



The Corporation of the Municipality of Arran-Elderslie

Policy Name:	Entrance Permit Policy	Policy No: PW01-2024
Department:	Public Works	
Effective Date:	May 27, 2024	
Date Revised:		
Authority:	By-Law No. 27-2024	Repealed Authority:

1.0 PURPOSE

The Municipality of Arran-Elderslie (“Municipality”) deems it to be in the public interest to adopt policies to maintain the proper drainage of roads and ditches, maintain curbs and sidewalks, and to address safety issues relative to ingress and egress on municipal roads.

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

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

2.0 DEFINITIONS

2.1 “Entrance” means any driveway, laneway, private road, Entrance or other structure or facility constructed or used as a mean of access and/or egress to and/or from a highway under jurisdiction of the Corporation, herein defined as a Municipal Road;

2.2 “Corporation” or “Municipality” means The Corporation of the Municipality of



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Arran-Elderslie;

2.3 “Applicant” means any person, group or corporate body who applies to the Municipality of Arran-Elderslie for permission to construct an Entrance or complete a front yard ditch filling;

2.4 “Manager of Public Works” means the Manager of Public Works of the Municipality of Arran-Elderslie or their delegate;

3.0 CLASSIFICATION OF ENTRANCES

3.1 “Residential Entrance” means an Entrance opening onto a Municipal Road from one or more residential dwelling units where there is no common parking area.

3.2 “Commercial Entrance” means an Entrance opening onto a Municipal Road from a property used for commercial, industrial, or institutional use or a combination thereof and includes residential properties such as apartments, townhouse developments and other multiple dwelling unit developments having common parking areas;

3.3 “Field and Farm Entrance” means an Entrance opening onto a Municipal Road from a farm, field, bush, or other agricultural use.

3.4 When an Entrance is reclassified, the Entrance shall conform with the minimum standards of the newly designated use per Section 10. In instances where the classification is changing from a greater standard to lesser standard, the Public Works Manager shall have the discretion to determine the necessary improvements required to issue a permit for the reclassification.

4.0 GENERAL

4.1 No person shall construct any driveway, laneway, other form of access from a roadway to either public or private property without first obtaining a permit from the municipality.

4.2 If any person does not obtain a permit, the Municipality shall hold the right to remove any material or objects placed on Municipal property and/or otherwise disable the access to the municipal road.



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- 4.3** Failure to obtain an Entrance permit prior to performing any work will result in a fee in accordance with the Municipal Fees and Charges By-Law as amended from time to time.
- 4.4** The Municipality reserves the right to transfer all unpaid amounts to the property owner's property tax account.
- 4.5** The Applicant must obtain locates and approvals from all applicable utilities.
- 4.6** The Applicant or the contractor representing the Applicant, shall be responsible for the supply and maintenance of proper signs, barricades and lights at the 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 outlines in the "Ontario Traffic Manual – Temporary Conditions – Book 7".
- 4.7** The Municipality of Arran-Elderslie assumes no liability for damage to persons or property during construction of an entrance.
- 5.0 ISSUANCE OF PERMITS**
- 5.1** No person, group or corporate body shall construct alter or change an Entrance or the classification (use) of an Entrance until they have obtained a permit and paid the prescribed fees.
- 5.2** Each application for a permit shall be made in a form prescribed by the Manager of Public Works.
- 5.3** All applications are to be completed and delivered to the Manager of Public Works and must be accompanied by the applicable application fee, refundable deposit and location sketch.
- 5.4** The sketch submitted with an Entrance permit application must provide enough information to enable Staff to locate the Entrance in the field including dimensions to buildings and/or landmarks such as fences, hedgerows, tree lines, property lines, etc.
- 5.5** The Applicant shall stake out or suitably mark the location of the proposed Entrance for inspection by Municipal Staff **within 24 hours of application submission.**



