



## APPLICATION GUIDELINES FOR ENTRANCE/CULVERT & ROAD CROSSING PERMITS

### Introduction:

The Council of the Township of Mapleton deems it to be in the public interest to adopt policies to maintain the proper drainage of roads and ditches within the Township, and to address safety issues relative to ingress and egress on Township roads.

Therefore, no person shall construct any driveway, laneway or other form of access from a roadway to either public or private property or crossing a roadway without first obtaining an entrance/culvert/road crossing permit from the municipality. If any person does not obtain an entrance/culvert/road crossing 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.

Please read the attached Public Works Policy PWD01 and PWD02 for complete details on the Township of Mapleton Policies.

### Application Fees:

Each application must be accompanied by an application fee in the form of a cheque/cash/debit/money order payable to the Township of Mapleton. The fees are determined by the current fees and charges by-law.

**Inspection Fee                      \$225.00**

The non-refundable inspection fee covers a Pre-Construction Site Meeting with Township Staff to determine location and specifications for the Entrance/Culvert or Road Crossing, a Post- Construction Final Inspection as well as Administration Fees.

**Damage Deposit                      \$1000.00**

The Damage Deposit is required in the event of damage to the adjacent roadways during the construction of the entrance/culvert or road crossing. Once the final inspection has been completed and it has been determined that there were no damages or costs incurred during the construction time then the full or remaining deposit will be refunded.

If the total costs incurred by the Municipality should exceed the amount of the application fee plus damage deposit, the applicant shall provide the Municipality with an additional deposit or may be requested to pay the outstanding balance.



**Authorization:**

If the applicant (or agent) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

**Approval Process:**

No inspections and/or entrance installations shall take place during the period of November 1st to April 1st unless approved by the Township, as per the Public Works Policy.

Upon receipt of a completed application with the required fee and deposit, an appointment will be arranged for Public Works staff to visit the site with you. This appointment will be scheduled mutually with a goal of within two weeks.

Once the Pre-Construction Site Meeting has occurred and the application plans have been approved. It is the responsibility of the applicant to have the entrance/culvert/road crossing work completed. Township staff DO NOT construct the entrance or provide the materials for such projects.

**Specifications for the project are as follows:**

Standard Length of Pipe: 10 metres

Standard Diameter of Pipe: 400 mm for entrance culverts; 600 mm for road crossing culverts

Standard Material of Pipe: Corrugated steel; high density polyethylene (smooth inside wall and corrugated outside wall) as approved by Township. The Township reserves the right to request a larger pipe or alternate material based upon the initial site inspection and intended use.

Following the completion of construction you are responsible for calling the Township of Mapleton to book the Final Inspection with Township Staff. Once the final inspection has been completed and it has been determined that there was no damage or costs incurred during the construction time then the full or remaining deposit will be released and refunded.

**Further Information** regarding the processing of your application can be obtained by contacting the Public Works Administrative Assistant, at the Municipal Office, by phone at 519-638-3313 Ext. 21.

# TOWNSHIP OF MAPLETON

Phone: 519.638.3313 Fax: 519.638.5113

P.O. Box 160, Drayton, ON, N0G 1P0

## ENTRANCE/CULVERT & ROAD CROSSING APPLICATION

Date: \_\_\_\_\_ Roll No.: \_\_\_\_\_

### Permit Applied For:

New Entrance/Culvert  Entrance Widening  Road Crossing

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

### Location of Entrance/Culvert/Road Crossing:

Legal Address: CON \_\_\_\_\_ LOT \_\_\_\_\_ Township \_\_\_\_\_

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

Reason for Entrance: \_\_\_\_\_

\_\_\_\_\_

### Sketch of Proposed Entrance or Site Plan:

(Include distance from road intersections, where applicable)

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|                |                   |
|----------------|-------------------|
| Inspection Fee | \$ 225.00         |
| Damage Deposit | \$1,000.00        |
| <b>TOTAL</b>   | <b>\$1,225.00</b> |

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The undersigned applicant acknowledges and agrees that:

1. That he/she is the owner/authorized agent of the owner in this application.
2. Every applicant for a public works related permit shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement and pay any applicable deposit to the Municipality.
3. I have read the terms and conditions contained in the attached Township of Mapleton Public Works Policy and I hereby agree to comply with them. I also understand that I may not commence any work on Township property until such time as I have paid the deposit and inspection fees and permission in writing by way of initial inspection has been granted by the Township of Mapleton.
4. The deposit monies shall be placed in trust with the municipality and shall only be refunded upon final disposition of the application, including any and all inspections and/or appeals related thereto;
5. The Township may disburse funds from time to time from the deposit monies referred to in Clause 1 in the event that works are not carried out in a manner acceptable to the Township in order to remedy any deficiencies.
6. Any unused portion of said deposit shall be refunded to the applicant after final inspection and approval by the Township of Mapleton.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**TO BE FILLED OUT BY OFFICE:**

