



United Counties of Leeds and Grenville

Public Works Division
Consent Granting Authority
Forestry
Planning
Roads

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PRE-SEVERANCE CONSULTATION REQUEST FOR ENTRANCEWAY

DATE: _____

REFERENCE #: _____

(OFFICE USE ONLY)

1. APPLICANT CONTACT INFORMATION

Registered Property Owner(s)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Authorized Agent *(If different from owner, please attach a letter of authorization)*

Name: _____ Company: _____

Phone: _____ Email: _____

2. PROPERTY LOCATION & DESCRIPTION

County Road Number: _____ Civic Address: _____

Municipality: _____ Roll Number: _____

Legal Description: Lot _____ Concession _____ Plan # _____

Zoned as: ☐ Residential ☐ Commercial / Industrial / Institutional ☐ Agricultural

☐ Other: _____

3. PROPOSED SEVERANCE & ENTRANCE DETAILS

Entrance Usage: ☐ Residential ☐ Commercial / Industrial / Institutional ☐ Field / Agricultural

☐ Other: _____

Location *(Longitude / Latitude)*: _____

Access Configuration:

- ☐ Single Entrance: New, private entrance for the *severed / retained* lot
- ☐ Shared Entrance: I am interested in a *shared* entrance with the adjacent property to minimize access points on the County Road
- ☐ Relocation: I intend to close an existing entrance and relocate it to another location

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4. SITE CONDITIONS CHECKLIST (BY-LAW 24-47)

Please refer to the **UCLG Road Classification Map** to determine if your property is located on an **Arterial** or **Collector** road. Check all that applies to your property and the proposed entrance location:

- ☐ **Corner Lot Access / Side Road Availability 4(f):** My property is located at an intersection and/or there is an opportunity to install the entranceway on a *side road* (i.e., the property has frontage on a road that is not a County Road or Provincial Highway)

*Note: Rural Arterials, a minimum of 70 metres from an intersection is required
Rural Collectors, a minimum of 50 metres from an intersection is required*

- ☐ **Access Points 4(h):** The proposed entranceway would result in more than one (1) access point per property
- ☐ **Sight Lines 4(i):** The proposed location is **not** clear of hills, curves, and/or any obstructions that may block the view of oncoming traffic

☐ **Residential:**

- ☐ **Arterial Road Standards** - The proposed entranceway **meets** the requirements of Sections **4(h)** and **4(i)** of the Access Policy, that is:
 - ☐ Maximum number of access points does not exceed **5/km/side of road**
 - ☐ Minimum spacing is no less than **200 metres** from an adjacent entranceway
 - ☐ Minimum spacing is no less than **100 metres** (or not aligned opposite) of an opposing entranceway
 - ☐ Minimum spacing is no less than **70 metres** from an intersection
 - ☐ Minimum spacing is no less than **50 metres** from a taper lane
 - ☐ Minimum spacing is no less than **30 metres** from structures or **5.0 metres** from utilities
- ☐ **Collector Road Standards** - The proposed entranceway **meets** the requirements of Sections **4(h)** and **4(i)** of the Access Policy, that is:
 - ☐ Maximum number of access points does not exceed **8/km/side of road**

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- ☐ Minimum spacing is no less than **150 metres** from an adjacent entranceway
- ☐ Minimum spacing is no less than **100 metres** (or not aligned opposite) to an opposing entranceway
- ☐ Minimum spacing is no less than **50 metres** from an intersection
- ☐ Minimum spacing is no less than **50 metres** from a taper lane
- ☐ Minimum spacing is no less than **30 metres** from structures or **5.0 metres** from utilities

☐ **Commercial / Industrial / Institutional:**

- ☐ Traffic Impact Study (TIS): I acknowledge a TIS may be required for this entrance
- ☐ Site Plan: The entrance complies with the approved site plan (if applicable)
- The proposed entranceway **meets** the requirements of Sections **4(h)** and **4(i)** of the Access Policy, that is: *(all other Residential spacing requirements apply)*
 - ☐ Arterial Spacing: Minimum spacing for commercial access is no less than **400 metres** from an adjacent entrance
 - ☐ Collector Spacing: Minimum spacing for commercial access is no less than **250 metres** from an adjacent entrance

