



THE UNITED COUNTIES OF LEEDS AND GRENVILLE
REQUEST FOR ENTRANCEWAY PERMIT

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Reason for entranceway request (please attach additional notes/sketches if there is not enough room for remarks): _____

Is the new entranceway related to any new building/severance for property? If yes, attach planning application / documents: Yes [] No []

Table with fields: County Road Number, Civic Address, Lot, Concession, Municipality, Location Property Description, Longitude/Latitude, Residential [], Commercial [], Field [], Other [], Property Zoned as:

Entrance Way Requirements - Width - Normal (Residential): _____
Or Wider (State Width): _____

I hereby confirm that I am aware of the conditions of the granting of this permit for the entranceway as set out in By-Law No. 91-7 and agree to abide by these terms.

I hereby agree to pay the total cost of the proposed entranceway and will submit the required fee when requested to do so.

I hereby acknowledge that an entranceway approval does not indicate that a land severance will be granted.

Signed: _____

To be completed by Counties

Applicant Interview by: _____ Date: _____

Recommended: Yes _____ No _____ Estimated Cost: \$ _____

Remarks: _____

Payment of Fee: \$ _____ Received by: _____

Date: _____



THE UNITED COUNTIES OF LEEDS AND GRENVILLE

COST ESTIMATE FOR INSTALLATION OF ENTRANCEWAY

UNDER BY-LAW NO. 16-37

MATERIAL

_____ metres of _____ mm CMP Culvert @ \$_____ per metre = \$ _____

_____ coupler(s) @ \$_____ each = \$ _____

SUB-TOTAL = \$ _____

SITE APPROVAL

Patrol Supervisor Site Approval \$ 50.00

DELIVERY FEE – if applicable

Labour and Equipment fee for delivery of pipe to site \$100.00 (if applicable) \$ _____

Sub-total \$ _____

Administration Fee (15%) \$ _____

Taxable Sub-Total \$ _____

HST (13%) \$ _____

(HST# 108154956)

ADD: BASIC PERMIT FEE OF \$25.00 (Residential) OR \$125.00 (Commercial) \$ 25.00

PERMIT TOTAL \$ _____



CHECKLIST FOR ENTRANCEWAY APPLICATION

1. Distance to nearest intersection greater than 200m.
 Yes No
If no, provide reasons to allow: _____

2. Confirm that any adjacent driveway (on same side of road) is greater than 50m.
 Yes No
Reason for exception: _____

3. Ensure that the Offset to any opposing driveway (on the other side of road) is greater than 100m. This is to avoid back-to back left turn conflicts.
 Yes No
Reason for exception: _____

4. Undertake quick visual for field confirmation. If there is a curve that visually looks like it could be a concern, undertake a sight line review using TAC guidelines. NOTE: Any obstructions, or signs that may require to be removed. Is there a concern with sight line?
 Yes No
 Vertical
 Horizontal

5. 8% grade required to ensure vehicles are positioned for safe entry/exit from road?
 Yes No

6. Provide arial map generally showing the new driveway location with property lines.
 Provided

7. Paved apron required for commercial entrance to avoid gravel on road.
 Applicable
 Not applicable

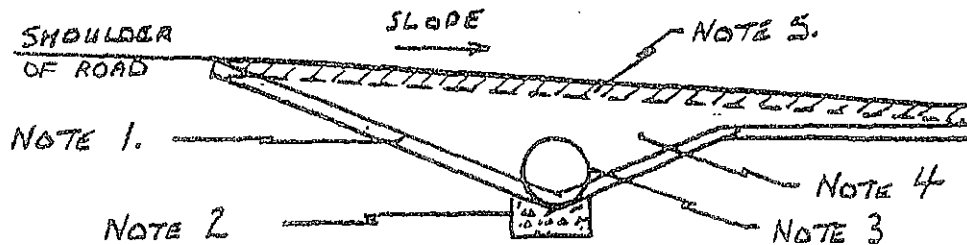
UNITED COUNTIES OF LEEDS & GRENVILLE

L. A. SHEPHERD, P. ENG., AMCT
DIRECTION OF PUBLIC WORKS
ROADS DEPARTMENT



32 WALL ST., 2ND FLOOR
BROCKVILLE, ON K6V 4R9
TEL. (613) 342-3840 EX 308
FAX (613) 342-3069

INSTRUCTIONS FOR CONSTRUCTION OF NEW ENTRANCEWAYS



NOTES:

1. Remove vegetation and topsoil from the ditch in area to be used for entranceway. Save topsoil to bank up edges of entranceway after construction.
2. In ditch bottom, excavate a trench 3 feet wide by 12 inches deep for length of culvert to be used. Fill trench with select granular material (clean pit run gravel or better) and compact to elevation 6 inches lower than finished ditch bottom.
3. Install culvert taking care to tighten coupler. Lightly pounding coupler with hammer during tightening of bolts will aid in proper seating of coupler corrugations.
4. Backfill over culvert with granular material to within 6 inches of desired entranceway finished surface level and compact material.
5. Cover entranceway surface with 6-inch depth of crushed gravel or stone.

SUPPLEMENTAL NOTES:

The applicant may widen the surface of the entranceway by constructing a headwall at each end of the culvert. Any such headwall shall not have a height above the finished surface of the entranceway.

The applicant may pave the entranceway with hot-mix asphalt but such paving must not be higher than the roadway paving and must follow the slope of the shoulder of the road.

Maintenance of the surface of the entranceway including pavement, if any, remains the responsibility of the owner. The County Roads Department will maintain and replace, as may become necessary, the culvert installed under the terms of the permit and these instructions.



BY-LAW No. 91-7

A BY-LAW TO REGULATE ENTRANCEWAYS.

