

The Corporation of the Township of Huron-Kinloss



**BY-LAW**

**2019-11**

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By-Law to Adopt an Entrance Policy  
for the Township of Huron-Kinloss

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**WHEREAS** The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to establish policies;

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 That the Corporation of the Township of Huron-Kinloss Council hereby adopts an Entrance Policy as contained in the attached Schedule "A" to this by-law.
- 2.0 This by-law shall come into full force and effect upon final passage.
- 3.0 This by-law may be cited as the "Adopt an Entrance Policy By-Law."

**READ a FIRST and SECOND TIME** this 21<sup>st</sup> day of January, 2019.

**READ a THIRD TIME and FINALLY PASSED** this 21<sup>st</sup> day of January, 2019

A handwritten signature in black ink, appearing to be "Mitch Twolan".

Mitch Twolan, Mayor

A handwritten signature in black ink, appearing to be "Emily Dance".

Emily Dance, Clerk



## Policy & Procedures

Section: 4.0 Public Works

Policy: Entrance Policy

By-Law: By-Law 2011-98, By-Law 2013-87, By-Law 2019-11

Date: 21 January 2019

Revision:

### Coverage:

This policy shall govern the application of new or alterations to existing entrances within the Township of Huron-Kinloss.

### Policy Statement:

The Public Works Department shall consider protection of the public, maintenance of the traffic carrying capacity, protection of the investment, minimizing Township expenditures on maintenance, and providing legal access when reviewing applications for new entrances or alterations to existing entrances.

### Legislative Authority:

[Click here to enter text.](#)

### Contents:

#### Order of Precedence

In the event of any inconsistency or conflict in the contents of the following documents, this policy shall take precedence over any standard drawings referenced.

#### Definitions

Field Entrance: provides access to agricultural fields

Farm Entrance: provides access to farm buildings and agricultural lands

Residential Entrance: provides access to residential properties

Commercial/Industrial: provides access to a commercial/industrial establishment of any kind.

Commercial Wind Generation Entrance: provides direct or potential access to a commercial wind generation system

Temporary Entrance: provides access to properties for a limited period (not to exceed one year) for the purpose of construction, repairs or improvements on that property or to facilitate staged development

OPSD – means the Ontario Provincial Standards for Roads & Public Works.

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## Location of Entrances

The Township shall restrict the placement of any access onto a Township road deemed not to be in the best interest of public safety. New access locations must be located so as to:

1. Provide no undue interference with the safe movement of public traffic and pedestrians.
2. Provide favourable vision, grade and alignment conditions for all traffic using the proposed access.
3. Ensure it is designed and constructed in such a manner as to prevent the discharge of surface water onto the travelled portion of the road.
4. Not obstruct a ditch or watercourse on a Township road allowance.
5. Be consistent with the Township of Huron-Kinloss Comprehensive Zoning By-Law.

In general, new entrances will not be permitted at the following locations:

1. In close proximity to intersections,
2. Within sight-triangles at intersections
3. In close proximity to any structure (bridge) that interferes with the clear vision of traffic using the entrance.

## Design Standards

The Township shall not assist with the construction of entrances. All material, labour, equipment and installation costs incurred during the construction of a new entrance shall be the financial responsibility of the applicant.

Field Entrance: Shall be constructed in accordance with OPSD 301.010 or OPSD 301.020 (whichever is applicable). The surface shall consist of a minimum thickness of 75mm (3") Granular 'A'.

Farm Entrance: Shall be constructed in accordance with OPSD 301.010, OPSD 301.020 or OPSD 351.010 (whichever is applicable). The surface shall consist of a minimum thickness of 150mm (6") Granular 'A' and 300mm (12") Granular 'B'.

Residential Entrance: Shall be constructed in accordance with OPSD 301.010, OPSD 301.020 or OPSD 351.010 (whichever is applicable). The surface shall consist of a minimum thickness of 150mm (6") Granular 'A' and 300mm (12") Granular 'B'. All entrances must be in compliance with the Township of Huron-Kinloss Comprehensive Zoning By-Law Section 5.1.10 Driveways as amended.

Commercial/Industrial Entrance: Shall be constructed in accordance with OPSD 301.010, OPSD 301.020 or OPSD 350.010 (whichever is applicable). The surface shall be constructed with a minimum thickness of 200mm (8") Granular 'A' and 450mm (18") Granular 'B'. Where the entrance is situated on an urban road section, the surface shall include a minimum thickness of 50mm of hot mix asphalt. The width of the entrance is site specific and shall take into consideration the number and type of vehicles expected to utilize the entrance.

Commercial Wind Generation Entrance: Applicant must obtain written permission of Township Council prior to proceeding. Entrance design standards will be included in the wind turbine development agreement.

Curbs and/or Headwalls: No curbs or headwall can extend above the surface of the roadway within the limits of the road allowance. All curbs and headwalls shall be constructed at the sole expense and risk of the applicant.

Curb and Gutter: Where curb and gutter exists at the proposed location, the applicant will be required to construct a dropped curb at the entrance location. The existing curb shall be cut or removed and replaced using materials and construction methods acceptable to the Township.

