

TOWN OF TWO HILLS



Policy Number: 2007-03

Date of Issue: January 22, 2019
July 09, 2007

Policy Subject: **PRIVATE PROPERTY ACCESS**

POLCY STATEMENT:

The purpose of this policy is to establish guidelines for the installation of a vehicle access from a private property to a public roadway, street or avenue within the Town of Two Hills, subject to budget constraints and the availability of manpower, materials and equipment.

PROCEDURE:

Prior to the commencement of installing a vehicle access to a privately owned property, the property owner must:

1. Request in writing, permission of the Town to install/construct the access. The request shall include the intended width, location and the fill materials to be used. The request shall also state how runoff water that flows adjacent to the property will be managed.
2. The Chief Administrative Officer, or designate, shall confirm the requirements of Section 1 noted above.
3. The property owner shall be responsible to install/construct the access to the specifications set in the permission granted by the Town.
4. The property owner shall be responsible for all costs associated with the installation/construction of the access as per rates set by Council, less the cost of a 12 inch by 15 foot long culvert or pipe as determined by the Town.
5. Relocating of an existing access or the installation/construction of any additional accesses shall be at the full cost to the property owner.
6. If determined by the Town that a culvert or pipe is required for the lot, the Town shall supply at no cost and on a one time basis, one 12 inch by 15 foot long culvert or pipe. If the culvert or pipe required is of a diameter that is larger than 12 inches, then the Town shall supply a 15 foot culvert or pipe with the required diameter and the property owner shall be responsible for any cost above the value of the 12 inch by 15 foot long culvert or pipe.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

