

Approved by Council – May 25, 2009

**LAND DEVELOPMENT POLICY**

**BACKGROUND:**

This policy contains the various policies used by the Town of Redcliff associated with services to land and the development of lands located within the Town of Redcliff.

**POLICY:**

**A. PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS**

Requests from property owners outside of the Town limits for raw or treated water, sanitary sewer service or garbage service shall be declined.

The Town is currently providing some of the property owners, outside of the Town limits, with treated or raw water, this was provided under previous agreements with these property owners and will continue to be provided until permanent service cancellation is requested at which time service will no longer be provided to this property.

**B. GRADE ESTABLISHMENT**

It will be policy for the Administration of the Town of Redcliff to determine, at the time of a land sale, whether the particular land being sold has been pregraded to allow for proper drainage.

If the land to be sold has not been pregraded, any development will require the approval by the Town as to the finished grade before a development permit shall be issued.

It is the responsibility of the owner/developer to ensure that any development within the Town of Redcliff is in compliance with the established grades (elevations). Whenever possible the Town will pre-grade and establish all grade plans, at the time the subdivision and design of the property takes place on land the Town offers for sale. It is the developer's responsibility to comply with the grades established in the subdivision design.

1. If there are no established grades, then it is the responsibility of the owner/developer to provide the Town with, and build in compliance with, a grade certificate. This certificate is to be completed by an Alberta Land Surveyor.
2. The approval of any Development Application shall be conditional to being in compliance with the established grades, or if grades are not established, to being in compliance with the grade certificate to be provided by the developer. A grade certificate shall provide for the site drainage being contained within the property limits, and directed to either the established lane or roadway, as approved by the Manager of Engineering. The certificate should also show the effect that this development has on the adjacent property.

Prior to approval of the Development Application, the Development Officer must receive written confirmation from the Manager of Engineering that the grade certificate initially provided, or any subsequent amended grade certificate that might be required, meets with the Manager of Engineering approval.

3. When an application for development is taken, the applicant should be made aware that:
  - a) Established grades must be met.
  - b) When, or if there are no established grades, it is the responsibility of the owner/developer to provide a “grade certificate” (to be certified by a Alberta Lands Surveyor) for the Town of Redcliff.
4. On all non-residential development applications, regardless of whether or not grades are established the developer shall be required to submit a site drainage plan prepared by a professional engineer with their development application.

#### **C. SURFACE DRAINAGE**

1. All rain water down spouts shall not be connected to the weeping tile system or to the sanitary service lines inside or exterior to the building. The intent of this section is to enforce the regulations of Alberta Environmental Protection as it pertains to the disposal and treatment of domestic sewage.
2. Rain water leaders shall be installed so as to direct the water to the nearest point of public land, either a street or lane but not developed property such as a park.
3. Residential subdivision designs shall include storm sewers where it is possible to deal with the storm sewers within the immediate area of the subdivision. In locations where there is a substantial amount of offsite main required, the decision to include or exclude the sewers within the subdivision will be up to the Town Council.
4. Where storm sewers are included in the subdivision, the direct connection to the mains from the residence will be encouraged to pick up the roof drains and the weeping tile. Connections will be made by the Town of Redcliff similar to the standard sanitary connection policy.
5. Existing developments that are in violation of this proposed policy will be dealt with on a case by case basis. Any existing weeping tile connections will remain. Any rain water leaders that drain into the sanitary sewers will be disconnected. If disconnection is not accomplished within a reasonable time, the sanitary rate discount will be revoked by the Town of Redcliff.