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- 5.6** The installation permit shall be issued on behalf of the Municipality and subject to the terms and conditions provided herein and shall be valid only upon the completion of the terms and conditions contained therein.
- 5.7** The cost of construction or alteration of all entrances including the construction of catch basins, curbs, gutters, sidewalks, islands, granular, pipes, vegetation or other necessary appurtenances shall be born entirely by the Applicant.
- 5.9** In the event that an Entrance has not been constructed or installed in accordance with the permit, it shall be removed by the Applicant upon written direction issued by the Manager of Public Works. Failure to do so will result in the removal by the Municipality at the expense of the applicant.
- 5.10** When requested, the application for a permit shall be accompanied by proof of ownership of the subject property, in a form satisfactory to the Municipality.
- 5.11** The contractor engaged to perform the work and the owner shall provide and maintain Comprehensive/Commercial General Liability insurance acceptable to the Municipality prior to and during the installation of the works.
- 5.12** Where the Applicant wishes to construct an entrance, the Manager of Public Works shall determine the size, location, and mode of construction of the culvert, bridge, pipe or other structure to be used in the construction of the works. The permit will state these requirements and any other special provisions deemed necessary on the permit issued under this policy.
- 5.13** The construction of an Entrance in accordance with the specifications established shall be completed within twelve (12) months from the date of issuance of the permit. The Manager of Public Works may, in their sole discretion, renew or extend any permit issued under this policy at no charge to the applicant.
- 5.14** The Applicant or their contractor shall notify the Municipality at least 48 hours prior to commencement of construction of the entrance. Work cannot commence until the Municipality authorizes the start.
- 5.15** Entrance permit applications that do not conform to this policy shall be denied and the Applicant shall be informed in writing within 10 business days of the Manager of Public Work's decision, which is deemed to be the final decision.



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6.0 RESTRICTIONS - ENTRANCES

- 6.1** Each Entrance onto a Municipal Road must be designed, constructed, and maintained in a manner that will prevent surface water from adjoining properties being discharged via the Entrance onto the shoulder or travelled portion of the Municipal Road.
- 6.2** Entrances shall conform to the standards defined in Section 10 of this policy.
- 6.3** An Entrance will not be permitted in a location that, in the opinion of the Manager of Public Works, would cause a traffic hazard. The Applicant may be required to obtain a survey and/or Engineering review to demonstrate that safe access to the Municipal Road system is possible.
- 6.4** No permanent entrances are to be installed during the half load season unless a specific exemption is issued by the Manager of Public Works.

7.0 WORK WITHIN MUNICIPAL DRAINS

- 7.1** In instances where the Entrance occurs within a Municipal Drain, the Applicant will be required to obtain approval from the Drainage Superintendent and other applicable authorities prior to applying for an Entrance permit.
- 7.2** Any new pipes or works installed within Municipal Drains and their subsequent maintenance, repairs, alterations replacements, surface repairs, etc., shall be the responsibility of the property owner. Work shall take place in accordance with provisions noted within the Drainage Act.

8.0 MAINTENANCE

- 8.1** Property owners having access to a Municipal Road where a culvert is required are responsible for installation, repairs, and continued surface maintenance of the entrance, including but not limited to the removal of snow and ice, keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic.
- 8.2** Head walls, retaining walls or structures (i.e. pillars, timber/railway tie/block/stone/brick walls or any other type of material) at culverts shall not be permitted within the Municipal road allowance. These shall be removed by the Applicant upon written direction issued by the Manager of Public Works. The Municipality will not be responsible for replacing any structures connected



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with an Entrance while doing any maintenance work within the road allowance.

- 8.3** Where an existing Entrance is affected by the reconstruction of a Municipal road or the reconstruction or cleaning of a ditch, the Municipality shall reinstate, entrances at the Municipality's cost, to the current standards applicable under this policy. Restoration of surfaces will be gravel (for non-paved entrances) or asphalt (for any hard-surfaced entrance). Reinstatement will be limited to the area physically disturbed during the work.

