



PROCEDURE

PROCEDURE NO: 611•1

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TITLE: Neighbourhood Entrance Features
On Public Lands Guidelines

APPROVAL DATE: July 9, 2012

POLICY: 611, Neighbourhood Entrance Features

REVISION DATE:

SECTION: Lands, Roads and Buildings

RESPONSIBLE

DEPARTMENT: Development Services-Planning Department

The following procedures shall occur when considering an application for entrance feature(s) on public lands:

1. The City of Grande Prairie will only allow low maintenance entrance features to be located on public lands, which shall be identified at the Outline Plan stage. Low or high maintenance entrance features may be located on private lands, at the discretion of the City.
2. The City reserves the right to determine at the application stage whether a proposed entrance feature to be located on public lands consists of low or high maintenance materials and shall refuse a request for an entrance feature on public lands if it is determined to be elaborate and of high maintenance. To assist developers, the City shall provide a checklist at the application stage to inform developers of the application requirements and a list of those construction materials and landscaping that are typically deemed to be low or high maintenance.

SUBMISSION AND PROCESSING OF PROPOSALS FOR ENTRANCE FEATURES ON PUBLIC LANDS

- (a) The developer shall identify the proposed location, land requirements and entrance feature material and landscaping details on public lands at the Outline Plan stage. If approved, the City shall include confirmation of the approved materials and landscaping in the Outline Plan.
- (b) The developer shall dedicate additional land to any road right-of-way for entrance features on public lands at the subdivision stage and the land dedication shall not be calculated as dedication towards land required for municipal reserve purposes.
- (c) The application fee shall be \$500.00 per subdivision request (regardless of the number of entrance features included within the application).
- (d) The developer shall submit to the City's Planning Department two (2) copies of the application form, together with two (2) copies of the design, construction and landscaping plans to accompany the application fee. Such details shall be in accordance with details contained within the approved Outline Plan.

NEIGHBOURHOOD ENTRANCE FEATURES ON PUBLIC LANDS GUIDELINES

- (e) The entrance feature design and construction plans must be certified by a professional engineer at the design, installation and end of maintenance stages.
- (f) The developer shall also be required to submit cost estimates for the construction of each entrance feature which will assist the City in determining the amount of the one-time maintenance fee.
- (g) The developer shall submit to the City's Planning Department the specific construction and material information for entrance features at the same time as submission of the design drawings for municipal improvements required at the subdivision development agreement stage. The Planning Department may refer the detailed entrance feature drawings to the City's Facility Maintenance, Parks Operations and Engineering Services departments for review, together with any other City departments and external agencies that may be affected. Review of proposals for entrance features shall include consideration of:
 - (i) Potential conflicts with surface improvements or underground utilities;
 - (ii) Interference with vehicle sight lines or any potential conflict with pedestrian or highway safety;
 - (iii) Suitability of proposed materials and design to ensure acceptable aesthetics and low maintenance design;
 - (iv) The number, size and location of entrance features necessary to identify the neighbourhood or subdivision;
 - (v) Suitability of any associated landscaping including trees and shrubs that shall not include species requiring frequent watering, weeding or pruning.
- (h) Entrance features shall not be permitted over utility right-of-ways or lands identified for future municipal improvements and shall not encroach into lands designated as municipal, school or environmental reserve.
- (i) Entrance features to be located within turf areas shall be designed to minimize mowing requirements.
- (j) The developer shall be responsible for construction of the entrance feature and pay all related costs.
- (k) Should the City approve the entrance feature application, it shall be subject to the developer entering into the "City of Grande Prairie Entrance Feature Agreement for Services Provided by the Developer". As a condition of approval, the developer shall be responsible to maintain the entrance feature in good condition after construction for a minimum of two (2) years or longer, as specified in the Entrance Feature Agreement and until such time as the expiration of the maintenance period.
- (l) During the maintenance period, the developer shall correct all defects or deficiencies in the entrance feature, whether related to materials, workmanship, dead or diseased landscaping, vandalism or otherwise.
- (m) Where a situation may arise of a request for an entrance feature to be constructed after the completion of any phase, or all of a subdivision, the application shall be administered by the City's Planning Department in accordance with the above provisions and considerations.

SUBMISSION AND PROCESSING OF PROPOSALS FOR ENTRANCE FEATURES ON PRIVATE LANDS

Requests for low or high maintenance entrance features on private lands shall be administered through The City of Grande Prairie Land Use Bylaw C-1100 (as amended).