



# TOWNSHIP OF WELLINGTON NORTH

## ROAD ENTRANCE POLICY

<b>DEPARTMENT</b>	PUBLIC WORKS	<b>POLICY NUMBER</b>	19.15
<b>EFFECTIVE DATE</b>	August 10, 2015	<b>LEGISLATIVE AUTHORITY</b>	
<b>APPROVED BY:</b>	Blanket Council Resolution 2015-345 August 10, 2015 (Nothing previous)		

### **PROCEDURES AND PRACTICES:**

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

Therefore no person shall construct any driveway, lane-way 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 the access to the municipal road and no permit shall be given until all of the expenses incurred by the municipality in doing so have been reimbursed.

The Township of Wellington North and its Road Department shall consider the following criteria when reviewing all applications for new entrances or alterations to existing entrances:

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

The applicant for an entrance permit must sign an agreement to pay all fees and charges provided for in this policy document.

### **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 Road Department.

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

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

## DEFINITIONS

### **COMMERCIAL/INDUSTRIAL/INSTITUTIONAL ENTRANCE**

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

### **RESIDENTIAL ENTRANCE**

Provides access to residential facilities of four units or less.

### **FARM ENTRANCE**

Provides access to farm buildings and agriculture land.

### **FIELD ENTRANCE**

Provides access to agriculture fields. Generally a maximum of one entrance per field fronting the township road will be granted.

### **TEMPORARY ENTRANCE**

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

### **PEDESTRIAN ENTRANCE**

Provides an access for the sole use of pedestrians.

### **PUBLIC ENTRANCE**

Provides access onto a township road from a registered sub-division by means of a public road or street.

## GENERAL

- a) The entrance design for a Commercial/Industrial/Institutional entrance will be site specific, having regard for number and type of vehicles expected to utilize the entrance.
- b) Applicants for an entrance permit to a property that has an entrance that does not meet the Township standard will be responsible for an inspection fee. As well all costs to upgrade this entrance to the Township Standard, up to the maximum fee charged for a new entrance.
- c) A field entrance is not recognized as a proper entrance and would be subject to all regulations and costs to upgrade as set out in this policy.
- d) The entrance design for a pedestrian entrance will be site specific and costs will be assessed as approved by the Works Superintendent.
- e) All costs as they pertain to a public entrance shall be addressed in the subdivision agreement between the township and the developer.
- f) Any person that requires a building or demolition permit and as a result will have heavy equipment driving over Township curb, sidewalk or asphalt boulevard to access the property must pay an inspection and deposit fee as set out in this policy.

After all the major work has been completed, application for the deposit refund should be made to the Township Works Superintendent for approval. The refund shall be less the inspection fee and less any Township costs to repair damages to or the clean-up of Township property that occurred as a result of the construction or demolition.

- g) All Rural/Semi urban entrances shall be installed by the Township for the fee set out in this policy. Installation shall be done within two weeks of the entrance application being approved.
- h) No inspections and/or entrance installations shall take place during the period of November 1 to April 1 unless approved by the Works Department.

## **SCHEDULE "A"**

### **LOCATION OF ACCESSES**

The township may restrict the placement of an access onto the township road in the interest of public safety. New accesses must be located and constructed so as to provide in the opinion of the Works Superintendent:

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

All entrance permits requested for new lots created by severance application must meet a minimum sight distance requirement of 140 meters.

Sight distance shall be measured from eye height of 1.05 meters measured 3 meters from the outer edge of the traffic lane to an object height of 1.3 meters above the roadway surface.

All requests for entrance permits to existing properties that do not meet the sightline requirements (excluding new lots created by severance application) will be subject to installing a "hidden driveway" sign at the applicant's expense.

Applicants for an entrance permit for a new lot created by severance application who cannot meet the sight distant restrictions may request the township for permission to make adjustments to the roadway in order to comply. All work would be done to the satisfaction of the Works Superintendent and all costs would be the responsibility of the applicant.

The Site Line requirements set out in this policy shall not apply to the former geographic areas of the Town of Mount Forest and the Village of Arthur which are now part of the Township of Wellington North.

## SCHEDULE "B"

An entrance adjacent to a bridge or other structure which may interfere with the clear vision of traffic using the entrance must be located as follows:

- a) A commercial entrance in an area where the speed limit is 80 km or more must be located 140 meters from the end of the deck of the bridge or from the nearest part of the structure which interferes with the clear vision of traffic using the entrance.
- b) A residential, farm, field entrance in an area where the speed limit is 80 km or more must be located at least 30 meters from the end of the deck of the bridge or from the nearest part of the structure which interferes with the clear vision of traffic using that entrance.
- c) In areas where the speed limit is less than 80 km the Works Superintendent may restrict the location of an entrance to the distance from the bridge or structure that he deems advisable.

## **SCHEDULE "C"**

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

- a) The maximum width of a roadway pertaining to standard entrance is 6 meters.
- b) The minimum length of pipe or culvert pertaining to a standard entrance is 9 meters
- c) The minimum size of pipe or culvert for a standard entrance is 400 mm or equivalent.
- d) The minimum cover on the pipe or culvert must be 300 mm.
- e) The pipe or culvert must be of sufficient length to provide a 2:1 slope from the ditch invert to the entrance width of 6 meters.
- f) 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 meters. The slope of the access should not exceed 3%.
- g) Each entrance to a township 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.

## SCHEDULE "D"

### URBAN ENTRANCE SPECIFICATIONS

- a) The maximum standard urban entrance is 6m.
- b) Alterations to a curb to accommodate the entrance must be done either by a proper curb cutting machine or by removal and replacement.
- c) 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.
- d) In all cases any necessary restoration work must also be made to the Township and/or adjoining property.
- e) All work and incurred costs shall be the responsibility of the applicant.
- f) All work must be completed to the satisfaction of the Works Superintendent

TOWNSHIP OF WELLINGTON NORTH  
 PHONE: 519-848-3620 FAX: 519-848-3228  
 EMAIL: [township@wellington-north.com](mailto:township@wellington-north.com)

**ENTRANCE – CULVERT APPLICATION/PERMIT**

DATE: _____	ROLL NUMBER: _____	<b>TO BE FILLED OUT BY CLIENT</b>
Please Print	Office Use Only	
NAME: Owner/Applicant _____		
MAILING ADDRESS: _____		
PHONE NUMBER: _____		
Home	Work	
TO CONSTRUCT A: _____ ENTRANCE (Farm, Field, Residential, Commercial, Industrial, Institutional, Temporary, Pedestrian)		
LOT: _____	CONCESSION: _____	
LOCATION: Closest Civic No. and Road: _____		
OR: Street/Lot No.: _____	Street: _____ Town/Village: _____	

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

ENTRANCE:	New: _____	Altered: _____	Culvert Size: _____	<b>MANAGER TRANSPORTATION SERVICES</b>	
CULVERT:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Culvert Length: _____		
DEPOSIT:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			
FEES	Inspection/Permit Fees	\$ _____	Entrance Fee No Culvert:		\$ _____
	Hidden Driveway Sign Fee	\$ _____	Entrance Fee With Culvert		\$ _____
			Additional Culvert Sizing Fee		\$ _____
			TOTAL	\$ _____	
COMMENTS: _____					

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 restrictions and standards for entrances and shall comply with the same.

Signature of Applicant:		Date:	
Received Payment:		Date:	
Approval by Township:		Date:	