

TOWN OF CANORA

Bylaw Number 21-07

A BYLAW TO CONTROL AND REGULATE SIDEWALK & CURB CROSSINGS

A BYLAW of the Town of Canora, in the Province of Saskatchewan, to control and regulate construction, reconstruction, alteration or extension of sidewalk and curb crossings in the Town of Canora.

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

This Bylaw may be cited as “*The Driveway Access Bylaw*.”

1. In this Bylaw:

“CAO” means the Chief Administrative Officer for the Town of Canora.

“Sidewalk and/or curb crossing” means any development in the area between curb on the street and a private property line, commonly intended to function as a driveway apron and/or private property access.

“Municipality” means Town of Canora.

2. The administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer for the Town of Canora.
3. No person shall construct, reconstruct, alter or extend a sidewalk and/or curb crossing; or commence any related work outside their property line without first having obtained a curb crossing permit from the Municipality.
4. Property owners wishing to undertake to have construction, reconstruction, alteration or extensions of sidewalk and/or curb crossings shall submit an application to the Municipality on Form “A” attached to and forming part of this Bylaw.
5. Such work will be carried out in accordance with the specifications and standards established by the Municipality.
6. The Municipality, upon approval of a duly completed application and subsequent issuance of a permit, will cut and remove any curbing and/or boulevard trees or arrange to cut and remove any curbing and/or boulevard trees at the specified location. This work shall be completed at the property owner’s expense according to the rates listed in Schedule “A” attached to and forming part of this Bylaw.
7. The Municipality, upon approval of a duly completed application and subsequent issuance of a permit, will complete or arrange for the installation of a sidewalk extension or curb crossing in accordance with the specifications and standards established by the Municipality. This work shall be completed at the property owner’s expense.
8. All permits issued by the Municipality will include, in writing, the estimated costs for the work.
9. Where applicable, the Municipality will, prior to construction, test any curb stop or water valve located in the proposed sidewalk and/or curb crossing. Damage to a curb stop or water valve during crossing construction is the responsibility of the property owner. Upon completion of work, curb stops or water valves must be flush with the top of finished concrete and remain accessible to Town employees.

10. Where applicable, property owners are responsible for and must provide written confirmation of Ministry of Highways approval for development of an access with their municipal application.
11. A permit is valid for a period of six months.
12. A sidewalk and/or curb crossing shall be constructed of concrete. Grass, gravel or aggregate-filled sidewalk and/or curb crossings are no longer permitted.
13. All offsets for sidewalks and/or curb crossings shall adhere to the following:

Maximum width of each side flare shall be 1.0 meters

Minimum distance of side flare from:

	Residential	Commercial
Property lines adjacent to an intersection	3 metres	5 metres
Property lines	0 metres	1 metres
Other crossings	1 metres	6 metres
Fire hydrants	1 metres	1 metres

The maximum width of a crossing, not including side flares:

Residential	6 metres
Commercial	9 metres

Slope of finished crossing shall be a minimum of seven (7) mm and a maximum of 75 mm vertical rise in each horizontal one (1) meter.

Minimum angle of center line of crossing to street line shall be 45 degrees.

14. Whenever any of the provisions of this Bylaw or any regulations adopted thereunder are being or have been violated, the CAO shall be, and is hereby authorized and directed to order further work to cease, or in the case of unfinished work, to be completed.
15. A sidewalk and/or curb crossing or such part thereof as has been constructed or maintained in contravention of the provisions of this Bylaw or regulations adopted thereunder, shall be repaired or removed and replaced by the Town at the property owner’s expense.
16. A sidewalk and/or curb crossing or such part thereof that remains unfinished or incomplete after the permit expiry date, is in contravention of the provisions of this Bylaw and shall be completed by the Town or restored to its original condition by the Town at the property owner’s expense.
17. Any unpaid expenses or costs incurred by the Municipality in remedying a contravention of this Bylaw may be recovered by adding the amounts to the taxes on the property for which the work is done in accordance with Section 369 of *The Municipalities Act*.
18. A decision of the CAO shall, upon written request by the applicant, be subject to review by Town Council.

