



PURPOSE:

To outline the procedure for the takeover of existing private roads within the Town of Conception Bay South.

AUTHORITY:

- Section 164 of the *Municipalities Act, 1999*

PROCEDURE:

1. Applications for the takeover of existing private roads shall be made to the Town of Conception Bay South in writing and shall state that the property owner(s) on that road wish to have the Town take ownership.
2. Consideration will be given to the takeover of existing private roads providing the following conditions are met:
 - (a) That the road to be taken over is beneficial for public use.
 - (b) That property owner(s) will deed to the Town, with legal surveys, those portions of property necessary to provide the Town with a 12.24m (40 ft.) right-of-way along the distance of the road to be taken over plus the area as approved for a public turnaround. The total costs of this action shall be the responsibility of the applicant.

All survey costs for land transactions and establishing the required right-of-way shall be a joint cost of the property owners on the street to be taken over.

Where the 12.24m (40 ft.) requirement cannot be obtained due to existing development or other restrictions, consideration will be given to a lesser right-of-way depending on circumstances.

- (c) If the existing private road(s) do not meet Town standards in their present condition, the applicant will be responsible to bring the road(s) up to Town standards as per specifications herein included prior to the road being taken over by the Town.
- (d) No upgrading work shall start until approval has been given by the Council and a permit issued.



3. Upon the written agreement by Council to the takeover of a private road and upon the successful upgrading, to the satisfaction of the Town's Engineering Department, of the road by an applicant, the following steps shall be taken at the applicant's expense:
- (i) All plans for road construction, upgrading services, etc., shall be completed by a qualified Consultant and submitted to the Town for review and approval.
 - (ii) Upon approval of the plans as submitted by the Consultants, a permit shall be issued by the Town to allow for construction to begin.
 - (iii) The construction of the road, services, etc., shall be carried out by the applicant or his agents in accordance with the approved plans, all applicable Municipal and Provincial Standards and as per the approved construction drawings.
 - (iv) The Consultants shall be responsible for the provision of on site supervision during the construction phase of water and sewer installations, road building, etc., and shall be responsible to ensure that the work is constructed in accordance with the approved plans and all Municipal and Provincial standards. The Consultants shall also be responsible for certification to the Town to verify that all works and testing complies with all regulations, i.e., compaction tests, water and sewer tests, etc. The test results shall be provided to the Town prior to the official takeover of the road.
 - (v) The Consultants shall also be responsible for the provision of as-built drawings in digital and paper form. These drawings shall be submitted to the Town prior to the official takeover of the road.

SPECIFICATIONS:

- 1. Right-of-way shall be widened to a minimum of 12.24m (40 feet) unless otherwise approved.
- 2. Driving surface shall be 6.1m (20 feet) wide plus a 1.2m (4 feet) shoulder on each side unless otherwise approved and shall consist of an acceptable sub-base plus 150mm (6 inch) layer of pit run shale without an undue content of fines and lumps (discretionary) plus a 150mm (6") minimum layer of Class "B" road gravel, a 100mm (4 inch) thick layer of



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- Class "A" road gravel and a minimum of 50mm (2 inches) of asphalt pavement.
3. Turning circle diameter (driving surface) shall be a minimum of 30m (100 feet) unless otherwise approved.
 4. Culverts for storm drainage shall be new HDPE pipe of a size approved by the Town.
 5. Where the connecting street has water and sewer servicing, water and sewer services shall be installed as per Town standards.
 6. The street to be taken over shall have a minimum standard equal to the roads it connects to unless otherwise approved by the Town's Engineering Department.

ROAD CONSTRUCTION:

1. The applicant(s) shall carry out all work as specified and shall call for inspections at each of the following stages as listed in Item 2 through 6 below. Such inspections shall be carried out by the Town and each successive step shall not proceed until written acceptance by the Town of the preceding steps is provided to the applicant(s).
2. Strip and remove from the site all vegetation, boulders, topsoil, bog, roots, stumps and/or other unsuitable material. Remove all rocks, excess fill, construction debris and obstructing trees from within the road right-of-way,
3. Cut and/or fill in the area being widened or constructed using material sufficient to provide a suitable sub-grade surface at acceptable lines and grades, being a **maximum** of 2% for the first 10m from an intersection, 4% across a cul-de-sac and 10% otherwise.

The Town shall inspect to determine that lines, grades and sub-grade material are all acceptable and to determine the requirements, if any, for storm drainage construction or ditching as required.

Correct deficiencies as pointed out by the Town, if any, and construct or upgrade storm drainage or ditching systems as required.

4. Install all required water and sewer services.



Town of Conception Bay South Policy Manual

Title: Takeover of Existing Private Roads Policy
Policy Number: 050

Resolution Number: 09-465
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5. Complete driving surface.
6. Arrange for final inspection.

REVISION HISTORY:

Revision:	Resolution #:	Change Made:	Date: