



Town of Erin  
Roads Department  
[info@erin.ca](mailto:info@erin.ca)

5684 Trafalgar Road, RR#2  
Hillsburgh, ON N0B 1Z0  
Phone: 519-855-4407 Ext 262  
Fax: 519-855-4281

Permit No.:

## ENTRANCE - CULVERT APPLICATION / PERMIT

### OWNER/APPLICANT

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

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

Phone No: \_\_\_\_\_ Cell No: \_\_\_\_\_

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

### ENTRANCE LOCATION

Road Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

At/Between: \_\_\_\_\_ Legal Description: \_\_\_\_\_

**Installation per  
Town of Erin  
By-law #10-47**

Closest Green No. & Road \_\_\_\_\_

Location Staked: Y \_\_\_\_\_ N \_\_\_\_\_ Severance # \_\_\_\_\_

Owner's Authorization Req'd: Y/N \_\_\_\_\_ Rec'd \_\_\_\_\_

**\*\*A sketch or drawing must be included with this application showing the location and size of the property. Show proposed location of the entrance and distance from property lines. Stake the location of the entrance.**

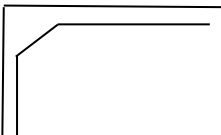
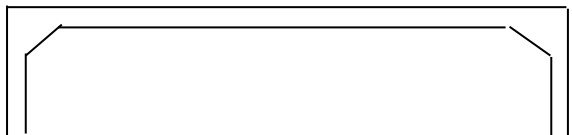
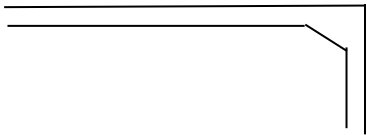
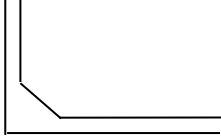
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \$ 100.00 Date: \_\_\_\_\_

Deposit: \$ 900.00 Payment Method: Cash \_\_\_\_\_ Cheque \_\_\_\_\_ Debit \_\_\_\_\_ Credit \_\_\_\_\_

TOTAL: \$ 1000.00 Received By: \_\_\_\_\_

Indicate North Arrow



### FOR TOWN OF ERIN USE ONLY:

Entrance measurement to property line: \_\_\_\_\_

Civic # Requested: \_\_\_\_\_ Civic # Issued: \_\_\_\_\_

DATE: \_\_\_\_\_

Location inspection request to Roads Dept: \_\_\_\_\_

### ENTRANCE REQUIREMENTS

Location Acceptable: Y \_\_\_\_\_ N \_\_\_\_\_

Culvert Required: Y \_\_\_\_\_ N \_\_\_\_\_ Culvert Size: Length \_\_\_\_\_ Diameter \_\_\_\_\_

Location Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Advised \_\_\_\_\_

Special Conditions: \_\_\_\_\_

### DEPOSIT RETURN APPROVAL

Final Inspection request to Roads Dept: \_\_\_\_\_

Installation Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Return Request to Treasury: \_\_\_\_\_

# THE CORPORATION OF THE TOWN OF ERIN

## BY-LAW #10 - 47

### BEING A BY-LAW TO REGULATE THE CONSTRUCTION OR ALTERATION OF ANY ENTRANCEWAY OR ACCESS TO A TOWN ROAD OR PROPERTY

All new entrances onto Town of Erin roads and property require an Entrance Permit. The following provides General Application Information and application fees:

Please complete the attached application form and submit to the Town of Erin Roads Department with the appropriate application fee.

#### 1) **DEFINITIONS:**

- a) Applicant means the person who makes application to the Town for an Entrance/Access;
- b) Commercial/Institutional/Recreational Entrance means an access to a business where goods or services are manufactured or sold to the public and also includes residential facilities of five or more units. (Some examples are: Shopping Centres, Industrial Developments, Schools, Churches, golf Courses, Restaurants, Hotels/Motels, Campgrounds or Bed and Breakfast Facilities);
- c) Contractor means a company, person or persons (including the owner), with appropriate insurance as defined in Section 9 herein, as well as an understanding of appropriate construction and safety techniques as defined in Section 13 herein;
- d) Deposit means an amount of money paid to the Town which shall be applied, if necessary, to the cost of repairs, completion of the construction or removal of the entrance in the event that the Applicant does not complete the Entrance to the satisfaction of the Superintendent. The Deposit shall be refunded when the construction is complete if no deficiencies exist;
- e) Entrance, Field/bush lot means an access to vacant lands;
- f) Entrance, Agricultural/Farm means an access to farm buildings and agricultural lands;
- g) Entrance, Residential means an access to residential facilities of less than 5 (five) units;
- h) Owner means the owner of the property which is the subject of the Application for an Entrance/Access;
- i) Superintendent means the Road Superintendent for the Town of Erin or the person authorized to act on behalf of the Superintendent;
- j) Town means the Corporation of the Town of Erin;

