

Municipality of Grey Highlands Policy

Policy Name: Entrance Permit

Policy Number: A09-T-04

Department: Transportation & Environmental Services

Authority: Director of Transportation & Environmental Services

Effective Date: 2014-08-25

Supersedes: By-law 2001-20

Last Modified: 2021-07-12

1 Purpose

To set out the criteria and design standards for implementing the approval, construction, alteration of Entrances and to provide safe access to roads within the Municipality of Grey Highlands Road System.

2 Scope

This Policy applies to all of the Municipality of Grey Highlands

3 Policy

- 3.1 Once a completed permit application and payment have been received at the Transportation and Environmental Services Department the following time schedule will be followed:
- 3.2 Ten (10) business days will be required for the permit to be reviewed and to allow staff to complete a site visit. Turnaround time is dependent on weather conditions i.e. snow.
- 3.3 The permit is returned to the applicant with instructions on how to proceed. Should the permit not meet specifications, Municipal Staff will contact the applicant and advise them of the issue.
- 3.4 Once an entrance has been installed, the applicant will need to notify the TES Department that the work has been completed. Municipal Staff will visit the permit location and ensure that the requirements of the permit have been met. The TES Department will process a cheque to reimburse the deposit fee.

If the entrance does not meet the specifications, the applicant will be advised of what is required to properly finish the entrance as per conditions of the permit. Once this remedial work is completed, the applicant must once again request a final inspection prior to the deposit being returned.

4 Definitions

4.1 Refer to Section 6.0 of the Application for Entrance Permit – Schedule A

5 References and Related Documents

Application for Entrance Permit – Attached as Schedule A

Schedule 'A'
Application for Entrance Permit
GHENT #

To be filled out by Owner of property (please print)

Name: _____

Address: _____

Postal Code: _____ Phone: _____

Email Address: _____

Description and Location of Property

Roll No: _____

Name of Property Owner: _____

Lot No: _____ Concession or Plan No: _____

Road Name: _____ Fire Number: _____

Classification, use, purpose and detail of entrance

Application is hereby made to construct a
_____entrance.

(See definitions Section 6.0)

Is this an application for entrance location **pre-approval**? **YES** **NO**

Planning application type (ZBLA, consent, etc): _____

1.0 Location of Accesses

The proposed access location is to be clearly illustrated on a sketch which is to accompany the application for an access permit. The sketch must provide enough information to enable staff to locate it in the field, i.e. dimensions to buildings and/or landmarks like fences, hedgerows and tree lines, etc.

Note: All proposed entrances must be staked out by the applicant using brightly coloured stakes before the Director of the Transportation and Environmental Services Department or his delegate attend premises.

Please draw a sketch below of the location of the proposed entrance

- a.** Show entrance in proximity to existing buildings, driveways, roads, property lines, etc. **(must show distances from property lot lines)**
- b. Mark north arrow
- c. Use dark ink
- d. Indicate any comments in the text box below the drawing.
- e. Mark in neighbouring civic addressing numbers

Comments:

2.0 Information & Conditions

It is understood that all works will be constructed, altered, maintained or operated at the expenses of the undersigned. **That work must not begin before a permit has been issued by the Municipality of Grey Highlands.** The issue of a permit by the Municipality does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors, and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Municipality of Grey Highlands, represented by the Transportation and Environmental Services Department, from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Municipality of Grey Highlands may suffer or sustain or for which the Municipality of Grey Highlands may be liable by reason of anything done omitted to be done in the construction, maintenance, alternation or operation of the works authorized.

I have read and agree to comply with the attached information & conditions.

Date _____ Signature _____

3.0 For Transportation and Environmental Services Department use only

Length of pipe/culvert _____ Size of pipe _____

Width of entrance _____ Gauge or thickness _____

Approximate distance approaching traffic is visible from the point of entrance to the municipal road.

From the right _____ From the left _____

Approved for construction _____

Not approved for construction _____

Any additional conditions to be adhered to:

Approval Date

**Signature of Transportation and
Environmental Services Department**

Final inspection approval: It is the responsibility of the applicant to contact the Transportation and Environmental Services Department when the entrance construction is completed.

Note: This permit expires one year from the 'approval date' noted above. If entrance is not constructed or fails to pass a successful final inspection within this time, the permit becomes null and void and the deposit fee shall be forfeited by the permit holder, due to Condition 4.12.

