

**Corporation of the
Township of Southgate
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Property Entrance Guidelines

The Township of Southgate Highways Department will consider the following criteria when reviewing all applications for new entrances or alterations to entrances:

- a) Protection of the public through the orderly control of traffic movements onto and from Township roads including possible requirements for left and/or right turn lanes.
- b) Maintenance of the traffic travelling on the Township network.
- c) Protection of the public investment in Township Highway facilities.
- d) Minimizing Township expenditures on the maintenance of private entrance ways.
- e) Providing legal access onto Township roads from adjacent private property.
- f) Reduce future maintenance problems and reconstruction costs.

A. Entrance permits are required for:

- a) Construction of a new entrance (paved or unpaved)
- b) Changing the design of an existing entrance
- c) Changing the location of an existing entrance
- d) Change the use of existing entrance (e.g. from residential to commercial)
- e) Construction of a temporary entrance or the use of any part of the highway right-of-way as a means of temporary access
- f) Paving of an existing entrance

g) Staff enforcement of entrance permit required if entrance use is happening.

B. Definitions

Farm/Field Site Access Entrance:

Provides access to farm buildings and agricultural lands.

Residential Entrance:

Provides access to residential facilities of four units or less.

Commercial/Industrial/Institutional / Wind Turbine Entrance:

Provides access to a business where goods or services are manufactured or sold to the public and includes, as well, residential facilities of five or more units.

Temporary Entrance:

Provides access to properties for a limited period not to exceed six months for the purpose of construction, repairs or improvements on the property or to facilitate a staged development.

Public Entrance:

Provides access onto a Township road from a registered subdivision by means of a public road or street. The Township will have the right to dictate the access point of this entrance and the construction design.

Farm / Field Heavy Equipment and Truck Access:

Where commercial vehicles or heavy equipment will require access on a repetitive basis for long or short periods of time such as trucks, liquid manure operators, etc. to facilitate a wider turning radius and protect municipal road damage

C. Location of Accesses

The proposed access location is to be clearly illustrated on a sketch which is to accompany the application for an access permit.

The sketch must provide enough information to enable staff to locate it in the field, i.e. dimensions to buildings and/or landmarks like fences, hedgerows, and tree lines, etc.

The Township may restrict the placement of an access onto a Township road in the interest of public safety. New accesses must be located so as to provide, in the option of the Public Works Manager:

1. a) No undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b) Favourable vision, grade, and alignment conditions for all traffic using the proposed access to the Township road.
2. a) One field entrance will be permitted if the land is zoned agricultural, there is at least 300 m of frontage and the field entrance is placed at least 150 m away from all other entrances and comply with site line criteria.

b) Two field entrances will be permitted if the land is zoned agricultural, there is at least 300 m of frontage, the fields are physically separated (residential entrance in the middle) and the field entrance is placed at least 150m away from all other entrances.

c) At the discretion of the Public Works Manager additional entrances may be added or placement adjusted for natural design as long as sightlines are maintained.

3. In general, new entrances will not be permitted at the following locations:
 - a) Where access can reasonably be gained via a Town, Village or Township right-of-way.
 - b) Along a lane which is identified for the purpose of an exclusive vehicular turning movement.
 - c) In close proximity to intersections and bridges. (Minimum of 50 metres in 80 kilometre zone for intersections.)
 - d) Where the following minimum sight distance requirements are not met:

A minimum sight distance of 120 m in both directions is required.

An entrance permit may be granted for entrance relocation if the distance is under 120 m provided that the new location provides an improvement sight distance.
4. In measuring the site distance, the following standards are used.
 - a) The driver's eye level is defined as 1.05 metres (3.5 feet) above ground.
 - b) The height of object (representing the roof of a vehicle) is defined as 1.3 metres (4.25 feet) above the road surface.
 - c) For vehicles entering the highway, visibility is measured from the driver's eye level, at a point set back 3 metres from the edge of pavement of the through land, in both directions.

**D. Design Standard
Entrance Grade and Back Slope (For All Entrances)**

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. The entrance slope is determined by the depth of the highway ditch:

- a) where the depth of the ditch is 1 metre (3 feet) or less, a 3:1 slope is required

- b) where the depth of the ditch is more than 1 metre (3 feet), a 2:1 slope is required
- c) rock fill slopes are calculated at 1.25:1

Required upgrading of a field entrance to a farm or residential entrance is at the discretion of the Public Works Manager and requires an entrance permit.

