



SEGUIN TOWNSHIP ENTRANCE POLICY

Commitment to Customer Service

In keeping with the vision and goals of Seguin Township, as set out in the Township Strategic Plan, staff are dedicated to providing efficient and cost effective service delivery to meet the needs of the residents and ratepayers of Seguin Township.

Our commitment with respect to applications for the installation or modification of an entrance is the following:

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1. Seguin Township commits to meet with the applicant on site (if requested by the applicant) as soon as practicable after receipt of the application.
2. Seguin Township commits to make every effort to provide a letter of response to the applicant and / or a statement of requirements for approval and installation, within 5 (five) business days after the receipt of the application.
3. Seguin Township commits undertaking the final inspection as soon as practical after receiving the request to do so from the applicant / contractor. Seguin Township commits to processing the return of the road damage deposit (when applicable) within 2 (two) business days of approval of the entrance. A cheque will be issued to the applicant at the next available cheque run with the Township Finance Department

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Application # _____	Township of Seguin
Application for the Construction or Modification of a Road Entrance	
Owner: _____	
Address: _____	
Phone Number: _____ Email: _____	
The Owner may appoint an Agent/Contractor. The Township requires that a Letter of Authorization from the Owner, to Act on behalf of the Owner, be issued to their Agent/Contractor and submitted with this Application.	
Agent/Contractor: _____ (please print)	
Address: _____	
Phone Number: _____ Email: _____	
Classification of Entrance: Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Field <input type="checkbox"/>	
New Entrance?: _____ Modification to Existing Entrance?: _____	
Property Roll Number: 4903 _____	
Location of Proposed Entrance:	
Lot# _____	Concession# _____ Former Municipality _____ <small>(Christie, Foley, Humphrey, Monteith, Rosseau)</small>
Fire Route/Civic Address: _____	
Side of Road: _____ <small>(N. S.E.W.)</small>	
<p>Provide a sketch (below) of location of proposed entrance. Show entrance proximity to property lines, other entrances. Indicate closest cross roads (distance to entrance). N ↑</p> <div style="border: 1px solid black; height: 200px; width: 100%; margin-top: 10px;"></div>	
Other Information or Comments: _____ _____	
<p>It is understood that all works will be constructed and/or altered at the expense of the undersigned. Work must not begin before a permit has been issued by the Township of Seguin. I have received a copy of the current entrance policy and bylaw and understand the obligations and responsibilities. I hereby acknowledge that I (as Owner and/or Applicant) am responsible for any damages, direct or consequential, arising from any work authorized by this application whether performed directly by the Owner or his/her Contractor, employee, agent, or otherwise and agree to indemnify and save harmless the Township of Seguin from any and all losses, costs or damages in connection with the work being performed.</p>	
_____ Signature (Owner)	_____ Date
_____ Signature (Agent/Contractor)	_____ Date

INITIAL INSPECTION

Date: _____ Location: _____

Application #: _____

Site Distance: 1 _____
Direction _____

Measured _____

2 _____
Direction _____

Measured _____

Site Distance Comments: _____

Signage Required: _____ _____

CULVERT: Required Not Required Diameter _____
Length _____ Type _____ Gage _____ Coupler _____

Ditching Required: (Describe nature of drainage improvements required including length, depth, etc.)

Restoration Required: _____

Other Requirements: _____

Approved Not Approved

Signature _____

Date _____

INSPECTION #2

Date: _____ Location: _____

Application #: _____

Contractor's Name, Address, Phone #: _____

Insurance Certificate Received: Yes Details: _____

CULVERT: Diameter _____ Length _____ Type _____
Gage _____ Coupler _____

Notes & Comments: _____

Signature _____

Date _____

FINAL INSPECTION

Notes & Comments: _____

Signature _____

Date _____

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
	Minimum 400 mm diameter	Minimum 400 mm diameter	Minimum 400 mm diameter
CPP (Corrugated Plastic Pipe)	Boss 2000 or approved equal	Boss 2000 or approved equal	Boss 2000 or approved equal
	Minimum 375 mm diameter	Minimum 375 mm diameter	Minimum 375 mm diameter
Additional Culvert Information	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		
Ditching and Drainage	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

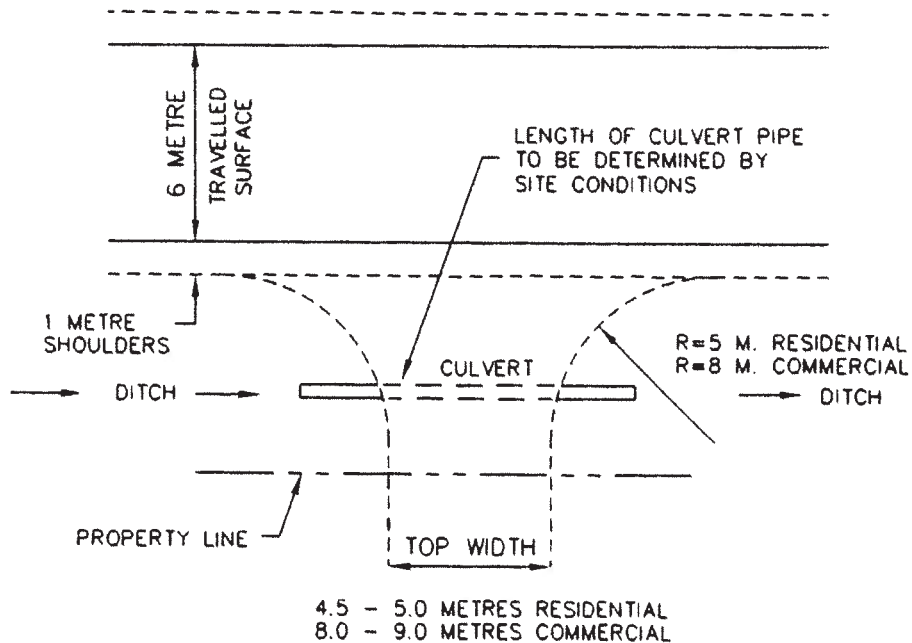
Where construction of an approved entrance has not seriously commenced within one year of the date of the approval letter, or construction has commenced and is incomplete after one year from the date of the approval letter, the permit shall be null and void. The road damage/non-completion deposit may 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.



