



MUNICIPALITY OF ROBLIN

POLICIES AND PROCEDURES MANUAL

Section: Transportation	Policy No.: TRA-007
Subject: Approaches and Culverts	Date Issued: January 27, 2015
Resolution No.: 2015-81; 2020-	Revision Date: August 17, 2020

PURPOSE:

The purpose of this policy is provide guidelines for the construction of private approaches and the installation of culverts in the Municipality of Roblin.

POLICY:

1. The construction of private approaches and the installation of culverts will require the following:
 - a. Drainage culverts shall be corrugated steel pipe, minimum 16 gauge (1.6 mm total thickness), joined with annular corrugated couplers or high density polyethylene (HDPE) pipe joined with molded fittings or adapters (kPa stiffness to be determined based on use – i.e. 260 kPa for residential use).
 - b. Side slopes shall be a minimum of 2:1.
 - c. The private approach must be constructed of clay backfill sufficiently compacted with a minimum of 100 mm (4") of clay fill and 100 mm (4") of limestone or gravel finish. Frozen materials should not be used.
 - d. No part of the private approach shall be higher than the road.
 - e. Minimum side yard clearance of culvert ends to be 3.0048m (10').
2. Owners of residential property in Rural Residential/Seasonal areas shall be permitted one private approach with culvert (if required) of a minimum 7.7 meters (25') in width. The Municipality will cover associated costs with the installation to a maximum of \$500.00 and the culvert will be supplied by the Municipality; with the exception where property is being developed by a developer, the conditions set out in the development agreement shall prevail.
3. Owners of farmland shall be permitted one private approach with culvert (if required) of a minimum of 9.2 meters (30') in width per quarter section. The Municipality will cover

associated costs with the installation to a maximum of \$500.00. The culvert will be supplied by the Municipality.

4. Owners of commercial property that require a private approach will be dealt with on a case-by-case basis.
5. For undeveloped lots where a culvert is requested for residential or commercial use, an agreement must be entered into between the Municipality and the property owner, and the residence or commercial building must be constructed within two years in order for the original property owner to request a rebate of installation costs incurred to a maximum of \$500.00 and the cost of the culvert.
6. Private approaches shall be constructed and culverts shall be installed in accordance with specifications set out in Section (1) above.
7. Private approaches that do not require a culvert shall be permitted; however, municipal approval is still required.
8. An owner desiring to have a private approach built, replaced, relocated or restored; and a culvert installed, shall complete an application form and submit it to the Municipal Office with the required application fee of \$50.00 (*rate is subject to change by resolution of Council). The purpose of the permit is to ensure that the approach and/or culvert meets drainage needs and is installed to the approval of the Municipality.
9. Owners of residential and/or farmland that wish to have an approach and/or culvert relocated shall be responsible for the total costs of the relocation.
10. Owners of farmland that wish to have an additional approach (more than one approach per quarter section) shall be responsible for all costs related to culvert and installation. An exception may be made in a case where the owners request an additional approach for the purpose of developing the property, which will increase the assessed value of the property significantly (i.e. construction of a large storage shed). Council may agree to cover associated costs as outlined in Clause 3.
11. The Municipality will make an effort to minimize the impact on an approach if municipal road improvements or ditch reconstruction are needed and will shape the approach to meet our municipal standard; however, if a private approach needs to be replaced, it will be the responsibility of the landowner.

12. Approaches now in existence shall be maintained until deterioration requires reconstruction. Replacement is at the discretion of the Municipal Representative.
 - a. If a culvert deteriorates due to natural causes, the Municipality shall replace the said culvert at its expense.
 - b. If a culvert is damaged due to negligence, the Municipality shall reconstruct said culvert and the landowner shall be responsible for any costs incurred.
 - c. If a culvert requires replacement or restoration, the Municipality will only reconstruct or repair to municipal minimum private approach standards.
 - d. If a culvert requires an extension, the Municipality will be responsible for such costs to a maximum of \$500.00.
13. Construction of private approaches and installation of culverts shall be inspected by the Municipality.
14. Any owner that disagrees with the recommendation of the Municipal Representative may appeal to Council but any costs for professional advice (i.e. legal, engineering, etc.) will be the responsibility of the owner.
15. If the owner wishes to have a private contractor undertake the work to install a private approach, the owner must ensure the contractor has a valid Business Licence.
16. The owner shall be responsible for obtaining appropriate approvals from all applicable government authorities (i.e. Manitoba Conservation and Climate, Manitoba Infrastructure, Municipality).
17. The Municipality will not be responsible for any damages to decorative additions to approaches/accesses and reserves the right to refuse service such as lane grading/snow removal.
18. After installation, surface maintenance costs of private approaches will be the responsibility of the landowner.
19. If a private approach and/or culvert is installed without a permit from the Municipality, Council will determine:
 - a. if the approach and/or culvert meets municipal standards, allow the approach to stay providing a penalty of \$500.00 is paid within 14 days of Council's decision;
 - b. if the approach and/or culvert does not meet municipal standards, the landowner must rectify the deficiencies and pay a penalty of \$500.00 within 14 days of Council's decision; or
 - c. require the landowner to remove said approach/culvert within 14 days.