Final Inspection Date: _____

Was work in compliance [] Yes [] No

Work was completed in accordance with the entrance agreement. Upon signature of this form, the Transportation and Environmental Services Department recommends release of the \$400.00 deposit.

Signature of Transportation and Environmental Services Department	Date

4.0 Entrance Permit – Conditions

This permit is subject to the following conditions and to any supplementary conditions established by the Department at the time of issue.

- 4.1 This entrance permit is subject to all municipal by-laws.
- 4.2 Work on the construction or alteration of an entrance must not be started before the Municipality has issued an entrance permit for the work.
- 4.3 The entrance must be completed one year from the approval date on the application, or condition 4.12 comes into effect, and the permit becomes null and void and the deposit fee shall be forfeited by the permit holder.
- 4.4 All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans, specifications and design standards laid out in this application and shall be subject to the approval of the Municipality. The owner of the property shall bear all expenses related thereto.
- 4.5 Trees, shrubs, etc., on the right-of-way of a roadway must not be cut or trimmed without the written permission of the Municipality and such cutting or trimming may only be done under the direct supervision of the Municipality or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a roadway, the applicant must make the necessary arrangements with the property owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
- 4.6 Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entrance way and/or the adjoining property from being discharged via the entrance onto the roadway.
- 4.7 The design of the entrance must take into consideration, where applicable, the presence of any sidewalks or trails which may cross the proposed entrance and the safety of the users of those facilities during and after construction of the entrance.

- 4.8 The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
- 4.9 The design and specifications of an entrance must not be changed without the approval of the Municipality. If the owner of a property desires to change the design of an entrance, or add curbs, gutters, etc., an application to do so must be submitted to the Municipality for approval.
- 4.10 The use or purpose of an entrance must not be changed in a manner that changes the classification of an entrance; an application to do so must be submitted to the Municipality for approval.

The owner of a property served by an entrance to a municipal highway shall maintain each entrance to the property in accordance with the requirements of the Municipality.

- 4.11 An application for renewal of the permit shall be made to Transportation and Environmental Services Department prior to the expiry. If the applicant requires a further term on the permit extending beyond the expiry date If a further term on this permit is desired, extending the permit beyond the expiry date, which is one year from the 'approved by' date on this application, an application for renewal of the permit shall be made to the Transportation and Environmental Services Department before the expiry date named in this permit. A further term may be approved or refused by the Municipality. (Reference: As per renewal permit)
- 4.12 If this permit expires and is not renewed for any reason, all work constructed , maintained or operated to date under this permit shall, if the Municipality so requests, be removed without expense to the Municipality and the road shall be left in as good a condition as it was before the said work were installed or constructed.
- 4.13 This permit is non transferable from one owner to another as each new permit is subject to the conditions applying at time of issue. Prior to the expiry date, a permit may be cancelled and deposit portion refunded, upon written request.
- 4.14 An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Municipality in their discretion deems proper. At that time the deposit fee shall be forfeited by the permit holder.

- 4.15 If, during the life of this permit, any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date on which they come into force.
- 4.16 Time Limits – Approved entrance permits, if not constructed within one year of the approval date or an extension granted, become null and void and the deposit will be forfeited by the permit holder and not returned.
- 4.17 Following the signing of this application and the payment of the required fees, a site inspection will be done by municipal staff. Allow ten (10) business days following the date of the application for inspection and processing.
- 4.18 Retirement of Deposits – **It is the responsibility of the applicant to ensure a final inspection is requested within one (1) year of the date of issue of permit.** A reminder notice will be sent out thirty (30) business days before the expiry of the permit. Where the applicant has not requested an inspection of a completed entrance within one year of the date of issue of the permit municipal staff will notify the applicant and advise that the deposit will be used to complete any necessary work to bring the entrance up to municipal standards, remove the entrance entirely, or placed into a reserve fund.
- 4.19 **Entrance Permit Pre-Approval** – Entrance works having received pre-approval shall not commence until appropriate planning approvals have been obtained. In circumstances where an approved entrance location cannot be achieved, the entrance permit application fee will be returned to the applicant. The deposit fee will be forfeited by the applicant.

5.0 Entrance Policy

Given that it is considered advisable to control the construction of entrances onto Municipal Roads, it is herein resolved that the following policy statement be adopted as a guideline to control accesses onto Municipal Roads.

