



FORM C

4808 -53 Avenue, Box 179
High Prairie, Alberta, T0G 1E0
Telephone: 780-523-7620
Fax: 780-523-5930
Email: developmentclerk@highprairie.ca

Office use only: File # _____
Tax Roll #: _____

RESIDENTIAL DRIVEWAY ACCESS PERMIT APPLICATION

This is not a Building Permit Application Form

No work or construction shall commence without the valid permits issued pursuant to applicable regulations

Before completing this application, please read the Residential Driveway Access Policy in page 2-7 of this form. All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. Information and materials submitted must be clear, legible and precise. Incomplete or incorrect application could result in processing delays or a refusal decision. If you have any questions regarding the driveway access permit application requirements, please contact the Town Office prior to submitting your application.

A STATEMENT OF INTENT/APPLICATION FEE (\$ 20.00)

I/We _____ hereby make application under the provisions of the Residential Private Property Access Policy for a Driveway Access Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

I/We _____ understand that this application will not be accepted without the appropriate application fee, and a dimensioned site plan including all details relevant to the proposed development.

B APPLICANT/OWNER INFORMATION

Table with 2 columns: Applicant Information and Land Owner Information (if different from applicant). Rows include Name, Address, Postal Code, and Phone.

C DEVELOPMENT INFORMATION

Table with 2 columns: Location of Development and Land Use Designation. Rows include Civic Address or General Location of Property, Legal Land Description, Land Use Designation in Land Use Bylaw, Estimated Start Date, and Estimated Completion Date.

D CONSENT AND DECLARATION

Table with 2 columns: Consent and Declaration. Row 5: As the applicant of this driveway access permit, I consent to: Allow a person(s) designated by the Town to enter and inspect the above noted property with respect to this application only. Receive by email any documents or communication related to this application. Row 6: I declare by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete. Date _____ Signature _____



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SITE PLAN

PLEASE PROVIDE A SCALED PLAN INDICATING THE LOCATION AND DIMENSIONS OF THE PROPOSED ACCESS



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TOWN OF HIGH PRAIRIE

Table with 3 columns: Policy Number, Approval Date, Resolution Number; Supersedes, Effective Date, Legal Authority; Amendments, Amendment Date, Resolution Number Motion #.

TITLE: RESIDENTIAL PRIVATE ACCESS POLICY

Policy Statement: The Town of High Prairie will implement a policy to ensure that all residential property owners are allowed access to their property in a fair and equitable manner.

APPLICATION:

- 1. This policy shall apply to all existing residential properties adjoining paved streets with curb and gutter.

DEFINITIONS:

- 1. Driveway Access Permit: Means s document, a sample of which is attached to this policy as Appendix "2", approving construction or alteration of a new access.
2. Construct: Means to build, reconstruct, or replace and without limiting the generality of the word, also includes any preliminary operation, such as excavation, filling or drafting.
3. Landscaping: Means the modification and enhancement of a site through the use of any or all of the following elements:
a) "Hard landscaping" consisting of non-vegetative materials, such as brick, stone, concrete, tile, and asphalt; or
b) "Soft landscaping" consisting of vegetative materials, such as shrubs, hedges, grass and ground cover.
4. Development Officer: Means a person appointed to the designated officer position of "Development Officer" pursuant to section 624(1) of the Municipal Government Act.



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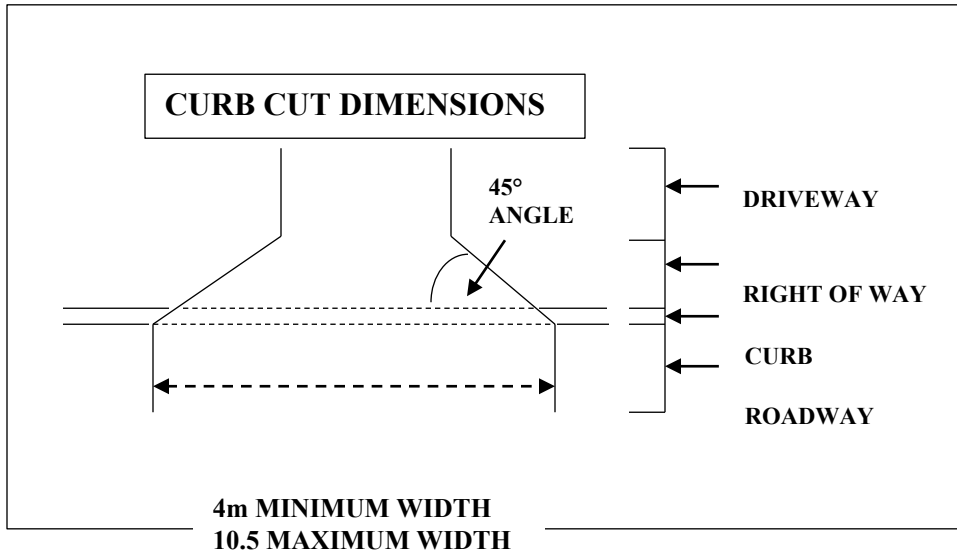
PROPERTY OWNER'S RESPONSIBILITIES:

1. Property owners or residential tenants must apply for a Driveway Access Permit approval prior to constructing a new access or altering an existing access. A sample of the "Residential Driveway Access Permit Application" form is attached to this policy as Appendix "1".
2. If an individual applying to construct or alter an access is renting a residential property, the property owners must also sign the Driveway Access application form.
3. Any construction of a new access or altering an access must conform to the Town of High Prairie Municipal Engineering Standards, as revised by Council from time to time.
4. Property owners shall be responsible for construction of any new access or alteration of any existing access, including curb cuts or approaches, at the property owner's sole expense.
5. Property owners shall be responsible for restoring any landscaping impacted by construction or reconstruction of an access back to its original condition.
6. Landscaping and any other repairs to boulevards or any other public or private property arising from the construction or reconstruction of the access shall be the responsibility of the property owner.
7. All accesses shall be constructed to provide a minimum clearance from the driveway of 1.5 meters from any structure, including hydrants, light standards, service pedestals, curb cocks, transformers and mature trees.
8. Small boulevard trees may be moved or replaced as part of the landscaping requirements as specified under section 6 above.
9. For corner lots, any new access must be constructed on the exterior yard side, unless traffic patterns or existing buildings on the property dictate otherwise

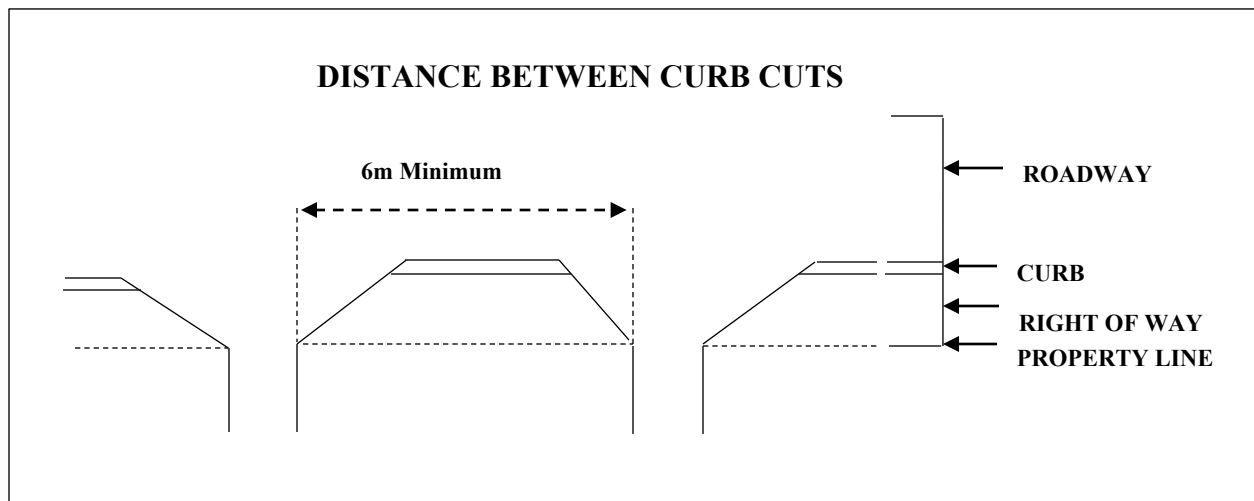
CURB CUT REQUIREMENTS:

1. Curb cuts shall be set a minimum distance of 15 meters (50 feet) from the intersection of external lot lines on corner lots for non-residential developments.
2. Notwithstanding subsection 1 under Curb Cut requirements as stated above, the setback distance for curb cuts may be increased where, in the opinion of the approving authority, such increase is necessary for reasons of public safety and convenience.
3. The maximum width of a curb cut shall not exceed 10.5 m (34.5ft). The minimum width of a curb cut shall not be less than 4m (13ft).
4. The sides of driveway approaches crossing sidewalks or boulevards may be constructed on an angle with the curb line, but the angle extend between the curb and the edge shall not exceed an

angle of 45degrees, and any such angled driveway shall not be allowed to extend in front of an adjoining property (i.e., across a line extending from the joint property line through the right-of-way/boulevard to the curb and roadway).



