

Town of Antigonish
Municipal Services Policy

1. Objective:

That the Town of Antigonish adopt the following policy as a means to establish methods of appropriate service charges whereby alteration's and/or damage resulting to existing municipal services is incurred by the Town and/or the installations of new municipal services are required due to new development within the Town.

2. Definitions:

2.1 Municipal Services shall be defined as road and service infrastructure owned by the Town of Antigonish within street right of ways, easements and/or separate land arrangements which includes and is not necessarily limited to the following items;

- bridges
- road surfaces
- curb and gutter,
- sidewalk,
- driveway entrances
- lot services connections and valve shut-offs,
- service mains, hydrants and associated steel covers for water, sanitary sewer, and storm sewer systems
- storm drainage channels
- roadway and traffic signage,
- litter cans,
- street benches,
- retaining walls
- tree plantings, shrubbery and planters
- playground equipment and sport fields/facilities
- walkways, trails, steps
- security fencing

2.2 Lot Services shall be defined as those elements that make up the general service laterals to a property, including the driveway entrance.

3.0 Request for installation of new lot services:

3.1 Where a request for new services to a property is to be considered, the following conditions will apply;

1. The property in question is not covered under a "Development Agreement."
2. The property is a single residential entity.
3. There are no lot services at the property line, which consist of a single "curbed" driveway entrance (12 feet), and lot service laterals of: water service (3/4 in. copper), sanitary service (4 in. PVC) and storm service (4 in. PVC, where applicable).
4. Installation procedures are of a standard type and will involve reasonable cost requirements.
5. The services identified under 3.1.3 will be installed under normal building permit conditions, with no service costs being borne by the property owner, except where standard permit and connections fees apply.

- 3.2 Where a property requesting new lot services is considered to be of a type that is not a single residential unit and is not covered by a "Development Agreement," the sizes of the required services shall be submitted for approval, with the cost differential for the installation of the services in excess of those stated under section 3.1.3 being borne by the developer/owner/contractor

4.0 Request for alterations to existing lot services:

- 4.1 Where a request is received for alterations to existing lot services which may involve the relocation of water service shut offs, hydrants, and/or the closing, the widening of or the creation of a second driveway, said alterations and costs will be the responsibility of the property in question.
- 4.2 Prior to any alterations being undertaken, sufficient information shall be provided to staff for its review and final approval of work.
- 4.3 Where in the opinion of staff, the condition of existing lot services have deteriorated through no fault of the property owner and alterations do not involve an increase in the number of services, repairs to the services will be considered for correction at no cost to the property owner. (These repairs will be subject to dept. budgets and scheduling requirements.)
- 4.4 Where requests are made for the widening of a driveway, the following conditions are required to be met for approval of the widened driveway:
- .1 will not interfere with snow removal activity
 - .2 does not pose a safety issue for vehicle visibility or road access
 - .3 driveway opening width will not exceed 24 ft.
 - .4 driveway depth is to be sufficient to have any parked vehicle to be clear of an apron approach and/or sidewalk.
 - .4 cumulative driveway openings will not exceed 50% of property frontage
 - .5 driveway opening(s) shall not be located within 20 ft of a cross walk, or near side of an intersection.
 - .6 driveways are to terminate at least 5 feet from a hydrant, utility pole or street traffic signage or property lot line.
 - .7 the driveway will not adversely affect other lot services such as water, storm or sanitary sewer laterals.
 - .8 all costs associated with the widening of the driveway, including all removals of existing materials, and the installation of the extra concrete curb and/or sidewalk and approach apron (if applicable) backfill, topsoil/ sodding will be at the expense of the property owner.
 - .9 all construction materials shall meet accepted specifications and standard practices of the Town.
 - .10 work may be undertaken by forces other than the Town only after approval for such activity has been granted.

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5.0 Damage to existing municipal services/lot services:

- 5.1 Where damage to existing municipal services/lot services occurs as a result of alterations to an exiting property, and/or a new development under construction, and where in the opinion of dept. staff reasonable care would have prevented the damage, the dept. responsible for said infrastructure shall determine the extent of the damage and compare the damage to conditions prior to the alterations having occurred for a determination of repair costs. (The pre-condition of the services may be determined by staff from a site visit, file pictures and/or general knowledge of the area in question.)
- 5.2 Where building permits are involved with the development, the developer/owner/ contractor (s) shall be advised of the need to review and record the status of existing conditions prior to commencement of work at the property. Failure to advise appropriate dept. staff of site deficiencies before site construction shall result in the requirement of the developer/owner/contractor being required to correct and/or repair any deficiencies later identified at project completion.
- 5.3 Should it become necessary for the Town, through its depts., to undertake corrective actions for damage, remedies for cost recovery will be sought by all available legal avenues

6.0 Development Agreements:

- 6.1 Where a development agreement is to be considered for a project and will or is in force at the time of damage to existing municipal services or requires new municipal services to be installed, the developer will be required to incur all costs for any necessary repairs and/or the installation of said services.
- 6.2 Under the development agreement process, no approval for the installation of municipal services will occur until such time as appropriately engineered drawings and supporting documentation has been provided and reviewed by staff.
- 6.3 Dept. Staff shall determine the extent to which a general contractor maybe permitted to work within street right of way and make connections to municipal infrastructure.
- 6.4 Where it is determined that a dept. will undertake the installation of municipal services, costs for such work will be backcharged on the basis of the actual costs incurred and/or according to a pre-established cost estimate.
- 6.5 All municipal service work, including site construction activity on the property shall include the requirements for professional site inspection and the submission of as-built drawings detailing the information on the location and elevations of the installed services.

Adopted by Town Council
Regular Monthly Meeting of Nov.18/02