#### 2) **GENERAL APPLICATION INFORMATION:**

- a) Application and approval are required for the installation of all new entrances and/or the structural modification (culvert extensions or replacements) of all existing entrances in the Town.
- b) The sketch must provide enough information to enable staff to locate the proposed entrance in the field, i.e. dimensions to buildings and/or landmarks such as fences, hedgerows, trees, rock faces, property lines etc. Additionally, the applicant shall visibly place marked stakes on site, delineating the proposed location as well as property limits and survey monuments.

- c) The proposed design and construction of all entrances must be submitted to and approved by the Superintendent. An entrance permit must be issued prior to work commencing on the entrance.
- d) All costs for the entrance are the sole responsibility of the owner who shall guarantee the construction or modification with a damage/non completion deposit as outlined in the FEE STRUCTURE.
- e) Town approval is required for the paving or placement of material other than that of the same type as is on the existing roadway in the area between the existing roadway and the property line.
- f) All requests for entrance applications must ensure that a 911 (civic address) is displayed upon completion of the entrance. See attached for installation guidelines.
- g) Please see attached (CAN WE GET TO YOU IF YOU NEED HELP)

3) **APPLICATION FEE:**

The Applicant shall pay to the Town the entrance permit fee as follows:

a) **APPLICATION (per entrance):**

New Entrance:

Residential/Farm/Field/Bush lot.....\$100.00

Commercial/Institutional/Recreational.....\$300.00

Entrance Modification/Alteration:

Residential/Farm/Field/Bush Lot.....\$100.00

Commercial/Institutional/Recreational.....\$300.00

Paving or Repaving or Modification:

Residential/Farm/Field/Bush Lot.....\$75.00

Commercial/Institutional/Recreational.....\$300.00

4) **ROAD DAMAGE / NON-COMPLETION DEPOSIT – per Entrance (Refundable):**

The applicant shall pay to the Town a Damage Deposit as follows:

In order to ensure installation standards are met and professional construction techniques are employed, a road damage / non-completion deposit is required. This deposit is refundable after final inspection, if the construction and restoration are complete and no deficiencies exist. Should the Town be required to make repairs, complete the construction or remove the entrance at any time as deemed necessary by the Superintendent, associated costs shall be deducted from the above noted deposit. Further costs if incurred by the Town shall be invoiced to the property owner. Standard fees are as follows:

(i) New Entrance

(a) Residential/Farm/Field/Bush lot.....\$900.00

(b) Commercial/Industrial/Recreational as determined by the Superintendent

(ii) Modification/Alteration

(a) Residential/Farm/Field/Bush lot .....\$900.00

(b) Commercial/Industrial/Recreational as determined by the Superintendent

(iii) Paving or Repaving

(a) Residential/Farm/Field/Bush lot .....\$900.00

(b) Commercial/Industrial/Recreational as determined by the Superintendent

## 5) GENERAL CRITERIA

- a) The Superintendent shall consider the following criteria when reviewing Applications:
  - (i) Protection of the public through the orderly control of traffic onto and from municipal roads.
  - (ii) Protection of the public investment in municipal road infrastructure.
  - (iii) Minimizing municipal expenditures on maintenance of entrance ways accessing private property.
  - (iv) Providing legal access onto municipal roads from adjacent private property.
  - (v) Ensuring uniform practices in design and construction of accesses.

