



Policy & Procedures

Section: 4.0 Public Works

Policy: Entrance Ways Policy

By-Law: By-Law 2011-98, By-Law 2013-87, By-Law 2019-

Date: 21 January 2019

Revision: 3

Coverage:

This policy shall govern the application of new or alterations to existing entrance ways within the Township of Huron-Kinloss

Policy Statement:

The Public Works Department shall consider protection of the public, maintenance of the traffic carrying capacity, protection of the investment, minimizing Township expenditures on maintenance, and providing legal access when reviewing applications for new entrances or alterations to existing entrances.

Legislative Authority:

N/A

Contents:

Order of Precedence

In the event of any inconsistency or conflict in the contents of the following documents, this policy shall take precedence over any standard drawings referenced.

Definitions

Field Entrance: provides access to agricultural fields

Farm Entrance: provides access to farm buildings and agricultural lands

Residential Entrance: provides access to residential facilities of four units or less

Commercial/Industrial: provides access to a commercial/industrial establishment of any kind and includes an entrance to an apartment house or multiple family dwellings of five or more units

Commercial Wind Generation Entrance: provides direct or potential access to a commercial wind generation system

Temporary Entrance: provides access to properties for a limited period (not to exceed one year) for the purpose of construction, repairs or improvements on that property or to facilitate staged development

Location of Entrances

The Township shall restrict the placement of any access onto a Township road deemed not to be in the best interest of public safety. New access locations must be located so as to:

1. provide no undue interference with the safe movement of public traffic and pedestrians
2. provide favourable vision, grade and alignment conditions for all traffic using the proposed access
3. ensure it is designed and constructed in such a manner as to prevent the discharge of surface water onto the travelled portion of the road
4. not obstruct a ditch or watercourse on a Township road allowance

In general, new entrances will not be permitted at the following locations:

1. in close proximity to intersections,
2. within daylight triangles at intersections
3. in close proximity to any structure (bridge) that interferes with the clear vision of traffic using the entrance.

Design Standards

The Township shall not assist with the construction of entrances. All material, labour, equipment and installation costs incurred during the construction of a new entrance shall be the financial responsibility of the applicant.

Field Entrance: Shall be constructed in accordance with OPSD 301.010 or OPSD 301.020 (whichever is applicable). The surface shall consist of a minimum thickness of 75mm (3") Granular 'A'.

Farm and Residential Entrance: Shall be constructed in accordance with OPSD 301.010, OPSD 301.020 or OPSD 351.010 (whichever is applicable). The surface shall consist of a minimum thickness of 150mm (6") Granular 'A' and 300mm (12") Granular 'B'.

Commercial/Industrial Entrance: Shall be constructed in accordance with OPSD 301.010, OPSD 301.020 or OPSD 350.010 (whichever is applicable). The surface shall be constructed with a minimum thickness of 200mm (8") Granular 'A' and 450mm (18") Granular 'B'. Where the entrance is situated on an urban road section, the surface shall include a minimum thickness of 50mm of hot mix asphalt. The width of the entrance is site specific and shall take into consideration the number and type of vehicles expected to utilize the entrance.

Commercial Wind Generation Entrance: Applicant must obtain written permission of Township Council prior to proceeding. Entrance design standards will be included in the wind turbine development agreement.

Curbs and/or Headwalls: No curbs or headwalls can extend above the surface of the roadway within the limits of the road allowance. All curbs and headwalls shall be constructed at the sole expense and risk of the applicant.

Curb and Gutter: Where curb and gutter exists at the proposed location, the applicant will be required to construct a dropped curb at the entrance location. The existing curb shall be modified or removed and replaced using materials and construction methods acceptable to the Township. The area between the curb and sidewalk is to be paved with hot-mix asphalt, concrete or paving stones.

