access approach, to be constructed at no charge. The remaining quarter section would be considered a separate parcel and would also qualify for a single access approach.
7. Any application for an extension or widening of an existing approach shall be applied and reviewed under the same criteria as a new access. The upgrading of the access shall be classified as either "Standard" or "Oversized", based on the width requirements requested on the application by the landowner. The "Standard" grade approach will include the width expansion to those dimensions as defined herein as minimum (Item No. 4) and will be constructed at no charge. Oversized access applications will be considered as an extra and will be expensed as an extra cost to the applicant based on the additional width expansion over and beyond the prescribed minimum standard.

Example: Existing approach is 6 meters width
Standard approach is 9 meters width
Oversized approach is 12 meters width

Landowner would be charged for the additional 3 meters of approach development.
8. The applicant will be responsible for the cost of construction in excess of the minimum "Standard" approach criteria and an estimate of this cost will be provided to the landowner and must be approved by the landowner prior to construction.
9. All "private access approaches" will be constructed with approved materials located onsite when possible or the County will work with the landowner to find suitable materials available close to the construction area.
10. Upon application for the construction of an access, the County shall inspect and approve the site location of any access entering upon municipal road allowance for compliance with those standards as outlined.
11. All "Private Access Approaches" shall be constructed by Starland County in accordance with the minimum standards as established. If the applicant wishes to construct the approach themselves, they must first seek approval from the County and build to the standards set out in this policy, with approved materials and within the timelines noted on their application.



SECTION	POLICY NO.	PAGE
ROADS, STREETS, WALKS & LIGHTING	320-12-1	3 of 3
POLICY TITLE	DATE	MOTION NO.
Private Access Approach	January 8, 2002	C02-004

12. Any fencing or relocation of utilities for the purpose of constructing an approach shall be the responsibility of the landowner.
13. The removal and relocation of an approach due to site restrictions will be viewed as a new application only for administrative and regulatory purposes. The cost for relocation of an approach under these circumstances will be born by the County.
14. Any access approach found to be illegally constructed by a landowner or by those persons acting on their behalf shall be reviewed by council and may be ordered to be removed at the expense of the landowner.

DEFINITIONS:

“Developed Road Allowance” Shall mean any portion of municipal road allowance including all weather and seasonal roads by which physical access is available.

Policy Amendments:

January 08, 2002 (C02-004) - Adopted

February 26, 2020 (C20-039) – Definitions of how and what would be billed to the ratepayer in terms of upgrades and new approaches over the amount provided for free in the existing policy.



ACCESS APPROACH AGREEMENT

Name of Applicant (Permittee): _____

Address: _____

Legal Land Description Where Approach Will Be Located: _____

Subject to the conditions outlined herein, the above named applicant hereby makes application for installation of an access approach upon the lands noted above. Construction shall be completed by Starland County forces unless the applicant has acknowledged that they wish to do the construction themselves or hire a private contractor, nonetheless, construction must be in accordance with the approved standard regulations in Policy 320-12-1.

1. **Type of Approach:** (Please check which type of approach applies)

- ☐ First Residential / Farm Access
- ☐ First Field Access
- ☐ Second Residential / Farm Access
- ☐ Second Field Access
- ☐ Extension or Widening of an existing approach

2. **If application is for an extension or widening, please specify the desired road surface top:**

- ☐ 9 Meter width (Standard size – no cost to ratepayer)
- ☐ Oversized (Ratepayer will be charged for extra culvert and gravel) (Estimate to be provided)

3. **Construction of Approach to be Completed by:**

- ☐ Starland County
- ☐ Privately (Either by landowner or designate)

4. **Estimate of costs to be incurred and invoiced to the applicant if Starland County completes construction for oversized approaches or second approaches that are approved:**

Culvert: _____ (Costs of additional culvert for oversized or second approaches)

Gravel: _____ (Cost of additional gravel for oversized or second approaches)

Total: _____

Terms of the Agreement:

1. The location of the proposed access shall first be approved by the County and shall meet the minimum 500 feet (153 m.) sight distance requirements.
2. Construction of the approach will normally be completed with the use of existing materials and fill located on or near the site. Additional material may be hauled onto the site if required.
3. Suitable culverts for drainage will be installed where necessary.
4. All approaches must be built to the standards as outlined in Policy No. 320-12-1.
5. When the Applicant wishes the County to build the approach, the applicant hereby authorizes the County and or its representatives to enter upon those lands during construction operations to perform the work.
6. Starland County shall be rendered harmless from and against all loss, costs, charges, damages and expenses which Starland County may suffer or sustain as a result of the work done upon those lands as described herein.
7. Starland County shall not be responsible for replacement or installation of any fencing or access gates to the property.
8. If the applicant chooses to construct the approach himself/herself, they must construct same to the minimum standards outlined in Policy No. 320-12-1 and within three months of approval of this application.
9. The applicant shall be responsible for those costs involved with the construction of the approach, as outlined in this application.
10. The County will complete a final inspection and if not built to an acceptable standard as agreed to by the landowner, the County will either fix same or remove said approach at landowners expense.

The undersigned hereby acknowledges and accepts the terms of this agreement:

I, _____, do hereby acknowledge that I have reviewed this application and the estimate of costs provided (if applicable) and agree to the Terms of this Agreement and the costs to myself.

Applicant _____ Date: _____

Starland County hereby authorizes the location and construction of an access approach as described above.

Ken Menage
Public Works Supervisor

Date: _____