



DRAINAGE REQUEST FORM
RURAL MUNICIPALITY OF BROKENHEAD

72013 Road 42E

Beausejour, MB ROE 0C0

204-268-6700

DATE OF REQUEST: _____

APPLICANT INFO:

NAME : _____

CIVIC ADDRESS: _____

PHONE #: _____

LEGAL DESC.: _____

PROPERTY OWNER INFO NEAR DRAINAGE REQUEST (IF ANY)

NAME : _____

NAME : _____

PHONE #: _____

PHONE #: _____

DRAINAGE REQUEST:

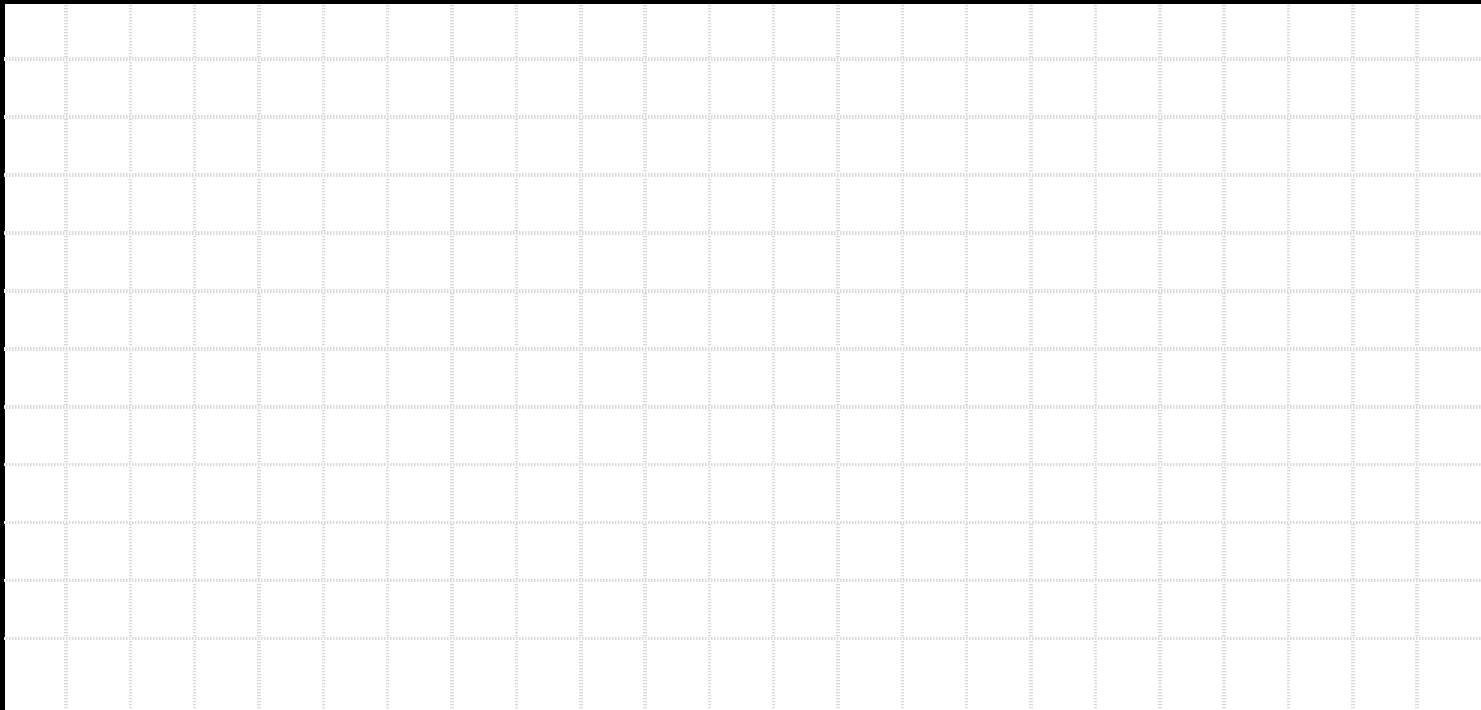
LEGAL DESC.: _____

ALONG ROAD _____ ON _____ SIDE (BETWEEN RD _____ AND RD _____)

DESCRIPTION OF ISSUE: _____

DIAGRAM OF REQUEST

(INCLUDE: NORTH ARROW, ROADS, SEC-TWP-RNG AND AREA OF MAIN CONERN)



By signing below, the Applicant acknowledges they understand the process and procedure for drainage requests as per the RM of Brokenhead Drainage Policy (summarized on reverse side).

APPLICANT SIGNATURE : _____

TAKEN BY (RM): _____

DRAINAGE REQUEST POLICY SUMMARY

RURAL MUNICIPALITY OF BROKENHEAD

The following is a summary of the RM of Brokenhead Drainage Policy regarding the process and procedure for Drainage Requests. Please refer to the full policy for more details.

- All policies and procedures noted must be in accordance with *The Municipal Act, Water Rights Act* and all other provincial drainage regulations.
- Council and Public Works will determine the priority of all requests and schedule planned works. Priority of works will be established based on: severity and impact of issues on building/yard site/farm property/roadway and the frequency and duration of flooding that occurs.
- Drainage work requests must be in accordance with the following procedure:
 - a) The taxpayer will complete a Drainage Request Application with all details of the issue and submit it to Public Works.
 - b) Council and Public Works will review all requests (and conduct site visits if necessary) and establish if any requests will be considered high priority.
 - i. “High Priority” requests will be assessed before all other (“Standard”) requests.
 - ii. All Standard Requests will be assessed in order of date submitted.
 - c) Public Works will assess, survey, design and develop a drainage works plan to rectify the drainage issue in accordance with provincial drainage licence application regulations.
 - d) Council will review the drainage works plan and to determine if the work is denied or approved for construction. Reviews will be based on the severity of issue, estimated cost, reasonability of request and any other factors relating to that specific request.
 - i. If the request/work is denied, Public Works will mail a letter to the taxpayer with an explanation. The taxpayer may re-submit the request 2 years after the original request was denied.
 - ii. If the request/work is approved, Public Works will submit an application (with drainage plan) for provincial drainage licence.
 - e) All approved work will be scheduled based on priority and licence approval.