

| <b>Head, Clara &amp; Maria Policies and Procedures</b> |                   |                             |                            |
|--|-------------------|-----------------------------|----------------------------|
| <b>DEPARTMENT: Public Works</b>                        |                   |                             | <b>POLICY #:<br/>PW-03</b> |
| <b>POLICY NAME: Driveway and Culvert Policy</b>        |                   |                             |                            |
| <b>DATE:<br/>August 2022</b>                           | <b>REV. DATE:</b> | <b>APPROVED BY: Council</b> | <b>PAGE #:<br/>1 of 3</b>  |

#### **PURPOSE**

The Council of the United Townships of Head, Clara and Maria has deemed it necessary to regulate the installation and maintenance of all new and existing entrance-way culverts, as outlined below.

#### **POLICY**

1. Application and approval are required for the installation of all new entrances and/or structural modification(s) of all existing municipal entrances.
2. Applications are to be submitted to the Public Works Department via the "Driveway/Culvert Agreement"; as Appendix "A" to this Policy.

#### **INSTALLATION**

1. The registered owner(s) of the lot will be responsible for the installation and all associated costs required to meet the requirements provided by the Municipal Public Works Department.
2. The location, diameter and length of all culverts are to be approved by the Municipal Public Works Department. Culverts used in driveways may be of smooth plastic, with an inner diameter of no less than 12 inches or as otherwise directed by the Municipal Public Works department.
3. Any exceptions relating to the installation of driveways and/or culverts not contained within this document or from the Road Construction Minimum Standards Policy PW-01 are subject to approval by the Council and/or the Public Works Department.

#### **MAINTENANCE**

1. All culverts are the responsibility of the registered owner(s) of the lot on which they are attached. This includes (but is not limited to) snow and ice removal, grading, gravel application, drainage, etc.
2. Damages to the culvert and road areas due to construction activities (heavy trucks, wide turning movements, etc.) or other activities as determined by the Public Works Department are the responsibility of the registered owner(s) of the lot, as are any costs associated with repair.

#### **NUMBER AND LENGTH OF ENTRANCES**

1. Each building lot facing a municipal road is entitled to one driveway to access the road. The specific location must be inspected and approved by the Public Works Department prior to installation.
2. If a circular driveway is requested by the registered owner(s) of the lot, a second driveway may be approved by Council and/or the Public Works Department.

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#### **REPLACEMENT OF EXISTING CULVERTS**

1. The Public Works department reserves the right to determine the life span and expiry of all culverts located within the boundaries of the United Townships of Head, Clara and Maria.
2. If aforementioned culvert is determined by the Public Works Department to be deficient or expired, the United Townships of Head, Clara, and Maria will notify the registered owner of the lot(s) affected and advise them of their responsibility for replacement or repair.
3. If a culvert is found to be deficient, the Public Works Department will determine the cause and a course of action. This can include but is not limited to cleaning, gravel repair, or culvert replacement. In the case of a deficient culvert it is the costs associated with the remedy are the responsibility of the registered owner of the lot.
4. A culvert that is found to have expired may only be replaced with one that is of the same diameter and length or greater within reasonable limits. Reasonable limits in this matter shall be at the discretion of the Public Works Department.
5. If at the time of expiry the property owner wishes to lengthen aforementioned culvert, the Public Works department will determine whether the proposed extension would negatively impact the surrounding road and driveway. After inspection, approval will be at the discretion of the Public Works Department.

#### **EXTENSIONS TO EXISTING CULVERTS**

1. The registered owner of the lot is responsible for any costs associated with extending a culvert.
2. If the Public Works Department finds that the existing culvert is not feasible to be reinstalled due to expiry, the property owner will be responsible for replacing the expired section of culvert.

#### **RESETS TO EXISTING CULVERTS**

1. Residents must submit a formal request for a culvert to be lowered or raised; said requests will be approved and/or denied at the discretion of the Public Works Department.
2. Upon approval, the registered owner of the lot will be responsible for all costs associated with the change to the existing culvert, as if it were a new installation.
3. If the Public Works Department determines that a culvert needs to be reset due to drainage concerns, and/or concerns of interference with the preservation and safety of municipal roads, the responsibility of the costs associated will be that of the registered owner of the property.

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4. Special exceptions may apply at the discretion of the Public Works Department and/or Council. (Example: Roadwork completed after the culvert installation has caused the culvert to be deficient through no fault of the owner of the lot.)

**DAMAGE TO CULVERTS**

1. Property owners will be responsible for the replacement of all damaged culverts.
2. Special exceptions may apply at the discretion of the Public works department and/or the Council. (Example: A traffic collision along the roadway caused damage to the owner of the lots culvert.)

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