



R.M. of Big Arm, No. 251  
Policy Manual

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## Rural Municipality of Big Arm, No. 251

### Regulation of the construction, modification & Maintenance of Approaches

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| <b>Last review date:</b> October 16, 2017<br><b>Next review date:</b> October 16, 2018 |
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#### POLICY NUMBER

400-30 APPROACH DEVELOPMENT

#### AUTHORITY

Council Resolution:

#### STATEMENT:

The Rural Municipality of Big Arm, No. 251 is responsible for the all roadways and road allowances and accesses thereto within its boundaries. The mandate of the municipality is to provide access where and when it is the most economically viable and sustainable to do so and to ensure safety to the travelling public on all municipal roadways and accesses.

#### POLICY PROCEDURE:

To set a standard regarding construction, modification and maintenance of approaches:

R.M. Constructed Approaches:

1. The R.M. will provide, at its discretion and as deemed necessary, an approach, including culvert(s), if required, for access to farmland and/or residential subdivisions. This provision is limited to one approach per quarter and/or residential subdivision.
2. If possible, each approach shall be installed in a location which will not require a culvert.
3. Culverts, when required, may be up to 13 meters. Additional lengths will be charged to the land owner.
4. Costs of materials for existing approaches to be widened or additional approaches to a quarter are to be charged to the landowner.

#### POLICY GUIDELINES:

5. No person shall construct, relocate, or alter an access located within the municipal road allowance without first obtaining a written notice of approval from the municipality. An application must be submitted to the R.M. office no later than one week prior to the next regularly scheduled meeting.
6. An application for approach approval shall be made by the land-owner or an authorized representative of the owner.
7. Applications for approach approval shall consist of a \$50.00 inspection fee along with a completed Application for Standard Approach Approval (Schedule A) to the R.M. Flags/stakes must be used to mark the proposed location of the approach on the site and same indicated on the completed diagram included on the application form.



R.M. of Big Arm, No. 251  
Policy Manual

8. For Approach applications that are being approved for construction by the landowner, the landowner is to supply the dirt, and cover costs of any required materials, including the culverts and all construction costs. All approaches shall be constructed in conformance with all existing government regulations, RM regulations and comply with the conditions and minimum required culvert size and standard specified in the written notice of approval. Culverts and approaches remain/become the property of the municipality.
9. All approaches shall be constructed:
  - a. at least 85 meters away from the centerline of an intersection.
  - b. at an angle of 90 degrees to the roadway centerline
  - c. to slope away from the roadway with a grade slope between 5 to 6%
  - d. with a gravelled top
10. Final decision of the location of an approach or culvert shall be at the sole discretion of the Municipal Council.
11. The approach shall be constructed with no resulting damage to the road shoulder, road surface, side slopes and/or ditches.
12. The applicant shall be responsible to locate all existing utilities within the right-of-way and ensure that construction does not result in any damage or interference.
13. Approach must have a minimum top width of 7 meters and 5:1 side slope construction, as stipulated by municipal standard approach.
14. The Applicant shall not commence construction prior to receiving written notice of approval or continue construction after six (6) months from the date of the written notice of approval or any period shorter or longer as specified within the written notice of approval. It is the responsibility of the Applicant to allow sufficient time for their application to be processed prior to the intended commencement date of constructions and to complete the construction within the allotted time if not an RM build. Any costs or inconvenience resulting from delays shall be borne by the applicant. If cleanup is not completed within the specified period the R.M. may undertake the work and invoice the land-owner for the costs incurred to the RM, plus a 20% penalty surcharge.
15. No work shall take place on the municipal road allowance (right of way) without permission of the municipality.
16. Culverts or approaches shall not interfere with the natural flow of water. Any deviation must be approved by council, and consent of any affected land owners must be obtained and a permit be acquired from WSA.
17. All culverts shall be approved corrugated steel pipe and shall meet or exceed the minimum culvert size specified in the written notice of approval. The pipe shall be installed true to grade line and as per installation specifications. Riprap shall be placed to prevent erosion as stipulated and if necessary.
18. All culvert installations shall be subject to inspection by a municipal representative for conformance and adherence to culvert application approval and policy stipulations. Those not meeting standards set shall be deemed a non- conforming approach.

#### CLOSURE OF AN APPROACH

19. Any person who closes (removes) an approach shall reinstate, at his/her expense, the shoulder and ditch to RM standards. Failure to do shall result in the approach being declared a



R.M. of Big Arm, No. 251  
Policy Manual

non-conforming approach (being an approach that does not comply with the conditions contained within this policy).

**NON-COMPLIANCE RESOLUTION:**

**NON- CONFORMING APPROACHES**

20. Upon identification of a non-conforming approach, written notice shall be provided to the landowner specifying the remedial work that must be carried out.