Customer Code: \_\_\_\_\_ App. #: \_\_\_\_\_

Product Code: ENTR

|                         |                    |
|-------------------------|--------------------|
| <b>REFUND</b>           |                    |
| Deposit Returned: _____ | File Closed: _____ |

# TOWNSHIP OF MAPLETON

Phone: 519.638.3313 Fax: 519.638.5113

P.O. Box 160, Drayton, ON., N0G 1P0

## ENTRANCE / CULVERT / ROAD CROSSING INSPECTIONS REPORT

Entrance/Culvert Permit

Entrance Widening

Road Crossing

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

### Initial Site Inspection:

Remarks:

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Initial Site Inspection: \_\_\_\_\_ Date \_\_\_\_\_

### Final Site Inspection:

Violations / Remarks:

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Final Approval by Twp: \_\_\_\_\_ Date: \_\_\_\_\_

**IX PUBLIC WORKS DEPARTMENT****PWD 01 ENTRANCE / CULVERT PERMITS****PWD 01.01 Entrance Policy**

The Council of the Township of Mapleton deems it to be in the public interest to adopt policies to maintain the proper drainage of roads and ditches within the Township of Mapleton (Township), maintain curbs and sidewalks, and to address safety issues relative to ingress and egress on Township roads.

Therefore, no person shall construct any driveway, laneway or other form of access from a roadway to either public or private property without first obtaining an entrance permit from the municipality. 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 reserves the right to transfer all expenses to the property owner's property tax account.

Exceptions to this requirement would include an approved subdivision with the municipality which identified or included the proposed lot and entrance as part of the approved plan of subdivision.

The following criteria shall be considered when reviewing all applications for new entrances or alterations to existing entrances.

- Protection of the public through the orderly control of traffic movements to and from Township roads;
- Favourable vision, grade, and alignment conditions for all traffic using the proposed access to Township roads;
- Distance from the nearest intersection;
- Maintenance of the vehicular capacity of the Township road network;
- Maintenance of the required drainage capacity.
- Protection of the public investment in Township road facilities;
- Providing legal access onto Township roads from adjacent private property.

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

- In close proximity to intersections
- In close proximity to bridges or culverts. Entrances in close proximity to a bridge or culverts must be located as follows:
  - A commercial entrance in an area where the speed limit is 80km/h or more must be located a minimum of 145 m from the end of the deck of the structure or from the nearest part of the structure which actually interferes with the clear vision of the traffic using that entrance.
  - A residential, farm or field entrance in an area where the speed limit is 80 km/h must be located at least 30 m from the end of the deck of the structure or from the nearest part of the structure which actually interferes with the clear vision of the traffic using that entrance.
  - In areas where the speed limit is less than 80 km/h, the Director of Public Works, or their designate may restrict the location of an entrance to that distance from the structure which they deem advisable.
- Where the following minimum sight distances requirements are not met:
  - 50 km/h speed limit – min. sight distance of 135 m
  - 60 km/h speed limit – min. sight distance of 165 m
  - 70 km/h speed limit – min. sight distance of 180 m
  - 80 km/h speed limit – min. sight distance of 200 m
  - Site distances shall be measured from eye height of 1.05 m measured 3.0 m from outer edge of the traffic lane to an object 1.3 m above the roadway surface

The applicant must complete an entrance permit application and execute a deposit agreement and provide the subscribed deposit fee and deposit as set out in the Township's Fees and Charges By-law.

At the completion of all work being done and final inspection being approved by the Township, any balance of the deposit fee will be returned to the applicant, less any costs to repair damages to Township property caused by the applicant during construction.

## PWD 01.02 **Definitions**

**Commercial/Industrial/Institutional/Multi-Residential Entrance**  
Provides access to a business where goods or services are manufactured or sold to the public and includes residential facilities of five or more units.

**Residential Entrance**  
Provides access to residential facilities of less than five units.

**Farm Entrance**  
Provides access to farm buildings and agricultural lands (including a residence located thereon.)

**Field Entrance**  
Provides access to agricultural fields where no buildings exist. 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 to a property.

**Pedestrian Entrance**  
Provides an access for the sole use of pedestrians.

**Public Entrance**  
Provides access onto a Township Road from a registered subdivision by means of a public roadway.

**Road**  
Township owned right-of-way used for the purposes of vehicle passage including roads, streets, lines, concessions, sideroads, boulevards, lanes, crescents, drives, avenues, place, or any other such name applied to a municipal right-of-way.



