



Summer Village of Silver Sands Council Policy

Number	Title			
C-ENV-CUL-1	Culvert Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	101-19	Resolution No:	
	Date:	June 28-19	Date:	

Purpose

To establish the responsibility and size for culverts to ensure proper and adequate drainage throughout the ditching system in the Summer Village. Each residential driveway is required to have a proper culvert installed to aid in the removal of water away from the property.

Policy Statement

The Summer Village of Silver Sands recognizes the need to establish a culvert policy as culverts are an integral part of the Summer Village's overall drainage system.

Responsibility

No person shall obstruct any drainage ditch or impede the flow of water within the Summer Village of Silver Sands.

No person shall install any culvert within the Summer Village of Silver Sands without authorization of the municipality.

Culvert Sizes and Installation

All driveways into residential properties shall have a culvert of 12" (300 mm) in diameter and shall be 20' (6 m) in length excepting those streets designated as main drainage routes where culvert sizes and lengths are to be determined by the municipality.

Installation must be at the direction of the Summer Village so as to retain proper grade level and drainage and is to be undertaken by an experienced contractor on behalf of the resident. An Approach Installation Application must be completed and is attached as Schedule "A".

Policy Notes

Requests for the purchase of culverts, replacement culverts and/or culverts for additional approaches or extensions to existing approaches must be made in writing to Council and will be authorized at Council's discretion.



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Requests for the Municipality to cost-share in ditching/drainage work and/or the installation of a culvert must be made in writing to Council and will be authorized at Council's discretion.

Revisions:

Resolution Number	MM/DD/YY



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Schedule "A"



APPLICATION FOR APPROACH CONSTRUCTION

SUMMER VILLAGE OF SILVER SANDS
 Box 8 Alberta Beach, AB T0E 0A0
 T 587.873.5765 F 780.967.0431
 E administration@wildwillowenterprises.com

Proposed Approach Location			
Plan	Block	Lot	Municipal Address

Applicant/Landowner Information	
Applicant Name: _____	Registered Owner Name(s) (if different from applicant): _____
Mailing Address: _____	Mailing Address: _____
City, Prov: _____ Postal Code: _____	City, Prov: _____ Postal Code: _____
Ph: _____ Cell: _____	Ph: _____ Cell: _____
Email: _____	Email: _____

Reason for Changing Existing Approach or Requesting New Approach

<input type="checkbox"/> New Approach <input type="checkbox"/> Existing Approach

Authorization
I hereby make application to construction an approach in accordance with the attached plan, Summer Village of Silver Sands Engineering Design Standards (latest version), and at the location shown on the sketch plan on reverse of this form.

Date of Application Signature of Applicant

FOR SUMMER VILLAGE USE ONLY – Application Approval		
APPLICATION NO.: _____		
Date Approved (yyyy-mm-dd)	Name of SV of Silver Sands Representative	Signature
SPECIAL PROVISIONS: _____		

FINAL INSPECTION ACCEPTED		
Date Approved (yyyy-mm-dd)	Name of SV of Silver Sands Representative	Signature

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy (FOIP) Coordinator, Summer Village of Silver Sands, Box 8, Alberta Beach, AB T0E 0A0 (587-873-5765).



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Notes:

1. Each parcel of land can have one approach for access as per Summer Village policy. An additional approach is subject to approval by the Summer Village and will be constructed by the owner at their own cost.
2. Approaches shall be constructed to Summer Village Policy and Engineering Design Standards drawings.
3. All approaches shall meet or exceed Summer Village of Silver Sands Engineering Design Standards. Please attach schematic / drawing of approach indicating the manner in which it is to be constructed.
4. Applicant to notify the Summer Village of Silver Sands when approach is complete and ready for inspection.
5. Proposed new approach locations should be inspected prior to construction to verify spacing and sightlines.
6. Applicant to contact Alberta One Call and locate all utilities prior to construction.

The Sketch Plan should indicate the following:

- Location of proposed Approach, dimensioned from the closest property corner
- Boundaries of the land parcel including dimensions
- All drainage courses
- All roads adjacent to the parcel labeled
- Location of any existing approach(es) (residential, field, or industrial) on both sides of the road
- North arrow for orientation

Please indicate proposed location by placing flagged stakes at both sides of the intended approach if on site meeting with Summer Village of Silver Sands representative is not possible.