21. If the landowner has not completed the remedial work to the satisfaction of the R.M. within 30 days of delivery of the written notice, or if, in the opinion of the Council, there is a transportation or safety conflict, within the shorter period specified in the written notice. Council of the R.M. may order remedial work to be done at the land owner's expense, and all costs incurred by the R.M. in completing the remedial work shall be paid by the landowner, including a 20% penalty surcharge.



# R.M. of Big Arm, No. 251 Policy Manual

RURAL MUNICIPALITY OF  
BIG ARM NO. 251

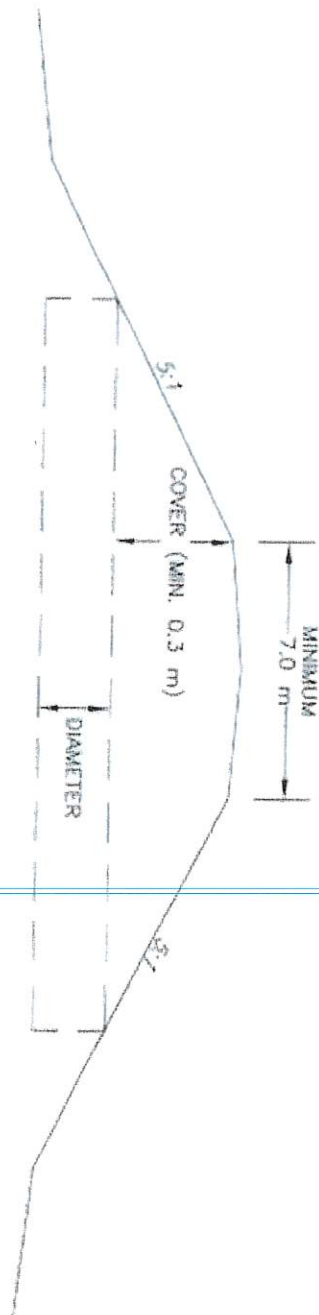
PUBLIC WORKS  
TYPICAL CROSS SECTION  
STANDARD APPROACH

DATE: 2011

SCALE: NTS

DRAWN BY: AMECE & E

| CULVERT DIAMETER | COVER | CULVERT LENGTH |
|------------------|-------|----------------|
| 400 mm           | 0.3 m | 12 m           |
| 500 mm           | 0.4 m | 12 m           |
| 500 mm           | 0.6 m | 13 m           |
| 600 mm           | 0.3 m | 12 m           |
| 600 mm           | 0.4 m | 12 m           |
| 600 mm           | 0.6 m | 13 m           |

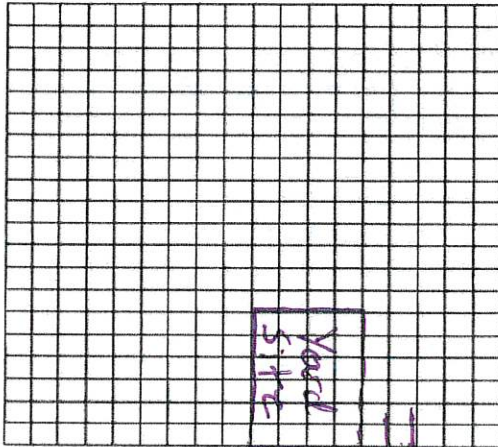




# R.M. of Big Arm, No. 251 Policy Manual

## Application for Standard Approach Approval

Please provide a detailed diagram of location of the new approach, including locations flags/stakes. Google Map with indicators or site plan will be acceptable. Location must be staked or flagged as well as the completed form and \$50 application fee must be submitted to the RM Office at 54 Prince Street, Imperial, SK S0G 2J0. Mailing Address: Box 120, Imperial, SK S0J 2J0 **BEFORE** it can be processed.



Indicate quarter Section

Typ \_\_\_\_\_ Rge Rd \_\_\_\_\_

Indicate distance (m) from adjacent properties and road names and any other distinguishing features (ie: house, trees, water etc.)

| FOR OFFICE USE                          |           |               |
|-----------------------------------------|-----------|---------------|
| Date of Inspection:                     | Approved: | Culvert Size: |
| Staff Name:                             | YES NO    | _____ mm      |
| Date Response Letter Sent to Applicant: |           |               |

Legal Land Location:

NE-22-25-25-W/2

Applicant Name:

Chelsea Federspiel

Billing Mailing Address:

PO Box 33 Atlas Street  
Stalwart, SK S0G4R0

Contact Phone: 306-963-7448

Contact Email:

Chelsea.federspiel14@gmail.com

Applicant Signature:

Chelsea Federspiel

Please Note:

- A culvert is required for all new approaches, the size to be determined by RMI.
- The RMI is not obligated to construct, or provide compensation for the construction, of any approach.
- All approaches must conform to Policy 400-30.

Land Owner Info (if not applicant):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_