Culverts: Where a culvert is deemed to be necessary by the Township, the culvert shall be a new Corrugated Steel Pipe (CSP) or a new High-Density Polyethylene Pipe (HDPE). Used culvert pipe is not acceptable. All pipe to be C.S.A. approved and installed as per manufacturer's instructions. The size of the culvert required shall be determined by the Director of Public Works, but shall not be less than 375mm (15").

Removal: The Township reserves the right to remove any entrance not constructed to the design standard specified and either:

- a) install a proper entrance with all expenses incurred by the Township to be recovered from the property owner(s) or,
- b) remove in return for salvage rights to the material.

Maintenance of Entrances

All entrances shall be maintained to the travelled portions of the Township road by the property owner. All material, labour and equipment costs incurred during the repair or maintenance of an entrance, including the removal of snow and ice, shall be the financial responsibility of the property owner.

During the winter maintenance season, the Township accepts no responsibility for providing access to an entrance located on a non-winter maintained road allowance.

A culvert that forms part of an entrance to a property shall be considered as part of the access to the subject property and shall remain the responsibility of the property owner to maintain and replace as necessary. The Director of Public Works has the authority, if in his opinion, the condition of the subject entrance adversely compromises the safety and integrity of the travelled portion of the road allowance to require the owner of the subject entrance to make repairs or improvements as deemed necessary. The property owner shall receive this request in writing with a specified completion date. If such repairs or improvements are not made by the specified completion date, the Township shall arrange for the necessary repairs and the costs of such repairs shall be recovered from the property owner(s).

Number of Entrances

Field Entrance: Shall be limited to one field entrance per farm with additional field entrances allowed where natural obstructions within the field prevent access across the field. One additional field entrance shall be permitted if the property is a corner lot.

Farm Entrance: Shall be limited to one per farm.

Residential Entrance: Shall be limited to one per property.

Commercial/Industrial Entrance: The number shall be site specific and shall take into consideration the number and type of vehicles expected to utilize the entrance.

Entrance Reinstatement

During construction of any road repair/replacement project, if it is deemed necessary to remove a section or all of a homeowner's driveway entrance located on a Township road allowance, the driveway entrance restoration policy shall be as follows:

Gravel driveways shall be repaired/replaced with a minimum thickness of 150mm (6") Granular 'A' and 300mm (12") Granular 'B' dependant on the nature of the construction project. This work will be at no cost to the homeowner.

Asphalt driveways shall be repaired/replaced in the same manner as a gravel driveway with the addition of a minimum 50mm (2") thickness of hot mix asphalt.

Plain concrete shall be repaired/replaced in the same manner as a gravel driveway with the addition of a minimum 150mm (6") thickness of concrete that shall have either a broomed or trowelled finish and shall not include steel reinforcement of any kind.

Unless otherwise agreed upon prior to construction, driveways constructed of **interlocking brick or any material other than asphalt or plain concrete** shall be repaired/replaced in the same manner as a **plain concrete** driveway at no cost to the homeowner. If requested, the homeowner shall be entitled to a dollar amount equal to the value of the plain concrete restoration as outlined in the contract with the contractor, and shall assume responsibility for any additional cost associated with restoring the driveway to its original state.

In the event that the homeowner requests to restore their driveway entrance after the construction project has been completed, the homeowner shall be entitled to a dollar amount equal to the value of the restoration of the driveway in its original state. In this instance, the driveway will be restored in the same manner as a gravel driveway and the homeowner will have one year from the date of completion of the construction project to complete the restoration work. If the homeowner fails to complete the restoration within this time frame, the Township will arrange for the restoration of the driveway in accordance with this policy. All cost associated with this work will be recovered from the homeowner.

Permit Fee

A Fee shall be collected prior to the issuance of an Entrance Permit in accordance with the Township's Consolidated Fees By-law as amended. Commercial wind generation entrance fees and deposits will be determined by Township Council prior to signing of a wind turbine development agreement.

Cancellation of Permit

Where the entrance has not been constructed within one year of the date of the Permit, then the Permit shall be deemed null and void.