



## Municipal Work Request-Comment-Complaint

Municipal fax # (204) 529-2288

Email: [colleen.mullin@cartwrightroblin.ca](mailto:colleen.mullin@cartwrightroblin.ca) for submission to Council

Date  Phone  e-mail address

Property   Private property  Rd allowance, etc.

Applicant Name(s)

Owner Name(s)

Requesting

Purpose/reasons

Applicant signature

Land owner signature/consent

Add to mtg agenda (date)   Original to Public Works



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1. ALL work in a municipal road allowance requires prior written municipal approval and is subject to license issued by CWS (MB Conservation & Water Stewardship) as follows:
  - a. New approach with culvert = Water Control Works license
  - b. All culvert amendments (diameter or height placement) = Water Control Works license
  - c. Same for Same culvert = Municipal Minor Water Control Works license
  - d. New approach without culvert = Public Works Foreman written approval
  - e. Remove approach without culvert = Public Works Foreman written approval
  - f. Remove approach with culvert = Municipal Minor Water Control Works license or potential Water Control Works license (depending on culvert size and on impacts to downstream lands)
2. Approach Application:
  - a. What to include:
    - i. Completed and signed application form
    - ii. Aerial photo or Google Earth photo or hand-drawn sketch with indication of:
      1. Existing approaches within the half mile
      2. Preferred location for new approach
    - iii. Note if culvert is requested
  - b. Upon receipt of a written application signed by the landowner and applicant (if different), Council will provide one approach per ½ mile to a minimum 25 foot top width, location to be approved by Foreman, cost to be borne by the municipality, construction to be carried out by the municipality or by a contractor of the municipality’s choice and subject to supervision and final approval of the municipality.
  - c. Upon receipt of a written application signed by the landowner and applicant (if different), Council will construct *additional* approaches to a minimum 25 foot top width with the cost being borne by the landowner, construction to be carried out by the municipality or by a contractor of the municipality’s choice and subject to supervision and final approval of the municipality.
  - d. Upon receipt of a written application signed by the landowner and applicant (if different), Council will maintain, repair or widen existing approaches to a minimum 25 foot top width with the applicable costs set out below, construction to be carried out by the municipality or by a contractor of the municipality’s choice and subject to supervision and final approval of the municipality.
    - i. **Widen necessary approach to land owner with culvert \$700.00**
    - ii. **Widen necessary approach to land owner without culvert \$450**
    - iii. **Widen additional or unnecessary approach with culvert \$1400**
    - iv. **Widen additional or unnecessary approach without culvert \$900**
    - v. **New necessary approach to land owner with culvert \$0.00**
    - vi. **New additional or unnecessary approach to land owner with culvert \$2100**
    - vii. **New additional or unnecessary approach to land owner without culvert \$1600**

### “OFFICE USE”

- Approaches
  - o WCW or Minor Wks or Municipal Appl?
  - o Culvert needed? New or extension?
  - o Culvert Width? Length? Diameter?
- o Clay/ Gravel/ Sand/ Stone location?
- o Geotextile/ Grass seed?
- Roads (All Weather/ Summer-Machinery/ Trail-Undeveloped) Holes/ Rocks-Stones



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- Ditches
  - o WCW or Minor Wks or Municipal Appl?
  - o Current standing water?
  - o Erosion?
  - o Failed culvert/ bridge?
  - o Impact on municipal road?
  - o Impact on private property