

Municipality of Pembina

POLICY

SECTION: INFRASTRUCTURE

NUMBER: INFR 01-2025

TITLE: Application for Approaches

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This policy sets out the requirements for the construction or widening of all primary and secondary approaches to properties in the Municipality

1. Each parcel of land within the municipality will be considered for 1 (one) approach on to a municipal road or right of way. Council reserves the right to approve or deny access to lands considering such factors as: geographic challenges, topography, drainage, alternative access, safety, and land use.
2. Approval must be obtained from Municipal Council for the placement of Approaches before construction begins. The approach must be built to a standard approved by the Municipality.
3. Application must be made on the approved form and must be received by the municipality prior to June 1 of each calendar year. Applications received after June 1 will not be completed until the following year.
4. Approaches constructed and culverts placed before receiving approval of Council, may be ordered removed at the property owner's expense.
5. Any necessary licensing and associated costs through Manitoba Water Stewardship will be the responsibility of the landowner, and work **must not proceed** until licenses are approved. Manitoba Water Stewardship and Biodiversity Division requires that;
 - A. For installation of new approaches (property access crossings) the works must:
 - not alter water flow rates, volumes or directions of flow as compared to preconstruction conditions; and
 - have culvert crossings sized equal to, or larger than, the largest culvert through the next immediate crossing upstream or downstream.Projects must be registered with Manitoba Conservation & Climate Project Certification <https://www.gov.mb.ca/sd/water/water-rights/drainage-and-water-control/index.html>
6. The applicant is responsible for obtaining clearances from utilities (eg. MTS, Manitoba Hydro and Gas) prior to work commencing. Copies of clearances must be forwarded to the Municipal office.
7. The new construction of approaches which intersect Provincial Roads must have Provincial approval and the applicant will be subject to regulations and costs as set by the Province of Manitoba.
8. The municipality will not supply culverts for approaches which intersect Provincial roads.
9. A culvert may be provided by the municipality to the applicant, where a portion of the property is isolated by natural or manmade barriers including waterways, drains, roads and railways. The installation of the culvert and construction of the approach is the responsibility of the applicant.

10. Damaged culverts are to be repaired or replaced at the expense of the party who damaged them. In the event the party is unknown, the municipality will endeavor to repair the damaged culvert as it deems necessary.
11. Maintenance, repair and replacement due to natural causes such as Beavers, Ice, etc. will be the Municipalities responsibility.
12. The Municipality accepts no responsibility for any decorative additions, concreted ends, rock/mulch or other materials on the access approach.
13. Shared approaches will be encouraged in situations where traffic safety or drainage may be of concern, and for field accesses. Culvert length supplied by the municipality for a shared approach is to be determined by the PW Manager

Properties within rural areas which have a fronting internal road are to have their access onto the fronting street as designed for the development.

All approaches are to have a minimum 450 mm culvert installed unless otherwise authorized by the Municipality.

In situations where the municipality has performed drainage works which results in a new approach being required for a parcel of land, the municipality will supply the new approach & culvert.

Once an authorized culvert has been installed, it becomes the responsibility of the Municipality and the Municipality will ensure the culvert functions properly.

The Municipality is not responsible for maintaining approaches.

Approach Specifications

1. Minimum private approach construction standards:
 - a. The approach shall be constructed of clay or a-base backfill with a minimum of 100 mm of good aggregate covering. No material larger than 20 mm shall be used in the back fill, and no frozen material may be used.
 - b. The first 4 meters of the approach may be no higher in elevation that the shoulder of the road.
 - c. The minimum slope of the sides of the approach is to be 2:1. The landowner will be responsible for maintenance of said slope.
 - d. Minimum side yard clearance for culvert ends is to be 3.05 meters, except for shared accesses.
 - e. The culverts must be placed at ditch bottom and positioned according to Pembina Public Works department. All galvanized culverts must be countersunk 12 mm to 25 mm below ditch bottom.
2. Culvert specifications:
 - a. Municipality will determine specs (Galvanized or plastic etc) on a case by case basis upon review by the PW Manager
3. Culvert and treatments.
 - a. Design of culvert end treatments and driveway curbs must be approved by the Public Works Manager.

- b. No structure that is part of the approach may extend above the elevation of the approach surface.
- c. The municipality will not be held liable for damages to approach structures that happen during regular road or drainage maintenance activities.

AGRICULTURAL AREAS

- 14. The Municipality sets the minimum standard top width of accesses in Agricultural areas at 10 Metres (30ft) for new construction of approaches which intersect municipal roads or right of ways.
- 15. Culverts of appropriate diameter to a maximum lengths of 18 Metres (59ft) in the Rural will be provided at municipal cost upon approved application.
- 16. Widening of existing approaches will be at the landowner's expense, and to a maximum of 18 metre (59ft) top width.

URBAN RESIDENTIAL DEVELOPMENT

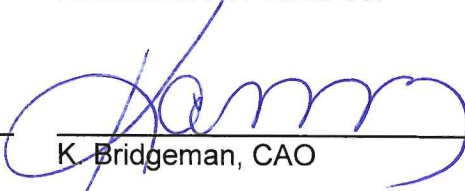
- 17. The Municipality sets the minimum standard top width of accesses in Urban Residential Areas at 3 metres (10ft) to a maximum of 6 metres (20ft) for new construction of approaches which intersect Municipal roads or right of ways.
- 18. Culverts of appropriate diameter to a maximum of 6 metres (20ft) in length will be supplied by the Municipality.
- 19. Widening of existing approaches will be at the landowner's expense, and to a maximum of 6 metre (20ft) top width.
- 20. Where a new approach crosses an existing sidewalk, the approach must be constructed so as not to damage the sidewalk in any manner. The top of the sidewalk must be fully exposed with no gravel over top of the sidewalk.

Approved by: Reeve and Council

Implementation Date: 9 May 2025
Resolution No: 2025-087

Signatures:


Glenn Shiskoski, Reeve


K. Bridgeman, CAO



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APPROACH REQUEST APPLICATION FORM

PRIMARY USAGE:

New Approach Widen Existing Approach

Name of Property Owner: _____

Mailing Address: _____

Legal Land Description: _____ Roll # _____

Telephone: _____ Cell: _____ Fax: _____

E-mail: _____

Proposed Plan: Include a sketch map of your property on the back of this application, showing all existing approaches and proposed additions /extensions. Include any existing features of the land described in the immediate vicinity: buildings, roads, hydro/telephone lines, pipelines, lakes, rivers, streams, natural runs, swamps, low areas etc.

Reason for Request:

I agree to pay all costs for the approach construction with the exclusion of supplied culverts 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: _____

APPROVALS:

Council : Required _____ Not Required _____ Resolution# _____ Fee: \$ 100.00

Water Stewardship License: Required _____ Not Required _____

License # _____

Culvert size Culvert Supplied: _____

MTS Clearance Obtained: _____.