

Section: <b>Public Works</b>	Policy Number: <b>4.1</b>
Policy: <b>Entrance Policy</b>	Effective Date: <b>05/21/2019</b>
Date Last Revised: <b>03/30/2015</b>	Current revision Date: <b>08/12/2020</b>



## Entrance Policy

The Council of the Town of Minto deems it to be in the public interest to have policies to maintain the proper drainage of Town roads and ditches within the Town and to address safety issues relative to ingress to and egress from Town roads.

Therefore, no person shall construct or make improvements to any driveway, laneway or other form of access from a road to either public or private property without first obtaining an entrance permit. If any person does not obtain an entrance permit, the Municipality shall remove any material or objects placed on municipal property and/or otherwise disable access to the municipal road, until all of the expenses incurred by the Municipality in doing so are reimbursed to the Municipality.

The Public Works Director or designate shall consider the following criteria when reviewing all applications for new or alterations to existing entrances:

- Protection of the public through orderly control of traffic movements onto and from Town roads.
- Maintenance of the traffic carrying capacity of the Town road network.
- Protection of the public investment on Town road facilities.
- Providing legal access onto Town roads from adjacent private property.

The applicant for an entrance permit must pay the deposit and fees required for in this policy and sign an agreement to pay for all fees and charges over and above the deposit made if needed.

### ENTRANCE DESCRIPTIONS

The location of an entrance will be classified as being in either an urban setting or a rural/semi-urban setting to be determined by the Public Works Director or designate.

In all cases, the entrance required will either be for a new lot created by a severance application, for an existing property, or for an existing property with an existing entrance.

All or part of the schedules that make up this policy will pertain to each driveway entrance application.

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A standard culvert of 400mm x 12m will be used. If deemed necessary, the size, length and gauge of the culvert may be altered from the standard at the sole discretion of the Public Works Director or designate.

## **General**

1. The entrance design for a commercial/industrial/institutional entrance will be site specific; having regard for the volume and type of vehicles expected to use the entrance.
2. Applications for an entrance permit to a property that has an entrance that does not meet the Town standard will be responsible for a permit fee as well as all costs to upgrade this entrance to the Town standard.
3. A field entrance may not be used for any other purpose and would be subject to all regulations and costs to upgrade as set out in this policy if to be used for any other purpose.
4. The entrance design for a pedestrian entrance will be site specific and costs will be assessed as approved by the Public Works Director or designate.
5. All costs as they pertain to a public entrance shall be addressed in the subdivision agreement between the Town and the developer.
6. The Town of Minto shall install all rural/semi-urban entrances for the fee set out in this policy. Installation shall be started within one month of the entrance application being approved.
7. No inspections and/or installations shall take place during the period of December 1<sup>st</sup> to May 1<sup>st</sup> unless approved by the Public Works Director or designate.

## **LOCATION OF ACCESSES**

The Town of Minto may restrict the placement of an access onto the Town road in the interest of public safety. New accesses must be located and constructed so as to provide in the opinion of the Public Works Director or designate:

- No undue interference with the safe movement of public traffic, pedestrians or other users of the Town road.
- Favourable vision, grade and alignment conditions for all traffic using the proposed access to the Town road.

## **RURAL/SEMI-URBAN ENTRANCE SPECIFICATIONS**

1. The average width of a laneway/driveway pertaining to a standard entrance is 6 metres.
2. The minimum length of culvert pertaining to a standard entrance is 9 metres.
3. The minimum size of pipe or culvert for a standard entrance is 400mm or equivalent.
4. The minimum cover on the pipe or culvert must be 300 mm.
5. The pipe or culvert must be of sufficient length to provide a 2 to 1 slope from the ditch invert to the entrance width of 6 metres.
6. The finished surface of the access must grade away from the edge of the traveled portion of the road at a rate equal to the slope of the shoulder for a distance of 5 metres. The slope of the access should not exceed 3%.

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7. Each entrance to a Town road must be designed, constructed and maintained in a manner that will prevent water from the entrance or from the adjoining property being discharged via the entrance onto the traveled portion of the road.
8. All entrance permits requested for new lots created by severance must meet a minimum sight distance requirement of 140 metres.
9. Sight distance shall be measured from eye height of 1.05 metres measured 3 metres from the outer edge of the traffic lane to an object height of 1.3 metres above the roadway surface.
10. All requests for entrance permits to existing properties that do not meet the sightline requirements will be subject to install a "hidden driveway" sign at the applicant's expense.
11. Applicants for an entrance permit for a new lot created by severance application that cannot meet the sight distance restrictions may request the Town for permission to make adjustments to the roadway in order to comply. All work must be done by Town forces under the supervision of the Public Works Director or designate. All costs will be the responsibility of the applicant.