☐ **Field / Agricultural:**

- ☐ Exemption Acknowledgement: I understand field access may be exempt from Sections 4(h) and 4(i) spacing but must meet all safety standards
- ☐ Agricultural Use Only: I confirm this access shall be used for agricultural purposes only

☐ **Settlement Areas:** I acknowledge these are exempt from Sections 4(h) and 4(i) but may be subject to the policies of another municipality involved in the review

NOTE: If any items in this checklist do not comply with Counties policies, indicate whether you wish to revise your proposal. Adjustments will be required for the application to be considered:

☐ **NO** – I wish to proceed with the original proposal as stated in **Section 3**

☐ **YES** – If my original proposal does not comply, I am willing to consider the following (**check all that apply**):

- ☐ Shared / Mutual Entrance: Willing to share access with an adjacent property to minimize access points
- ☐ Relocation: Willing to close an existing entranceway and relocate it to an alternative location
- ☐ Side Road Access: Willing to move the entranceway to a side road / non-County Road, if available

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5. MANDATORY SUBMISSION CHECKLIST

- ☐ Scaled Sketch: detailed drawing that must include the following sub-items
(see attached sample sketch for reference):
 - ☐ Metric Standard: *all measurements and distances are provided in METRIC*
 - ☐ Color Coding: *severed lands are outlined in yellow, retained lands in blue, and lot additions in pink*
 - ☐ Parcel Details: *clearly displays boundaries and dimensions of severed, retained, and lot addition parcels*
 - ☐ Ownership: *boundaries and dimensions of abutting land owned by the same owner clearly shown*
 - ☐ Landmarks: *distances from property lines to municipal boundaries, railway crossings, bridges, or other landmarks*
 - ☐ History: *location of any land previously severed from the same parcel*
 - ☐ Structures: *all buildings shown with precise measurements from property lines*
 - ☐ Services: *location of septic systems and wells including distances from property lines*
 - ☐ Features: *location of natural or artificial features (watercourses, drainage, wetlands, wooded areas, etc.)*
 - ☐ Adjacent Use: *existing use(s) on adjacent lands (residential, agricultural, commercial, vacant, etc.)*
 - ☐ Roadways: *location, width, and name of abutting roads, including status (public, private, or right-of-way)*
 - ☐ Easements: *location and nature of any easement affecting the subject lands*
 - ☐ Special Access: *if water access only, the location of parking or boat docking facilities*
 - ☐ MDS: *if Minimum Distance Separation is required, indicate approximate locations and distances to subject lands*
- ☐ Site Map: Aerial / Google map image with GPS coordinates (*Latitude / Longitude*)
- ☐ Field Staking: I confirm that the proposed entrance location has been marked in the field with a stake / ribbon for inspection (*please attach photographs of the site after staking / flagging*)
- ☐ Application Fee: \$150.00 (**Administrative fee per By-Law 25-10**)
- ☐ Cover Letter with a description of the intended severance proposal



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The application will be deemed incomplete if all required documents are not provided.

