

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2021-027

### ACCESS TO TOWNSHIP ROADS POLICY

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**WHEREAS**, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

**AND WHEREAS**, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS**, Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of Tay Valley Township enacts as follows:

#### 1.0 GENERAL REGULATIONS

1.1 **THAT**, the Access to Township Roads Policy, attached hereto as Schedule "A", be adopted.

#### 2.0 BY-LAWS REPEALED

2.1 By-Law No. 2011-003 is hereby repealed.

2.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

#### 3.0 ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2021-027**

**4.0 EFFECTIVE DATE**

ENACTED AND PASSED this 22<sup>nd</sup> day of May, 2021.

  
**Brian Campbell, Reeve**



  
**Amanda Mabo, Clerk**

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2021-027**

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**SUBJECT: ACCESS TO TOWNSHIP ROADS - POLICY**

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**1.0 PURPOSE**

To establish the specifications and procedures for the submission, review, site inspection and approval of Township Road Entrance Permit Applications in order to balance the major functions of the Township Road system, moving traffic and providing access to properties, while;

- a) Protecting the safety of all roadway users through the orderly control of traffic movements;
- b) Encouraging and fostering growth and development throughout the Municipality within the context of the Official Plan and Zoning By-Laws;
- c) Protecting the public investment in the Township Road System;
- d) Ensuring that all new developments have suitable and legal access; and
- e) Minimizing future road maintenance and construction costs.

**2.0 LEGISLATIVE AUTHORITY**

Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

**3.0 SCOPE**

This policy applies to Township Roads within the Municipality.

**4.0 DEFINITIONS**

**“Agricultural Entrance”** – shall mean a Farm or Field Entrance.

**“Alter Existing Entrance”** – shall mean changing the surface (including paving an existing gravel Entrance) or the width of the culvert of an existing Entrance, without changing the type of Entrance.

**“Applicant”** – shall mean any person, group or corporate body who applies to the Municipality for permission to construct, relocate or alter an entrance to a Township Road.

**“Civic Address”** – shall mean the road name and number designated by the Municipality.

**“Common Entrance”** – shall mean an Entrance that provides access to two (2) properties when individual Entrances are not feasible due to physical constraints or inadequate spacing between Entrances for adjacent properties. The Entrance is normally constructed astride the property line, but may be located in another location, if the approval to utilize an easement is obtained from the appropriate planning authorities. The approval of both property Owners is mandatory prior to the construction of a Common Entrance.

**Non-Residential (Commercial/Industrial/Institutional) and Multi-Residential Entrance** – shall mean an Entrance that provides access to a location where goods are manufactured or sold to the public, or to institutional areas such as schools and hospitals, or to residential facilities with five or more units including apartments and townhouse developments having a common parking area outside the Township Road Allowance.

**“Culvert”** – shall mean an open-ended, underground pipe that carries surface storm water or naturally channelized water, under a road or Entrance.

**“Entrance”** – shall mean a road, entranceway, gate or other structure or facility constructed or used as a means of access to a Township Road. Entrances are classified in accordance with their use and the approved zoning of the property. For example, a property must be zoned as Commercial to permit the construction of a commercial entrance.

**“Entrance Inquiry”** – shall mean a request to the Public Works Department by a prospective property buyer or their agent to determine if an Entrance Permit for an existing Entrance has been issued or if the installation of a new Entrance is feasible.

**“Entrance Inquiry Application”** – shall mean the application form in which a prospective property buyer or their agent must complete in order for the Municipality to conduct an Entrance Inquiry.

**“Entrance Permit Application”** – shall mean the application form in which a property Owner must complete in order to obtain an Entrance Permit.

**“Entrance Permit”** – shall mean the final approval of access to a Township Road approved by the Public Works Department Official.

**“Farm Entrance”** – shall mean an Entrance that provides access to farm buildings and agricultural lands but does not include commercial activities related to agriculture such as abattoirs, tanneries and sales outlets, or manufacturing and processing activities involving farm crops or animal products.

**“Field Entrance”** – shall mean an Entrance that provides access to agricultural fields forming part of a farm or to woodlots. Used only for the passage of animals and crops or vehicles related to the harvesting of timber, but not for access to buildings of any type.

**“In-Filling”** – shall mean small concentrations of development, generally residential, occurring in certain locations in the form of strip or ribbon development along rural roadways. For the purpose of this policy, In-Filling will be considered as the use of vacant land within the area of concentrated development, for further construction or development, but not extending the limits of the concentrated development.

**“Intersection”** – shall mean the area within the projection or connection of the lateral boundary lines of two (2) or more roads that meet one another at an angle whether or not one road crosses the other.

**“Municipality”** – shall mean the Corporation of Tay Valley Township.

**“Owner”** – shall mean the registered Owner of the property abutting the Township Road that is accessed by the Entrance or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy.

**“Percent (%) Grade”** – shall mean the rate of rise or fall with respect to the horizontal.

**“Posted Speed”** – shall mean the maximum speed for vehicles as listed in the Municipality’s Rate of Speed By-Law, and as indicated by the regulatory signs posted on the roadway. Where the posted speed changes within the prescribed sight distance for an Entrance, the higher posted speed shall be used to determine the maximum sight lines.

**“Private Road”** - shall mean a road within the Municipality that has been designated as a Private Road in the current Road Naming By-Law.

**“Private Road Entrance”** – shall mean an Entrance that provides access to a Township Road from a Private Road that is not maintained by the Municipality and shall include sub-division roads until they have been assumed by the Municipality.

