



## BYLAW NO. 407/20 DRIVEWAY BYLAW

### A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO REGULATE DRIVEWAYS AND PROPERTY ACCESS TO AND FROM A STREET

The Council of the Town of Strasbourg in the Province of Saskatchewan, enacts as follows:

#### 1. DEFINITIONS

1.1 In this Bylaw:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Curb** - The lateral boundaries of a roadway, whether or not marked by curbing.
- d. **Driveway** - The structure for vehicular access to the property between the lateral lines of the roadway and the dwelling.
- e. **Frontage** - The portion of a street lying between the front property line and the roadway.
- f. **Parking** - As per *The Traffic Safety Act*, the standing of a vehicle, whether occupied or not, on a street, other than standing temporarily:
  - i. For the purpose of and while actually engaged in loading or unloading; or
  - ii. In obedience to traffic regulations, traffic control devices, or the directions of a peace officer.
- g. **Right-of-Way (ROW)** - The land owned by the Crown in right of Saskatchewan for the purpose of a public street or railway for which the property limits are defined by a plan of survey.
- h. **Street** - Any road, street, road allowance, or land vested in the Crown in the right of Saskatchewan, or set aside for the purpose of the Crown in the right of Saskatchewan pursuant to any Act, but does not include a provincial highway within the Town as designated pursuant to the provisions of *The Highways and Transportation Act, 1997*.
- i. **Town** - The Town of Strasbourg.

#### 2. DRIVEWAY PERMIT

2.1 Subject to Section 6 hereof, no person shall construct or cause to be constructed, or reconstructed and/or pave an existing gravel driveway access unless they are the holder of a valid and subsisting Driveway Permit, issued by the Town.

2.2 Every applicant for a permit shall apply to the Town as per Schedule "A" which is attached hereto and forms part of this Bylaw.

2.3 All individual properties are required to have their own access to a street. No access to a lot will be through an adjoining property.

#### 3. ADMINISTRATION AND PROCEDURE

3.1 Driveway Permits will be issued by the Town provided the proposed driveway access complies with the provisions of this Bylaw.

3.2 Applications for Driveway Permits shall be made to the Administrator and must be accompanied by a drawing of suitable scale showing the intended access along with any physical features which may affect construction.

#### 4. CONDITIONS

4.1 Construction will be in accordance with the Driveway Standards of this Bylaw, including the specifications contained in Schedule "B" which is attached hereto and forms part of this Bylaw, as well as any particular conditions which may be set due to site conditions.

4.2 Driveway construction shall not commence until a Driveway Permit has been issued and the work inspected by the Town (once framing is completed for concrete driveways).

4.3 All driveways must be constructed according to the approved plan on the Driveway Permit.

4.4 Issued Driveway Permits may be invalidated if information supplied by the applicant is found to be incorrect.

4.5 Construction shall be completed within six (6) months of issuance of the permit.

4.6 If the property owner fails to complete the work within the said period, or fails to construct the driveway access in accordance with the Driveway Standards or particular conditions, the work for that portion of the driveway located in the ROW may be completed or reconstructed by the Town and invoiced to the property owner. Any unpaid driveway completion or reconstruction costs will be added to the property taxes as per Section 369 of *The Municipalities Act*.

4.7 In general, a parcel of land may only have one driveway access. Approval of an additional access may be granted by the Town upon consideration of factors such as the number of fronting streets, the length of the parcel frontage, or topographical constraints. However, the approval of such additional access is at the discretion of the Administrator and Council, and such decisions are not bound or limited by similar previous situations.

4.8 Additional access shall provide optimum spacing for driveway parking without blocking drainage flow and/or interfere with sightline triangles.

4.9 All applicants must locate and expose cleanouts and curb stops prior to commencing any work on the construction of the driveway.

4.10 Property owners must ensure driveway contractors obtain a business license from the Town.

4.11 Property owners and/or contractors are responsible for ensuring that no changes are made to the overall drainage infrastructure and to maintain the grading of the whole property.

4.12 Property owners must ensure that all material, such as asphalt or concrete is not left on the street for any longer than twenty-four (24) hours. If any residual material is left on the street, or there is damage to the street because of a contractor hired by the property owner, any clean-up or remediation costs by the Town will be billed to the property owner. Any unpaid remediation costs will be added to the property taxes as per Section 369 of *The Municipalities Act*.

