



Rural Municipality of  
**Lakeshore**

# POLICY MANUAL

Title	Standards for approaches and culverts		
Section	Public Works	Index	500
Date	November 13, 2018	Authority	Res. 18-292

## 1. Purpose.

To establish a policy setting the standard requirements for the supply and installation of culverts and approaches.

## 2. Policy

The installation of a new approach, widening or replacement of an existing approach which intersects a municipal road or right of way shall require the registered owner to:

- a) Complete an application form to the municipality, must be in the form set out in Schedule A.
- b) Submit a cheque for \$25.00 to the Rural Municipality of Lakeshore for the purpose of receiving the necessary licencing from Manitoba Water Stewardship. No construction shall begin until all licences are obtained.

## 3. Culverts

- a. Drainage culverts shall be plastic dual wall high density polyethylene (HDPE) annular corrugation pipe or corrugated steel minimum 16 gauge (1.6mm total thickness), joined with annular corrugated couplers or high density polyethylene (HDPE) pipe joined with molded fittings or adapters. Other materials may be considered at landowners' request and upon council's approval.
- b. Side slopes shall be a minimum of 2:1
- c. The approach must be constructed of clay backfill sufficiently compacted with a minimum of 100mm (4") of clay fill and 100mm (4") of limestone, gravel, shale or pit run finish. Frozen material should not be used.
- d. No part of the approach shall be higher than the road.

## 4. Approaches

- a) The standard length of a culvert used for field or rural approaches from an existing road is 40ft (this may vary based on recommendation from Ward Councillor and Public Works Foreman to ensure slope of ditch etc. is suitable.)
- b) Owners of farmland property shall be permitted one municipal approach with culvert (if required) on to a municipal road, per quarter section, at the municipality's expense. Requests for additional approaches/culverts will be addressed by council on an individual basis.
- c) Owners of farmland that wish to have an additional approach (more than one approach per quarter section) must submit an application to the municipality. The application will be considered by council and upon a

successful application all costs related to the culvert, installation and licensing fees will be at the landowner's expense.

- d) Owners of residential property in Rural Residential/Seasonal, with the exception of subdivisions, areas shall be permitted one approach with culvert (if required) of a minimum of 25ft in width.
- e) Owners of a commercial property that require an approach will be dealt with on a case-by-case basis.
- f) The municipality will be responsible for all construction of new approaches and widened approaches by using municipal equipment or hired contractors. Landowners or occupants of the property will not be authorized to perform any construction or widening of approaches except under circumstances listed in part g) (below), subject to council's approval.
- g) In the event that a ratepayer requires work to be completed before municipal public works staff can schedule the installation of an approach or culvert, the ratepayer may hire a contractor, at their expense, and have the culvert or approach installed to municipal approval upon prior notification to the Municipality. Public Works Foreman to ensure compliance with the municipal standards. Any approaches not in compliance with these standards will be given 30 days to bring the approach up to the approved standards. After the 30 days if the approach is still not within the municipal standards then the work will be completed by the municipality at the landowner's expense.
- h) For undeveloped lots where a culvert is requested for residential or commercial use, the residence or commercial building must be constructed within two (2) years or the cost of the culvert and installation is charged back to the property owner. *An agreement between the Municipality and the property owner stipulating this must be entered into before the culvert is installed.*
- i) Approaches shall be constructed, and culverts shall be installed in accordance with the specifications set out in Section (3, 4a & 4c) above.
- j) Any access approaches which intersect with provincial roads must have provincial approval and will be subject to regulations and costs as set out by the Province of Manitoba. The Municipality will not supply or install culverts and approaches which intersect a provincial road. This "provincial approach" will be considered as the one approach per quarter in an agricultural zone.
- k) If a property has more than one approach, then council will determine which is the primary approach and the responsibility of the municipality. (A primary approach is defined as the first or original approach to the property when the municipal road was constructed and/or leads to a yard site.)
- l) Prairie level approaches are to be considered access to the quarter section, as long as the area is level and meets the standard approach width.

