

Municipality of WestLake-Gladstone

14 DENNIS STREET – BOX 150 – GLADSTONE, MB R0J 0T0

PH.204.385.2332– INFO@WESTLAKE-GLADSTONE.CA- FAX.204.385.2391

Culvert & Approach Policy

Works & Operations

No. 2017-03

Adopted By: Resolution No. 17	Date Adopted: November 21, 2017	Reviewed by Council:	Amended:
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First Access:

The Municipality of WestLake-Gladstone Public Works Department will install one single “First Access” for private property owners and will be responsible for all costs incurred.

An “Access Permit” must be obtained a minimum 10 business days prior to the intended installation date.

URBAN AREAS

Urban area first access will be supplied to each Property Roll with a dwelling or main building.

The Municipality will supply and install a culvert with a maximum length of 6 meters (19.685 feet) and will be a minimum of 20 centimeters (7.874 inches) in diameter. The Public Works Foreman may require that a larger diameter culvert be installed if deemed necessary.

RURAL AREAS

Rural area first access will be supplied to each ¼ section, ideally located at the ½ mile.

The Municipality will supply and install a culvert with a maximum length of 18 meters (59.055 feet) and will be a minimum of 20 centimeters (7.874 inches) in diameter. The

Public Works Foreman may require that a larger diameter culvert be installed if deemed necessary.

Extension of Access, Alteration, or Additional Approaches:

All accesses, and altering of approaches, must be applied for and approved by council. Final decision of the location shall be at the discretion of the Municipal Council.

If a homeowner or landowner requires a driveway or approach wider than 6 meters (urban) or 9 meters (rural) the "Access Permit" must be completed and submitted.

Costs of materials and labour for any extensions or alterations to existing approaches or installation of additional approaches are invoices to the landowner to be paid within 30 days of invoice date. If the invoice remains unpaid the Municipality will collect the fees in the same manner as taxes.

No work shall take place on Municipal Right of Way without permission of the Municipality.

Culverts and extensions will remain the property of the Municipality.

Unauthorized Culverts, Approaches, and Accesses

If unauthorized approaches, with or without a culvert, and/or accesses are reported to the Municipal Office the landowner will be instructed to file an "Access Permit" and receive all required approvals. If deficiencies are detected in the unauthorized works, the Public Works Foreman will rectify the inadequacy and invoice accordingly.

If approval for the access, extension, and/or culvert can not be granted/received the Public Works Department will remove the unauthorized works and the land will be restored to the original state at the expense of the property owner. These expenses will be due 30 days from the date of invoice. If unpaid after 30 days will be collected in the same manners as taxes.

Damaged Culverts

Should a culvert be damaged due to environmental or other uncontrollable factors, the Public Works Foreman may deem it necessary to replace an old culvert with a new culvert in an existing approach.

Attached Schedule – "Access Permit"

WestLake-Gladstone

ACCESS PERMIT

Application for First Access, Extension of Access, Alteration, or Additional Approaches

Pursuant to Culvert & Approach Policy No. 2017-03

No Fees are required for First Access.

CONTACT INFORMATION

Owner: _____ Phone #: _____

Address: _____ Email : _____

PROPERTY & APPLICATION INFORMATION

Civic Address: _____ Legal Desc: _____

Roll #: _____ Application Date: _____

RURAL

¼ _____ Sec. _____ Twp. _____ Rge. _____

Approach (Culvert Required Y / N)

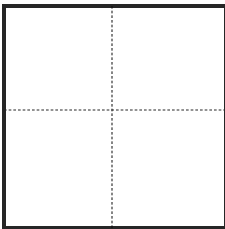
URBAN

Lot _____ Block _____ Plan _____

Culvert Only

Extension to Culvert

Description / Reason for Intended Work:



Water Licencing permit required

Signature(s) of Property Owners: _____

OFFICE USE

Council Review Date: _____ Council Approval Date: _____

Installation Date: _____ GPS Location: _____

Signature: _____

Invoice Date: _____ Amount: _____ Receipt No. _____

Size of Culvert Required Length: _____ Meters X Diameter: _____ Centimeters