

**TOWN OF STONEWALL
POLICIES AND PROCEDURES MANUAL**

SECTION:	WORKS & OPERATIONS SERVICES	POLICY NO. 8.5A
SUBJECT:	CONSTRUCTION OF PRIVATE APPROACHES, INSTALLATION OF CULVERTS INSTALLED BY THE TOWN	
ORIGINALLY APPROVED BY RESOLUTION OF COUNCIL ON:	JANUARY 17, 2024	
MOST RECENTLY AMENDED BY RESOLUTION OF COUNCIL ON:		

BACKGROUND/INTENT:

In accordance with By-Law 10-24, the Council of the Town of Stonewall recognizes that there is a need for the construction of private approaches in such a manner as to avoid interference with, and to facilitate, the drainage systems within the annexed lands. The purpose of the Policy is to ensure the drainage system is respected and that all landowners are treated in a fair and equitable manner. Annexed lands shall mean the lands located in the five quarter sections identified as: NE35-13-1E, SE35-13-1E, NE26-13-1E, SE26-13-1E, and NW19-13-2E.

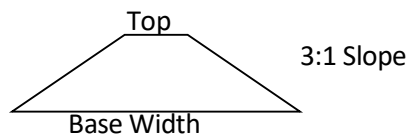
POLICY/PROCEDURES:

APPLICATION FOR APPROACH:

A landowner desiring to have a private approach built, replaced, or restored and a culvert installed, as outlined in Part II of this Policy, shall first complete an Application, being Appendix "A" as attached.

CRITERIA FOR CONSTRUCTION OF PRIVATE APPROACH:

- a) The base width shall be determined by adding the 3:1 slope to the top width in order to determine the total width.



The Town of Stonewall shall determine the actual total base width.

- b) Urban Residential – Minimum top shall be 5 metres.
- c) Rural Residential – Minimum top shall be 6 metres.
- d) Farm Field Crossings – Minimum top shall be 8 metres.
- e) The edge of the approach must be a minimum of 3 metres from the property line unless a shared driveway is approved.

ALL APPROACHES (with the exclusion of approaches on a paved curb and gutter street):

- 1. a) The Town shall be responsible for the construction of the private approach and installation of the culvert;

- b) The first private approach to the property shall be installed with the landowner to be responsible for the following costs:
- Actual cost of up to a 450 mm (18") in diameter culvert plus an installation cost, per metre of base width, as set out by Resolution of Council.

2. **STANDARDS:**

a) **Drainage Culverts:**

That drainage culverts used shall be either:

- i) corrugated steel pipe, minimum 16 gauge (1.6 mm total thickness), coated with 2 oz. zinc per square foot (610 g/m²), joined with annular corrugated couplers; or
- ii) HDPE culverts.
- iii) Used culverts will not be allowed for use in new approach installations.
- iv) Used culverts may be used if approved by the Town Works & Operations Department Manager for alterations to existing approaches. If available the Town may supply used culverts for 50% of the price of a new culvert of equal size.

b) **Minimum Private Approach Standards:**

The private approach shall be constructed of suitable backfill material finished with a top compacted with a minimum 100 mm (4") limestone or approved gravel finish.

Frozen or materials larger than 19 mm (¾") shall not be used.

3. Requests for any additional private approaches on property that currently have private approaches shall require the approval of Council, by resolution, with the following exemption:
- a) Additional approach for agricultural purposes shall not require approval of Council by Resolution.
4. Private approaches that do not require a culvert shall be permitted based on installation cost, per metre of base width, as set out by Resolution of Council. Any approaches that do not require a culvert shall be determined solely by the Town.
5. Alterations and maintenance to existing approaches shall be the actual costs of supplies, equipment and labour with said costs to be the responsibility of the landowner.
6. Floodgates and/or Control Structures on Culverts shall only be permitted by Resolution of Council and the landowner shall be responsible for the actual costs of supplies, equipment and labour.
7. Pursuant to Sections (1), (2), (3) & (4), the landowners shall be responsible for the costs of a standard size culvert, to a maximum of 450 mm (18") in diameter. Any costs incurred in excess of the standard size in diameter to accommodate the municipal drainage system shall be borne by the Town.

8. Owners of Urban Residential, Rural Residential or Farmland who wish to have a crossing relocated shall be responsible for the total costs of the relocation.
9. Landowners requesting a second approach to the property, if approved by Council or by Policy, shall be responsible for 100% of the actual cost for the culvert, supplies and installation.
10. The approaches shall be constructed and culverts shall be installed in accordance with specifications set out in a By-Law respecting private approaches and culverts.
11. Landowners wanting a private approach wider than specified shall be responsible for all additional costs if the Town agrees that such an approach should be constructed.
12. Approaches now in existence shall be grandfathered until deterioration requires reconstruction.
 - a) If a culvert deteriorates due to natural causes or needs to be re-set , the Town shall reconstruct said culvert pursuant to Paragraph (13) and costs shall be borne by the Town. The Town will not replace asphalt, concrete or paving stones that have been placed within the Town right-of-way.
 - b) If a culvert is damaged due to negligence, the Town shall reconstruct said culvert pursuant to Paragraph (13) and the landowner shall be responsible for any costs incurred.
 - c) If an extension is requested on a culvert to widen an approach, the applicant will pay for the cost of materials and labour to extend the approach. If the culvert size is no longer available, the Town will pay for the replacement of the original length of culvert and the applicant will pay for the extended length.
13.
 - a) If a culvert requires replacement or restoration, the Town shall only reconstruct or repair to municipal standards. Any additional gravel needed on a new approach due to settlement will be the responsibility of the Town for one year after the installation. Any gravel needed after the one-year timeline will be the responsibility of the land owner.
 - b) Decorative end walls are not permitted on Town property. If landowners decorate approaches and/or culverts, the Town will not replace and/or restore the decoration. If the Town deems the decorative end wall to be a hazard to vehicles or equipment, it may require the property owner to remove the hazard. If the property hazard is not removed the Town will remove the hazard and all costs associated with the removal will be charged to the property owner.