The Municipal Transportation and Environmental Services Department shall consider the following criteria when reviewing all applications for new entrances or alterations to entrances:

- 5.1 All entrances onto Municipal Roads shall be under the control of the Municipal Transportation and Environmental Services Department, with

the exception of the Industrial Wind Turbine Entrances which shall be at the discretion of council. New installations and alterations shall conform to this policy and be completed according to standards. The costs shall be borne by the owners.

- 5.2 Protection of the public through the orderly control of traffic movements onto and from Municipal Roads, including possible requirements for left and/or right turn lanes.
- 5.3 Maintenance of the traffic carrying capacity of the Municipal road network.
- 5.4 Protection of the public investment in Municipal road facilities.
- 5.5 Minimizing Municipal expenditures on maintenance of private entranceways.
- 5.6 Providing legal access onto Municipal roads from adjacent private property.
- 5.7 Safety of public using any sidewalks or trails associated with the proposed entrance, where applicable.

6.0 Definitions

6.1 Field Entrance

- Provide access to agricultural fields.

6.2 Farm Entrance

- Provides access to farm buildings.

6.3 Residential Entrance

- Provide access to residential facilities of four units or less.

6.4 Small Scale Commercial/ Industrial Entrance

- Provides access to a small scale business where goods or services are manufactured or sold to the public.

6.5 Large Scale Commercial/Industrial/Institutional Entrance

- Provides access to a large scale business where goods or services are manufactured or sold to the public and includes as well, residential facilities of five or more units.

6.6 Industrial Wind Turbine Entrance

- Provides access to an Industrial Wind Turbine, which is a device that converts kinetic energy from the wind into mechanical energy.

6.7 Re-Classification Entrance

- When an existing entrance is to be used for other than its intended use (i.e. a field entrance to be used as a residential entrance) will be required to be Re-Classified and to be upgraded to meet current Municipal standards. The completion of an Application for Entrance Permit shall be required.

6.8 Temporary Entrance

- Provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

6.9 Alteration

- When the resident proposes changes to their existing entrance i.e. to be widened and/or existing surface to be up-graded (gravel to hot mix asphalt). The completion for an Application for Entrance Permit shall be required.

NOTE: Circular driveway entrances are not allowed by the Municipality of Grey Highlands and will not be approved.

7.0 Location of Accesses

The Municipality may restrict the placement of an access onto the Municipal road in the interest of public safety. New accesses must be located so as to provide, in the opinion of the Municipal Staff:

- a. No undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b. Favourable vision, grade and alignment conditions for all traffic using the proposed access to the Municipal road.
- c. All driveway connections to Municipal roads should meet or exceed the minimum sight distance requirements set out in the Driveway Site Distance section of this application.

In general, new entrances **will not be permitted** at the following locations:

- a. Where access can reasonably be gained via a lower traffic volume right-of way.
- b. Along a lane which is identified for the purpose of an exclusive vehicular turning movement.
- c. In close proximity to intersections and bridges as outlined in Driveway Sight Distance.
- d. No access will be permitted on truck climbing, acceleration or deceleration lanes.

8.0 Driveway Sight Distance

All driveways must meet or exceed the minimum sight distance requirements set out herein

8.1 Residential/Farm Entrances

All residential/farm entrances must meet the following minimum requirements

Speed (km/hr)	Minimum Sight Distance (m)
50	65
60	85
70	110
80	135

A Lot of record existing prior to the passing of this Policy for residential/ farm entrances may be considered with reduced sight distances if no alternative access is available. Such lots must have a minimum sight distance of 90m in each direction. Refer to Engineering Submission Section within this Policy should 90m not be attainable.

8.2 Commercial Entrances (includes large and small scale industrial)

All new commercial entrances must meet the following minimum requirements

Speed (km/hr)	Minimum Sight Distance (m)
50	120
60	140
70	160
80	180

The minimum Sight Distance is a measure of the Stopping Sight distance as identified in the Ontario Provincial Standard Drawing OPSD.

Note:

- a. These distances are the guidelines laid out by the Ministry of Transportation Ontario as outlined under the Geometric Design Standards for Ontario Highways and the Corridor Management Manual.
- b. Sight distance shall be measured from eye height of 1.05 metres measured 3.0 metres from outer edge of the traffic lane to an object height of 1.3 metres above the road-way surface.