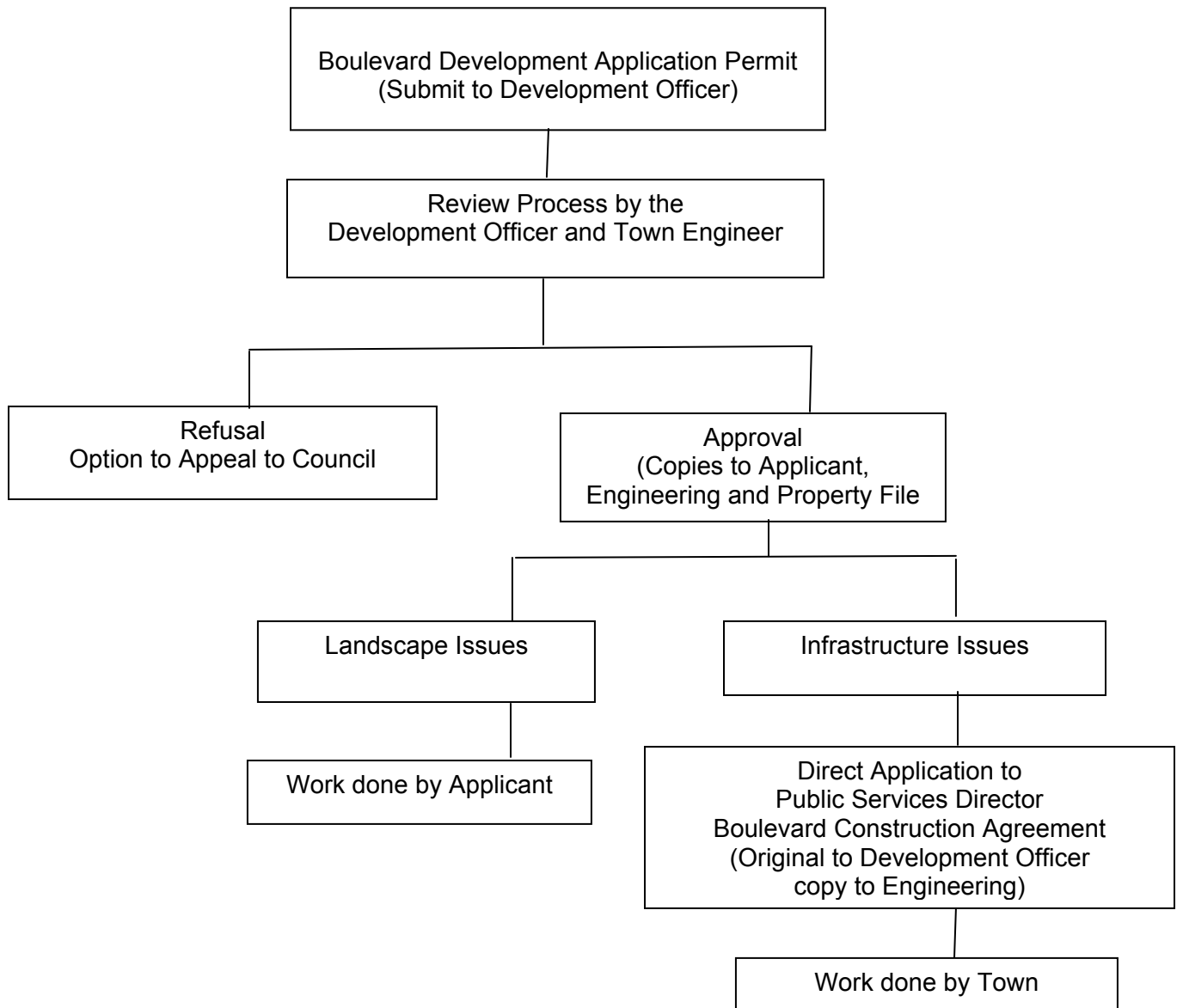
#### **D. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS**

(Developed areas shall mean that area of Redcliff where the Town of Redcliff has provided the fronting property with curb or sidewalk)

1. Property owners requesting construction or modification to concrete engineering structures on public property including curb and gutters, sidewalks and driveways will require an approved “Boulevard Development Application/Permit” in the format included herein. All construction must be constructed by the Town of Redcliff or a Town of Redcliff approved contractor in accordance to the Town of Redcliff Construction Standards.
2. Construction to be completed by the Town of Redcliff will require the applicant to complete the

Boulevard Construction Agreement included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.

3. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards.
4. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.



**BOULEVARD CONSTRUCTION AGREEMENT**

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Civic: \_\_\_\_\_

I hereby apply to the Town of Redcliff Public Services Department to provide a quotation for work within the boulevard adjacent to the above mentioned property

Type of Work: (check one or more)

- curb cut       sidewalk modification       driveway construction
- other: \_\_\_\_\_

Detail description of work be requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that upon completion of the quotation by the Public Services Department and payment of the fee stipulated by the Public Services Department, the work will be completed under the conditions set out in the "Boulevard Development Application / Permit", the "Town of Redcliff Land Development Policy No. 052", and the "Town of Redcliff Construction Standards"

I hereby agree to assume the responsibility of keeping this driveway and culvert clear of all obstructions and will be responsible for the repair costs of any damage to the culvert.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant(s) Signature

|   |                    |
|---|--------------------|
| Public Services portion (Do not complete) |                    |
| Quotation for work required               |                    |
| Estimated Completion Date                 | Pending Payment by |
| Application Approved By:                  | Date:              |

**F. PROVISION OF CULVERTS AND DRIVEWAYS IN PARTIALLY DEVELOPED AREA**

(Partially developed areas shall mean that area of Redcliff where the Town of Redcliff has not provided the fronting property with curb or sidewalk and where surface water drains by the property in a ditch or swale)

The purpose of this policy is to provide for the installation of a driveway and culvert from the roadway to fronting private property in partially developed areas of Redcliff.

The Town of Redcliff is requested to install driveways to private properties in partially developed areas and since such a driveway may affect the surface drainage pattern in the area, the Town of Redcliff upon request of the property owner may provide for the construction of an approved driveway to the private property in order to provide access and control the flow of surface drainage.

The Manager of Engineering may approve the construction of a hard surfaced swale of sufficient depth to cause no obstruction of the surface drainage, however if the property owner feels a swale does not provide adequate access to his property he may apply to the Town of Redcliff, for the Town of Redcliff to install a driveway at a cost as established by the Public Services Director.

1. The driveway shall be installed by the Town of Redcliff or contractor authorized by the Town of Redcliff as per the Town of Redcliff Construction Standards or as approved by the Manager of Engineering.
2. All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.
3. The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the applicant.

**G. BOULEVARD DEVELOPMENT**

Boulevard Development shall mean: the temporary placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever.

As residents may wish to extend Boulevard Development on an adjacent boulevard, the Town may consider permitting such Boulevard Development.

The Town may at any time demand any Boulevard Development on a boulevard be removed forthwith. Whenever possible the Town shall provide 5 calendar days notice for any such removal however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

Any boulevard that is disturbed shall be returned to a proper level with topsoil provided and graded. Grass seed will be provided to the owner and maintenance will be the responsibility of the owner.

The Town will deter any Boulevard Development other than grassing. However if Boulevard Development is requested through a written request through the Town's Development Officer, the Development Officer may in conjunction with the Manager of Engineering consider the temporary approval of the following types of Boulevard Development.

- Underground sprinklers
- Shale, brick or paving stone coverage
- Driveways. (Accessing a private parking location only)
- Portable wishing wells, decorative objects
- Fencing, if within established guidelines
- not to be within 1.2 meters of a curb or roadway edge.
- as set out within the Town's Land Use Bylaw
- other restrictions as deemed appropriate by the Development Officer and the Manager of Engineering.
- Decorative flower gardens
- Shrubbery and hedges if properly maintained
- Monuments (where concept has been endorsed by Council)

The following items shall not be permitted under any conditions and if they exist at the time of this policies adoption shall only be permitted to remain as long as they are not creating any ongoing problems. If at any time any such object are required to be removed as a result of any Boulevard Development, they shall not be allowed to be replaced or returned to the boulevard area.

- Trees
- Any permanent fixture or structure
- Fencing not fitting established guidelines
- Excavations
- Rocks or Boulders (Excepting monuments as outlined above)

Any Boulevard Development, shall be considered approved on a temporary basis only, and shall only be permitted to remain on any boulevard area at the pleasure of the Town

The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore the Town will supply the necessary amount of top soil for the boulevard when available and at the discretion of the Public Services Director.

Application for Boulevard Development may be made to the office of the Development Officer for the Town on the attached prescribed form.

**TOWN OF REDCLIFF BOULEVARD DEVELOPMENT APPLICATION/PERMIT**

Property Owner/Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Project Location \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction to be Completed By: \_\_\_\_\_ Town of Redcliff or their duly appointed contractor

\_\_\_\_\_ Applicant or Applicants contractor as approved by  
The Town of Redcliff

Boulevard Construction Agreement Required \_\_\_\_\_ yes \_\_\_\_\_ no

I hereby acknowledge that any boulevard development approved by the Town of Redcliff that is landscape in nature shall be considered approved on a temporary basis only and shall be permitted to remain on the boulevard at the discretion of the Town of Redcliff.

I also hereby acknowledge that I will be responsible to ensure that any proposed construction or modifications that I have been approved to undertake with my contractor will be constructed according to the Town of Redcliff Construction Standards.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

|   |                                 |
|---|---------------------------------|
| <i>Town of Redcliff Use Only</i>                                |                                 |
| <i>Development Approved</i> _____<br><i>Development Officer</i> | _____<br>Manager of Engineering |
| <i>Development Refused</i> _____<br><i>Development Officer</i>  | _____<br>Manager of Engineering |
| <i>Conditions/Reasons</i> _____                                 |                                 |
| _____   |                                 |
| _____   |                                 |

**H. BOULEVARD REPAIR**

The Town and other private utility companies have historically utilized boulevards for the installation of both shallow and deep utilities for repair or maintenance work to be performed.

