

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Public Works</b>			<b>POLICY #: PW-03</b>
<b>POLICY NAME: Driveway and Culvert Policy</b>			
<b>DATE: August 2022</b>	<b>REV. DATE:</b>	<b>APPROVED BY: Council</b>	<b>PAGE #: 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 on municipal roads, 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 Clerk 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 Clerk.
2. The location, diameter and length of all culverts are to be approved by the Municipal Clerk. 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 Clerk.
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 Clerk.

#### **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 Clerk 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 Clerk prior to installation.
2. If a second driveway is requested by the registered owner(s) of the lot, a second driveway may be approved by the Clerk.

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

1. The Clerk 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.

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2. If aforementioned culvert is determined by the Clerk 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 Clerk 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, the costs associated with the remedy are the responsibility of the registered owner of the lot.
4. If the Clerk determines that a culvert is deficient, and the property owner refuses to have the required work completed in order to remediate the issue(s), the municipality will complete, or cause to have completed, the required work and the cost of such work will be added to the property tax account of the registered property owner.
5. 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 Clerk.
6. If at the time of expiry the property owner wishes to lengthen aforementioned culvert, the Clerk will determine whether the proposed extension would negatively impact the surrounding road and driveway. After inspection, approval will be at the discretion of the Clerk.

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

1. The registered owner of the lot is responsible for any costs associated with extending a culvert.
2. If the Clerk finds that the existing culvert is not feasible to be reinstated 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 Clerk.
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 Clerk 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.
4. Special exceptions may apply at the discretion of the Clerk 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.)

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**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 Clerk and/or the Council.  
(Example: A traffic collision along the roadway caused damage to the owner of the lots culvert.)