WHEREAS, Section 63, Chapter 421 of the Public Transportation and Highway Improvement Act, RSO 1980, and amendments thereto, provide that a county may, with respect to roads under its jurisdiction and control, by by-law prohibit or regulate the construction or alteration of any private road, entranceway, gates or other structure or facility that permits access to a road, and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road;

AND WHEREAS, it is deemed expedient to regulate the installation and use of entranceways on County Roads;

NOW THEREFORE, THE COUNCIL OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE ENACTS AS FOLLOWS:

1. THAT an "entranceway" for the purpose of this by-law is any private road, entranceway, gate or other structure or facility that permits access to a County Road and includes the tiling and covering or filling in of a roadside ditch.

The "Corporation" as used in this by-law means the Corporation of the United Counties of Leeds and Grenville and its County Roads Department.

The "Owner" for the purpose of this by-law means the person or persons, Company or Corporation that is the owner of the land abutting the County Road that is serviced by an entranceway.

2. THAT no person shall construct, alter or change the use of an entranceway without having first obtained a permit from the Counties Engineer of the Corporation to do so.
3. THAT the permit fee shall be Twenty-five Dollars (\$25.00) or such other amount as the County Road System Committee of the Corporation shall, from time to time, determine, payable in advance of the permit being issued. All fees shall be made payable to the Treasurer of the United Counties of Leeds and Grenville.
4. THAT the permit shall specify the diameter, gauge, length and type of culvert to be used, if required by the Corporation.
5. THAT the permit shall specify the location of an entranceway having regards to the safety of vehicles using the County Road and if, in the opinion of the Counties Engineer, a safe location for the entranceway cannot be obtained, then the permit shall be denied.
6. THAT the permit shall specify the use to which an entranceway may be put. The types of use to be specified shall be:

"Field Entrance" which provides access to agricultural, forestry, recreational, and vacant land use



BY - LAW No. _____

Page 2.

"Residential" which provides access to one dwelling unit

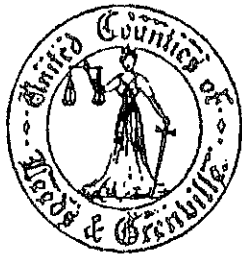
"Commercial" which provides access to business enterprise

"Industrial" which provides access to an enterprise where large commercial vehicles are required, including gravel pits, quarries and truck stops

"Institutional" which provides access to facilities which attract large volumes of traffic including multiple residential buildings, such as apartments, condominiums and private subdivisions.

No person shall change the use to which an entranceway may be put without first obtaining a permit from the Counties Engineer.

7. THAT in the case of Commercial, Industrial and Institutional entranceways, the permit shall specify any special facilities to be provided including width, gradient, curbing, paving, turning radii, islands and pavement tapers. The requirements of the special facilities shall be in conformance with the Ministry of Transportation, Ontario's Commercial Site Access Policy and Standards Manual dated March, 1990 or subsequent revisions thereof. The Counties Engineer may modify the said standards to mitigate any requirements that may not be needed to suit local conditions.
8. THAT the permit may provide that the Corporation shall carry out the work or provide the required culvert pipe. In all cases, the entire cost of the work as determined by the Counties Engineer shall be paid in advance OR the permit may provide that the owner shall carry out the work and shall specify the requirements thereof.
9. THAT where a culvert in excess of 15 metres in length is required, the permit may require the installation of catch-basins, ditch inlets or other drainage structures as may be needed to facilitate the drainage of the road.
10. THAT the Corporation shall maintain and replace from time to time as required all culverts installed under the provisions of this By-law, including restoration of the surface, but excluding any special facilities as may be provided by the owner such as endwalls, headwalls, curbs and plantings. The maintenance of the surface of the entranceway shall be the responsibility of the owner.
11. THAT the entranceway permit may specify a time limit during which the conditions of the said permit shall be fulfilled.

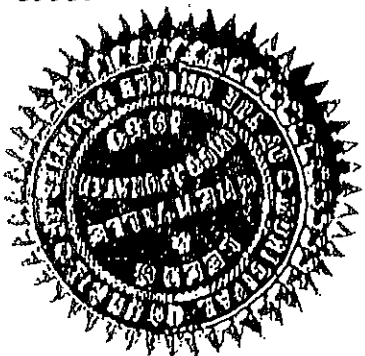


BY - LAW No. _____

Page 3.

12. THAT all work under the permit shall be subject to the inspection and approval of the Counties Engineer or such other employees of the Corporation as he may delegate. Where work performed does not conform to the requirements of the permit, including time limits, the Counties Engineer shall so notify the owner at the address provided on the said permit by registered mail and the owner shall have fourteen days from the date of the notice to make good the defects. Should the owner fail to comply with the notification, the permit may be cancelled and the Corporation may remove the defective entranceway or make good the defect. The cost of any such action by the Corporation shall be recovered as provided below.
13. THAT the owner of an entranceway may pave the entranceway to connect with the road pavement using an asphalt product on the condition that the work is completed in such a way that a maintenance problem is not created. Should the paving not be satisfactory, the County Engineer shall so notify the owner as in Paragraph 12 above. No concrete surfaces are permitted on the road right-of-way.
14. THAT every person who contravenes the provisions of this By-law is guilty of an offense and on summary conviction is liable to a fine of not less than \$200.00 and not more than \$1,000.00, exclusive of costs.
15. THAT each day of default by the owner in complying with any of the provisions of this By-law shall constitute a separate offense.
16. Provided always that in default of the work being done by the owner directed or required to do it, such matter or thing may be done by the Corporation at the owner's expense, and the Corporation may recover the expense incurred in doing it by any means available to the Corporation.

Given under the Seal of the Corporation and Passed this 21st day of February, 1991.



David Sloan
Warden

[Signature]
Administrator-Clerk-Treasurer