4.13 The Town will not be responsible for any damages that may occur to driveways during routine maintenance such as a snow removal. While the Town makes every effort to preserve the property owners' driveways on the Town ROW, it cannot be guaranteed.

## 5. INSPECTION

5.1 All approved driveways must be inspected by the Town.

5.2 All applicants must contact the Town for a site inspection prior to installing rebar (once framing is completed) or prior to pouring asphalt. This is vital to ensure curb stops are functional and set to the appropriate elevations, as well as driveway-appropriate elevations.

5.3 Following the inspection, the Town will inform property owners or contractors of any adjustments that must be undertaken prior to the construction of the driveway (e.g. curb stop must be a minimum of three (3) inches from the finished grade elevation of the driveway).

5.4 Failure to meet all driveway criteria listed above at the time of inspection may result in a stop work order until the pointed issues are rectified.

## 6. PENALTIES

6.1 Any person who contravenes any of the provision of Sections 2, 4 and 5 of this Bylaw is guilty of an offence or liable on summary conviction to a penalty of \$1,000.00.

## 7. COMING INTO FORCE

7.1 This Bylaw shall come into force on the date of final approval by the Council of the Town of Strasbourg.



\_\_\_\_\_  
Mayor

*Jennife Josephsen*  
\_\_\_\_\_  
Administrator

Certified to be a true copy of Bylaw  
No. 407/20 adopted by the Council  
of the Town of Strasbourg, on the  
12<sup>th</sup> day of August, 2020.



## SCHEDULE "A" TO BYLAW NO. 407/20 DRIVEWAY PERMIT APPLICATION

PERMIT No: \_\_\_\_\_

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

Location: Lot \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Driveway:  Asphalt  Stamped Asphalt  Brick Paver  Concrete  
 Stamped Concrete / Exposed Aggregate

Width of Driveway: \_\_\_\_\_ ft

Attached Site Plan:  Yes  No

Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Commencement: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Additional Comments:

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*I hereby agree to comply with the bylaw of the Town respecting building and acknowledge that it is my responsibility to ensure compliance with the Driveway Bylaw of the Town and all applicable Acts and Regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.*

