DEPARTMENT OF TRANSPORTATION AND PLANNING SERVICES

26 Pitt Street, Suite 223, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515, Ext. 3 • Fax: 613-936-2913 • Email permits@sdgcounties.ca • www.sdgcounties.ca

APPLICATION FOR ENTRANCEWAY

Please return this application with a cheque in the amount of $150.00 made payable to THE UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY. (Refundable should the application be denied.)

No fee is required for reclassification of entranceway from agricultural to residential providing that no additional work is required to existing entrance.

APPLICANT:	
MAILING ADDRESS:	
PHONE:	**FAX:**
CELL:	**EMAIL:**
CONTACT:	

COUNTY ROAD #: _____ **SIDE OF ROAD:** _____ **FORMER TOWNSHIP:** _____

LOT(S): _____ **CONCESSION:** _____ **MUNICIPALITY:** _____

SPECIFICALLY _____ **METRES** **N / S / E / W** (circle one) **OF** _____ **CIVIC NO.:** _____
(prominent feature: closest intersection, utility pole, civic number, Bell pedestal number)

AREA MARKED BY A STAKE / PAINT: YES ☐ NO ☐ Will entranceway be paved in the future: YES ☐ NO ☐

PURPOSE OF APPLICATION

☐ A new entranceway ☐ An alteration or addition to an existing entranceway ☐ Reclassification of entranceway

☐ Relocation of existing entrance (this is classified as **new** which will require new pipe)

CLASSIFICATION OF ENTRANCEWAY

☐ Residential ☐ Agricultural - (☐ Farm or ☐ Field) ☐ Commercial (including Bell, Hydro or Gas) ☐ Temporary

☐ Reclassification – From: _____ To: _____

☐ Other: _____

PLEASE HAVE YOUR CONTRACTOR PROVIDE PROOF OF INSURANCE - MINIMUM COVERAGE OF $2,000,000 – COMMERCIAL GENERAL LIABILITY. A PERMIT WILL NOT BE ISSUED UNTIL OUR OFFICE RECEIVES PROOF OF COVERAGE.

PROPOSED WORK WILL BE CONSTRUCTED BY THE FOLLOWING CONTRACTOR:

NAME: _____

CONTACT: _____

TELEPHONE/CELL: _____ **FAX:** _____

I/We hereby apply to the Corporation of the United Counties of Stormont, Dundas & Glengarry for permission to construct, alter, change the use of the entranceway described above and do hereby agree to conform to the Counties' conditions, standards and specifications governing entranceways.

I DECLARE THAT I UNDERSTAND THE CONTENTS OF THE ATTACHED COPY OF BY-LAW 4676:

SIGNATURE _____ DATED _____

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PLEASE INCLUDE AND SUBMIT WITH COMPLETED APPLICATION
VEUILLEZ INCLURE ET SOUMETTRE AVEC VOTRE DEMANDE COMPLÉTÉE

Company/Entreprise (if/si applicable) : _____

Name/Nom: _____

Permit Requested/Permis exigé: _____

☐ Visa ☐ MasterCard ☐ Amex

Card Number:
Numéro de la carte: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry/Date d'échéance: ☐☐ / ☐☐

Security Code/Code de sécurité: _____
(3 digits on back of card)
(3 chiffres à l'envers de la carte)

Amount/Montant: _____

Cardholder Name:
Nom du (de la) détenteur (détentrice) de la carte: _____

Cardholder Signature:
Signature du (de la) détenteur (détentrice) de la carte: _____

Telephone/Téléphone: ☐☐☐- ☐☐☐- ☐☐☐☐

Note: Amount to be paid is noted on application form
Le montant à payer est noté sur le formulaire de demande

THE CORPORATION OF THE UNITED COUNTIES

OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW NO. 4676

A BY-LAW to regulate the installation and usage of entranceways and to prohibit the obstruction of certain drains.

WHEREAS Part II Section 11 Table of The Municipal Act, R.S.O. 2001, assigns the whole sphere of Highways to Upper Tier municipalities that have highways, and

WHEREAS Part II Section 11 Table of Municipal Act R.S.O. 2001 assigns Collection of storm water and other drainage from land to Upper Tier Municipalities, and

WHEREAS it is deemed expedient to regulate the installation and use of entranceways over ditches and water courses upon or providing outlet to any highway forming part of the County Road System of the Corporation of the United Counties of Stormont, Dundas and Glengarry and to protect the outlet of these ditches and watercourses.

NOW THEREFORE the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry enacts as follows:

1. In this By-law

   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 highway under the jurisdiction of the Corporation, herein defined as a County 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 United Counties of Stormont, Dundas and Glengarry;

   c. "Applicant" means any person, group or corporate body who applies to the Corporation for permission to construct an entranceway.

2. Classification of Entranceways:

   a. Public Entranceway.

      A public entranceway is an entrance opening onto a County Road from a public road, street or highway or other throughfare, maintained by a municipality or other authority;

b. Commercial Entranceway.

A commercial entranceway is an entrance opening onto a County Road from such commercial enterprises as gas stations, motels, drive-ins, car washes, shopping centres, 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 County 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 County 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 County Road from a private residence.

e. Pedestrian Entranceway.

A pedestrian entranceway is an entrance opening onto a County 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 County 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 County 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 County 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 by-law and shall be issued on behalf of the Corporation by the County Road Engineer/Superintendent or designate.

6. The cost of construction or alteration of all entranceways, including construction of catch basins, curbs, gutters, 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 County Road Engineer/Superintendent or designate.

8.

a. No person shall obstruct any drain or water course either situated on a County Road or providing an outlet for water discharged from a County Road Allowance.

b. Any person found to be obstructing a drain or water course, as provided in (a) shall, when requested by the County Road Engineer/Superintendent 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 metres of upon or across a daylighting, acceleration, deceleration or passing lane;

ii. In a location that in the opinion of the County Road Engineer/Superintendent 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 metres of an intersection of a County Road and a public entranceway;

iii. A non-County 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 County Road is greater than 500 metres;

iii. The County 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 by-law.

e. Each entranceway onto a County 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 travelled portion of the County 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 County 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 Counties.

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

12. Fees

The costs to apply for an entrance permit to construct an entranceway will be in accordance with Schedule "A" to By-law 4672, 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 County Engineer 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 County during normal maintenance activities, with the following exception:

i. 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 by-law. During such culvert replacement, the Corporation will:

(1) 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 County 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 Counties. The County will substitute an asphalt surface (bricks will be removed by backhoe unless salvaged by the owner prior to the pipe work.)

15. Reconstruction

Where an existing entranceway is affected by the reconstruction of a County Road, the Corporation will re-instate the entranceway and surface at its cost. The County 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.

16. Appurtenances

a. Pillars are not permitted on County Road Allowance.

b. Culvert headwalls to include concrete, wood, stones etc. shall not be permitted.

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

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

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

17. Any person(s) contravening any provision of this by-law shall be guilty of an offence and upon conviction, shall be subject to the imposition of a fine of not more than $2,000.00.

18. By-law No. 4636 be and is hereby repealed.

19. That this by-law shall come into force and effect upon the final passing thereof.

READ and passed in Open Council, signed and sealed this 15th day of May, 2006.

WARDEN

CLERK

Schedule 'A' to By-Law No. 4676

MINIMUM SIGHT DISTANCE TABLE 1

SPEED LIMIT	SIGHT DISTANCE	
km/h	FLAT - less than 3% (metres)	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