

**POLICY # PD 002**
**ACCESS MANAGEMENT (APPROACHES)**

<b>APPROVAL DATE:</b>	August 1997 (20-08-97)	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Planning & Development Department		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	1999 (24-09-99); December 2001 (15-12-01); September 2015 (92-09-15); February 2022 (2022-02-70)	<b>REVIEW DATE:</b>	February 22, 2022

## POLICY STATEMENT

This policy provides the County procedures relating to the application and placement of approaches accessing County roadways in a location to a standard considered safe and practical for that use, as well as the process for removal.

## BACKGROUND

The County of Vermilion River regularly receives requests for approaches accessing roadways under its jurisdiction from landowners, developers, and industry. In recognizing the importance of maintaining a safe and effective road system within its boundaries, the County has established standards for such approaches.

New parcels created shall ensure access to roadway meets County standards

## OBJECTIVE

Access management and land use management are intricately bound. The goals of proper access management for any roadway design classification or projected classification cannot be achieved without paralleling rural land use goals which support and protect the function of classified roads throughout the County of Vermilion River. Therefore, all accesses are to be considered temporary. No compensation shall be payable to the applicant or his assigns or successors when the County removes or relocates the temporary access or if a road access is removed and access provided by

means of a service road.

## SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Administration	Developers
Council	

## DEFINITIONS

**Approach, Access, or Access Approach** means any material or structure located within the road right-of-way used for the purpose of entering or exiting and road under the County's jurisdiction.

**CAO** means the Chief Administrative Officer of the County of Vermilion River.

**Council** means the Council of the County of Vermilion River.

**County** means the County of Vermilion River.

**Development Authority** means the Development Authority of the County as established by the County's Development Authority Bylaw and appointed by Council.

**Industry** means Company(s) or Corporation(s) requiring access from a Municipal Road to their designated lease or right-of-way for the purpose of extracting or transportation of a Natural Resource.

**Parcel of land** as defined by the current Land Use Bylaw of the County of Vermilion River.

**Road or Roadway** means a right-of-way on which motorized vehicles are normally allowed to operate, or a Road as defined in the Municipal Government Act but does not include either a Highway or Lane.

**Subdivision Authority** means the Subdivision Authority established pursuant to the Municipal Government Act through the municipality's Subdivision Authority Bylaw.

## GUIDING PRINCIPLES

### General Requirements

1. The construction of an approach located within a road right-of-way requires the prior approval of the County of Vermilion River. An approval for the construction

- of an approach will only be granted where the requested location is considered practical and safe by the County.
2. Existing approaches may be grandfathered unless they do not meet the requirements held to County Standards and/or are deemed unsafe by the County.
  3. The maximum allowable number of approaches per Agricultural quarter is one (1) per half mile and one (1) to a building site, however;
    - a. An approach shall not create a negative impact to the maintenance of the public roadway or roadway drainage; or
    - b. The approach is not considered to be an acceptably demonstrated operational need to reasonably facilitate use and enjoyment of the lands accessed.
    - c. At time of subdivision approvals, more than one approach shall be considered for parcels of land at the discretion of the County as follows;
      - i. The applicant shall justify the need for the approaches through a layout plan that shows for example; the location of the building, parking, loading and storage areas, and sightlines for the access points; or
      - ii. Special circumstances such as natural geographical barriers exist, or where warranted by the scale and magnitude of the proposed development and/or land use; or
    - d. Where a water course fragments a parcel of land, there by obstructing access from one area to another, the applicant may apply for a second approach.
  4. The maximum allowable number of approaches per residential, commercial, or industrial parcels of land is one (1) at the discretion of the County.
  5. Industry wishing to access lands from County Road to their leased area (well site) or right-of-way, will be required to make every effort to use existing approaches and is required to make an application to the County Public Works Department for any approach to accommodate industry's needs.
  6. Construction, modification, or relocation of approaches accessing County roads must comply with the standards provided in the current version of the County's General Municipal Servicing Standards, and this policy, requires application to the Planning and Development Department (with the exception of Industry approaches detailed in #5). The applicant shall submit a completed application form (as approved by the County) with the appropriate fee provided for in the current County Fee Bylaw prior to completing any work.
    - a. An application for an approach to be located within 800 meters of a provincial highway shall be referred directly to Alberta Transportation for consideration and approval. Also, proposed locations within this area require written approval from the County prior to installation, except for locations within the highway road allowance, which only requires approval from Alberta Transportation.