**“Property Line”** – shall mean the common boundary line between adjacent properties.

**“Public Road Entrance”** – shall mean an Entrance that provides access to a Township Road from another public road or street or other thoroughfare that is maintained by the local Municipality.

**“Public Works Department Official”** - shall mean the Public Works Manager or designate duly appointed by the Municipality.

**“Residential Entrance”** – shall mean an Entrance that provides access to a private residence or multi-family dwelling with less than five dwellings units.

**“Road Allowance”** – shall mean the strip of land required for the roadbed, shoulders, ditches, etc. and shall normally be 66 feet in width.

**“Temporary Entrance”** – shall mean an Entrance that provides access to a property for a limited period, not to exceed one year, for the purpose of construction, repairs or improvements on that property or to facilitate a staged development. The Temporary Entrance must be removed before the expiration of the permit and the Road Allowance must be restored to its original condition.

**“Township Road (Municipal Road)”** – shall mean a road within the Municipality that has been designated as a Township Road in the current Road Naming By-Law.

**“Urban Entrance”** – shall mean an Entrance that is located within the limits of an urban Township Road section. An urban section is any portion of a Township Road that is constructed with any of the following features: curb, gutter, sidewalk, or storm sewer.

## **5.0 TYPES OF ENTRANCES**

**5.1** The following Entrance types are governed by this Policy:

- Agricultural (Farm and Field Entrances)
- Non-Residential and Multi-Residential
- Private Road
- Public Road
- Residential
- Temporary
- Urban

**5.2** All Entrances applied for shall be of a type consistent with the permitted use of land being accessed, as described by the Municipal official plan and/or zoning by-law.

## **6.0 ROAD SAFETY CRITERIA**

### **6.1 Minimum Stopping Site Distance**

**6.1.1** All new Entrances must provide unobstructed site distance in both directions as shown in Table 1 or Table 2 in Appendix “A”.

**6.1.2** When braking occurs on a downgrade, the effect of the grade increases the braking distance. Conversely, on an upgrade the effect reduces the braking distance. Therefore, the minimum stopping sight distance shall be adjusted for Entrances on Township Roads where the grade exceeds three percent (3%).

- 6.1.3 For the purpose of this policy, the Municipality has adopted the Minimum Stopping Sight Distances defined in the Ontario Good Roads Association Geometric Design Guidelines for Municipal Roads 1998.
- 6.1.4 The measurement of minimum sight distances shall be in accordance with the following standards:
- a. The driver's eye level is defined as 1.05 metres above the ground.
  - b. The height of the object (vehicle headlights) is defined as 0.65 metres above the road surface.
  - c. For Vehicles accessing the Township Road, visibility is measured from the driver's eye level, at a point set back three (3) metres from:
    - the edge of the pavement on paved roads without paved shoulders, or
    - the white edge line on paved roads with a paved shoulder, or
    - the edge of the gravel road.

## **6.2 Improvement of Sight Distances**

- 6.2.1 Where the minimum required sight distances can be met with the removal of brush, rock cuts or other obstructions, the Applicant may request permission to remove the obstructions, at no cost to the Municipality.
- 6.2.2 Such removals will normally be accomplished by a contractor who is retained by the Owner and the work shall be completed in accordance with the written specifications from the Public Works Department Official.
- 6.2.3 If the Public Works Department Official stipulates that the work must be undertaken by Municipal forces, the Applicant must provide a cheque for the total estimated cost of the work, prior to the commencement of work.
- 6.2.4 Following the completion of the work, the Municipality will settle the account and either cash the cheque in the full amount or provide a refund if applicable.

## 6.3 Proximity to Existing Features

### 6.3.1 Proximity to Bridges and Other Structures

Structures such as bridges may obstruct the vision of traffic using an adjacent Entrance as well as the traffic on the Township Road approaching the Entrance. Therefore, Entrances shall be located as shown in Table 3.

Table 3 – Proximity to Bridges and Other Structures

Posted Speed (km/hr)	Entrance Type	Minimum Distance to Structure (m)
60 to 80	All	50
50 or less	All	As specified by the Public Works Department Official

### 6.3.2 Proximity to Intersections

- 6.3.2.1 Entrances shall not be permitted within 50 metres of the intersection of a Ministry, County, Township, or Private owned road, regardless of the posted speed.
- 6.3.2.2 The distance shall be measured from the center of the intersection to the center of the Entrance.
- 6.3.2.3 Where possible, access to properties with frontage on both a County or Township Road and a Private Road shall be from the Private Road.

### 6.3.3 Proximity to Public and Private Roads

- 6.3.3.1 New roads resulting from Plans of Subdivisions shall be permitted to intersect with a Township Road at a distance of not less than 300 metres from an existing or proposed intersection.



### 6.3.4 Proximity to Acceleration, Deceleration or Passing Lanes

6.3.4.1 Entrances shall be located at least 50 metres from acceleration, deceleration or passing lanes.

## 7.0 ROAD EFFICIENCY CRITERIA

### 7.1 Spacing of Adjacent Entrances

7.1.1 For the sole purpose of this policy, road sections of the Township Road System are divided into four (4) groups based upon the traffic volume on such roads. Spacing of all Entrance types, except Non-Residential and Multi-Residential shall be as described in Table 4.

Table 4 – Spacing of Adjacent Entrances

Average Daily Traffic (ADT)	Minimum Spacing Requirements	Group
In built-up areas	Spacing consistent with built up area	A
0-400	50 m	B
401-2999	100 m	C
3000+	150 m	D

7.1.2 The spacing of adjacent Entrances on the same side of the road shall be measured from the center of the adjacent Entrance to the center of the proposed Entrance.

