



Township of North Glengarry
P.O. Box 700 - 90 Main St South
Alexandria, On K0C 1A0
Tel: (613)525-1110 - Fax (613) 5251649

APPLICATION FOR ENTRANCEWAY
Application Fee \$50.00

APPLICANT NAME (Landowner) _____

NAME (of Applicant/Agent) _____

ADDRESS _____

Telephone # _____

Location civic# _____ Road Name _____

Side of Road (Circle) - North-South-East-West Municipality _____

Conc. ___ Land Parcel/Lot _____ Located _____ Meters From - North - South - East - West of

MUST BE MARKED BY - stakes - paint - or

PURPOSE OF APPLICATION: This application is for - New Entranceway ___YES___NO

An alteration or change in use of an existing entranceway ___YES___NO

Note: Relocation of an entranceway is considered a NEW ENTRANCEWAY

CLASSIFICATION OF ENTRANCEWAY ___Residential___Commercial ___Agriculture

Copy of payment must be attached before consideration.

Signature Date

CONTACT PERSONS: Township of North Glengarry Roch Lajoie - Road Manager
(613)525-3087

PLEASE NOTE:

The Municipality will determine the size of any required culvert. The required work and materials will be paid for and installed at the owners cost to Municipal Standards. Once installed the project will be inspected by the Township of North Glengarry staff.

Approved: ___YES___NO SEE CONDITIONS

Permit Issued by _____ Date _____

Signature: _____ Date _____

COMMENTS/CONDITIONS: _____

Sent completed copy to Building Department from Roads Department on _____

For County Roads: please contact SD&G Counties Road Department at: (613) 932-1515 ext.212

ENTRANCE REQUIREMENTS

- No person shall construct, alter or change the use of an entranceway onto a Township road until the prescribed fee of \$50.00 has been paid and a permit issued by the Corporation and received by the applicant/owner
- The cost of construction or alteration of all entranceways, including construction or other necessary appurtenances shall be borne entirely by the applicant/owner.
- The locations and modes of construction of all entranceways shall be in accordance with standards and specifications established by the Township.
- All entranceways that have been granted a permit for installation must have it inspected by Township personnel by giving 48 hours notice to schedule an inspection.
- All entranceways shall be inspected based on a 5 day work week. Monday to Friday between the hours of 7:00 a.m. – 3:30 p.m.
- The Township shall not permit obstruction on the ends of the culverts.
- Entranceways requiring a culvert longer than 12 metres (40') shall require a catch basin.
- Curbing shall be permitted for commercial and/or urban entranceways providing it conforms to the Ontario Provincial Standard Drawing and Specifications.
- All entranceways when installed shall have a gravel surface. If, in the future, the applicant/owner places an asphalt cover over the gravel surface beyond the property line, the owner is responsible for that part of the entranceway and any costs incurred shall be the applicant/owner's expense.
- All culverts installed are to be new and made of corrugated steel.
- From property line to the road all new entrances are to be installed at an elevation equal to or lower than the existing road surface.
- The Township will determine the size of the culverts to be installed.
- All required entrance maintenance will be the sole responsibility of the owner.

Policy for the installation and usage of entranceways.

THE TOWNSHIP OF NORTH GLENGARRY

1. In this Policy
 - a. Entranceway means any driveway, laneway, private road, entrance or other structure or facility constructed or used as a means of access and/or egress to and/or from a road under the jurisdiction of the Corporation, herein defined as a Township Road, and includes the tiling and covering or filling in of a roadside ditch for any purpose whatsoever;
 - b. "Corporation" means the Corporation of the Township of North Glengarry
 - c. "Applicant" means any person, group or corporate body who applies to the Corporation for permission to construct an entranceway.
 - d. A new single galvanized corrugated steel culvert to be used.

2. Classification of Entranceways:
 - a. Public Entranceway.

A public entranceway is an entrance opening onto a Township road from a public road, street or highway or other through fare, maintained by a municipality or other authority;
 - b. Commercial Entranceway.

A commercial entranceway is an entrance opening onto a Township road from such commercial enterprises as gas stations, motels, drive-ins, car washes, shopping centers, grocery stores, apartment houses, multi (5 or more) family dwellings, industrial developments or non-commercial traffic generators such as community halls, recreational complexes and schools.
 - c. Agricultural Entranceways.
 - i. Farm Entranceway -

A farm entranceway is an entrance opening onto a Township road from a farm, primarily for access to barns and outbuildings. (A farm is defined as a holding of useable land of more than five hectares).
 - ii. Field Entranceway -

A field entranceway is an opening onto a Township road from a field or bush forming part of a farm. It shall be used only for the passage of

animals and for crop related activities, but not for access to buildings of any type.

d. Residential Entranceway.

A residential entranceway is an entrance opening onto a Township road from a private residence.

e. Pedestrian Entranceway.

A pedestrian entranceway is an entrance opening onto a Township road for the sole use of pedestrians.

In case of entranceways serving two or more purposes, the conditions governing the first listed classification will govern.

f. Urban Entranceway.

An urban entranceway shall be a classification appended to the aforementioned classifications ((a) through (e)) when that entranceway is located within the limits of an urban road section. An urban road section is any portion of Township road constructed with any or all of the following features -- curb, gutter, sidewalk or storm sewer.

g. Temporary Entranceway.

A temporary entranceway is an entranceway that will be used for a short period of time to permit construction or other short term access.

3.

a. No person shall construct, alter or change the use of an entranceway onto a Township road, unless and until a permit has been issued by the Corporation and paid the prescribed fee.

b. The permit is valid only upon the completion of the terms and conditions contained therein.