An entrance adjacent to a bridge or other structure, which may interfere with the clear vision of traffic using the entrance, must be located as follows:

- a. A Commercial entrance in an area where the speed limit is 80 km/hr or more must be located at least 145 metres (475 ft) from the end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of traffic using that entrance.
- b. A residential, farm or field entrance in an area where the speed limit is 80 km/hr or more must be located at least 30 metres (100 ft) from the

end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of the traffic using that entrance.

- c. In areas where the speed limit is less than 80 km/hr, the Municipality Staff may restrict the location of an entrance to that distance from the bridge or other structure which he deems advisable.

9.0 Design Standards

9.1 Entrance Grade

The finished surface of the access must drop away from the edge of the highway driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. For a distance of 5.0 metres beyond the shoulder rounding, the slope of the access is not to exceed 3%.

9.2 Residential Entrance

Shall be constructed with a base of a minimum of 300 mm (12") Granular 'B' and finished with a minimum of 150 mm (6") crushed gravel Granular 'A'. Where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 4.5 m (15'), to be determined at the discretion of the director or his delegate based on the turning radius of where the entrance will intersect with existing municipal road. Driveway culverts shall be a minimum size of 400 mm in diameter with increased size at the discretion of the director and shall be a minimum of 7.0 m in length. A minimum cover on the culvert is to be 300 mm (12").

9.3 Farm Entrance

Shall be constructed with a base of a minimum of 300 mm (12") Granular 'B' and finished with a minimum of 150 mm (6") crushed gravel Granular 'A'. Where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 7.6 m (25'), to be determined at the discretion of the director or his delegate based on the turning radius of where the entrance will intersect with existing municipal road. Driveway culverts shall be a minimum size of 400 mm in diameter with increased size at the discretion of the director and shall be a minimum of 10.0 m in length. A minimum cover on the culvert is to be 300 mm (12").

9.4 Field Entrance

Shall be constructed with a base of a minimum of 150 mm (6") Granular 'B' a minimum of 150 mm (6") and finished with a minimum of 150 mm (6") crushed gravel Granular 'A', where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 7.6 m (25'), to be determined at the discretion of the Director or his delegate based on the turning radius of where the entrance will intersect with existing municipal road. Driveway culverts shall be a minimum size of 400 mm (15") in diameter with increased size at the discretion of the director and shall be a minimum of 10.0 m in length. A minimum cover on the culvert is to be 300 mm (12").

9.5 Small Scale Commercial/Light Industrial Entrance (250 sq m)

Shall be constructed with a base of a minimum of 400 mm (15") Granular 'B' 150 mm (6") Granular "A" from the property line to the edge of travelled portion or of hard surface of the existing road. Where an entrance approaches a hard surface treated road the entrance shall be surfaced with 40 mm of HL4 base asphalt and 50 mm of HL3 surface asphalt. Where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 9 m (30'), to be determined at the discretion of the director or his delegate based on the turning radius of where the entrance will intersect with existing municipal road. Driveway culverts shall be a minimum size of 450 mm in diameter with increased size at the discretion of director and shall be a minimum of 11.5 m in length. A minimum cover on the culvert is to be 300 mm (12").

9.6 Large Scale Commercial/Industrial/Institutional Entrance

The professionally engineered design and construction of Large Scale /Industrial/Institutional Entrance must be submitted to, and approved by, the Municipality, prior to work commencing on the entrance, and could be subject to peer review at owner's expense.

9.7 Industrial Wind Turbines

The professionally engineered design and construction of Industrial Wind Turbine Entrances must be submitted to, and approved by, the Municipality, prior to work commencing on the entrance, and could be subject to peer review at owner's expense. Industrial Wind Turbines shall fall under Council Review.

9.8 Temporary Entrance

The design and construction of temporary entrances must be submitted to, and approved, by the Municipality, prior to work commencing on the entrance, and shall be removed once said work is complete or after one year's time.

9.9 Curbs and/or Headwalls

No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

9.10 Curb and Gutter

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a drop curb at the entrance location. The existing curb shall be cut or removed and replaced using materials and construction methods acceptable to the Municipality. The area between the curb and sidewalk is to be paved with hot mix asphalt, concrete, in accordance with the Municipality's requirements. If there is no sidewalk, the entrance is to be paved to the property line behind the curb.

9.11 Maintenance of Entrances

Property owners having access to a municipal road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic. Each entrance to a municipal road must be designed, constructed and maintained in a manner that will prevent surface water from the entrance-way or from the adjoining property being discharged via the entrance onto the travelled portion of the highway. In the event that municipal staff is required to perform maintenance to an entranceway, the municipality will only replace the surface with gravel or hot mix asphalt, as appropriate. The municipality will not install concrete, brick etc. Maintenance activities may include, but not limited to, culvert replacement or construction activities on the municipal roadway.