7.1.3 In built-up areas that are not designated as towns, villages, hamlets or settlement areas, Residential Entrances will be permitted only where the need for the Entrance is a result of In-Filling and the mandatory road safety criteria are met.

7.1.4 In built-up areas that are not designated as towns, villages, hamlets or settlement areas, Residential Entrances which extend the limits of the existing built-up areas shall not be permitted, unless they meet the mandatory road safety criteria, and the spacing requirements for Group B, C or D.

7.1.5 Spacing of Non-Residential and Multi-Residential Entrances shall be subject to the site plan review and approval by the Public Works Department Official.

### 7.2 Number of Entrances

7.2.1 Subject to the remainder of Section 7.2, one property shall not have a combination of more than three (3) Entrances. For example, one property may have one (1) Farm Entrance and two (2) Field Entrances, or one (1) Residential Entrance, one (1) Farm Entrance, and one (1)

Field Entrance. The count includes Entrances that were installed prior to when the Entrance Permit process began.

#### 7.2.2 Residential Entrance

7.2.1.1 Only one Entrance per residential property shall be permitted.

#### 7.2.3 Farm Entrance

7.2.2.1 Only one Entrance per farm property shall be permitted.

#### 7.2.4 Field Entrance

7.2.3.1 No more than three (3) Field Entrances to a property shall be permitted.

7.2.3.2 Multiple Entrances shall only be approved where a single Entrance would not provide reasonable access throughout a large agricultural area as a result of restrictive terrain.

#### 7.2.5 Non-Residential and Multi-Residential Entrances

7.2.5.1 The number of Entrances provided will be the minimum necessary to accommodate the volume of traffic to be generated by the development.

7.2.5.2 A Traffic Impact Study completed by the Developer shall be considered by the Public Works Department Official when determining the number of Entrances required.

7.2.6 Entrances will be assessed on a case by case basis, and if justified, may be permitted at the discretion of the Public Works Department Official.

### 8.0 LOCAL SITE CONDITIONS

#### 8.1 Above and Below Ground Utilities

8.1.1 It is the Applicant's responsibility to locate all underground utilities prior to the installation of their Entrance(s).

8.1.2 If utility poles, wires or other fixtures on the Road Allowance require removal or to be relocated to accommodate the Applicant's Entrance, the cost of such work shall be borne by the Applicant. Coordination of such work with the applicable utility company shall be the Applicant's responsibility.

### 9.0 ENTRANCE DESIGN SPECIFICATIONS

9.1 All works related to, or forming part of, an approved Entrance shall be carried

out in accordance with the following specifications:

9.1.1 Entrance Configuration:

Shall conform to the designs shown in Appendix "C" for the type and location of Entrance to be constructed.

9.1.2 Entrance Approach Angle:

The Entrance shall, as nearly as practicable, intersect with the Township Road at 90 degrees. In exceptional circumstances, the Public Works Department Official may authorize an intersection not less than 70 degrees.

9.1.3 Entrance Grade:

9.1.3.1 Entrances must be designed, constructed and maintained to ensure that surface storm water from the adjacent property is not discharged onto the Township Road.

9.1.3.2 Entrance grade will be as per the Entrance specifications provided at the time of approval.

9.1.4 Surface Type and Width:

9.1.4.1 Shall be as specified in Section 9.1.5, 9.1.6 and 9.1.7, for each type of Entrance.

9.1.4.2 The use of concrete or paving stones within the Road Allowance is prohibited.

9.1.4.3 The Municipality will not be responsible for damage done to the portion of a driveway within the Road Allowance.

9.1.5 Agricultural Entrance:

9.1.5.1 Shall be surfaced with a minimum of 100 mm of crushed gravel (Granular 'A').

9.1.5.2 Entrances shall have a minimum width of 5 metres.

9.1.5.3 Entrances wider than 10 metres will not be permitted.

9.1.6 Residential Entrance:

9.1.6.1 Shall be surfaced of at least 150 mm of crushed gravel (Granular "A").

9.1.6.2 At the property owner's option, a 50 mm thickness of HL3

asphalt may be placed on the portion of the Entrance within the Road Allowance.

- 9.1.6.3 Entrances of this type will normally have a minimum width of 5 metres.

#### 9.1.7 Non-Residential and Multi-Residential:

- 9.1.7.1 Entrances of this type will be of a surface type to meet the requirements of the number and types of vehicles using the Entrance.
- 9.1.7.2 In many instances, this may require a minimum of 50 mm thickness of HL3 asphalt over 150 mm of crushed gravel.
- 9.1.7.3 Entrances of this type will normally not be less than 8 metres in width. Entrances shall be designed in accordance with the Ministry of Transportation "Commercial Site Access Policy and Standard Design". All such Entrances shall be reviewed on a case by case basis and if appropriate, approved by the Public Works Department Official.

#### 9.1.8 Private and Public Roads:

- 9.1.8.1 New Private and Public Road Entrances shall conform to the Geometric Design Guide for Canadian Roads (latest edition) and shall be stamped by a licensed engineer.
- 9.1.8.2 All costs associated with the design of the Entrance shall be borne by the Applicant.

#### 9.1.9 Curb and Gutter:

- 9.1.9.1 Where curb and gutter are existing at the location of the proposed Entrance, the Applicant will be required to construct a curb-cut at the Entrance location.
- 9.1.9.2 The existing curb shall be removed and reinstated as per Ontario Provisional Standard Drawing (OPSD) 351.010.
- 9.1.9.3 The area between the curb and sidewalk is to be paved with a minimum of 50 mm of HL3 asphalt.
- 9.1.9.4 If there is no sidewalk, the Entrance shall be paved from the edge of the road to the Applicant's property line.