## 6) LOCATION OF ENTRANCES

- a) The Town may restrict the placement of an entrance onto a municipal road or municipal property in the interest of public safety so as to:
  - (i) Prevent undue interference with the safe movement of public traffic, pedestrians or other users of the road.
  - (ii) Provide favourable vision, grade and alignment conditions for all traffic.
- b) Entrances must be spaced away from adjacent entrances a minimum of 2.0 metres clear space between the ends of adjacent entrance culverts or at locations of curb and gutter, to provide a minimum length of 1.0 metres of raised curb between adjacent entrances.
- c) In general, new entrances will not be permitted at the following locations:
  - (i) Within the sight triangle at an intersection;
  - (ii) Within 15 metres of an "at grade" railway crossing;
  - (iii) Where minimum site distance requirements are not met;
  - (iv) Within close proximity to a bridge or a cross culvert greater than 3 metres in diameter;
  - (v) Within 30 metres to the closest property line of an intersection where practicable;
  - (vi) Within 20 metres centre to centre of another same side entrance in rural areas where practicable.

## 7) NUMBER AND WIDTH OF ENTRANCES

- a) It is the policy of the Township to:
  - (i) Limit the width of entrances to discourage the construction of entrances wider than required for the safe and reasonable use for the entrance;
  - (ii) Limit the number of entrances on a property to the number required for the safe and reasonable access to the road, with acknowledgement of any applicable zoning bylaws.

## 8) SAFE STOPPING SIGHT DISTANCE

- a) The minimum, safe stopping sight is the least available distance required for a driver to bring a vehicle travelling at or near the design speed to a stop before reaching a visible stationary object in its path. It is the sum total of perception distance, reaction distance and braking distance. The table below is based on wet conditions, which is common practice and is considered conservative.

### Minimum Stopping Sight Distance

The following minimum sight distance requirements must be met.

Posted Speed (km/hr)	Minimum Sight Distance (m)
50	135
60	165
70	180
80	200
90	210

Note: The sight distance is defined by the distance created between the entrance and a point on the road in both directions where the sight on the road is lost due to visual obstruction. Minimum sight distances in both directions are required.

Sight distance shall be measured between two points. The first from an eye Height (or vertical offset) of 1.05 metres above existing shoulder grade 3.0 metres away from the edge of pavement or edge of gravel road into the proposed entrance. The second is to a point on the centre of the lane of the Town road to an object height (vertical offset) of 1.3 metres above the road way surface. As each distance is determined and found to exceed the minimum required according to the appropriate table, the sight distance is considered acceptable.

Determination of the sight distances shall be made by the Superintendent. Where sufficient sight distance cannot be achieved, consideration *may* be given for a substandard entrance location. The owner will be required to pay the Town for the installation of appropriate warning signs or provide other improvements as deemed necessary by the Superintendent to achieve standards of safety at the proposed entrance.

## 9) DESIGN AND MAINTENANCE STANDARDS

### General

Entrances must be constructed according to the attached typical installation drawings A & B where culverts are required.

The maximum grade for driveways and entrances is 10%.

Each Entrance must be designed, constructed and maintained in a manner that will prevent surface water from the entranceway or from the adjoining property being discharged via the entrance on the travelled portion of the road.

### Top Width

The minimum top width of Commercial, Institutional, Recreational or Agricultural/Farm entrances shall be 9.1 metres. All other entrances shall have a minimum top width of 5.0 metres.

### Culvert/Pipe

No previously used culvert/pipe will be permitted for use in a new entrance or as an extension and the culvert/pipe must conform to current CSA Standards. All culverts/pipes are to have a preferred minimum cover of 300mm. The Town approves the use of Corrugated Steel Pipe (CSP), either riveted or spiral with re-rolled ends or plastic pipe (i.e. Boss 2000 or equivalent). Couplers, if required, shall be minimum 300 mm wide.

The minimum size of the entrance culvert shall be CSP 400mm diameter and the minimum thickness shall be 2mm or 14 gauge or 375mm diameter "Boss 2000" plastic. Smaller diameter culverts may be approved where rock or other constraints

dictate. The length of the culvert is dependent on the depth of the ditch and will be determined at the time of the initial site inspection by the Superintendent but shall not be less than 9 metres.

### **Installation**

The property owner shall engage an insured and experienced contractor (see definitions herein) for the purpose of the entrance construction. Said contractor shall provide the Town with proof of liability insurance of a minimum of two million dollars (\$2,000,000.00), prior to commencement of the work.

### **Notice of Construction**

A minimum of 48 hours notice (excluding weekends and holidays) shall be provided to the Superintendent prior to commencement of construction. Where proper notice of construction is not given, the Superintendent may require the removal of cover material and culvert, so that the base materials and connections can be inspected.