20. Failure to remove the unauthorized approach/culvert or pay the penalty within the 14 days will result in the Municipality removing said approach/culvert. All costs incurred shall be charged to the landowner and will be added to the property taxes upon default.
21. In the event of an emergency, the Municipality shall remove the unauthorized approach/culvert without notice and all costs incurred shall be charged to the landowner.
22. A copy of the approach/culvert application is attached and marked as Appendix "A".
23. A copy of the agreement outlined in Clause 5 is attached and marked as Appendix "B".

Appendix "A" to Approaches and Culverts Policy TRA-007



Box 998, 125 – 1st Avenue NW
Roblin, MB R0L 1P0
Office: (204) 937-8333
Fax: (204) 937-4382
Email: info@roblin.ca

APPROACH/CULVERT APPLICATION

Application will be brought forth to the next regularly scheduled council meeting.

Owner: _____

Mailing Address: _____

Daytime Phone No.: _____ Other: _____

Owner's Signature _____ Date _____

PROPOSAL:

Legal Description: _____
(include Road No. where approach/culvert is to be installed)

Reason for the request: _____

Proximity to other approaches/landmarks: _____

Size of culvert requested (estimate only): _____

Fill to be hauled from (location): _____

Gravel required (amount): _____ cy To be hauled from: _____

Installation to be done by: _____

Owner responsible for: _____

Municipal Representative's Comments/Recommendations: _____

Agreement required: No Yes (attached)

Appendix "A" to Approaches and Culverts Policy TRA-007

CULVERT SPECIFICATIONS:

Diameter: _____ (mm) _____ (in) Gauge: _____ (mm) _____ (in)

Length: _____ (m) _____ (ft) Minimum 7 meters; Maximum 9 meters

Type: New Corrugated Metal High Density Polyethylene (HDPE)

Grade: As specified by Municipal Representative

CONSTRUCTION SPECIFICATIONS:

- Clay fill with a minimum of 4 inches cover over the culvert and a minimum of 4 inches limestone or gravel finish.
- No part of the approach to be higher than the shoulder of the road.
- Minimum slope on the sides of the approach to be 2:1.
- Culvert to be installed at grade specified by Municipal Representative.
- Note: Municipality will not be responsible for any damages to decorative additions to approaches/accesses and reserves the right to refuse service such as lane grading/snow removal.

Date: _____	Roll No. _____	Permit No. _____
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PERMISSION IS HEREBY: **GRANTED** **DENIED**

for the following reason(s): _____

Chief Administrative Officer

Resolution No.

Final inspection on behalf of the Municipality of Roblin done by:

Signature of Municipal Representative

Date

Appendix "B" to Approaches and Culverts Policy TRA-007

This agreement made in duplicate this _____ day of _____, 20____ between:

MUNICIPALITY OF ROBLIN
(hereinafter referred to as the "Municipality")

OF THE FIRST PART

- AND -

OWNER
Box _____
Roblin, Manitoba
ROL 1P0
(hereinafter referred to as the "Owners")

OF THE SECOND PART

WHEREAS the Owners are the registered owners of a certain parcel of land legally described as follows:

Lot _____ Block _____ Plan _____ except all mines and minerals as reserved in the Grant from the Crown;

AND WHEREAS the Owners have requested a culvert and/or approach for access to the Owners' aforementioned property under Construction of Private Approaches and Installation of Culverts Policy TRA-007;

AND WHEREAS Clause #5 states an agreement must be entered into between the Municipality and the property owner, **and** the residence or commercial building must be constructed within two years in order for the original property owner to request a rebate of installation costs incurred to a maximum of \$500.00 and the cost of the culvert;

NOW THEREFORE BE IT RESOLVED THAT the parties hereby agree to the conditions, restrictions and covenants as follows:

1. **THAT** the Owners agree that they are responsible for the cost to construct the approach and install the culvert as identified in the approach/culvert application;

Agreement between Owner and Municipality of Roblin

- 2. **THAT** the Owners acknowledge that receiving a rebate from the Municipality is conditional upon them building a residence or commercial business on the said property within two years from the date of signing this agreement.
- 3. **THAT** it is the Owner's responsibility to apply in writing to the Municipality for the rebate within thirty months from the date of signing this agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

MUNICIPALITY OF ROBLIN

Head of Council

Chief Administrative Officer

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness

Owner

Witness

Owner