9.12 Culvert

If a culvert is required, the culvert shall be new galvanized steel corrugated pipe or approved corrugated Polyethylene pipe. Used culvert pipe is not acceptable. A minimum cover over the culvert is to be 300 mm (12").

9.13 Number and Width of Accesses

It will be the policy of the Municipality Transportation and Environmental Services Department to:

- a. Limit the width of accesses to discourage the construction of entrances wider than that required for the safe and reasonable use of the entrance.
- b. Limit the number of accesses to a property to the number required for the safe and reasonable access to the Municipal road and in general conformity with the following:
 - i. **Residences** – One per property.
 - ii. **Farm Buildings** – One per farm.
 - iii. **Farm Entrance** – Minimum one field entrance per farm with additional field entrances where natural obstructions within the field prevent reasonable access across the field.
 - iv. **Small Scale Industrial and Commercial Entrances (as defined in the Official Plan)**– One per property (can be combined with pre-existing residential entrance).
 - v. **Large Scale Commercial/Industrial/ Institutional Entrances** – Maximum two per property with a minimum spacing of 30 metres between entrances and are subject to Municipality official plan.
 - vi. **Industrial Wind Turbine**- One per property or more where reasonable access to all turbines is not provided by one entrance. (Reference: Section 9.5 could be subject to peer review at owner's expense. Industrial Wind Turbines shall fall under Council review.)

NOTE: All entrance design standards and dimensions are subject to change (either larger or smaller) at the discretion of the Director of Transportation and Environmental Services or his designate.

10.0 Engineering Submission

An applicant if dissatisfied with the decision of the Municipality may consider making a submission prepared by a professional engineer knowledgeable in this area addressing the entrance design including site distance, width, drainage, culvert size and cover and location. Such submission will rely on actual field information and include a drawing signed and sealed by the engineer. The submission will be subject to review and acceptance by the Municipality and any costs related to the preparation or review of the submission will be the responsibility of the applicant.

11.0 Deposit and Permit Fees

The refundable deposit and permit fee in the following amount shall be collected prior to issuance of the permit. The deposit shall be refunded to the applicant upon final inspection of the entrance by the Municipal Transportation and Environmental Services Director or his delegate, less any amounts expended to bring the entrance up to Municipality Standards. The deposit fee will be refunded after the entrance has been installed **once a final inspection, requested by the permit holder when entrance construction is completed, is approved.**

Classification of Entrance	Permit Fee per Entrance	Refundable Deposit
Residential, Field, Farm, Temporary, Re-classification, Alteration, Small Scale Commercial, Industrial (as per the Official Plan)	\$225.00	\$400.00
Large –Scale Commercial, Industrial, Institutional	\$500.00	\$1000.00
Industrial Wind Turbines	\$5000.00	As outlined in the fees and charges By-law

12.0 Installation and Inspection of Entrance

The entrance shall be installed by the applicant, at the applicant's expense, to the specifications outlined on the permit and in accordance with Municipality standards. In the event an installation does not meet Municipality Standard and the applicant refuses to make necessary repairs, the Municipality reserves the right to complete any necessary work to bring the entrance up to municipal standards or remove the entrance entirely through use of deposit See Section 18.

12.1 Inspection of the Entrance

The installation of the entrance will be inspected by the Municipality after completion by applicant. **It shall be the applicant's responsibility to contact the Municipality for a final inspection of the entrance once it has been completed.**

It is the responsibility of the applicant to ensure a final inspection is requested within one (1) year of the date of issue of permit. A reminder notice will be sent out thirty (30) business days before the expiry of the permit.

13.0 Cancellation of Permit

Where the entrance has not been constructed and final inspection completed by the Municipality within **one (1) year** of the date of the permit, then the permit shall be null and void and the refundable deposit shall be forfeited.

Where the applicant has decided to withdraw their entrance application, only the refundable deposit will be refunded.