### **Curbs and Headwalls**

No curb or headwall shall be permitted to extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls shall be constructed at the sole expense and risk of the Applicant. When culverts or entrances are replaced, repaired or otherwise maintained by the Town, headwalls, curbs or other appurtenances may be removed. The Town assumes no responsibility for damage or for replacement.

## **10) MAINTENANCE**

The maintenance of entrances (including snow and ice removal, grading, gravel application, drainage etc.) is the sole responsibility of the property owner. Other maintenance such as occasional cleaning, thawing or steaming, are the responsibility of the Town.

Damages to the culvert and adjacent ditch and road areas due to construction activities (heavy truck, wide turning movements etc.) or other activities as determined by the Superintendent are the responsibility of the property owner for the repair and associated costs.

## **11) REPLACEMENT**

Replacement of a culvert installed pursuant to the By-law, if necessary due to normal wear and deterioration, is the responsibility of the Town.

## **12) STRUCTURAL MODIFICATIONS, PAVING / REPAVING TO EXISTING ENTRANCES**

Where proposed modifications encroach on the Municipal road allowance, a permit is required. This includes extensions, replacement, relocation, paving or repaving (including concrete and interlocking brick).

## **13) CONSTRUCTION**

- a) All entrances shall be constructed in a professional and responsible manner applying proper, acceptable construction and safety techniques.
- b) The safety of the public during the construction and the occupying of the road allowance for the purposes of construction or modification of an entrance or related activities (including ditching, restoration, etc.) shall be the responsibility of the Contractor. Knowledge of the Occupational Health and Safety Act as well as Book 7 (Temporary Conditions) of the Ontario Traffic Manual is required by the contractor.
- c) It is the responsibility of the owner/contractor to obtain utility locates prior to construction and ensure proper cover over existing utilities.

- d) All signage as required to warn traffic (as per Book 7) shall be supplied, installed and maintained by the contractor/owner. Traffic control persons, if required shall be supplied by the contractor and shall be trained and competent as per applicable legislation.
- e) Residential, farm and field/bush entrances shall be surfaced with at least 150mm depth crushed gravel (Granular "A").
- f) Commercial/Institutional/Recreational entrances shall be constructed with a minimum of 200mm depth crushed gravel (Granular "A"). Commercial, Industrial and Recreational entrances adjacent to existing surface treated or asphalt roads shall be surfaced with a minimum of 50mm hot-mix asphalt from the property line to the edge of the travelled portion of the road.
- g) Where ditching is required, said ditching shall be accomplished with slopes that shall not be greater than 2:11 unless approved otherwise by the Superintendent. Ditching shall be continuous as is required to accomplish positive drainage.
- h) Restoration of the ditch, shoulders, road surface or road base shall be the responsibility of the owner/contractor. Restoration requirements shall be determined by the Superintendent and will be noted on the entrance approval document.

14) **INSPECTIONS**

- a) Generally a minimum of two inspections shall be required for an entrance installation as follows:
  - (i) The initial inspection will be undertaken to determine the appropriateness of the proposed entrance. The Applicant will be notified in writing after the first inspection with regard to approval requirements.
  - (ii) A final inspection is required prior to the refund of the deposit. The entrance shall be in good condition, the culvert ends shall be clear of debris and dirt. Drainage shall be positive away from the road and other properties. Ditching and restorations must be complete and in good condition. It shall be the responsibility of the Applicant to request a final inspection.

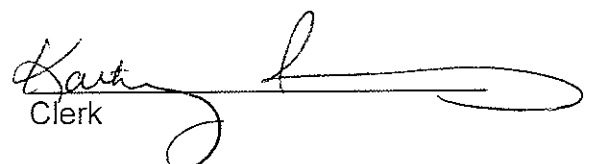
15) **CANCELLATION OF PERMIT**

- a) Where, in the opinion of the Superintendent, the construction of an approved entrance has not seriously commenced within one year of the date of the approval of the application, or construction has commenced and is incomplete, the permit shall be null and void. The property owner must reapply for the entrance in question. Application fees are non-refundable. The deposit will be returned to the Applicant minus any Town expenses uncured for the restoration of any damage or partial construction at the entrance in question. Consideration may be give for extensions beyond one year at the discretion of the Superintendent.

READ a FIRST and SECOND time and passed

this 13 day of July 2010.