In order to clearly establish the policy and limits in respect to the Town's responsibility for the repair and maintenance of the municipal boulevards between the physical streets and private properties the following policy shall be followed..

1. The Town of Redcliff is responsible for the repair, maintenance and installation of all municipal infrastructure within the streets, lanes and boulevards.
2. Private utility companies are responsible for the repair, maintenance and installation of all related utility infrastructure within streets, lanes and boulevards.
3. The repair of the boulevards by an act of the Town of Redcliff or a private utility will be governed by this policy as per the Town of Redcliff Construction Standards.
4. All new infrastructure installations require approval by the Town of Redcliff.
5. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
6. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be repaired to their original condition or better by the responsible utility.
7. All private driveways and walkways made of concrete or asphalt will be cut at the property line and removed from the boulevard where necessary.
8. All replacements of asphalt walks or approved asphalt driveways will be made to the same standard as the prior to removal condition.
9. Concrete driveways and concrete walkways will be replaced, where removed, to a standard wood float and broom finish. No special finishing treatment or pattern will be provided.
10. Non-approved asphalt or concrete aprons or pads which were removed from the boulevard will not be replaced. The surface will be top soiled and fine graded. Lawn seed will be provided to the home owner to reestablish the boulevard. The resident adjacent to the boulevard has the option of installing a loose non-organic (gravel, shale, etc.) surface treatment at their expense in-lieu of topsoil and seed.

**I. PROVISION OF ROAD WIDENING IN PARTIALLY DEVELOPED AREAS**

“Partially developed” areas shall mean those areas of Redcliff where the Town of Redcliff has not provided the fronting property with curb or sidewalk, and where surface water drains by the property in a ditch or swale.

The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened roadway, for the purpose creating expanded parking areas. Applications should only be considered upon the Town receiving a completed “Road Widening Application,” and receipt of the application fee of \$100.00. Applications may only be considered for approval upon verification that the proposed construction can be completed without negatively effecting the surrounding adjacent properties, the drainage patterns, or traffic flow.

From time to time the Town of Redcliff is requested to widen streets in partially developed areas, for the purpose of expanded parking adjacent to roadways. The Town of Redcliff, upon a request from a property owner may provide for the construction of an approved widened road, in order to provide an expanded parking area.

The Manager of Engineering may consider and approve applications for the construction of a widened roadway for the purpose of parking, however:

1. The widened roadway shall only be considered upon receiving a request in writing on the “Road Widening Application,” which is to form part of this policy.
2. Payment of the application fee of \$100.00, which shall be an administration processing fee applicable to the consideration of the matter by the Town’s engineering staff. If construction proceeds as per the engineered design, the \$100.00 application fee will be returned as a credit to the construction costs upon completion.
3. All construction shall be either completed by the Town of Redcliff, or a contractor authorized by the Town of Redcliff.
4. The estimated cost plus a 10% contingency shall be paid by the applicant in advance of any construction.
5. Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.

**Road Widening Application / Permit**

I \_\_\_\_\_ hereby request permission to on a temporary basis modify the roadway area adjacent to the property described as \_\_\_\_\_ (Civic Address)

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Detail of Roadway Development:  
\_\_\_\_\_  
\_\_\_\_\_

(Provide diagram)

I understand that any Roadway Development, if approved by the Manager of Engineering, shall be considered approved on a temporary basis only, and shall only be permitted to remain at the discretion of the Town.

The Town may at any time demand any Development be removed forthwith. Whenever possible the Town shall provide 5 calendar days notice for any such removal however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Development that is not removed by the adjacent property owner responsible for or who has an interest in any Development.

I understand that construction will not be initiated by the Town until all costs are paid in advance.

**Application Fee: \$100.00**

\_\_\_\_\_  
Applicants signature

**Town of Redcliff Portion**

Approved: \_\_\_\_\_

(Manager of Engineering)

Refused: \_\_\_\_\_  
(Manager of Engineering)

Reasons: \_\_\_\_\_

Application fee paid      Yes       No       Receipt # \_\_\_\_\_

Note: Provide copy to Public Services Director