

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

SCHEDULE 'A'
By-Law No. 2009-042

**REGULATING THE CONSTRUCTION OR ALTERATION
OF ANY ENTRANCE WAY OR ACCESS TO A TOWNSHIP ROAD OR PROPERTY**

1. GENERAL APPLICATION INFORMATION:

- a) Application and approval are required for the installation of all new entrances and/or the structural modification (culvert extensions) of all existing entrances in the Township of Seguin.
- b) All costs are the sole responsibility of the owner who shall guarantee the construction or modification with a damage/non completion deposit as outlined below.
- c) Township approval is required for the paving or placement of material other than that of the same type as is on the existing roadway in the area between the existing roadway and the property line.

2. FEE STRUCTURE:

- a) APPLICATION / INSPECTION FEE - per entrance (Non refundable):

Residential/Farm/Field/Bush lot Entrances:	
New Entrances	\$100.00
Modifications/Alterations	\$75.00
Paving or Repaving or Modification	\$75.00

Commercial/Industrial/Recreational:

New Entrances / Modification / Paving or Repaving \$300.00

- b) ROAD DAMAGE / NON-COMPLETION FEE - per Entrance (Refundable):

This fee is refundable after final inspection (see section 8b – Final Inspection)

Fees may be increase if deemed necessary should the extent of construction activities required dictate:

Residential/Farm/Field lot Entrances:

New Entrances	\$500.00
Modifications/Alteration	\$500.00
Paving or Repaving	\$500.00

Commercial/Industrial/Recreational:

New Entrances / Modification / Alteration / Paving or Repaving -

As determined by the Director of Public Works

3. GENERAL CRITERIA

The Township considers the following criteria for the approval for new entrances or alterations to entrances:

- a) Protection of the public through the orderly control of access and egress to and from Township roads.
- b) Protection of the public investment in municipal road infrastructure.
- c) Minimizing Township expenditures on the repair and maintenance of entrance ways

4. DEFINITIONS

- a) Field - Provides access to vacant lands
- b) Agricultural/Farm - Provides access to farm buildings and agricultural lands
- c) Residential Entrance - Provides access to residential facilities of less than 5 (five) units.
- d) Commercial/Institutional/Recreational - Provides access to a business where goods or services are manufactured or sold to the public and also includes residential facilities of five or more units. (Some examples are: Shopping Centres, Industrial Developments, Schools, Churches, Golf Courses, Restaurants, Hotels/Motels, Campgrounds, or Bed and Breakfast Facilities).
- e) Contractor - A hired contractor or person(s), including the owner, with appropriate Contractor Liability Insurance (minimum \$2,000,000) and WSIB coverage as required by Provincial legislation, as well as an understanding of appropriate construction techniques and construction safety as per the Occupational Health and Safety Act.

5. LOCATION OF ENTRANCES

New entrances will not be permitted at the following locations:

- a) Within the sight triangle at an intersection.
- b) Within 15.0 metres of an "at grade" railway crossing.
- c) Within close proximity to a bridge, or a cross culvert greater than 3.0 m diameter

SAFE STOPPING SIGHT DISTANCE (at the proposed entrance location) is determined based on OGRA 1998 Geometric Guidelines for Municipal Roads. At the discretion of the Director of Public Works, accommodation may be made where sight distance requirements are not met, through the installation of signs, brush cutting or other means (at the applicants expense).

6. DESIGN, CONSTRUCTION AND INSTALLATION REQUIREMENTS

	RESIDENTIAL	AGRICULTURAL / FARM / FIELD	COMMERCIAL, INSTITUTIONAL, RECREATIONAL
Maximum Driveway Grade	10%	10%	10%
Top Width	4.5 – 5.0 m	9.0 m	9.0 m
Radii	4.5 – 5.0 m	8.0 m (or as required to accommodate truck turning movements)	8.0 m (or as required to accommodate truck turning movements)
Driveway Surfacing (Adjacent to gravel roads)	150 mm (Granular A)	150 mm (Granular A)	200 mm (Granular A)
Driveway Surfacing (Adjacent to Asphalt or Surface Treated roads)	150 mm (Granular A)	150 mm (Granular A)	50mm hot-mix asphalt from property line to edge of the travelled road
Culvert Length	7.3 m minimum and need to accommodate top width and ditch depth	As need to accommodate top width and ditch depth	As need to accommodate top width and ditch depth
CSP (Corrugated Steel Pipe)	1.6 mm / 16 gauge	As required depending on proposed use	2.0 mm / 14 gauge
CPP (Corrugated Plastic Pipe)	Minimum 400 mm diameter Boss 2000 or approved equal	Minimum 400 mm diameter Boss 2000 or approved equal	Minimum 400 mm diameter Boss 2000 or approved equal
Additional Culvert Information	Minimum 375 mm diameter	Minimum 375 mm diameter	Minimum 375 mm diameter
Ditching and Drainage	1. All culverts, culvert extensions and couplers shall be new material and meet CSA standards 2. Township encourages the use of CPP due to the extended service life 3. Minimum cover requirements for all culverts is 300 mm Where ditching is required, slopes shall not be greater than 2:1. Ditching shall be continuous to accomplish positive drainage and will typically extend on either side of the culvert for the approximate length of the culvert.		
Curbs and Headwalls	No curb or headwall is permitted to extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding.		
Restoration	Restoration of the ditch, shoulders, road surface or road base shall be the responsibility of the owner/contractor. Restoration may include but not be limited to topsoil and seed/sod, rip-rap, gravel or other road surface materials.		

7. MAINTENANCE

The maintenance of entrances (including snow and ice removal, grading, gravel application, drainage, guide posts etc.) is the responsibility of the property owner. Culvert maintenance and replacement due to normal wear and deterioration is the responsibility of the Township. Damages to the culvert, adjacent ditch and road due to construction activities are the responsibility of the property owner including associated costs.

8. INSPECTIONS

Two inspections are typically undertaken for an entrance installation as follows:

- a) The **FIRST** inspection will determine the entrance requirements. The owner will be notified in writing after the first inspection with regard approval requirements.
- b) A **SECOND (FINAL)** inspection is required at the completion of the construction. It is the responsibility of the property owner to request a final inspection.

The refund of the road damage / non completion fee shall be approved if the construction, ditching and restoration are complete as per the approval permit, no deficiencies exist and if construction activities on the property in question are substantially complete. The entrance shall be in good condition, the culvert ends shall be clear of debris and dirt. Drainage shall be positive, away from the road and other adjacent properties.

Should the Township be required to make repairs, complete the construction or remove the entrance as deemed necessary by the Director of Public Works, costs shall be deducted from the above noted deposit. Further costs if incurred by the Township shall be invoiced to the property owner.

9. DISPUTE RESOLUTION PROCESS

Applicants may appeal the Entrance Installation requirements as determined by Township staff by written notification to the Director of Public Works. Where circumstances are deemed appropriate, the \$100.00 Application fee may be refunded.

10. CANCELLATION OF PERMIT

Where construction of an approved entrance has not seriously commenced within one year of the date of the approval letter, or construction has commenced and is incomplete after one year from the date of the approval letter, the permit shall be null and void. The road damage/non-completion deposit may be refunded less any Township expenses incurred for the restoration at the entrance in question. Consideration may be given for extensions beyond one year at the discretion of Council or the Director of Public Works.