9.0 OBSTRUCTION OF DITCHES AND WATERCOURSES

- 9.1** No person shall obstruct any ditch, drain, watercourse or culvert either situated on or adjacent to a Municipal road or any ditch, drain, watercourse or culvert providing an outlet for water discharged from a Municipal road.
- 9.2** Any person found to be obstructing a drain, ditch, watercourse or culvert, shall, when requested by the Municipality to do so, remove the obstruction within such time as is reasonable having regards to all circumstances but, in any event, within twenty-four (24) hours, and in default thereof, same shall be done by the Municipality at the person's expense.

10.0 DESIGN STANDARDS

10.1 Entrance Grade

10.1.1 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%.

10.2 Field and Farm Entrance

10.2.1 Shall be striped of topsoil and 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 top surface width of 12.0 metres.

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

10.3 Residential Entrance



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10.3.1 Shall be striped of topsoil and 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 top surface width of 6.0 metres.

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

10.4 Commercial/Industrial/Institutional Entrance

10.4.1 Shall be striped of topsoil surfaced with hot mix asphalt and where a culvert is required, its length will be dictated by the entrance engineered design which will be site specific, having regard for number and type of vehicles expected to utilize the entrance.

10.4.2 Turning lanes and right turn tapers may be required depending on the site traffic requirements.

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

10.5 Curbs and/or Headwalls

10.5.1 No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding.

10.5.2 All curbs and headwalls are constructed at the sole expense and risk of the Applicant and will not be replaced by the municipality where future construction results in the removal of the same.

10.6 Curb and Gutter

10.6.1 Where curb and gutter exist at the location of the proposed entrance, the Applicant will be required to construct a drop curb at the entrance location.

10.6.2 The existing curb shall be cut or removed and replaced using materials and construction methods acceptable to the Municipality.

10.6.3 The area between the curb and sidewalk is to be paved with hot mix asphalt in accordance with the Engineer's requirements.



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10.6.4 If there is no sidewalk, the entrance is to be paved a distance of two metres behind the curb.

10.7 Culvert

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

10.8 Special exceptions may be made and reviewed on a case-by- case basis.

10.9 Culverts shall be installed at the proper grade to provide free and unimpeded flow of water through the culverts.

10.10 The culvert shall be centered on the Entrance and in the ditch line unless otherwise approved by the Manager of Public Works.

10.11 Finished surface grading is to be completed per the requirements of the permit. Applicants may be required to submit a site grading plan depicting the existing topography and proposed site grades and cross sections at the discretion of the Manager of Public Works.

10.12 The minimum sight distance for new entrances shall be:

Speed Limit km/h	Minimum Sight Distance	
	Minimum Stopping Sight Distance	Maximum Decision Sight Distance
40	50	100
50	65	135
60	85	155
70	110	205
80	135	250

11.0 INSPECTIONS, OFFENCE AND PENALTY PROVISIONS

11.1 A field inspection may be carried out by Municipal Staff upon commencement and/or completion of the entrance. **Applicant must notify when completed.**



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- 11.2** The Municipality may require modifications be performed if the installation of the Entrance does not conform to the plans, specifications, and permit conditions.
- 11.3** In the event that modifications are required, the Applicant shall carry out the required modifications within 45 days of the written notice and is responsible for the cost of any modifications required.
- 11.4** Failure to comply with the terms of this policy and/or the terms of any permit issued in accordance with this policy may result in the forfeiture of the deposit required upon application in accordance with the Municipal Fees and Charges By-Law as amended from time to time.
- 11.5** The installation of an entranceway without an approved permit may result in a non-refundable fee equivalent to the combined cost of an Entrance permit and the deposit requirement in accordance with the Municipal Fees and Charges By-Law as amended from time to time.
- 11.6** Failure to pay any fees or other expenses incurred by the Municipality as a result of a violation of the provisions of this policy may result in the transfer all unpaid amounts to the property owner's property tax account.