## **5. Crown and Municipal Leases**

- a) Lessees of Crown and Municipal leases will be permitted one approach supplied by the municipality if there are no other existing approaches on the property.
- b) The same standards and rules apply as farmland property.

## **6. Developer Subdivisions**

- a) Driveways and culverts should be constructed and installed during construction of the subdivision by the developer, as stipulated in the Development Plan. After completion all additional approaches and culverts are to be installed at cost to the applicant. An application must be submitted and approved by council
- b) The owner/developer shall be responsible for the costs of construction for private crossings to each lot and provide such culverts as may be necessary within the subdivision. The Public Works Foreman to ensure compliance with municipal standards and development plan requirements.

## **7. Simple Subdivisions (Rural)**

- a) The landowner shall be responsible for all costs associated with installing an approach and/or culvert if the original property, previous to subdivision, has already been provided one approach from the municipality.

## **8. Replacement and Maintenance**

- a) An owner desiring to have an approach replaced, relocated, restored or an additional culvert installed shall complete an application form and shall be responsible for all costs related to the culvert and installation.
- b) Replacement of an approach due to road and/or ditch reconstruction is the responsibility of the Municipality
- c) After installation, surface maintenance costs of all approaches will be the responsibility of the landowner.
- d) The municipality is responsible for the replacement and maintenance of the primary approach only. In cases where more than one approach exists on the property then council will determine which is the primary approach.

## **9. Existing approaches and culverts**

Approaches now in existence and installed by the municipality shall be maintained until deterioration requires reconstruction. Replacement is at the discretion of the municipality.

- a) If a culvert deteriorates due to natural causes, the municipality shall replace the culvert at the municipality's expense.
- b) If a culvert is damaged due to negligence, the municipality shall reconstruct the culvert and the landowner shall be responsible for any costs incurred
- c) If a culvert requires replacement or restoration, the municipality will only reconstruct or repair to the municipality's minimum approach standards.

- d) If a culvert requires an extension on a primary approach, the municipality will be responsible for the costs up to the maximum allowed in the municipal standards. If the landowner requests an extension above the municipal standards or on a secondary approach, the landowner will be responsible for the additional costs.

#### **10. Unauthorized Approaches and Culverts**

- a) If an approach and/or culvert is installed without a permit from the municipality, the landowner will be instructed to remove said approach and/or culvert within seven (7) days.
- b) Failure to remove the unauthorized approach and/or culvert within the seven (7) days will result in the municipality removing said approach and/or culvert. All costs incurred shall be charged to the landowner.
- c) In the event of an emergency, the municipality shall remove the unauthorized approach and/or culvert without notice and all costs incurred shall be charged to the landowner.



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**APPROACH/CULVERT/DITCH CLEAN OUT  
 PERMIT APPLICATION FORM - SCHEDULE A**

- APPROACH/CULVERT REQUEST
- DITCH CLEANOUT REQUEST

Name of Property Owner:		Mailing Address:	
Legal Land Description:	Phone:	Email:	Fax:
Roll#:			
GPS Coordinates:			
Water Stewardship Licence No.:		Date Work is to Commence:	
Culvert required:			

<b>PRIMARY USAGE:</b> New Approach: <input type="checkbox"/> Widen Existing Approach: <input type="checkbox"/>  RM installed <input type="checkbox"/> Applicant Installed <input type="checkbox"/>	Residential: <input type="checkbox"/>	Agricultural: <input type="checkbox"/>	Commercial: <input type="checkbox"/>
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**REASON FOR REQUEST:**

**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.

Signature of Property Owner:

Date:

**Municipal Office Use Only**

CAO Approval:

Requires Council Approval:

Resolution #:

Water Stewardship License:

Culvert Size:

Locates Obtained:

Date of Approval:

Roll #:

Permit #:

Public Works Foreman Recommendations:

