
New Development Major Entrance Features

Design, Approval, and Maintenance Process

Procedures

Design and Approvals Process

1. All applicants are required to apply to the Manager, Land Development Engineering for approval of Major Entrance Features at the same time as the engineering drawings for municipal improvements as required under the Development Agreement, are submitted for review and acceptance. The Manager, Land Development Engineering shall refer the application to Planning and Development Services and Recreation, Parks and Culture as a part of the referral of detailed design drawings.
2. Land Development Engineering checks for:
 - i) conflicts with surface improvements and underground services;
 - ii) location of the Major Entrance Features including traffic safety concerns. When the location proposed is unacceptable due to conflicts, the developer will be advised of the shortcomings. Resolution of short comings may include the need for additional dedication of land to eliminate conflict or ensure safe sight lines;
 - iii) design of Major Entrance Features to ensure acceptable aesthetics and maintenance free design;
 - iv) any additional considerations which may require Transportation and Agricultural Services review; and
 - v) the stamp, date and signature of a licensed structural Professional Engineer, Professional Licensee in (Engineering) or Professional Technologist (Engineering) accredited by ASET and/or APEGA to practice Civil Engineering in Alberta in accordance with the Engineering, Geological, and Geophysical Professions Act.
3. If a Major Entrance Features proposal is accepted then the Manager, Land Development Engineering, will accept the detailed design and ensure adequate securities are defined within the Development Agreement and posted by the developer, prior to construction.
4. Names utilized on Entrance Features shall be in accordance with approved names pursuant to the County's Naming Policy.

Maintenance and Removal

1. The Development Agreement process for security requirements and issuance of a Final Acceptance Certificate will be followed.
2. Until a Final Acceptance Certificate is issued, developers shall be fully responsible to maintain the Major Entrance Feature, including full responsibility for all costs and expenses associated with the upkeep of landscaping repairs, and maintenance of the feature and immediately adjacent property. The developer shall not alter, add to, or replace the feature, other than for the purpose of repair or maintenance, except upon receiving the prior consent of the County.
3. The County shall have the authority and right to order the developer, upon thirty (30) days notice in writing, to perform such repair and maintenance of the Entrance Feature as is necessary in the opinion of the Manager, Land Development Engineering, to remove the Major Entrance Feature from the right-of-way herein before described and to rehabilitate the site to the satisfaction of the County, and the developer shall be solely responsible for all costs and expenses necessarily associated with such repair and maintenance or removal and rehabilitation. In the event the developer fails to comply with such notice in writing, the County may undertake such repairs and maintenance or removal and rehabilitation and the developer shall reimburse the County for all costs and expenses incurred by the County in performing such repair and maintenance or removal and rehabilitation.
4. Prior to issuance of a Final Acceptance Certificate, developers shall provide the County with as-constructed record plans for the Major Entrance Feature, as outlined in Strathcona County's Design and Construction Standards and to the satisfaction of Strathcona County.
5. Prior to issuance of a Final Acceptance Certificate, developers shall provide the County with a completed IPS Form 4005: Construction Completion Certificate (CCC) - Infrastructure Summary for the Major Entrance Feature.
6. Once a Final Acceptance Certificate is issued, Recreation, Parks and Culture will be responsible for the ownership, maintenance and replacement of the Major Entrance Feature.

Insurance

1. The developer shall indemnify and save harmless the County from and against all claims, damages, debts, dues, suits, actions and causes of actions, costs or sums of money that the County may suffer by reason of the placement, location or existence of the Major Entrance Feature, or anything done or omitted to be done by the developer in the operation, repair and maintenance or removal of the Major Entrance Feature and rehabilitation of the site, until the issuance of the Final Acceptance Certificate

Responsibilities

1. The Manager, Land Development Engineering, is responsible for
 - a. ensuring each proposed Major Entrance Feature complies with the guidelines set out in this Directive and Procedure; and
 - b. referring the application to the Planning and Development Services Department and the Recreation, Parks, and Culture Department for review of the detailed design drawings.

Procedure Record

Next Review Date: September, 2021

Directive No: SER-008-026

Last Review Date: September 17, 2018

Replaces: Policy SER-008-018

Administrative Review: Planning and Development Services

Approved by:

Signed – Rob Coon
Chief Commissioner

May 1, 2019
Date