If, upon review of an appeal, Town Council is of the opinion that the construction, reconstruction, alteration or extension of a sidewalk and/or curb crossing will not substantially endanger or otherwise interfere with public safety and will not have an adverse effect on adjoining properties, it may by resolution, direct the CAO to approve an application. The resolution shall set out the width and the location or locations of the sidewalk crossing and/or curb crossing as the case may be.
19. Any person who contravenes any of the provisions of this Bylaw or regulations issued thereunder is guilty of an offense and liable on summary conviction to a

fine of not less than one-hundred dollars (\$100.00) and not more than five-hundred dollars (\$500.00).

20. This Bylaw shall come into force and have effect from the date of the final passing thereof.

Mayor

Chief Administrative Officer

Introduced and read a first and second time this 20th day of April 2021.

Read a third time with the unanimous consent of all Council members present and adopted this 20th day of April 2021.

Schedule “A” to Bylaw No. 21-07 of Town of Canora

Fee schedule

Permit fee	\$25.00
Curb removal rate	Current Town custom work or contractor rates
Tree removal rate	Current Town custom work or contractor rates
Concrete installation rate	Current contractor rates



Application for Sidewalk and/or Curb Crossing

Applicant Information

Name: _____

Company (if applicable): _____

Mailing Address: _____

Town: _____ Province: _____ Postal Code: _____

Fill out the preferred contact method.

Phone Number: Home: _____ Work: _____ Cell: _____

Fax: _____ Email: _____

Present Owner (if different from Applicant)

Name: _____

Company (if applicable): _____

Mailing Address: _____

Town: _____ Province: _____ Postal Code: _____

Phone Number: Home: _____ Work: _____ Cell: _____

Fax: _____ Email: _____

Subject Property

Civic Address: _____

Legal Address: Lot: _____ Blk/Par: _____ Plan: _____

Reason for application



Site Plan

Attach a Site Plan (Legible hand sketch acceptable) which contains the following details:

- Civic and legal address.
- Municipal Infrastructure (Curb Stop, Hydrants, Manholes, etc.)
- Labelled property lines.
- Existing building/structures on the subject property including dimensions to the curb crossing.
- Existing and proposed parking stall, driveway, sidewalk, curb and curb crossing with dimensions (if applicable).
- Location of all Town trees on Town property within two meters of the proposed curb crossing.
- Location and name of all streets, lanes and alleys bordering the subject property.
- North Arrow

Terms and Conditions

I, the undersigned, being the owner(s), of the above location hereby acknowledge no development will commence without the approval of the Town of Canora which will include required specifications and may include specifications and instructions issued by Public Works in respect of work incidental to the development in accordance of this application. I agree and undertake, that as owner of the property, to accept all responsibility for maintenance or liability in connection with or arising out of the said sidewalk crossing, and to indemnify and save harmless the Town of Canora from all claims whatsoever in connection with the said crossing. I further agree that construction of the sidewalk or crossing by the Town of Canora shall constitute acceptance and a binding contract between me and the Town of Canora with respect to that said crossing and that I am responsible for all costs associated with the development of said crossing as stipulated by Town of Canora bylaw. I also acknowledge that the rates listed are estimates and that I will be charged for the actual cost of the work.

Note: The Town will only approve this application after the site plan has been reviewed and a site inspection is completed. All permits are only valid for six months from when they are issued. If the crossing is not completed in that time, the permit will become void. A new application must be submitted before any work commences.

Applicant

Application Fee (Non-refundable): \$25.00

☐ Application Guidelines have been reviewed

☐ Site plan reviewed/site inspection completed

☐ Application approved

☐ Application not approved

Applicant Signature

Town representative signature

Date

Date



Plan review

Contact: (306)563-5803

Date: _____

Residential Crossing Requirements:

- Minimum width of 3 meter, 5 meter including slopes.
- Maximum width of 6 meter, 8 meter including slopes.
- Minimum distance from block corner 8 meter.
- One crossing per lot. Corner lots may have one crossing from the street and one crossing from the avenue.
- If a lot has a double wide crossing on the avenue, it shall be allowed only a single crossing on the street or vice versa.

Commercial Crossing Requirements:

- Minimum width of 3 meter, 6 meter including slopes.
- Maximum width of 11 meter, 14 meter including slopes.
- Minimum distance from block corner 8 meter.
- Two crossings per property. Corner lots may have two crossings from the street and two from the avenue.

Estimated costs: _____

Public Works signature

Site inspection

Contact: (306)563-5803

Date: _____

- ☐ Concrete specifications met.
- ☐ Site clean-up.
- ☐ Landscaping restored (Town property)
- ☐ **Asphalt restored.**

Remarks: _____

Public Works signature

Application for Curb Crossing

Guidelines

Construction Criteria:

- **An application form must be filled out and approved before any construction is commenced.**
- Construction area must be barricaded and clearly marked for pedestrian safety at all times. Barricades must be left in place until the curb crossing is fully complete.
- Curb crossings are not permitted over top of service laterals (water and sewer services).
- Curb crossings are not permitted within two meters of existing trees.
 - If any tree roots are to be cut outside of two meters of existing trees, the Town must be contacted (same phone number as for inspection).
- If any trees on Town property are requested to be removed, the Town will forward the tree location to the Town Foreman for assessment.
 - The Town Foreman will determine whether the tree meets the Town's criteria for removal and determine an appraised value.
 - Tree removal costs to the applicant include: removal and disposal of the tree
- The curb crossing must be completed within one month from the commencement of construction.
- Projects which are not completed and/or do not meet the Town's standards of construction, may be restored to the original condition by the Town. The costs will then be allocated to the property.
- The Town requires that the project be inspected and approved after the forming is completed (before concrete is poured) and after the project is completed.
 - These inspections can be arranged by calling the town office at 306-563-5773 during office hours (8 a.m. to 12 noon and 1 to 5 p.m.), and require a minimum 24 hours notice.
- **All damaged asphalt must be properly repaired by the applicant.**
- **Deposit refund of \$500.00 will be returned after final inspection has passed.**

- Concrete to be sulphate resistant and have a minimum compressive strength of 30 MPa.
- Maximum aggregate size = 20 millimeters.
- Maximum slump = 75 millimeters.
- The project shall be scheduled so that the concrete is poured and cured at temperatures between 12°C and 30°C.
- New concrete and existing concrete must be joined using 15m Dowels.
- Concrete must have contraction joints at 1.5m min.
- Existing concrete must have saw cuts where joined with new concrete.
- The surface shall be consolidated and smoothed using a wood float.
- Light steel trowelling shall be used followed by a uniform brush finish.
- Concrete must have a non-slip, broom finish.

Application for Curb Crossing

Asphalt Restoration Specifications

- Straight pavement cuts must be made to the existing damaged asphalt pavement before the asphalt repair begins.
- Only hot mix asphalt pavement can be used when repairing damaged existing asphalt pavement caused by the replacement/installation of the curb crossing.
- All loose and foreign material and water shall be removed prior to placing the new asphalt mixture. The asphalt mixture shall be delivered at a minimum temperature of 130°C or maximum temperature of 150°C and laid in dry conditions and only when the ambient air temperature is 10°C and rising.

Notice:

The existence, location and elevation of utilities and/or concealed structures at the project site are not guaranteed by the Town of Canora.

The contractor/homeowner is responsible for determining the existence, location and elevation of all such utilities and/or structures and is responsible for notifying the appropriate company, department or person(s) of its intention to carry out its operations.

See Attached Curb Crossing Detail Drawing