- b. All other approaches accessing lands or parcel of land not identified in part 3, 4 & 5 of this policy shall comply with the current version of the County's General Municipal Servicing Standards.
  - c. Any damage to municipal property, including utilities, shall be repaired at the sole expense of the applicant, including the reclamation of any other areas damaged or disturbed.
7. Minimum sight distance from where the approach ties onto a Municipal road shall be in accordance with Table 1, or as stipulated in the General Municipal Servicing Standards;
  - a. No approach shall be located less than 150m (492 ft.) from a bridge, unless approved by the Director of Planning & Development or the Director of Public Works.
  - b. No approach shall be located less than 150m (492 ft.) from an at-grade railway crossing, unless approved by the Director of Planning & Development or the Director of Public Works.
8. Intersections on curves are undesirable and shall be avoided whenever possible. If the approach cannot be located outside of the curve, the Director of Planning & Development or Director of Public Works may approve a location that is considered safe. Furthermore, the location of the approach is required to comply with the County's minimum safety standard for sightlines (Table 1).
9. Upon approval of the location and plan for construction of an approach, the County shall provide the applicant with written approval. The responsibility for the construction of the approved approach and all costs associated with such, are the applicants in their entirety.
10. Upon completion of the construction of an approach approved by the County, the applicant shall request a final inspection to the County. This inspection shall be completed to ensure the approach meets the County standards and complies with the approval given.
11. The construction, modification, or relocation of an approach(s) that, for whatever reason, have been constructed without County approval, the landowner will be notified of the required remedial measures which, at the discretion of the County, may include immediate correction and/or removal at the sole cost(s) of the landowner.

### **Subdivision/Development Requirements**

1. The applicant for a subdivision is required to provide an approach, that meets County standards, to each parcel of land that is subdivided.
2. If the approach(s) cannot be built at time of subdivision or development because of extenuating circumstances, the applicant will enter into a Development Agreement, which would be registered as a caveat on the land title.
3. The Agreement plus security will be required by the County in the amount equal to the cost estimate plus a twenty-five percent (25%) contingency prior to the release

of conditions for a subdivision or development on the lands.

4. If the approach is not constructed in the timeframe specified in the Development Agreement, the County will use the deposited security and build the approach. The applicant will not be entitled to a refund of any of the deposited amount.

**Extenuating Circumstances**

1. If there are extenuating circumstances that prevents/hinders the construction and/or completion of the approach (including but not limited to weather, availability of contractors, availability of material etc.), the County will allow the delay in construction, but the applicant must enter into a Development Agreement and provide the required security as stated above. Any extension of the development agreement shall be in writing and only one (1) extension shall be given.

**TABLE 1**  
MINIMUM SIGHT DISTANCE ROAD  
APPROACHES AND INTERSECTIONS

POSTED SPEED ON MAIN ROAD (km/hr)	MINIMUM SIGHT DISTANCE REQUIREMENT FROM INTERSECTING ROAD/APPROACH (meters)
40	120
50	150
60	175
80	300
100	300

DISTANCE SHALL BE MEASURED USING AN OBJECT HEIGHT OF 1.3m ON THE BUILT HIGHWAY PERPENDICULAR TO THE APPROACH/ACCESS IN ALL CASES. THE EYE HEIGHT TO BE USED AT THE INTERSECTION IS 1.05m FOR PASSENGER VEHICLES AND 1.08m FOR SINGL TRUCKS & BUSSES.

THE ABOVE TABLE SHOWS MINIMUM SIGHT DISTANCES. A VARIANCE MAY BE APPLIED FOR AND SHALL BE AT THE DISCRETION OF THE COUNTY FOR APPROVAL.

## ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
<b>HANDLING INQUIRIES</b>	Director of Planning and Development
<b>MONITORING REVIEWS AND REVISIONS</b>	Director of Planning and Development in conjunction with the Executive Secretary
<b>IMPLEMENTING POLICY</b>	Council
<b>COMMUNICATING POLICY</b>	Chief Administrative Officer