**PWD 01.03 Rural/Semi-urban**

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 Department.

In all cases the entrance required will either be for a new lot created by severance application, for an existing property where an entrance does not already exist, or for an existing property with an existing entrance.

**PWD 01.04 General**

- a) The entrance design for a commercial / industrial / institutional entrance will be site specific, having regard for the 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 and will be required to upgrade the entrance to the Township's standard at the applicant's expense.
- 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 Manager of Public Works or their designate.
- 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 developer who requires a building permit and will have heavy equipment driving over Township sidewalk and / or curb to access the property must pay an inspection and deposit fee as set out in this policy.
- g) All rural / semi-urban entrances shall be installed by the owner/applicant as approved by the Township at their own cost. 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<sup>st</sup> to April 1<sup>st</sup> unless approved by the Township.
- i) Where the applicant is not the owner of the property where the entrance is to be installed the applicant will require written confirmation from the owner authorizing the installation of an entrance.

#### **PWD 01.05 Location of Entrances**

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 Manager of Public Works or their designate:

- a) No undue interference with the safe movement of public traffic, pedestrians or other users of the Township road.
- b) Favorable 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 Ministry of Transportation standards for sight/distance requirements.

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.

All requests for entrance permits to existing properties that do not meet the sightline requirements (excluding new lots created by severance application) will be required to have installed a “hidden driveway” sign at the applicant’s expense.

#### **PWD 01.06 Bridges/Other Structures**

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 metres 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 metres 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.
- c) In areas where the speed limit is less than 80 km the Manager of Public Works or their designate may restrict the location of an entrance to the distance from the bridge or structure that they deems advisable.

**PWD 01.07 Maintenance, Repair and Replacement of Culverts**

- a) The property owner will be responsible for the maintenance, repair or replacement of all entrances and associated structures. This policy applies to all existing and new entrances. For purposes of this policy the entrance maintenance, repair or replacement includes all structures, features, and surfaces located within the Township's municipal road allowance or right-of-way and used for the purpose of accessing the property from municipal road or right-of-way.
- b) Should the Township identify a deficiency in the entrance, the owner will be given 90 days' notice in writing to have the maintenance, repairs or replacement, as required, completed to the satisfaction of the Township. If the proponent fails to complete the maintenance, repairs or replacement, as required, then the Township will undertake to have the necessary maintenance, repairs or replacement, as required, completed and transfer all the costs plus a \$500 administration fee to the Proponent.
- a) Should alterations or replacement be required due to a Township project, and the entrance is in good or better condition, the Township may complete a replacement or alternation at the Township's cost. Such alteration or replacement will not alleviate the owner's responsibility for any future maintenance, repair or replacement.

## PWD 01.08 **Design Standards**

### Entrance Grade

The finished surface of the access must drop away from the edge of the highway driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. For a distance of 5.0 metres beyond the shoulder rounding, the slope of the access is not to exceed 3%.

### Field Entrance

Shall be surfaced with at least 150 mm (6") pit run gravel (Granular "B") and where a culvert is required, its length must be sufficient to provide a 3:1 slope up from the ditch invert to an entrance width of 6.0 metres. A minimum cover on the culvert is to be 300 mm (12").

### Farm or Residential Entrance

Shall be surfaced with a minimum of 150 mm (6") crushed gravel (Granular 'A'). Where a culvert is required, its length must be sufficient to provide a 3:1 slope up from the ditch invert to an entrance width of 6.0 metres.

A minimum cover on the culvert is to be 300 mm (12").

### Commercial/Industrial/Institutional Entrance

Shall be surfaced with hot mix asphalt and where a culvert is required, its length will be dictated by the entrance design which will be site specific, having regard for number and type of vehicles expected to utilize the entrance. Turning lanes and right turn tapers may be required depending on the site traffic requirements.

A minimum cover on the culvert is to be 300 mm (12").

### Curbs and/or Headwalls

No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

### Curb and Gutter

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a drop curb at the entrance location.

The existing curb shall be cut 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, in accordance with the Engineer's requirements. If there is no sidewalk, the entrance is to be paved a distance of two metres behind the curb.

### Maintenance of Entrances

Property owners having access to a Township road are fully responsible for the maintenance of the access and culvert including the removal of snow and ice, removal of debris from and within the culvert opening, and keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic.

Each entrance to a Township road must be designed, constructed and maintained in a manner that will prevent surface water from the entrance-way or from the adjoining property being discharged via the entrance onto the travelled portion of the highway.