  
Mayor

  
Clerk



## **CAN WE GET TO YOU IF YOU NEED HELP ??**



If your driveway is not wide enough and clear of vegetation, Emergency Response to your property may be delayed, putting you, your family and/or your property at serious risk.

***Please!!!*** Make sure your driveway is accessible and your 9-1-1 Street number is clearly displayed. Stroll down your driveway and ask yourself if a vehicle 9' wide (mirror to mirror), 32' long and 10' high could get through. We love trees, but not in the driveway.



Town of Erin Fire & Emergency Services

To arrange for a Fire Department Inspection, contact:

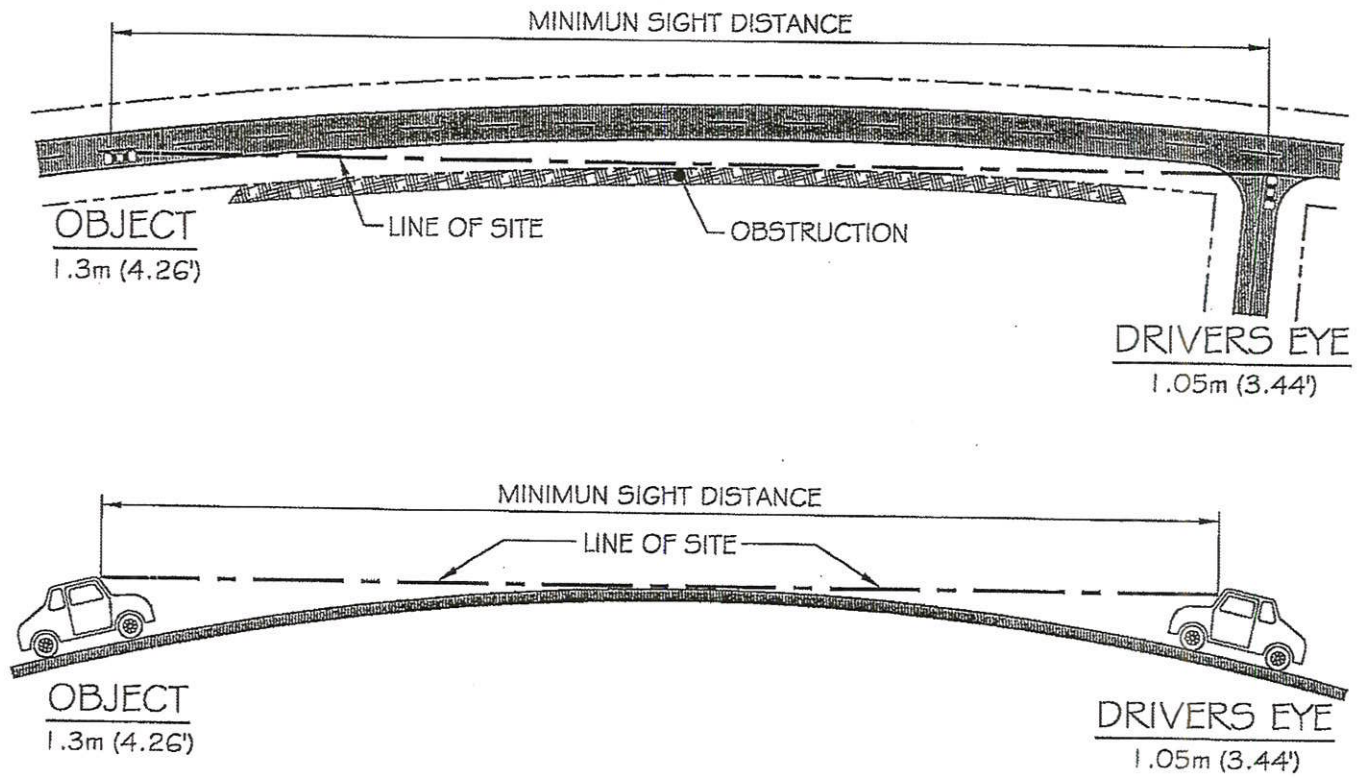
**Clayton Lovell** at 519-855-4407 Ext. 262 Or email [fire@erin.ca](mailto:fire@erin.ca)

**We have big trucks. If we're stuck in your driveway, nobody gets in or out !!**





## Illustration Showing Minimum Clear Vision



## Illustration Showing Minimum Clear Vision