#### 9.1.10 Culverts:

- 9.1.10.1 The diameter of a culvert must be sufficient in order to

maintain the free flow of water in the ditch.

9.1.10.2 The length of the culvert is determined by the width of the Entrance plus the width of the slopes on both sides of the Entrance, as measured from the bottom of the ditch.

9.1.10.3 The culvert length and diameter will be determined by the Municipality and provided as part of the specifications.

9.1.10.4 All culverts must be new and installed as per manufacturers recommendations.

9.1.11 Curb and/or Headwalls:

9.1.11.1 No curb or headwall shall extend above the surface of the roadway shoulder within a distance of four (4) metres from the edge of the roadway.

9.1.12 Catch Basins:

9.1.12.1 When a culvert in excess of twelve (12) metres in length is required, the Applicant shall be required to pay the entire cost of construction of as many catch basins, and inlet and/or outlet structures as may be necessary, in the opinion of the Public Works Department Official, to facilitate surface drainage from or along the side of the roadway.

## **10.0 ADMINISTRATION**

### **10.1 Fees and Deposits**

10.1.1 Fees and Deposits shall be as set out in Schedule "A".

10.1.2 The required fee and deposit must accompany each Entrance Permit Application.

### **10.2 Entrance Inquiries**

10.2.1 A prospective property buyer or their agent may inquire if an Entrance Permit has been issued for an existing Entrance. The Municipality will complete the necessary file search, at no cost, and respond within two (2) business days of receiving the Entrance Inquiry.

10.2.2 Questions, regarding the possible location of new Entrances shall not be considered by the Public Works Department until an Entrance Inquiry Application has been submitted with the applicable non-refundable fee.

10.2.3 Upon receipt of the Entrance Inquiry Application and payment of the applicable fee, the Public Works Department Official will visit the site and respond to the Entrance Inquiry within five (5) business days.

10.2.4 If the property is purchased by the prospective buyer, an Entrance Permit Application must be submitted. The Entrance Inquiry fee will be deducted from the Entrance Permit Application fee if the Entrance Permit Application is submitted within one (1) year of the Entrance Inquiry Application.

### **10.3 Entrance Permit Application Process**

#### **10.3.1 Submission Requirements**

10.3.1.1 All requests to construct new Entrances or to alter, decommission or relocate an Existing Entrance, on Township Roads shall be submitted on the appropriate application forms to the Public Works Department.

10.3.1.2 One (1) application shall be submitted for each Entrance.

10.3.1.3 Fees and deposits are payable for each Entrance Permit Application.

10.3.1.4 Applications shall include:

- a) Completed Entrance Permit Application
- b) Registered Survey Plan of Property
- c) Proof of Insurance
- d) Proof of Ownership
- e) Application for a Civic Address
- f) Application Fee and Deposit

10.3.1.5 If a registered survey plan of the property is not available, a detailed sketch with the appropriate dimensions must be submitted with the Entrance Permit Application.

10.3.1.6 Every Entrance shall be accompanied by a Civic Address.

10.3.1.7 At the time of the application for an Entrance Permit, the property Owner must apply for a Civic Address if one has not previously been assigned.

10.3.1.8 Civic Addresses are only assigned once the final location of the Entrance is approved.

10.3.1.9 Civic Addresses are only installed once the Entrance Permit is issued.

10.3.1.10 Granting of an entrance does not provide permission for building and planning.

### 10.3.2 Application Review

- 10.3.2.1 Entrance Permit Applications will be reviewed for completeness and compliance with this Policy.
- 10.3.2.2 The review process will not begin until receipt of a complete application package, as described in Section 10.3.1.
- 10.3.2.3 The application process for Residential, Farm and Field Entrances that comply with this Policy will, under normal circumstances, not exceed twenty (20) business days from the date that the completed application is received until the approval to install the Entrance is granted.
- 10.3.2.4 Changes to the application by the Applicant during the review process may increase the length of the review period.
- 10.3.2.5 Applications for Non-Residential or Multi-Residential Entrances will be considered in conjunction with the site plan development or subdivision approval process.
- 10.3.2.6 For an exiting Entrance, if there is no Entrance Permit on file with the Municipality or the Applicant cannot provide proof of an Entrance Permit, the Entrance Permit Application process will start at the beginning and the Applicant will be responsible to submit the paperwork, pay the fee and provide the deposit.

### 10.3.3 First Site Inspection

- 10.3.3.1 A site inspection shall normally be performed within ten (10) business days of receipt of the completed application.
- 10.3.3.2 The site inspection shall determine if the application confirms with the requirements of this Policy, including the size, type and location of the culvert (if required) to ensure proper drainage and requirements for brushing or other work.
- 10.3.3.3 Entrance Permit Applications will not be processed when winter or any other adverse conditions make site inspections pose a health and safety risk or make it impossible to attend the site.

### 10.3.4 Site Meeting with Applicant

- 10.3.4.1 If the Application does not conform to this Policy, a mandatory site meeting shall be held with the Applicant or their agent to review conditions in the field and discuss alternatives.



- 10.3.4.2 No further action will be taken by the Municipality in such cases until the mandatory site meeting has occurred.

#### 10.3.5 Application Approval

- 10.3.5.1 Applicants will be notified in writing by email when their Application has been approved.
- 10.3.5.2 Notification shall include the Entrance design specifications required for the new Entrance.