4. No person shall change the use or classification of any entranceway onto a Township road unless a permit has been issued by the corporation and the terms of that permit have received compliance including the payment of the prescribed fee.

5. The granting of a permit shall be subject to the provisions of this policy and shall be issued on behalf of the Corporation by the public works manager or designate.

6. The cost of construction , installation or alteration of all entranceways, including construction of catch basins, curbs, gutters, culvert installation, islands or other necessary appurtenances, shall be borne entirely by the applicant.

7. The locations and modes of construction of all entrances shall be in accordance with

standards and specifications established by the Public Works manager or designate.

8.
 - a. No person shall obstruct any drain or water course either situated on a Township road or providing an outlet for water discharged from a Township road Allowance.
 - b. Any person found to be obstructing a drain or water course, as provided in (a) shall, when requested by the public works manager or designate to do so, remove the obstruction and in default thereof, same shall be done by the Corporation at such person's expense, and the cost recovered by the Corporation.
9. Restrictions regarding entranceways.
 - a. An entranceway will not be permitted:
 - i. Within 25 meters of acceleration, deceleration.
 - ii. In a location that in the opinion of the Public Works manager or designate would cause a traffic hazard.
 - b. A residential or agricultural entranceway will only be permitted if it meets all of the minimum requirements listed below.
 - i. The sight distance equals or exceeds the distances as contained in the Minimum Sight Distance Table (1) which is contained in the schedule appended hereto as Schedule "A".
 - ii. It is not within 50 meters of an intersection of a County or Township road and a public entranceway;
 - iii. A non Township public road allowance is not available to provide an entranceway.
 - c. A commercial entranceway will only be permitted if it meets all of the minimum requirements listed below.
 - i. The sight distance equals or exceeds the distances contained in the Minimum Sight Distance Table (2) which is contained in the schedule appended hereto as Schedule "A".
 - ii. Horizontal curvature of the township Road is greater than 500 meters;
 - iii. The Township road grade is 3% or less;
 - d. Urban entranceways shall be permitted in accordance with the restrictions for the functional classification with the exception of subsection b (ii). They shall be constructed in accordance with the specifications established for urban conditions under clause 7 of this policy.

- e. Each entranceway onto a Township road must be designed, constructed and maintained in a manner that will prevent surface water from adjoining property being discharged via the entranceway onto the traveled portion of the township Road.

10. Temporary Entranceway.

A person wishing to construct a temporary entranceway must obtain a permit before constructing the temporary entranceway.

11. Entranceways may only be constructed by parties as follows:

Temporary Entranceways: No restriction provided contractor's insurance coverage "saves the township harmless" and all temporary entranceways shall be removed by October 15, of the same year, (or 9 months) whichever is less.

Residential, Agricultural and Pedestrian Entranceways: by the applicant/owner or contractor approved by the corporation.

Commercial and Public Entranceways: by contractors or agencies approved by the township.

Urban Entranceways: by contractors or agencies approved by the township.

12. Fees

The costs to apply for an entrance permit to construct an entranceway will be in accordance with Schedule "A" to the policy and be pre-paid.

13. No permanent entranceway will be installed between December 1st and April 15th unless a specific exemption to this clause is issued by the public work manager or designate.

14. Maintenance

- a. The maintenance of the surface of any entranceway is the responsibility of the abutting owner. This includes restoration after any damage caused by road users or the township during normal maintenance activities, with the following exception:

The Corporation from time to time, at its cost, as required, replaces entranceway culverts except that the Corporation shall not maintain nor replace any culvert which is in excess of the length required by the standards established under clause 7 of this policy. During such culvert replacement, the Corporation will:

at its cost, restore the surface of such an entranceway. Restoration will be with gravel (for non paved entrances) or asphalt (for any hard surfaced entrance). Reinstatement will be limited to the area physically disturbed during the pipe work. The Township shall

make the determination of the extent and degree of reinstatement necessary. Interlocking bricked or concreted entranceway surfaces line will not be replaced by the township. The Township will substitute an asphalt surface (bricks will be removed by backhoe unless salvaged by the owner prior to the pipe work.)

1. Reconstruction

Where an existing entranceway is affected by the reconstruction of a Township road, the Corporation will re-instate the entranceway and surface at its cost. The Township shall make the determination of the extent and degree of reinstatement necessary to match that which existed at the time of reconstruction. Any original materials of construction salvaged shall remain the property of the Corporation or the contractor performing the work on behalf of the Corporation.

2. Appurtenances

Pillars are not permitted on Township Road Allowance.

Culvert headwalls to include concrete, wood, stones etc. shall not be permitted unless approved by the Public Works manager or is designate.

Entranceways requiring a pipe longer than 12 meters will require a catch basin.

Curbing shall be permitted for commercial and/or urban entrances provided it conforms to the Ontario Provincial Standard Drawings and Specifications.

Any entranceway paved beyond the property line in the future, shall be the sole responsibility of the applicant/owner.

1. Entrances will be limited to one per property unless there is a physical natural separation on the property such as a creek.

MINIMUM SIGHT DISTANCE TABLE 1

SPEED LIMIT	SIGHT DISTANCE	
	FLAT - less than 3% (meters)	ON A GRADE - 3% or greater
40	45	45
50	65	65
60	85	90
70	110	120
80	140	155
90	170	190
100	200	220

**MINIMUM SIGHT DISTANCE TABLE 2
COMMERCIAL**

SPEED LIMIT (KM/HR.)	SIGHT DISTANCE (METRES)
50	120
60	140
70	160
80	180
90	200
100	230