

# THE MUNICIPALITY OF OAKLAND-WAWANESA

## POLICY & PROCEDURE MANUAL

Policy  
#  
TRANS 008

Reference: Transportation	Classification: Policy
Subject: Building of Approaches	Pages: 1 of 4
Authority: Resolution of Council	Effective Date: May 15, 2018
Approved: May 15, 2018 <i>REVISED: October 20, 2023</i> <i>August 20, 2024</i>	

**TITLE: BUILDING OF APPROACHES**

**PURPOSE:**

The purpose of this policy is to establish minimum road approach requirements to provide access to all residential, field, and commercial development (institutional, industrial, oil & gas facilities, farm/agricultural operations).

**POLICY:**

Ratepayers requesting an approach onto their property are required to complete an Approach Request Form (Schedule “A”) and attach associated fees as outlined in the Fee Schedule (Schedule “B”).

Decisions of the Public Works Manager may be appealed to the Council of the Municipality of Oakland-Wawanesa.

**a. Residential**

- i. Residential approaches shall be constructed to the same or better standard than the Municipal gravel road. The approach shall be constructed with clean fill material, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
- ii. More than one road approach is prohibited for residential lots.
- iii. The traveling surface width of a residential road approach shall be a minimum of 6.1m (20’) for a single approach and 7.0m (23’) for a mutual approach. For a mutual approach, the affected property owners shall register an access easement agreement and plan at Land Titles to ensure free and unfettered access to their properties.

## **b. Commercial**

- i. Commercial road approaches shall be constructed to the same or better standard than the Municipal gravel road. The approach shall be constructed with clean fill material, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock. The geometric design of the approach shall be based on the type of vehicles using the access.
- ii. With the exception of subdivision approvals, more than one road approach shall be prohibited for commercial approaches.
- iii. The traveling surface width for a commercial road approach shall be a minimum of 8.0m (26'). At the discretion of the Public Works Manager, a wider traveling surface up to a maximum of 15m (49') may be approved due to the type of business.

## **c. Field Access**

- i. A maximum of two field approaches are allowed per 800 linear meters of road frontage.
- ii. An existing field approach deemed abandoned by the Public Works Manager is to be removed and reclaimed at the sole expense of the applicant.
- iii. The traveling surface width for a field approach and temporary approach to be constructed or reconstructed shall be a minimum of 7.5m (24'). At the discretion of the Public Works Manager, a wider traveling surface up to a maximum of 15m (49') may be approved due to the type of farm equipment using it.

## **d. Deposits**

All applications for approaches must be accompanied by a refundable deposit of \$1,000. Upon a satisfactory review by the Public Works Manager, a completion certificate will be issued and the deposit refunded. If the installation is deemed unsatisfactory, corrective action will be taken by the Municipality and the cost of same will be deducted from the deposit.

**e. Temporary Approach**

- i. Application for a temporary road approach must be accompanied by a deposit of \$1,000, along with a letter from the applicant stating when the approach will be removed. If the applicant does not remove the approach within the allotted time, the applicant will forfeit the deposit and the Municipality of Oakland-Wawanesa shall remove the approach, with the authorization from the Public Works Manager.

**APPROACHES BUILT WITHOUT APPROVAL**

If an approach, or an additional approach is installed by a property owner, or renter of a property, without first obtaining authorization from the municipality to do so, the approach may be ordered to be removed by resolution of Council.

Outlined in "Schedule B" the Fee Schedule are the costs associated with approaches that have been approved and/or denied due to locations and building

## 1. Approach Specifications

- a. Prior to construction of the road approach, the applicant is responsible for identifying all utility locations and is responsible for any repair or relocation of utilities.
- b. With the exception of Settlement Areas, the minimum sight distance from where the approach ties onto a Municipal road shall be a minimum of 100 m in either direction. For Settlement Areas, sight distance requirements will be at the discretion of the Public Works Manager.
- c. Intersections on curves are undesirable and shall be avoided whenever possible. If the approach cannot be located outside the curve, the Public Works Manager may approve a location that is considered safe.
- d. No road approach shall be located less than 150m (492') from a bridge.
- e. No road approach shall be located less than 150m (492') from an at-grade railway crossing.
- f. Road approaches shall be constructed at 90 degrees to the Municipal road. At the discretion of the Public Works Manager, the angle may be relaxed up to 20 degrees.
- g. A maximum gradient of 2 percent shall be maintained along the road approach from the edge of road to the property line. No relaxation of this requirement would be considered.
- h. A culvert may not be required for an approach that is located at a high point, the Public Works Manager will make this determination.
- i. If a culvert is required, the Municipality of Oakland-Wawanesa will submit an application to Manitoba Sustainable Development on behalf of the applicant. Culvert sizing will be determined by Manitoba Sustainable Development and any costs will be the responsibility of the applicant.
- j. The slope of the approach ditches shall be a minimum of 3:1 and if a culvert is required it is to be installed on the bottom of the ditch. Rip Rap shall be placed around the inlet and outlet of the culvert and extended 1 metre (3.28') beyond the invert with a durable stone with a minimum diameter of 100mm (4").
- k. Erosion control measures such as siltation fencing may be required within a drainage course or water body prior to the commencement of construction by the applicant.
- l. Upon completion of the installation, disturbed areas shall be re-graded to match original contours and loamed and seeded with a grass mix approved by the Public Works Manager.
- m. The approach shall be constructed with no resulting damage to the road shoulder, surface, side slopes and/or ditches.
- n. Any damage to Municipal property, including utilities, shall be repaired at the sole expense of the applicant, including the reclamation of any disturbed areas or damages that resulted from siltation.