In the event that Township forces are required to perform repair to an entranceway as a consequence of roadway construction, the Township will only replace the surface with gravel or hot mix asphalt, as appropriate. The Township will not install concrete, brick, paving stones, etc.\*. Maintenance activities may include and not limited to, culvert replacement or construction activities on the Township roadway.

\*If the applicant wishes to reinstall concrete or brick etc. the Township will pay (after installation) the equivalent of the cost of paving.

### Culvert

If a culvert is required, the culvert shall be new steel corrugated pipe or approved equivalent. Used culvert pipe is not acceptable.

### Temporary/Emergency/Public Entrance

The design and construction of temporary/emergency and public entrances must be submitted to, and approved, by the Township and an access permit issued prior to work commencing on the entrance within the limits of the road allowance of a Township road or any works related to said entrance.

### Number and Width of Accesses

It will be the policy of the Township to:

- a) Limit the width of accesses to discourage the construction of entrances wider than that required for the safe and reasonable use of the entrance.
- b) Limit the number of accesses to a property to the number required for the safe and reasonable access to the Township road and in general conformity with the following:

Residences - One per property.

Farm Buildings - One per farm.

Farm Entrance - Maximum one field entrance per farm with additional field entrances where natural obstructions within the field prevent reasonable access across the field.

Commercial/Industrial Entrances - Maximum two with a minimum spacing of 30 metres between entrances and/or subject to Township official plan.

## **PWD 02 ROAD CROSSINGS**

### **PWD 02.01 Road Crossing Policy**

The Council of the Township of Mapleton deems it to be in the public interest to adopt policies to maintain the function of roads ditches, curbs and sidewalks within the Township of Mapleton (Township).

Therefore, no person shall undertake any work for road crossings without first obtaining a road crossing permit from the municipality and entering into an access agreement with the Township. If any person does not obtain a road crossing 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 reserves the right to transfer all expenses to the property owner's property tax account.

Exceptions to this requirement would include an approved subdivision with the municipality which identified or included the proposed lot and entrance as part of the approved plan of subdivision.

This policy is intended to cover all road crossings.

- a) In addition to the completion of a permit application, the applicant must complete and execute an access agreement registered on title and provide the subscribed deposit fee as set out in the Township's Fees and Charges By-law.

At the completion of all work and final inspection being approved by the Township, any balance of the deposit fee will be returned to the applicant, less any costs to repair damages to Township property caused by the applicant during construction.

- b) There shall be no tile drain crossing Township of Mapleton property until an adequate outlet has been provided and an agreement in writing has been obtained from abutting downstream owners who may be affected by run-off water. A copy of said agreement must be presented to the Township by the applicant.
- c) Applicants must complete a road crossing application.

- d) The applicant must obtain locations and approvals from all utilities (Bell, Hydro, Etc.).
- e) Where tile drains must cross under Township roads, the crossing material shall be corrugated steel pipe and shall be placed from fence line to fence line.
- f) The method of installation under Township roads shall be determined by the Manager of Public Works.
- g) The applicants shall be responsible for all costs of any such installation, i.e. labour, equipment, and materials.
- h) No open excavation will be allowed to remain on any portion of the traveled roadway, including shoulders, after sunset.
- i) The applicant or the contractor representing the applicant, shall be responsible for the supply and maintenance of proper signs, barricades and lights at the crossing site, ensure that there are sufficient flagmen available to control traffic and shall also supply and place proper direction signs for detours, if necessary, in accordance with the procedures outlined in the "Ontario Traffic Manual – Temporary Conditions – Book 7".
- j) The Township must be advised of the date and time of any work to be carried out on Township property by the applicant and all such work must be inspected and approved by the Township.
- k) The applicant will be responsible for all clean-up after construction has been completed to the satisfaction of the Township.
- l) The Township of Mapleton assumes no liability for damage to persons or property during construction or as a result of the crossing.
- m) All proponents for road crossings will be required to enter a formal agreement with the Township and register the agreement on title for the long-term maintenance of the road crossing.

**PWD 02.02 Maintenance, Repair and Replacement of Road Crossings**

- a) The proponent shall be responsible for all costs for the maintenance repair, or replacement of the road crossing.
- b) Should the Township identify a deficiency in the road crossing materials the proponent will be given 90 days' notice in writing to have



the maintenance, repairs or replacement, as required, completed to the satisfaction of the Township. If the proponent fails to complete the maintenance, repairs or replacement, as required, then the Township will undertake to have the necessary maintenance, repairs or replacement, as required, completed and transfer all the costs plus a \$500 administration fee to the Proponent.

- c) Should alterations or replacement be required due to a Township project and the road crossing is in good or better condition the Township may complete a replacement or alternation at the Township's cost. Such alteration or replacement will not alleviate the Proponent's responsibility for any future maintenance, repair or replacement.