Farm or Residential Entrance

Entrances shall be surfaced with a minimum of 150 mm (6") crushed gravel (Granular "A" and 150 mm (6") pit run gravel (Granular "B"). Where a culvert is required, the minimum size shall be no less than 400 mm with a length of not less than 10 m.

Commercial / Industrial / Institutional Entrance / Wind Turbine

All entrances onto a **hard-top surfaced** Township road will have a **hot mix 50mm** paved apron back to property line for maintaining the integrity of pavement at the road shoulder. **The proponent will be responsible for the installation of the pavement and the costs incurred.**

Curbs and/or Head Walls

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

Minimum Entrance Widths

- Residential / Urban / Rural – 5 meters
- Farm / Field – 8 meters **Wind Turbine Final omit**
- Commercial / Industrial / Institutional / Farm / Field - Heavy truck or equipment / Wind Turbine **Construction Phase omit** – 10 meters

Maintenance of Entrances

Property owners having access to a Township road are fully responsible for the maintenance of the access including the surface (gravel, asphalt, concrete, etc) as well as the removal of snow and ice and keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic. Once a new entrance is installed which requires a culvert, the Township will be responsible for the maintenance of the culvert and drainage through the culvert.

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.

Filling in of Ditches

Filling in of ditches in front of properties will be discouraged by the Township and only allowed in special circumstances and with special construction methods approved by the **Public Works Manager**.

Mutual Entrances

1. Mutual (or "common") entrances are entrances serving more than one lot. Typically, they serve two lots, but it is not uncommon for such entrances to serve three or four lots as well.
2. Because of potential ownership problems, mutual entrances are generally discouraged and should only be considered in the following situation.
 - (a) Individual entrances are not possible due to physical constraints
 - (b) It is impractical to build a road due to the small number of lots involved.

Culvert

- a) Culverts are open-ended underground pipes, conveying surface storm water across a highway ("highway culvert") or across an entrance ("entrance culvert").
- b) Culverts required for new or re-designed entrances must be of sufficient diameter to maintain the free flow of water in the ditch. It must also be properly installed in order to avoid future maintenance problems.
- c) Generally, the minimum culvert diameter for residential and commercial entrances is 400 mm (16"). For public road intersection the minimum size is 600 mm (24").
- d) When the highway ditch is part of a municipal drain, the diameter of the culvert is subject to municipal standards. The area Foreman must contact the municipal drainage Superintendent to establish the appropriate diameter.
- e) Where the upstream culvert is wider than the minimum standard, the culvert for the proposed entrance must be at least the same diameter in order to avoid "bottlenecks".
- f) The culvert should be placed in the centre of the highway ditch and be embedded a minimum of 100 mm - 150 mm (4" - 6") of granular material or dependant upon subgrade material.
- g) OPSD Standards (800 series) should be used to determine the specifications of the culvert pipe (type, material, guage, etc) and the bedding requirements.
- h) When reviewing entrance applications, it is important to do a field review, consult with the area property owners in order to:
 - identify potential flooding problems and drainage concerns
 - identify near-by highway culverts
 - establish the size of existing upstream entrance culverts and the depth and width of the highway ditch

- i) In areas where flooding is a concern, consult with local Conservation Authorities.

Note

- a) To prevent breakage or other types of disturbance to the lane way due to shoulder grading or snow plowing, the Township will not be held liable for damage done to paving stones, surface treatment, asphalt pavement or concrete pavement on the Township road allowance. Any surfacing work done by a property owner on the Township road allowance such as mentioned above can only be done with the Township's approval. The use of asphalt shingles for lane way paving on the Township's road allowance will not be allowed. The above policy applies to commercial or residential entrances only.
- b) Permission must be granted from the Township Public Works Manager prior to a property owner paving from his property limits to the paved edged of the Township road.

E. Permit Fee for Residential

An application for an entrance permit must be accompanied with an application fee plus a refundable deposit. The deposit fee will be refunded after the entrance has been installed as per the specifications noted in this policy **less any re-inspection fee** and a final inspection has been accepted. Once the final inspection has been completed the applicant is to contact the Township for their refund.

F. Cancellation of Permit

Where the entrance has not been constructed and accepted by the Township within twelve months of the date of the permit issued, then the permit shall become null and void and cancelled by the Township. An entrance permit maybe extended from the date of issue once a written request has been received prior to the expiration date and approved by the Public Works Manager. The permit deposit will not be refunded and will used to cover administrative costs and inspections of the proposed permit site.

If additional work or remediation or removal of a partially installed entrance is required as additional work completed by the Township those costs will be extra and added to property taxes if not paid within 60 days of completion of the work.