#### **URBAN ENTRANCE SPECIFICATIONS**

1. The maximum standard urban entrance is 6 metres.
2. Alterations to a curb to accommodate the entrance **must** be done either by a curb-cutting machine or by removal and replacement.
3. Alterations to a sidewalk to accommodate an entrance **must** be done by removal and replacement with a minimum depth of 6 inches of 30 MPA concrete extending the width of the driveway.
4. In all cases any necessary restoration work must be completed to the Town and/or adjoining property.
5. All work and incurred costs shall be the responsibility of the applicant.
6. All work must be completed by the Town forces under the direction of the Public Works Director or designate.

#### **NO PERMIT REQUIRED FOR MAINTENANCE OF EXISTING ENTRANCEWAYS**

When a Town road is rebuilt, entranceway culverts and gravel will be repaired/replaced as needed by the Town of Minto at no cost to the ratepayer. If widening of an entrance is requested at the time of the road building, cost of construction will be billed to the ratepayer at the current rates.

Maintenance gravel when required at the sole discretion of the Public Works Director or designate will be applied to the property line at no cost to the ratepayer.

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## **FEE SCHEDULE**

<b>Entrance &amp; Damage Deposits</b>	
Inspection Fee	\$ 100.00
Permit Fee	\$ 50.00
Urban/Rural Damage Deposit	\$ 2,000.00
Hidden Driveway signs installed	\$ 240.00

The applicant would be responsible for all costs to supply a culvert over 400mm in diameter and/or all costs to supply and install over 9m of culvert. Costs would be charged at the current rates.

Deposit must accompany application. Charges are for time and material. The Town will make refund of net residual within 60 days.

## **DEFINITIONS**

### **Commercial/Industrial/Institutional Entrance**

Provide access to a business where goods or services are manufactured or sold to the public and include as well, facilities of five or more units.

### **Residential Entrance**

Provides access to residential units of four units or less.

### **Farm Entrance**

Provide access to farm buildings.

### **Field Entrance**

Provides access to agricultural fields. Generally a maximum of two entrances per 100-acre parcel will be granted.

### **Temporary Entrance**

Provides access to properties for a limited time not to exceed one year for the purpose of construction, repairs or improvements on that property.

### **Pedestrian Entrance**

Provides an access for the sole use of pedestrians.

### **Public Entrance**

Provides access on to a Town road from a registered subdivision by means of a public road or street.

**Town of Minto**  
Entrance/Culvert Application Permit  
(please print)

Date: \_\_\_\_\_ Property roll number: \_\_\_\_\_

Name: Owner/applicant: \_\_\_\_\_

Address: \_\_\_\_\_

To construct a: \_\_\_\_\_  
(farm, field, residential, commercial, industrial, institutional, temporary, pedestrian)

Location: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Civic address: \_\_\_\_\_

or street/lot number: \_\_\_\_\_ Street: \_\_\_\_\_, town, village: \_\_\_\_\_

Applicant must clearly mark proposed entrance location by means of a stake. Entrance will be subject to current policy and fees.

(office use only)

Culvert:      yes ☐    no ☐    culvert size: \_\_\_\_\_      length: \_\_\_\_\_

Deposit:      yes ☐    no ☐

Fees:	Inspection fee	\$100.00
	Permit fee	\$50.00
	Hidden driveway sign (if required)	\$240.00
	<b>Deposit schedule:</b>	
	Urban entrance	\$2,000.00
	Rural or semi-urban entrance	\$2,000.00

Total \_\_\_\_\_ \$ \_\_\_\_\_

The undersigned certifies:

1. That he/she is the owner/authorized agent of the owner in this application and that all the information in this application is true and factual.
2. That he/she has read and understands the Entrance Policy and shall comply with the same.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received payment: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Town: \_\_\_\_\_ Date: \_\_\_\_\_

Refund application

Date: \_\_\_\_\_ Deposit paid: \_\_\_\_\_

Amount owed Town: \_\_\_\_\_ Costs incurred: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Roads & Drainage Manager