14. **Other Jurisdictions:**

Appropriate approvals shall be obtained from all applicable government authorities.

15. **Unauthorized Installation of Private Approaches and/or Culverts:**

- a) If a private approach and/or culvert is installed without a Permit from the Town, the landowner will be instructed to remove said approach/culvert within seven (7) days.
- b) Failure to remove the unauthorized approach/culvert within the seven (7) days will result in the Town removing said approach/culvert. All costs incurred shall be charged to the landowner.

- c) In the event of an emergency, the Town shall remove the unauthorized approach/culvert without notice and all costs incurred shall be charged to the landowner.

Administration of Policy:

1. Application for a permit to construct, replace, or restore a private approach shall be made to the Town Office.
2. The application shall be approved by the Works & Operations Manager.
3. The Works & Operations Manager or designate shall visit the site and determine the installation and cost requirements for that site. Said cost shall be noted on the application and forwarded to the Town Office. Minimum costs will be a \$150 permit fee. Fees and costs will be based on Appendix "B" as attached.
4. The Town Office shall contact the Applicant and advise of the cost.
5. If the cost is satisfactory to the Applicant, the Applicant shall pre-pay the cost and sign the application authorizing the Town to proceed with the work.
6. The Town Office shall forward the application to the Works & Operations Manager or designate indicating the Applicant has pre-paid the cost of the work and authorizing the Works & Operations Department to proceed with the work.
7. Upon completion of the work, the Works & Operations Manager or designate shall so note on the application and forward same to the Town Office.

THE TOWN OF STONEWALL – APPENDIX “A” TO POLICY 8.5A
APPLICATION / PERMIT FOR CONSTRUCTION OF
PRIVATE APPROACHES & INSTALLATION OF CULVERTS INSTALLED BY THE TOWN

Pursuant to the Town of Stonewall Policy 8.5A, Construction of Private Approaches and Installation of Culverts Installed by the Town specifications:

All applications shall be subject to the approval of the Town of Stonewall.

PART I (to be completed by the Landowner and Applicant) ***(Please Print)***:

Land Owner Name: _____ Applicant Name: _____

Mailing Address: _____ Postal Code: _____

Telephone: _____ Cell #: _____ Email: _____

Roll No.: _____ Description of Property: _____

Location of Private Approach (Road Numbers): Road _____ Between Rd _____ & Rd _____

Civic Addressing Sign Required: YES NO

APPLICATION FOR TYPE OF APPROACH / WORK (Please check one):

Urban / Rural Residential Property Farm Field Crossing Approach without a culvert

Alteration to existing Approach Floodgate, Control Structures

Application Date: _____ / _____
Land Owner Applicant

****Note – Please mark the Centre of Culvert Location***

PART II (to be completed by the Town of Stonewall after Part I has been completed):

APPROVED _____ DENIED _____
Date Date

DIAMETER OF CULVERT: _____ LENGTH OF CULVERT: _____

Work to be Performed:

PERMIT FEE: \$150.00 _____ + COST OF CULVERT INSTALLATION: \$ _____

TOTAL PAYMENT AMOUNT: \$ _____

Reviewed by Works & Operations Manager : _____
(Name & Signature)

THE TOWN OF STONEWALL – APPENDIX "A" TO POLICY 8.5A
APPLICATION/ PERMIT FOR CONSTRUCTION OF
PRIVATE APPROACHES & INSTALLATION OF CULVERTS INSTALLED BY THE TOWN

PART III (to be completed by the Land Owner AND the Applicant after Part II has been completed):

I, _____, Land Owner, and I, _____, Applicant, authorize the Town of Stonewall to proceed with the above-mentioned work and agree to pay to the Town the amount of \$ _____ prior to the commencement of said work.

Date of Authorization: _____
(Day) (Month) (Year)

Payment Made: \$ _____

Town Employee Signature: _____

Signature of Land Owner

Signature of Applicant

PART IV (to be completed by the Town of Stonewall after Part III has been completed):

Culver Installation Completed: _____
(Day) (Month) (Year)

Works & Operations Employee: _____
(Name & Position)

Appendix "B"
POLICY NO. 8.5A

Permit Fee of \$150

Any additional private approaches to be installed, shall be installed with total costs for the culvert and installation charged to the landowner OR with costs for a 450 mm diameter culvert as follows:

- a) Urban Residential Areas – Owners shall be charged \$344.82per meter and the additional private approach shall have a topping width of not less than 5 meters;
- b) Rural Residential Areas – Owners shall be charged \$344.82per meter and the additional approach shall have a topping width of not less than 6 meters;
- c) Farm Land – Owners shall be charged \$344.82per meter and the additional approach shall have a topping width of not less than 8 meters.

Prices are subject to change if different culvert size is used (if the diameter is determined to be less than 450 mm the price will be based on market value at the time).

Breakdown of Pricing below:

Culvert Pricing is based off the average installation of:

- 6 loads of limestone	@ \$287.00/load
- 10 meters by 450mm culvert (average size used)	@ \$106.25/m
- 1 coupler (450mm)	@ \$63.75
- Excavator (4 Hrs)	@ \$150.00/Hr

Average approach is 10m x 450mm:

- limestone	\$ 1722.00
- 450 mm culvert	\$ 1062.50
- coupler	\$ 63.75
- Excavator	<u>\$ 600.00</u>
TOTAL	\$ 3448.25

Price per meter (\$3448.25 / 10) \$344.82/m