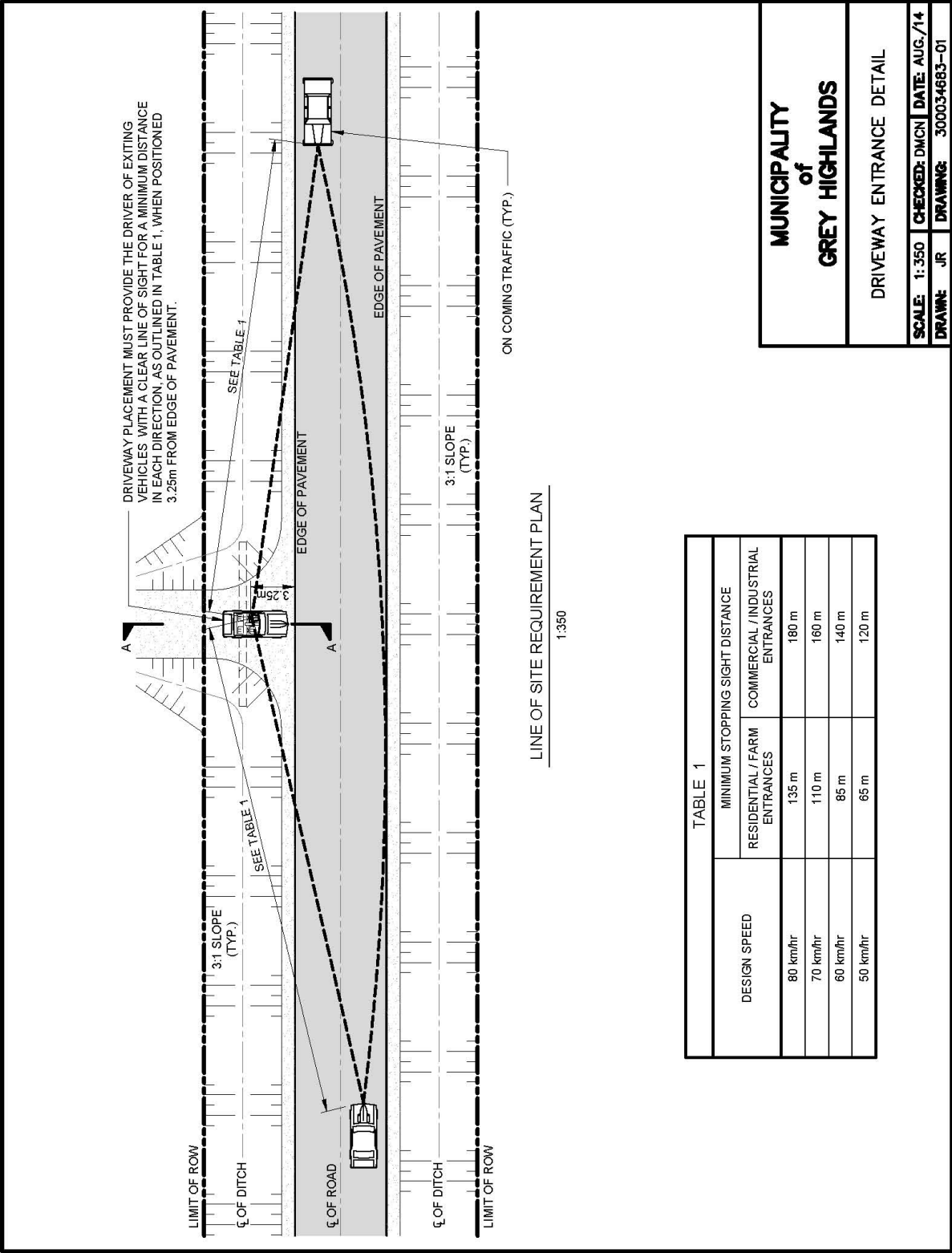
14.0 Renewal of Permit

If a further term on this permit is desired, extending the permit beyond the expiry date, which is one year from the 'approved by' date on this application, an application for renewal of the permit shall be made to the Transportation and Environmental Services Department before the expiry date named in this permit. A further term may be approved or refused by the Municipality. An entrance permit may be renewed for an additional **six month** period. An application shall be filled out for the renewal and another application fee paid to the Municipality. A second permit will be issued. The deposit fee shall be carried forward to the second permit.

14.0 Renewal of Permit (Continued)

If this permit expires and is not renewed for any reason, all work constructed , maintained or operated under this permit shall, if the Municipality so requests, be removed without expense to the Municipality and the Highway shall be left in as good a condition as it was before the said work were installed or constructed.

15.0 Driveway Entrance Detail



16.0 Driveway Cross Sections

