

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

1. The applicant shall be responsible for the construction of the private approach and installation of the culvert, the Town will inspect at the following points:
 - Once the culvert is placed in the ditch and pegged so it will not move (Check for proper type, size and grade);
 - Once the culvert is covered and the approach is completed (checked for specifications being met and no damage to the area).

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 450 mm (18") in diameter. Culvert 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.
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 or existing approach due to settlement 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 and a \$350 damage deposit. The damage deposit will be returned if there is no damage to the road or ditch found during the final inspection.

4. The Applicant shall submit the fee of deposit with a signed application.
5. 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.
6. The Works & Operations Manager will authorize the Applicant to proceed with the work.
7. All calls for inspection must be made at least 24 hours in advance.
8. Upon completion of the work, the Works and 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 8.5B
APPLICATION / PERMIT FOR CONSTRUCTION OF
PRIVATE APPROACHES & INSTALLATION OF CULVERTS INSTALLED BY THE APPLICANT

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

I, _____, Land Owner, and I, _____, Applicant, agree to install the culvert as per this Policy, and agree to pay the amount of \$_____ prior to the commencement of the 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):

DATE & TIME APPLICANT SCHEDULED OPEN INSPECTION: _____ at _____

DATE OPEN INSPECTION COMPLETED: _____

APPROVED _____ DENIED _____
Date Date

DATE & TIME APPLICANT SCHEDULED FINAL INSPECTION: _____ at _____

DATE FINAL INSPECTION COMPLETED: _____

APPROVED _____ DENIED _____
Date Date

Works & Operations Employee: _____
(Name & Position)

**** NOTE A minimum 24 Hour Notice is required prior to Final Inspection
Applicants to call the Town of Stonewall Administration Office at 204-467-7979**

Deposit Refund Date: _____ Town Employee Signature: _____
(Day) (Month) (Year)