#### 10.3.6 Installation

- 10.3.6.1 No work on an Entrance shall commence until the Owner has received the Entrance design specifications.
- 10.3.6.2 A copy of the Entrance design specifications must be on site while the work is being completed.
- 10.3.6.3 The Applicant shall be responsible for the construction of the Entrance and any works associated with it, including the necessary traffic safety measures, in accordance with the Ontario Traffic Manual Book 7, during construction.
- 10.3.6.4 The Applicant may engage a contractor to complete the work.
- 10.3.6.5 The Entrance shall be installed in accordance with the Entrance design specifications and all the conditions must be met.
- 10.3.6.6 The Municipality, at its sole discretion, may request advance notice of the installation date in order that the Public Works Department Official can be present at the commencement of installation.

#### 10.3.7 Removal of Redundant Entrances

- 10.3.7.1 Redundant Entrances that are created as a result of the approval of a new Entrance shall be removed and the area shall be reinstated as specified by the Public Works Department Official.
- 10.3.7.2 In urban sections, reinstatement may include the installation of curb and gutter, and sidewalk and boulevard to conform to the existing conditions.

10.3.7.3 Removals of existing Entrances and reinstatement shall be completed during the installation of the new Entrance, at the Applicant's costs, as specified in the Entrance design specifications.

10.3.7.4 The Applicants deposit will not be returned until all such removals and reinstatements have been completed.

#### 10.3.8 Alter an Existing Entrance

10.3.8.1 An application to Alter an Existing Entrance, without changing the type of Entrance must be submitted before:

- Paving an existing gravel Entrance;
- Replacing an existing Entrance culvert;
- Adding an extension to an existing Entrance culvert;
- Widening an existing Entrance.

#### 10.3.9 Final Inspection

10.3.9.1 The Owner shall inform the Public Works Department immediately after the installation of the Entrance and the completion of all other work stipulated in the Entrance design specifications.

10.3.9.2 The Public Works Department Official shall inspect the site within five (5) business days of receiving the notification of completion.

10.3.9.3 If the work is deemed deficient, the Municipality will notify the Applicant of the deficiencies to be remedied in accordance with Section 10.8 – “Non-Compliance with this Policy”.

#### 10.3.10 Permit Issuance

10.3.10.1 Within five (5) business days of a successful final inspection of the site by the Public Works Department Official, the Applicants deposit shall be returned with the approved Entrance Permit.

10.3.10.2 The Applicant should retain the Entrance Permit to ensure that it is available to future Owners of the property.

#### 10.3.11 Denial of Entrance Application

10.3.11.1 Entrance Permit Applications that do not conform to this Policy shall be denied and the Applicant shall be informed, in writing, within five (5) business days of the Public Works Department Official's decision.

10.3.11.2 The Applicant's deposit and 50% of the fee shall also be returned at this time.

10.3.11.3 If the Entrance has been denied because of proximity to an adjacent Entrance (i.e. insufficient spacing) the Applicant may request to appear as a delegation before the Municipality's Committee of the Whole meeting.

10.3.11.3.1 Such request must be received by the Clerk at least two (2) weeks prior to the scheduled meeting and include a written summary of the Applicant's presentation to the Committee.

10.3.11.3.2 The Applicant's summary shall be distributed to the Committee members with the Agenda.

10.3.11.3.3 The Applicant's verbal presentation to the Committee shall be no longer than specified in the Procedural By-Law.

10.3.11.3.4 The Public Works Manager shall prepare a report with recommendations regarding the Applicant's presentation for the next scheduled meeting of the Committee following the Delegation.

10.3.11.3.5 The Committee's recommendation shall then be considered by Council.

10.3.11.3.6 The Clerk shall inform the Applicant in writing of Council's Decision as soon as possible.

#### **10.4 Reclassifying an Entrance**

10.4.1 An Applicant may request that an existing approved Entrance be reclassified from an Agricultural Entrance to a Residential Entrance.

10.4.2 In this specific case, the Public Works Department Official will complete one (1) site visit to ensure the existing Entrance is in working condition and issue direction to the Applicant, if required.

#### **10.5 Severance**

10.5.1 An Entrance Enquiry Application must be submitted and approved as part of the severance application process.

10.5.2 Where an application for severance is made on a Township Road on which the Road Allowance has not been widened to the standard limits, the Public Works Department may request the conveyance of the said widening as a condition of granting of the severance.

10.5.3 The conveyance of property for future road widening purposes may be required on both the severed and retained parcels.

- 10.5.4 Sight triangles on parcels adjacent to existing Public or Private Roads may also be required as a condition of severance.
- 10.5.5 The dedication of a 0.3 metre reserve along the frontage of the severed and/or the retained parcel may be required as a condition of severance approval.
- 10.5.6 Entrances for newly severed properties shall be installed and approved prior to the condition of severance being cleared.

## **10.6 Subdivisions**

- 10.6.1 Plans of Subdivision with frontage on Township Roads may use public roads to provide access to the Subdivision's internal street network.
- 10.6.2 The developer shall undertake a Traffic Impact Study, at no cost to the Municipality, to determine the traffic implications and requirements of the development.
- 10.6.2.1 Such requirements may include the installation of traffic signals, streetlights, road signs, left turn lanes, right turn deceleration lanes, curbs and gutters and the provisions of storm drainage or other road works to ensure an adequate level of service on the Township Road.