\_\_\_\_\_  
*Signature of Applicant*

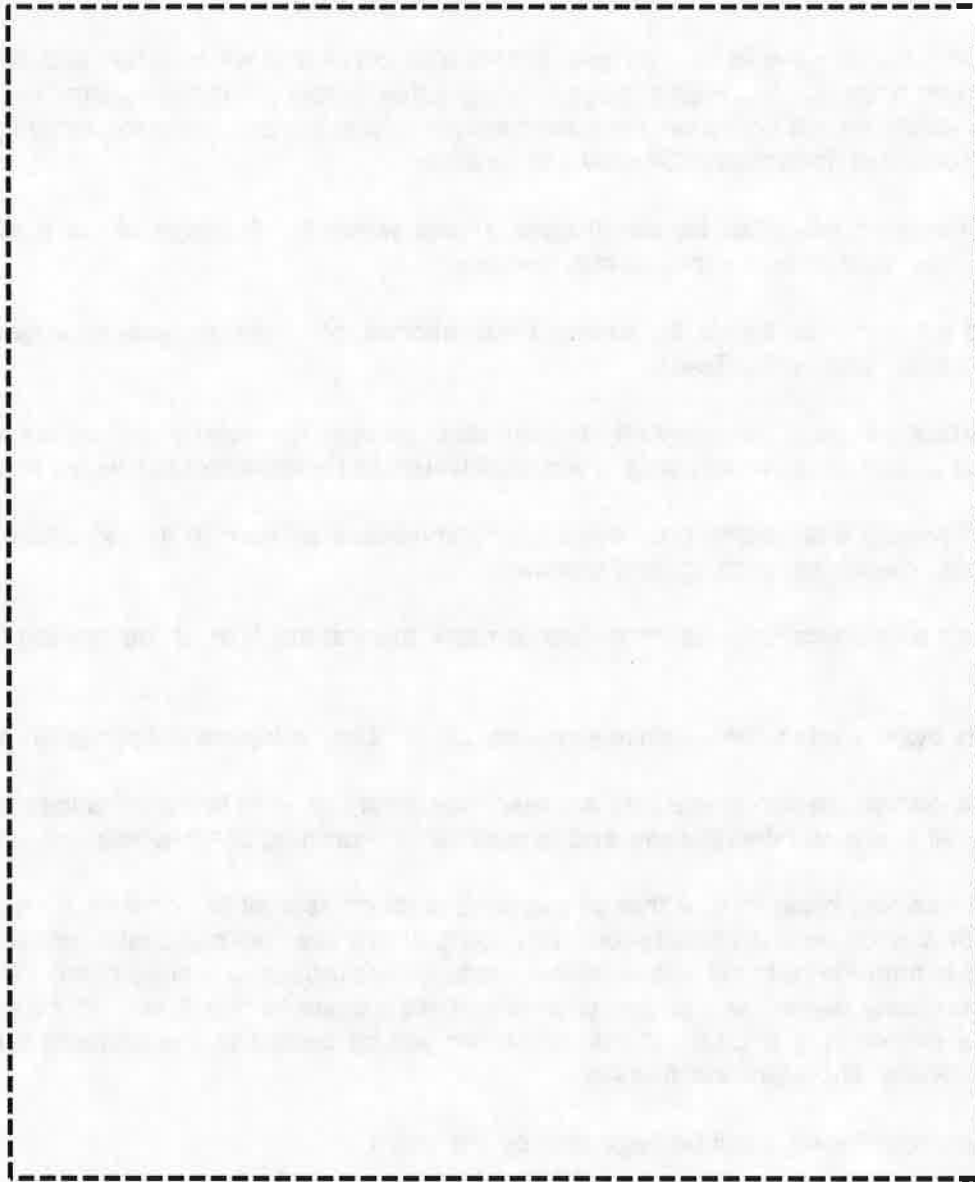
\_\_\_\_\_  
*Date*

*Driveway permits are free of charge to encourage residents to obtain the permit.*



## DRIVEWAY SITE PLAN

Property Line



**To Include:**

- Size and location of current buildings
- Location of relevant streets and alleys
- Proposed location of driveway
- Width of driveway
- Location of curbstop and other Town infrastructure

<b>FRONTAGE</b>
STREET _____



## SCHEDULE "B" TO BYLAW NO. 407/20 DRIVEWAY STANDARDS

1. Every parcel shall have its own access. Where a parcel of land will be accessed by a driveway which is common to, or constructed through, another parcel of land, no permit for a driveway access will be issued until a private easement permitting the access, acceptable to the Town, is registered with Information Service Corporation.
2. No driveway access shall be constructed except within the frontage of the parcel of land, unless it is impossible or impractical to comply.
3. Every driveway access shall be surfaced with asphalt, concrete, mineral aggregate, or other material approved by the Town.
4. The vertical design of the driveway access shall provide for water runoff towards the street only and as to not cause any potential run-off issues to the adjacent property owners.
5. Every driveway shall make provisions to accommodate all service infrastructures including curbstops, cleanouts, curbing, and sidewalks.
6. No driveway access shall be permitted to block the natural flow of the municipal drainage system.
7. Property owners must ensure driveway contractors obtain a business license from the Town.
8. Property owners and/or contractors are responsible for ensuring that no changes are made to the overall drainage infrastructure and to maintain the grading of the whole property.
9. Property owners must ensure that all material, such as asphalt or concrete is not left on the street for any longer than twenty-four (24) hours. If any residual material is left on the street, or there is damage to the street, sidewalk, curbing, or curbstop because of a contractor hired by the property owner, any clean-up or remediation costs by the Town will be billed to the property owner. Any unpaid remediation costs will be added to the property taxes as per Section 369 of *The Municipalities Act*.
10. All approved driveways will be inspected by the Town.
11. All applicants must call the Town for a site inspection prior to installing rebar (once framing is completed) or pouring asphalt. This is vital to ensure curb stops are functional and set to the appropriate elevations, as well as driveway-appropriate elevations.
12. The Town will not be responsible for any damages that may occur to driveways during routine maintenance such as a snow removal. While the Town makes every effort to preserve the property owners' driveways on Town property, it cannot be guaranteed.