



# PROCEDURE

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**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:** February 7, 2023

**SECTION:** Lands, Roads and Buildings

**LAST REVIEWED:** February 7, 2023

**RESPONSIBLE**

**DEPARTMENT:** Planning and Development Department

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

## 1. General

- a. The City of Grande Prairie (“City”) will only allow low maintenance entrance features, as defined in the [Neighbourhood Entrance Features Policy 611](#), to be located on public lands.
- b. Neighbourhood entrance features shall not be permitted on utility rights-of-way, easements, lands identified for future municipal improvements, or lands designated as Municipal Reserve, School Reserve, Environmental Reserve or Public Utility Lot.
- c. High maintenance neighbourhood entrance features may only be located on private lands, and only at the discretion of the City as administered through the City’s [Land Use Bylaw C-1260](#), not through this Procedure.

## 2. Application Requirements

- a. The developer for a neighbourhood entrance feature shall submit to the Planning and Development Department an application on the applicable form together with the following:
  - i. the application fee established in the [Fees, Rates and Charges Bylaw C-1395](#);
  - ii. plan, elevation, and detail drawings of the proposed neighbourhood entrance feature, including foundation details, stamped by a professional engineer;
  - iii. a complete materials list of the proposed neighbourhood entrance feature;
  - iv. where the design of the neighbourhood entrance feature proposes individual letters, characters, etc., information on the material, colour, font style, name and address of the supplier, etc.;
  - v. a landscaping plan, including planting details and the plant species;
  - vi. a complete landscaping materials list; and
  - vii. an itemized cost estimate including both materials and labour for the neighbourhood entrance feature structure and landscaping.

### 3. Review Process

- a. Once the City has received a complete application it may refer the application to internal departments and outside agencies. Review of proposals for neighbourhood entrance features shall include consideration of:
  - i. potential conflicts with surface improvements and underground utilities;
  - ii. interference with vehicle sight lines or any other potential conflict with pedestrian or highway safety;
  - iii. suitability of the proposed material and design to ensure acceptable aesthetics and low-maintenance design. Proposed neighbourhood entrance features using high maintenance materials will be rejected;
  - iv. the number, size, and location of neighbourhood entrance features to identify the neighbourhood or subdivision; and
  - v. suitability of the proposed landscaping at that location, including review of the proposed plant species to ensure they will not require frequent watering, weeding, or pruning.

### 4. Approval Process

- a. Should the City approve the neighbourhood entrance feature design the developer shall enter into the “City of Grande Prairie Neighbourhood Entrance Feature Agreement for Services Provided by the Developer” (the “Agreement”). The engineered design and landscaping plan drawings, material lists and cost estimate shall form part of the Agreement.
- b. Prior to the City endorsing the Agreement the developer shall pay to the City a one-time neighbourhood entrance feature maintenance fee equal to 25 percent of the approved construction cost estimate for the neighbourhood entrance feature. The construction cost shall include all materials and labour for the approved neighbourhood entrance feature.
- c. The City shall establish a budget account specifically for the developer’s one-time maintenance fee, and which shall thereafter be used solely for future maintenance cost for the neighbourhood entrance feature for which the fee has been paid.

### 5. Construction and Inspection

- a. The developer shall not commence construction of the neighbourhood entrance feature before the Agreement is endorsed by the City.
- b. Once the Agreement has been endorsed the developer shall start construction of the neighbourhood entrance feature within six (6) months and shall complete it, including landscaping, within three (3) months of the construction start date.
- c. The developer shall notify the Planning and Development Department the day it has started construction so that the Corporate Facilities Management and Transportation and Parks Departments can inspect the site during construction of the neighbourhood entrance feature.

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- d. Upon completion of the neighbourhood entrance feature the developer shall submit a written (or email) request for inspection to the Planning and Development Department and submit certification from a professional engineer confirming that the neighbourhood entrance feature was constructed in accordance with the approved neighbourhood entrance feature drawings that forms part of the Agreement.
- e. The Corporate Facilities Management and Transportation and Parks Departments shall inspect the neighbourhood entrance feature within ten (10) working days of receipt of the request for inspection.
- f. If the City inspection identifies any defects or deficiencies in the neighbourhood entrance feature the developer shall, at their cost, undertake repairs and request another inspection.
- g. A two (2) year warranty period begins once the City has determined that there are no deficiencies in the neighbourhood entrance feature. The developer shall be responsible for maintaining the neighbourhood entrance feature, including watering vegetation, during the warranty period and keep it free of all defects and deficiencies whether related to materials, workmanship, dead or diseased landscaping, vandalism, etc.

**6. Final Acceptance**

- a. At the end of the two (2) year warranty period the developer shall submit a written (or email) request for final inspection to the Planning and Development Department.
- b. The Corporate Facilities Management and Transportation and Parks Departments shall inspect the neighbourhood entrance feature within ten (10) working days of receipt of the request for final inspection.
- c. If the City inspection identifies any defects or deficiencies the developer shall, at their cost, undertake repairs and request another inspection.
- d. Once the City has determined that there are no defects or deficiencies in the neighbourhood entrance feature the City shall accept the neighbourhood entrance feature and be responsible for any future maintenance and repair.

  
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City Manager/Deputy City Manager