## **10.7 Expiration of Entrance Permit Application**

- 10.7.1 The Entrance Permit Application shall be deemed null and void when the Entrance has not been constructed within one (1) year of the date of the application.
- 10.7.2 A written request to extend the term of the application may be made before the application expires.
- 10.7.3 An extension may be approved or refused at the discretion of the Public Works Department Official.
- 10.7.4 The Municipality shall provide the Applicant notice of expiration, in writing, if no extension request is received by the Municipality from the Applicant.
- 10.7.5 If the application expires:
- the Municipality may request removal of all works associated with the Entrance, at no expense to the Municipality, and the site shall be restored to its original condition;
  - the Municipality will not return the deposit until such work is completed, to the satisfaction of the Municipality;

- if the incomplete Entrance is not removed and the area is not reinstated within the ten (10) days, the Applicant's deposit shall be forfeited, and the Entrance shall be removed or corrected by the Municipality.

10.7.6 If an application has expired and the Applicant wishes to re-apply for an Entrance, the entire process shall start from the beginning, including the payment of the required fees and deposits.

## **10.8 Non-Compliance with this Policy**

- 10.8.1 When a new Entrance is constructed or an existing Entrance is altered contrary to this Policy, the property Owner shall be advised of their non-compliance by registered letter.
- 10.8.2 Removal or correction of the non-compliant Entrance shall occur within ten (10) days after receiving the notification letter.
- 10.8.3 If the non-compliant Entrance is not removed or corrected within the ten (10) days, the Applicant's deposit shall be forfeited, and the Entrance shall be removed or corrected by the Municipality. Should the cost to the Municipality exceed the deposit, the balance of the cost shall be charged to the subject property Owner.
- 10.8.4 If no deposit has been received, the total cost of the Entrance removal will be charged to the subject property Owner.
- 10.8.5 The subject property Owner shall not be entitled to any compensation or damages by reason of or arising out of the work associated with the non-compliant Entrance.
- 10.8.6 Any outstanding balance owing to the Municipality shall be added to the tax roll and recovered in a similar manner as municipal taxes pursuant to Section 398 (2) of the *Municipal Act, 2001*, S. O. 2001, c. 25, as amended.

## **10.9 Maintenance of Entrances**

- 10.9.1 Owners having access to a Township Road are fully responsible for the maintenance of the Entrance(s) to their property.
- 10.9.2 Maintenance includes, but is not limited to, the removal of snow and ice, shoulder gravel and winter sand.
- 10.9.3 During the winter, the Municipality will not clear culverts that have become blocked as a result of improper snow disposal by the property Owner.

10.9.4 Culverts that collapse or become unsuitable for proper drainage shall be replaced by the property Owner at their expense.

10.9.5 If necessary, the Municipality may utilize their own forces to remediate issues arising from the lack of maintenance. Any costs incurred by the Municipality to correct these issues shall be added to the tax roll and recovered in a similar manner as municipal taxes pursuant to Section 398 (2) of the *Municipal Act, 2001*, S. O. 2001, c. 25, as amended.

#### **10.10 Road Reconstruction/Rehabilitation**

10.10.1 Existing Entrances that are affected by the reconstruction or rehabilitation of a Township Road will be reinstated by the Municipality.

10.10.2 Any construction materials that are salvaged during the work shall remain property of the Municipality.

### **11.0 ACCOUNTABILITY FRAMEWORK**

11.3 The Public Works Department Official is responsible for ensuring compliance with this policy.

### **12.0 POLICY REVIEW**

12.1 This Policy shall be reviewed and updated as necessary.

## **REFERENCES**

### **Forms**

Entrance Inquiry Form  
Entrance Permit Application Form  
Civic Address Application Form

### **Other Resources**

Rate of Speed By-Law  
Road Naming By-Law  
Geometric Design Guide for Canadian Roads (latest edition)  
Ministry of Transportation "Commercial Site Access Policy and Standard Design"  
Ontario Good Roads Association Geometric Guideline for Municipal Roads 1998  
Ontario Provisional Standard Drawing (OPSD) 351.010

## APPENDIX “A”

### MINIMUM STOPPING SIGHT DISTANCE

Table 1 – Minimum Stopping Sight Distance for Roads with <400 Vehicles Per Day.

Township Road Posted Speed Limit (km/hr)	Grade of Township Road less than 3%	Minimum Stopping Sight Distance m=metres    ft=feet			
		Grade of Township Road greater than 3%			
		Upgrade		Downgrade	
		Greater than 3% but less than 6%	6% or greater	Greater than 3% but less than 6%	6% or greater
80	160 m/525 ft	150 m/492 ft	140 m/459 ft	170 m/558 ft	200 m/656 ft
70	135 m/443 ft	125 m/410 ft	120 m/394 ft	145 m/476 ft	165 m/541 ft
60	110 m/361 ft	105 m/344 ft	100 m/328 ft	115 m/377 ft	130 m/426 ft
50	85 m/ 279 ft	80 m/262 ft	80 m/262 ft	90 m/295 ft	100 m/328 ft
40	65 m/213 ft	60 m/197 ft	60 m/197 ft	65 m/213 ft	75 m/246 ft

Table 2 – Minimum Stopping Sight Distance for Low Volume Roads (>400 Vehicles Per Day)

Township Road Posted Speed Limit (km/hr)	Minimum Stopping Site Distance m=metres    ft=feet
80	125 m/410 ft
70	95 m/312 ft
60	80 m/262 ft
50	60 m/197 ft
40	45 m/246 ft

**Example:** A new Entrance to a Township Road with 450 vehicles per day, in an 80 km/hr posted speed zone, where there is a six percent (6%) grade must have a minimum sight distance of 140 metres in the downgrade direction from the Entrance and 200 metres in the upgrade direction from the Entrance.

