



Public Works Department Minimum Standard Information for Entrances

Applications for entrances to a municipal road must be submitted to the Municipality for consideration by the Director of Public Works or Designate and shall meet the minimum standards established in Policy No. 22. Please ensure you read Policy No. 22 thoroughly prior to submitting an entrance permit application to ensure the proposed entrance will meet the requirements.

Entrance Permits are required for:

- Construction of a new entrance (including previous field entrances providing a civic address is not assigned to the lot, private roads and public entrances connecting to Township maintained roads)
- Changing the design of an existing entrance (including replacement of culverts and widening of entrances)
- Changing the location of an existing entrance
- Changing the use of an existing entrance (classification)
- Construction of a temporary entrance
- Paving of an existing entrance

All costs are the sole responsibility of the owner who shall guarantee the construction or modification with a damage/non-completion deposit as provided in the Township's Fees and Charges By-law.

Insurance

The applicant shall maintain or cause to maintain Commercial General Liability Insurance subject to limits of not less than Two Million (\$2,000,000.00) inclusive per occurrence. Coverage shall include but not limited to bodily injury, property damage, contractual liability and contain a cross liability, severability of insured clause. Coverage shall also include explosion, collapse and underground liability. The Corporation of the Township of Minden Hills is to be added as an additional insured but only with respect to liability arising out of the operations of the Named Insured.

Where applicable "Broad Form" (all risk) covering Construction Equipment used by the applicant for the performance of the work including costs to cleanup and restore property damage by sudden and accidental escape of pollutants shall be in a form acceptable to the Township of Minden Hills.

Prior to commencement of the work and upon the placement, renewal, amendment or extension of all or any part of the insurance, the applicant shall promptly provide the Township of Minden Hills with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the work.

Minimum Visibility Requirements

Sight distances are measured from a point 3 metres from the outer edge of the traffic lane at an eye level of 1.05 metres above the edge of the traffic lane to an object 1.30 metres in height above the roadway surface in the centre of all lanes affected by the entering vehicle. For example, on a two-lane road, the distance is measured to the centre of the lane in both directions. A sight distance verification report and plan prepared by an Ontario Land Surveyor may be requested by the Township.

Entrance Standards

Location of Entrances

In the interest of Public Safety, new entrances must be located, in the Opinion of the Director of Public Works, so that there are favourable vision, grade and alignment conditions for all traffic using the proposed entrance and the Township Road.

Minimum Entrance distances from side property line to side of entrance are:

- Agricultural Entrance – 14 m
- Commercial Entrance – 20 m
- Residential Entrance – 9 m
- Existing Lots within the Village of Minden will be assessed on an individual basis
- Council approved subdivision plans shall supersede this specification

The applicant shall provide adequate proof to the Township that outlines the property lines and the proposed location of the entrance with the property. The Township may require that the applicant is required to have an Ontario Land Surveyor mark the boundaries prior to issuing the permit.

Commercial Entrances and Public/Private Roads

Designs for commercial entrances and public/private roads must be submitted for approval as part of the entrance permit application procedure. The design shall be site specific, having regard for the number and type of vehicles expected to utilize the entrance. The entrance must be constructed and approved (including paving where required by Policy #22) before the establishment or public/private road is open for business or use. At the minimum the design shall provide that the entrance shall be surfaced with an adequate depth of asphalt to the property line.

Agricultural Entrances

Agricultural Entrances must be surfaced with a minimum of 150mm of Granular 'B'. Where a culvert is required, its length shall be sufficient to provide a 3:1 slope up from the ditch invert to an entrance width of 6.0m. The culvert shall have a minimum of 300mm cover.

Residential Entrances

Residential entrances must be surfaced with a minimum of 150mm of Granular 'A' with Granular 'B' base. Where a culvert is required, its length shall be sufficient to provide a 3:1 slope up from the ditch invert to an entrance width of 6.0m. The culvert shall have a minimum of 300mm cover.

Culvert

If a culvert is required, the culvert shall be a new High Density Polyethylene Pipe (HDPE) unless otherwise approved or specified by the Director of Public Works with a minimum length of 9.0m. Used Culverts are not acceptable. All culverts shall be C.S.A. approved and installed as per manufacturer's specifications and as indicated throughout this policy.

Procedures

Applications

The proposed entrance shall be clearly illustrated on a sketch, which is to accompany the application. The sketch must provide enough information to enable staff to locate it in the field (accurate dimensions to buildings, and or landmarks such as fences, hedges, tree lines, road intersections, civic addresses etc.). Entrances are to be marked with two 2"x1" or 2"x2" stakes with fluorescent orange coloured tops and the last name of the applicant wrote on both stakes.

Applicants must provide the name of their Contractor prior to the issuing of the Entrance Permit.

Application fees are identified in the Township Fees and Charges By-law. In the event the application submitted is not on a Township Road or is submitted in error the application fee, as identified in the Township Fees and Charges By-law, will not be refunded.

Entrance Permit

If approved, an Entrance Permit will be issued after a refundable deposit is made to the Township

Entrance conditions cannot be assessed while snow or ice is on the ground.

Applicants are encouraged to wait until after the spring thaw, to ensure inspections may occur in a timely manner.

Refundable Deposit

Refundable deposits in the amounts identified in the Township Fees and Charges By-law, payable to the Corporation of the Township of Minden Hills, shall be collected prior to issuing a permit. The deposit will be refunded to the applicant upon acceptance of the installation by the Township, less any amounts expended by the Township to bring the

entrance to the required standards or repairs required from damages caused by the installation of the entrance.

Installation of the Entrance

The entrance shall be installed by an insured contractor, at the applicant's expense, to the specifications outlined on the permit and in accordance with the Township standards. The applicant shall provide 48 hours' notice to the Township Roads Department. To ensure compliance of the standards set forth in this policy. Should the applicant not provide 48 hours' notice, the applicant may be required to provide proof of compliance to the permit specifications at the discretion of the Director of Public Works.

Inspection of the Entrance

The installation of the entrance will be inspected by the Township after the completion by the applicant. It shall be the applicant's responsibility to call the Township for an inspection of the entrance installation, once it has been completed.

Cancellation of Permit

Where the entrance has not been constructed and accepted by the Township within six (6) months of the date of the permit. The permit shall be cancelled and the refundable deposit shall be forfeited. The Township will not provide notice of cancellation.

Renewal of Permit

An entrance permit may be renewed for an additional six (6) month period. An application shall be filled out for the renewal and another application fee paid to the Township. Should a permit not be renewed, the permit will be considered cancelled.

Opinion of Entrance

An opinion on the availability of an entrance can be obtained by providing the necessary fee (no deposit) and may be required to complete a Consent Entrance Permit Application. This process is helpful during a severance application or winter requests and can be provided by Township Staff. The Township will only provide an opinion on the likelihood of success in obtaining an entrance.

When/if the applicant decides to proceed with the entrance permit application, the entrance application will be updated and the refundable portion collected. If the owner does not apply for the entrance within twelve (12) months of the opinion, a new permit process will be required.