TOWNSHIP OF SEGUIN ENTRANCE STANDARDS

DRAWING "A"

INSTALLATION PLAN VIEW



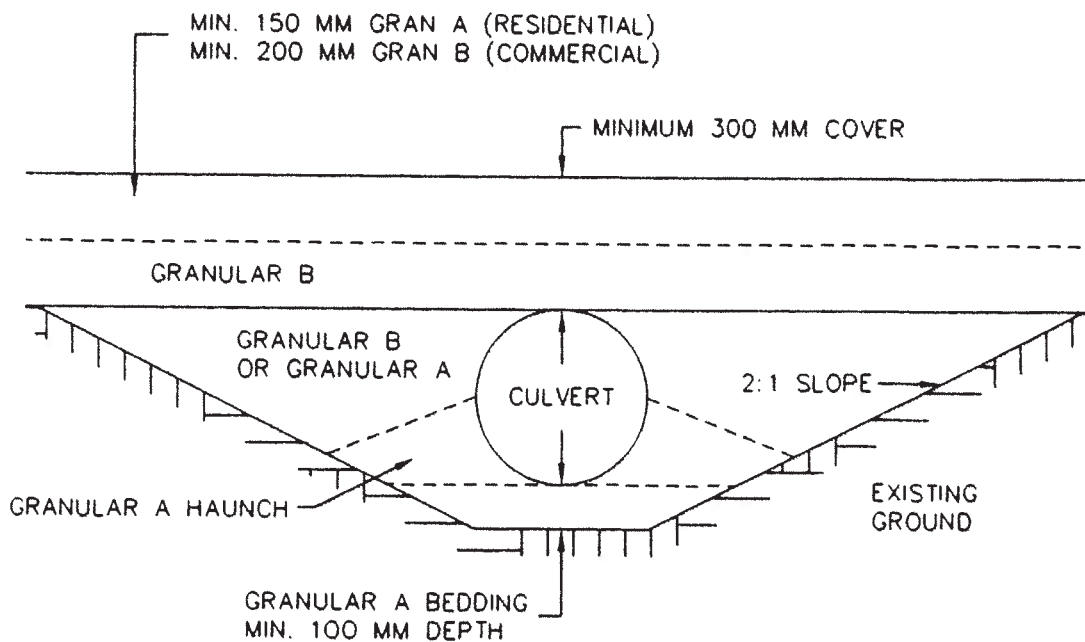
NOTES

1. DITCHING IS REQUIRED WITHIN 2 METRES OF THE INLET SIDE OF THE CULVERT PIPE AND 2 METRES OUT FROM THE DISCHARGE END. ADDITIONAL DITCHING MAY BE REQUIRED AS NECESSARY TO MAINTAIN POSITIVE DRAINAGE. DITCH SLOPES SHALL NOT BE STEEPER THAN 2H:1V AND SHALL BE STABILIZED AS REQUIRED WITH TOPSOIL AND SEED.
2. THE ENTRANCES SHALL BE CONSTRUCTED IN A PROFESSIONAL AND RESPONSIBLE MANNER, APPLYING PROPER AND ACCEPTABLE CONSTRUCTION AND SAFETY TECHNIQUES.
3. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THE SAFETY OF THE PUBLIC DURING THE CONSTRUCTION AND OCCUPYING OF THE PUBLIC ROAD ALLOWANCE FOR THE PURPOSE OF THE CONSTRUCTION. COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AS WELL AS BOOK 7 OF THE ONTARIO TRAFFIC MANUAL IS REQUIRED.
4. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN UTILITY LOCATES PRIOR TO CONSTRUCTION.
5. THE CONTRACTOR IS REQUESTED TO PROVIDE 48 HOURS NOTICE TO THE TOWNSHIP OF SEGUIN PRIOR TO COMMENCEMENT OF THE CONSTRUCTION ACTIVITIES.
6. ENTRANCES SHALL BE CONSTRUCTED AT A 90 DEGREE ANGLE TO THE MUNICIPAL ROAD UNLESS OTHERWISE AGREED TO BY THE TOWNSHIP.



TOWNSHIP OF SEGUIN ENTRANCE STANDARDS

DRAWING "B" INSTALLATION CROSS SECTION



NOTES

1. PIPE CULVERT
MINIMUM 400 MM DIAMETER CSP
MINIMUM 375 MM DIAMETER CPP (BOSS 2000 OR APPROVED EQUIVALENT)
2. COMPACT BEDDING, HAUNCH, AND BACKFILL MATERIAL TO 98% SPD.
3. EXISTING SUBGRADE MATERIAL MUST BE CAPABLE OF SUPPORTING A MINIMUM OF 150 KPA. (THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THE SUB BASE MATERIAL IS CAPABLE TO SUPPORTING THE CULVERT WITHOUT SETTLEMENT).
4. ALL GRANULAR MATERIALS AS PER OPSS 1010.