
TITLE: PRIVATE DRIVEWAY GRAVEL AND GRADING

Approved by Council

Date: October 9, 2018

Revised by Council

Date:

Policy Statement

The M.D. of Pincher Creek No. 9 has established a policy to direct the use of Municipal resources for Private Driveway grading.

1.0 Criteria

- a. All private driveways must meet standards for safety and accessibility for equipment, as per Public Works Superintendents discretion, to be considered for municipal grading.
- b. Inspection and Agreement to Purchase Materials or Services must be complete prior to grading occurring.
- c. A private driveway must be recognized by the Municipal District Of Pincher Creek No. 9 Addressing System (911 system) and serve to a permanent dwelling.
- d. Upon request from a ratepayer, a motor grader operator may grade a private driveway one time per year/to a maximum of one hour, at no charge. Snow removal is not included with this policy. Any work above and beyond as stated in policy will be billed as per Fees and Charges Policy c-FIN-27.
- e. During the course of gravelling or regravelling a municipal road, up to 10 cubic yards of gravel may be applied on an approach within the public right-of-way, leading to a private residence, without charge to the owner of the residence. At the discretion of the Public Works Superintendent.
- f. All private driveway maintenance will be scheduled at the discretion of the Public Works Superintendent.

2.0 Procedure

- a. An Agreement to Purchase Materials or Services shall be made in writing, on the approved form, to the Municipal District Of Pincher Creek No. 9.
- b. Upon receipt of the agreement, the Public Works Department shall:
 - 1) Review the information for completeness
 - 2) Determine if a charge is applicable in accordance with the policy.
 - 3) Ensure driveway meets standards for safety and accessibility.

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- c. If grading is approved, Public Works shall:
- 1) Contact the applicant to inform them that they meet the MD's requirements and that grading will be completed when operator is in the area.
 - 2) Complete grading.
 - 3) Upon completion invoice the applicant in accordance with the (fees and charges) policy, if required.
- d. If grading is not approved, Public Works shall:
- 1) Contact the applicant to inform them that they did not meet the MD's requirements.
 - 2) Instruct the applicant why they did not meet the MD's requirements and what can be done, if anything, to meet the requirements.