

Management Directive

ENTRANCE PERMITS

Effective: July 2021

Approved by Director: Carol Coleman, P.Eng., Director of Public Works & Infrastructure Services

1. Purpose

The primary purpose of this Policy is to define the Public Works and Infrastructure Services Department's policy on the control, installation, replacement and standards of accesses to Township roads.

2. Objective

To maintain the proper drainage of Township roads and ditches within the Township and to address safety issues relative to ingress to and egress from Township roads.

3. Definitions

- 3.1. Commercial/ Industrial/ Institutional Entrance: provides access to a business where goods or services are manufactured or sold to the public and include as well, facilities with five or more units.
- 3.2. Director: means the Director of Public Works and Infrastructure, or delegate.
- 3.3. Farm Entrance: provides access to farm buildings.
- 3.4. Field Entrance: provides access to agricultural fields. Generally, a maximum of two entrances per 100-acre parcel will be granted.
- 3.5. Pedestrian Entrance: provides access for the sole use of pedestrians.
- 3.6. Public Entrance: provides access on to a Township road from a registered subdivision by means of a public road or street.
- 3.7. Residential Entrance: provides access to residential units of four units or less.
- 3.8. Temporary Entrance: provides access to properties for a limited time not to exceed one year for the purpose of construction, repairs or improvements on that property.
- 3.9. Township: means the Corporation of the Township of Scugog.

4. General Overview

No person shall construct or make improvements to any driveway, laneway, or other form of access to either public or private property without first obtaining an Entrance Permit.

If any person does not obtain an Entrance Permit, the Township shall remove any material or objects placed on municipal property and/or otherwise disable access to the municipal road. No Entrance Permit will be issued until all expenses incurred by the Township in so doing are reimbursed to the Township.

Entrances shall be installed by the Township at the applicant's expense, to the specifications outlined on the permit and in accordance with the Township's Design Criteria and Standard Detail Drawings.

5. Procedures

- 5.1. The Director shall consider the following criteria when reviewing all applications for new entrances or alterations to existing entrances:
 - i. Protection of the public through orderly control of traffic movements onto and from Township roads;
 - ii. Maintenance of the traffic carrying capacity of the Township road network;
 - iii. Protection of the public investment on Township road facilities;
 - iv. Providing legal access onto Township roads from adjacent private property.
- 5.2. The applicant for an Entrance Permit must pay the fees required as per the Fees and Charges By-law.
- 5.3. Approved entrances shall be installed by the Township at the applicant's expense and to the specifications outlined in the Design Criteria and Standard Drawings. The applicant is responsible for any restoration work that must be completed on the Township and/or adjoining property.
- 5.4. Installations shall be completed between May and November each year.
- 5.5. The entrance design for a commercial/ industrial/ institutional entrance will be site specific; having regard for the volume and type of vehicles expected to use the entrance.

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- 5.6. Applications for an Entrance Permit to a property that has an entrance that does not meet the Township standard will be responsible for a permit fee as well as the costs to upgrade the existing entrance to the Township standard.
- 5.7. A field entrance may not be used for any other purpose and would be subject to all regulations and costs to upgrade as set out in this directive if to be used for any other purpose.
- 5.8. The entrance design for a pedestrian entrance will be site specific and costs will be assessed as approved by the Director.
- 5.9. All costs as they pertain to a Public Entrance shall be addressed in the Subdivision Agreement between the Township and the developer.
- 5.10. The Township may restrict the placement of an access onto the Township road in the interest of public safety. New access must be located and constructed to provide, in the opinion of the Director:
 - i. No undue interference with the safe movement of public traffic, pedestrians or other users of Township roads;
 - ii. Favourable sight lines, grade and alignment conditions for all traffic using the proposed access to the Township road;
 - iii. The location of access shall meet the requirements of"
 - This Entrance Permit directive;
 - The Township's Zoning By-law; and
 - The recommendations of the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads (eg. the corner clearances for an "access" is defined in Section 8.8.1 where spacing distance between the access and a local road is 15 metres (measured from the nearest curb returns)).
- 5.11. When a Township road is reconstructed, entrance culverts and gravel will be repaired/ replaced as needed at no cost to the property owner. If widening of the entrance is requested at the time of the road reconstruction, the property owner will be responsible for the cost of construction.