## APPENDIX “B”

### FEES AND DEPOSITS

Application	Fee (Non-Refundable) [see Note 1]	Deposit (Refundable)
Additional Inspections (see Note 1)	\$50	None
Agricultural Entrance (Farm or Field Entrance)	\$100	None
Alter Existing Entrance	\$100	None
Entrance Inquiry (see Note 2)	\$100	None
New Road Entrance	\$500	\$1,000
Non-Residential and Multi-Residential Entrance	\$300	\$1,000
Residential Entrance - Severance Related	\$250	\$500
Reclassifying Existing Approved Entrance	\$50	None
Residential Entrance – Not Severance Related	\$150	\$500
Temporary Entrance	\$100	\$500

#### NOTES:

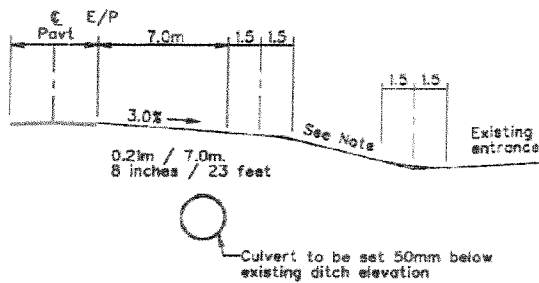
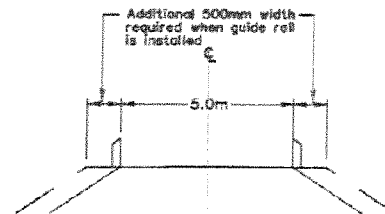
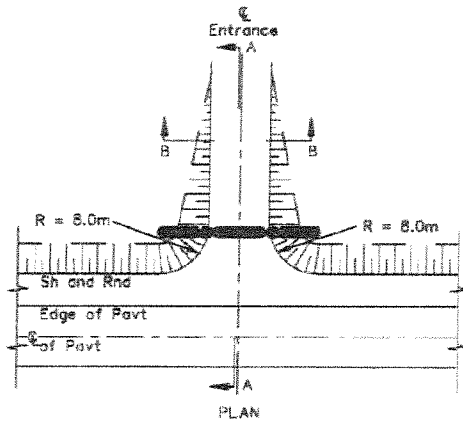
1. The non-refundable deposit includes all costs associated with the processing of the application, including up to three (3) visits to the site, if necessary, by the Public Works Departmental Official. An additional \$50 fee will be charged for each additional site visit that is required as a result of changes to the application by the Applicant. The additional fee shall be paid before the additional site visit is scheduled.
2. The Entrance Inquiry fee will be deducted from the Entrance Permit Application fee, if the full Entrance Permit Application is submitted by the same Applicant, within one-year of the Entrance Inquiry Application.



## APPENDIX "C"

### ENTRANCE DESIGN SPECIFICATIONS

#### RURAL ENTRANCES TO COUNTY ROADS ON FILL



#### NOTES:

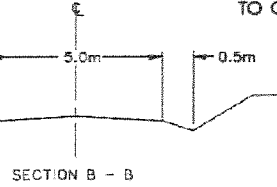
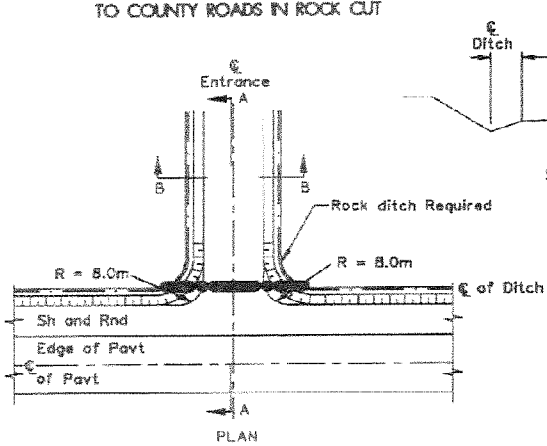
- A. DESIRABLE ENTRANCE CONFIGURATION, WHEN CONSTRAINTS PERMIT.  
DESIRABLE MAXIMUM GRADIENT: 6% FOR RESIDENTIAL ENTRANCES  
AND 10% FOR FARM AND FIELD ENTRANCES.
- B. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS  
OTHERWISE SHOWN.

RURAL ENTRANCES  
ON FILL

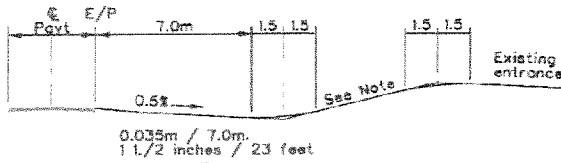
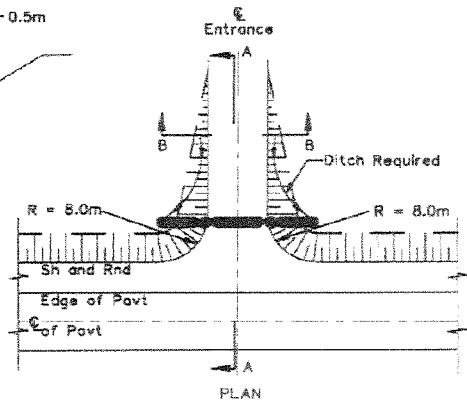
COUNTY OF LANARK