- The minimum distance between adjacent curb cuttings on the same side of the property shall not be less than a distance of 6 meters (19.5ft) from each other, measured at the property line. The Development Officer may increase said minimum clear distance in any cases where, because of width of adjacent sidewalks or boulevards or traffic conditions such increase is necessary for reasons of public safety and convenience.



DEVELOPMENT OFFICER'S RESPONSIBILITIES:

1. The Development Officer shall:
 - a) Receive and process all applications for Driveway Access Permits;
 - b) Issue decisions for Driveway Access Permit applications, a sample of which is attached to this policy as Appendix "2"; and
 - c) Keep a register of all applicants, including the decisions issued and the reasons therefore, for a minimum period of seven years.
2. Prior to issuing a decision, the Development Officer shall review the application with the senior Public Works manager responsible for roads, sidewalks, and boulevards.
3. In making a decision on an application, the Development Officer shall
 - a) Approve with or without reason conditions a Driveway Access Permit where the proposed access conforms with the policy; or
 - b) Refuse a Driveway Access Permit, if the proposed access does not conform to this policy.

APPEALS:

1. Any person who is refused or affected by a Driveway Permit may appeal the decision to the Town Council by delivering an Appeal Notice, a sample of which is attached to this Policy as Appendix "3", in person or sending it by mail to:

Town of High Prairie
Administration Office
4808 -53 Avenue,
Box 179
High Prairie, Alberta
T0G 1E0

within twenty-one (21) days after the date of notification of permit refusal.

2. If the Chief Administrative Officer receives an Appeal Notice within 21 days from the date of notification of permit refusal, he must advise Town Council.
3. When Town Council has set a date for the hearing, the Chief Administrative Officer must send written notice of the date of the hearing to the Appellant at the address given in the Appeal Notice and, if the Appellant is not the registered land owner under the Land Titles Act, the Town Clerk must also send this written notice to that Owner.

4. If the Chief Administrative Officer receives the Appeal Notice after the twenty-one (21) day period referred to in (1) above, the Chief Administrative Officer will not place the Appeal Notice on Town Council's agenda. The Town Manager will notify the Appellant at the address given in the Appeal Notice that the appeal will not be heard.
5. After hearing an appeal, Town Council Committee may issue a Driveway Access Permit, with or without conditions, or may refuse to issue a Driveway Access Permit.
6. The Town shall serve written notice of Town Council's decision by delivering it or sending it by mail to the Appellant, and the registered land owner under the Land Tiles Act.
7. The Town Council's decision shall be final.



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Appendix 2

**NOTICE OF DECISION
DRIVEWAY ACCESS PERMIT APPLICATION**

APPLICATION INFORMATION

Applicant Name: _____ Application No: _____

Address: _____ Date Received: _____

DECISION

This is to provide notification that Driveway Access Permit Application No. _____ as applied for by

at: Plan No: _____ Block: _____ Lot: _____

has been:

Approved Approved, subject to the following conditions:

CONDITIONS

Refused for the following reasons:

APPEAL PROCEDURE

The Residential Private Property Access Policy provides that any person claiming to be affected by the decision of the Development Officer may appeal to the Council of the Town of High Prairie WITHIN 21 DAYS FROM THE DATE OF ISSUE OF THE NOTICE OF DECISION.

DATE OF DECISION

_____ Date of Decision

_____ Signature of Development Officer



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Appendix 3

NOTICE OF APPEAL TO COUNCIL
DRIVEWAY ACCESS PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name:
Address:
Driveway Access Permit Application No:

APPEAL

I/We _____ hereby give notice to the Council of the Town of High Prairie, that I/we wish to appeal the following decision of the Development Officer regarding Driveway Access Permit Application at: Plan No: _____ Block: _____ Lot: _____

DECISION

The decision of the Development Officer was:

- Approved
Approved, subject to the certain conditions (please attach copy of permit with stated conditions)
Refused

GROUND FOR APPEAL

My reasons for appealing the above decision are as follows (attach additional pages/information, if necessary)

PREFERRED METHOD OF NOTIFICATION FOR APPEAL HEARING

Please send notification of the time and location of the Appeal Hearing to:

Email:
Mailing Address:

DATE AND SIGNATURE

Date

Signature