
REFERENCE:
93/544

ADOPTED BY:
Town Council

SUPERSEDES:
New

PREPARED BY:
Finance & Administration

DATE ADOPTED:
October 4, 1993

TITLE:

BUILDING RELOCATION POLICY

POLICY STATEMENT:

to ensure that individuals who wish to relocate a building obtain a proper permit under the Highway Traffic Bylaw of the Town of Brooks. And, that all Departments of the Town have input into the decision regarding route to be followed and any other precautions required to ensure a safe trouble free move.

THE PURPOSE OF THIS POLICY IS TO:

1. Ensure that buildings being relocated within Town are moved in a safe efficient manner along the best route possible and that as little damage and disruption as possible occurs.
2. Ensure that all civic departments are given input into the decision regarding route to be taken and to allow time to prepare for any requirements of the move.
3. Ensure that other utilities such as TransAlta, AGT, and Monarch Cable are notified of the move in time for their concerns to be addressed.
4. Establish the responsibility of the applicant to pay for all costs associated with the building relocation.

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TITLE: BUILDING RELOCATION POLICY

RESPONSIBILITIES:

A. Applicant to:

1. apply to the Town of Brooks at least 14 days prior to moving a building for a permit under the provisions of Traffic Bylaw No. 92/09 Section 6b dealing with excess size or weight;
2. discuss his proposed route with TransAlta, AGT and Monarch Cable advising them of the width, length, height and weight of the building to be moved prior to applying for this permit;
3. ensure that there is no damage to public property and to acknowledge full responsibility for any damages to trees, traffic signals and signs and streets.

B. Manager of Planning and Development to:

1. advise the building mover that in addition to a demolition or Development Permit, an excess size or weight permit is required prior to moving a building;
2. contact the Manager of Works and Utilities, Manager of Parks, Director of Protective Services and Special Constable as soon as a permit to move a building is issued, for their comments as to routing and service requirements. These comments are to be returned to the Manager of Planning and Development within five days;
3. contact TransAlta, AGT and Monarch Cable to ensure that they have been notified of the move and to obtain their comments as to the proposed move;
4. convene a meeting between the staff, building mover and the utility companies to discuss alternate routes if a potential problem has been identified by anyone in the process. Issues to be considered include but are not limited to; pedestrian and vehicle safety, probability of traffic congestion due to proposed time of day; and potential for damage to Town owned property such as trees, pavement, curbs, gutters, sidewalks, signs and traffic control devices.