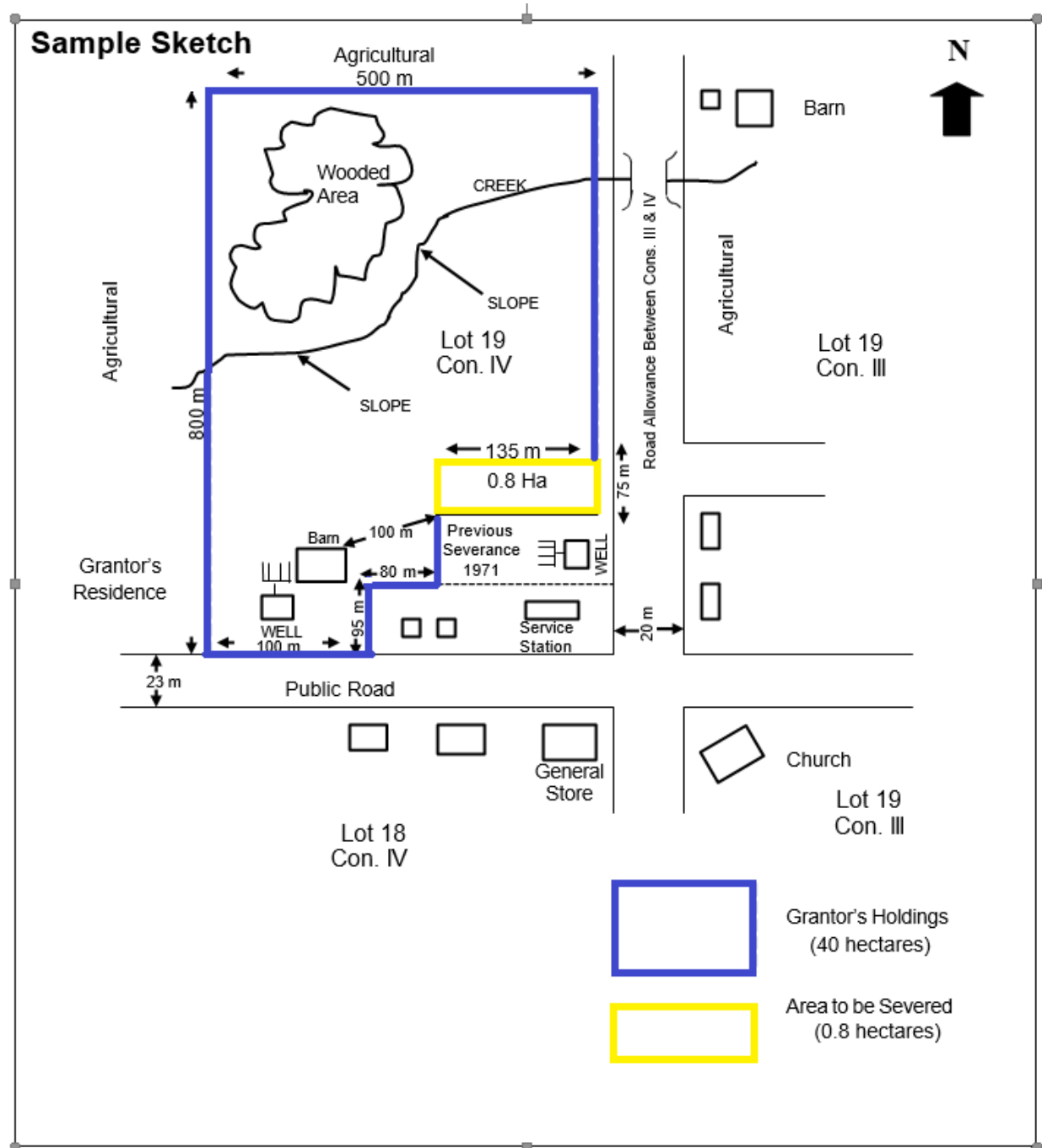
6. DECLARATION & ACKNOWLEDGEMENT

1. A review of the application will be conducted with a response returned in **approximately four (4) weeks**.
2. This Pre-severance Consultation Request for Entranceway **does not** constitute an Entranceway Permit.
3. This Pre-severance Consultation Request for Entranceway **does not** guarantee that a land severance will be granted by the Consent Granting Authority.
4. Any approval is only valid for **twelve (12) months** from the date of sign-off.
5. It is the Applicant's responsibility to ensure an entranceway will be in full compliance with all Counties, Municipal, and/or Ministry of Transportation (MTO) policies and standards.

I hereby acknowledge that a Pre-severance Consultation Request for Entranceway does not indicate that a land severance will be granted.

Applicant Signature: _____ Date: _____

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Applicants may wish to use the Counties' **GIS Public Map Viewer** to produce the above sketch

[Public Map Viewer | Leeds Grenville GeoHub](#)

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