OCT 2019

# RURAL ENTRANCES TO COUNTY ROADS IN ROCK CUT



# RURAL ENTRANCES TO COUNTY ROADS IN EARTH CUT



Culvert to be set 50mm below  
existing ditch elevation

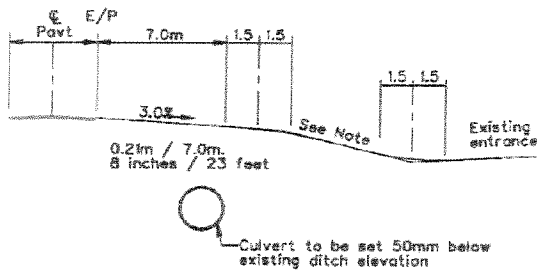
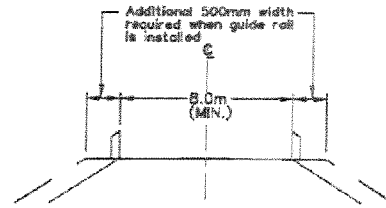
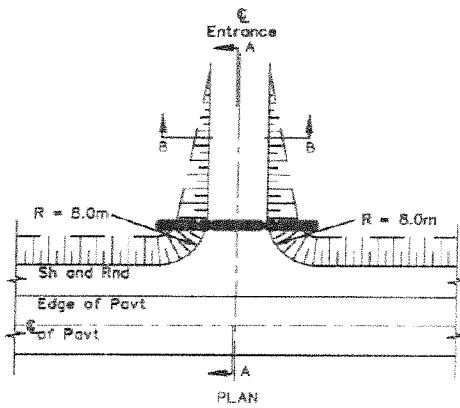
## NOTES:

- A. DESIRABLE ENTRANCE CONFIGURATION, WHEN CONSTRAINTS PERMIT.  
DESIRABLE MAXIMUM GRADIENT: 6% FOR RESIDENTIAL ENTRANCES  
AND 10% FOR FARM AND FIELD ENTRANCES.
- B. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS  
OTHERWISE SHOWN.

RURAL ENTRANCES  
EARTH / ROCK CUT  
COUNTY OF LANARK

OCT 2019

COMMERCIAL COMMON RESIDENTIAL OR FARM/ FIELD ENTRANCES  
TO COUNTY ROADS ON FILL



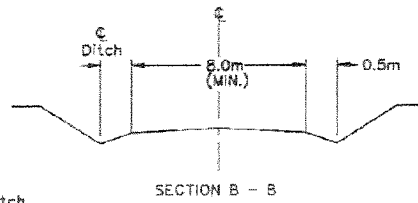
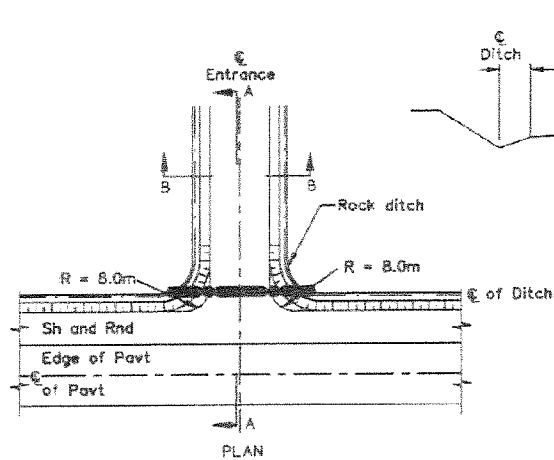
NOTES:

- A. DESIRABLE ENTRANCE CONFIGURATION, WHEN CONSTRAINTS PERMIT. DESIRABLE MAXIMUM GRADIENT: 6% FOR RESIDENTIAL ENTRANCES AND 10% FOR FARM AND FIELD ENTRANCES.
- B. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS OTHERWISE SHOWN.

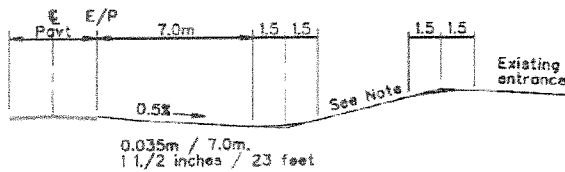
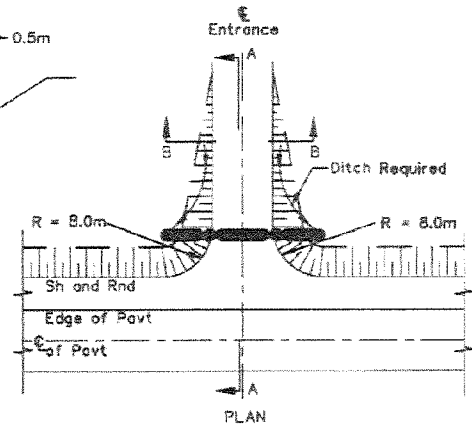
COMMERCIAL COMMON RESIDENTIAL  
OR FARM/ FIELD ENTRANCES ON FILL  
COUNTY OF LANARK

OCT 2019

COMMERCIAL COMMON RESIDENTIAL OR FARM/ FIELD ENTRANCES  
TO COUNTY ROADS IN ROCK CUT



COMMERCIAL COMMON RESIDENTIAL  
OR FARM/ FIELD ENTRANCES  
TO COUNTY ROADS IN EARTH CUT



0.035m / 7.0m.  
1 1/2 inches / 23 feet



Culvert to be set 50mm below  
existing ditch elevation

SECTION A - A

NOTES:

- A. DESIRABLE ENTRANCE CONFIGURATION, WHEN CONSTRAINTS PERMIT. DESIRABLE MAXIMUM GRADIENT: 6% FOR RESIDENTIAL ENTRANCES AND 10% FOR FARM AND FIELD ENTRANCES.
- B. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS OTHERWISE SHOWN.

COMMERCIAL COMMON RESIDENTIAL  
OR FARM/ FIELD ENTRANCES IN ROCK  
CUT OR IN EARTH CUT  
COUNTY OF LANARK

OCT 2019