- o. At the discretion of the Public Works Manager, warning signs indicating the construction zone may be required prior to the commencement of construction by the applicant.
- p. The Public Works Manager shall be notified within 72 hours of the completion of the road approach. An inspection will then be conducted to ensure compliance with these specifications. Upon a satisfactory review, a completion certificate will be issued and the deposit refunded.
- q. Material from within the municipal road right of way shall not be used for construction of the approach.
- r. All construction and all costs of construction are the responsibility of the Applicant. This includes all materials, equipment rentals or purchases, labor costs or any other costs required to complete construction.
- s. No construction of the approach shall commence until fees, locates and approvals have been received and submitted to the Municipality.
- t. After construction applicant is responsible for any damages, repairs and maintenance to the approach.
- u. The Municipality of Oakland-Wawanesa retains ownership of any approach within it's right of way.

**APPROACHES PERMIT APPLICATION FORM**

**Schedule A**

**PRIMARY USAGE:**

New Approach: <input type="checkbox"/>	Residential: <input type="checkbox"/>	Agricultural: <input type="checkbox"/>	Commercial: <input type="checkbox"/>	Vacant: <input type="checkbox"/>
Temporary Approach <input type="checkbox"/>				
Widen Existing Approach: <input type="checkbox"/>				
Relocation Of Existing <input type="checkbox"/>				

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_ Roll # \_\_\_\_\_

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

**PROPOSED PLAN:**

Include a sketch map of your property showing all existing approaches and proposed additions/extensions. Include any existing features of the land described in the immediate vicinity; buildings, roads, utility lines, rivers, streams, natural runs, low areas, etc.

<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50%; height: 50%;"></td><td style="width: 50%; height: 50%;"></td></tr> <tr><td style="width: 50%; height: 50%;"></td><td style="width: 50%; height: 50%;"></td></tr> </table>					<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50%; height: 50%;"></td><td style="width: 50%; height: 50%;"></td></tr> <tr><td style="width: 50%; height: 50%;"></td><td style="width: 50%; height: 50%;"></td></tr> </table>				

**Reason for Request:**

*I will pay all costs (if applicable) for the approach construction and will undertake to observe and perform all provisions of The Planning Act, The Development Plan, the applicable Zoning By-Laws and the provisions of other relevant laws, by-laws or agreements.*

Landowner signature \_\_\_\_\_ Date \_\_\_\_\_

**Municipal Office Use Only**

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Application Fee Received: \_\_\_\_\_ Water Stewardship License Fee Received: \_\_\_\_\_

**APPROVALS:**

Administration approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Council \_\_\_\_\_ Required \_\_\_\_\_ Not Required \_\_\_\_\_ Resolution # \_\_\_\_\_  
 Water Stewardship License \_\_\_\_\_ Required \_\_\_\_\_ Not Required \_\_\_\_\_ License # \_\_\_\_\_  
 Utilities \_\_\_\_\_ Required \_\_\_\_\_ Not Required MIT \_\_\_\_\_ Required \_\_\_\_\_ Not Required  
 Culvert size \_\_\_\_\_ Culvert supplied \_\_\_\_\_ Locates Obtained \_\_\_\_\_

Schedule "B"

**APPROACHES PERMIT APPLICATION FORM**

**Fee Schedule**

Approach Application Fee	\$100.00
Drainage License Application Fee (if required)	\$500.00
Refundable Deposit Fee	\$1000.00
*Culvert Procurement (if required)	\$100.00+cost
**Temporary Approach Deposit	\$1000.00
Approaches Built Without Approval	\$1000.00

\* Culvert pricing to be determined when license approval is received from Manitoba Sustainable Development. Culvert Price is FOB Nesbitt, applicant responsible to pick up culvert from Nesbitt Municipal yard.

\*\*Refundable if removed within the time duration specified in the application

All application and culvert fees must be paid prior to the building of an approach.

SCHEDULE C



Box 278, Wawanesa, Manitoba R0K 2G0  
Phone: (204) 824-2666

COMPLETION CERTIFICATE

(Date)

(Applicant)

**RE: Building of Approaches Completion Certificate**

In accordance with your Building of Approaches Application dated

\_\_\_\_\_(date)\_\_\_\_\_ the Public Works Manager carried out an inspection of the  
project located at \_\_\_\_\_(location)\_\_\_\_\_ on \_\_\_\_\_(date)\_\_\_\_\_.

All work required has been satisfactorily completed and is accepted as complete.

\_\_\_\_\_  
Public Works Manager