Culverts: Where a culvert is deemed to be necessary by the Township, the culvert shall be a new Corrugated Steel Pipe (CSP) or a new High-Density Polyethylene Pipe (HDPE). Used culvert pipe is not acceptable. All pipe to be C.S.A. approved and installed as per manufacturer's instructions. The size of the culvert required shall be determined by the Director of Public Works, but shall not be less than 375mm (15").

Removal: The Township reserves the right to remove any entrance not constructed to the design standard specified and either:

- a) install a proper entrance with all expenses incurred by the Township to be recovered from the property owner(s) or,
- b) remove in return for salvage rights to the material.

### **Maintenance of Entrances**

All entrances shall be maintained to the travelled portions of the Township road by the property owner. All material, labour, equipment costs incurred during the repair or maintenance of an entrance, including the removal of snow and ice, shall be the financial responsibility of the property owner.

During the winter maintenance season, the Township accepts no responsibility for providing access to an entrance located on a non-winter maintained road allowance.

A culvert that forms part of an entrance to a property shall be considered as part of the access to the subject property and shall remain the responsibility of the property owner to maintain and replace as necessary.

The Director of Public Works or designate has the authority, if in his opinion, the condition of the subject entrance adversely compromises the safety and integrity of the travelled portion of the road allowance to require the owner of the subject entrance to make repairs or improvements as deemed necessary. The property owner shall receive this request in writing with a specified completion date. If such repairs or improvements are not made by the specified completion date, the Township shall arrange for the necessary repairs and the costs of such repairs shall be recovered from the property owner(s).

## **Number of Entrances**

Field Entrance: Shall be limited to one field entrance per farm with additional field entrances allowed where natural obstructions with the field prevent access across the field. One additional field entrance shall be permitted if the property is a corner lot.

Farm Entrance: Shall be limited to one farm entrance per farm with additional field entrances allowed where natural obstructions with the field prevent access across the field. One additional entrance shall be permitted if the property is a corner lot.

Residential Entrance: Must comply with the regulations under Section 5.1.10 "Driveways" under the Township of Huron-Kinloss Comprehensive Zoning By-Law as amended.

Commercial/Industrial Entrance: The number shall be site specific and shall take into consideration the number and type of vehicles expected to utilize the entrance.

### **Exceptions**

Exceptions to this requirement include an approved Subdivision or Development with the Township which identified or included the proposed lot and entrance as part of the approved plans.

### **Permit Fee**

A Fee shall be collected prior to the issuance of an Entrance Permit in accordance with the Township's Consolidated Fees By-law as amended. Commercial wind generation entrance fees and deposits will be determined by Township Council prior to signing of a wind turbine development agreement.

### **Cancellation of Permit**

Where the entrance has not been constructed within one year of the date of the Permit, then the Permit shall be deemed null and void.

# Entrance Permit Application

The Public Works Department shall consider protection of the public, maintenance of the traffic carrying capacity, protection of the investment, minimizing Township expenditures on maintenance and providing legal access when reviewing all applications for new entrances or alterations to existing entrances.

**Enter your contact information below.**

**Application Date \***

**Applicant Name \***

**Mailing Address \***

**Town/City, Province \***

**Postal Code \***

**Phone Number \***

**Email Address**

**The proposed entrance way is for a property: \***

- Owned by myself/partner/business
- Owned by a client

Please enter the client's contact information

**Client Name \***

**Client phone number \***

**Client email address**

**Complete the following details about the entrance way you plan to construct.**

**What is the address for the planned entrance way? \***

Lot and Concession number

Civic (911) Number

**Lot Number \***

**Concession Number \***

**Civic (911) Number \***

**Street Name \***

**Do you need a new/separate 911 address number for the new entrance? \***

Yes

No

**Type of Entrance \***

Field

Commercial

Farm

Industrial

Residential

Temporary

Note: As per zoning by-law 2018-98 section 5.1.10, driveways must be:

- A minimum distance of 9 meters from an intersection.
- Up to 30 meters of frontage, maximum 1 driveway.
- For each additional 30 meters of frontage, 1 additional driveway allowed, to a maximum of three driveways.

**Entrance Description. (ie. location on lot, proposed use, construction details, time-line) \***

**Proposed Entrance Width at Property Line \***

**Proposed Entrance Width at Roadway Edge \***

**Proposed Length of Culvert \***

**Proposed Surface Material \***

**Please review before submitting.**

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of creating a record to be used for the issuance of an Entrance Permit and for electronic or telephone contact by the Township for other municipal purposes. Questions about the collection of the personal information may be addressed to the Clerk at the Township of Huron-Kinloss, 21 Queen Street, P.O. Box 130, Ripley, ON, N0G 2R0 or (519) 395 3735



**The Corporation of the Township of Huron-Kinloss**

21 Queen Street  
P.O. Box 130  
Ripley, Ontario  
N0G 2R0

519-395-3735  
Fax: 519-395-4107  
info@huronkinloss.com  
[www.huronkinloss.com](http://www.huronkinloss.com)

**Address/Property:**

**Property Roll Number:**

**Date payment received:**

**This entrance request is:**

Approved

Denied

**Explanation for Denial, if applicable:**

**Conditions for Approval**

**Approved Culvert Size**

**911 Number Assignment (if applicable)**

**Permit Approval (Signature):**

**Date Issued:**

**Inspection Approval (Signature):**

**Date of Inspection:**

# Thank you for using the online form.

**Your Entrance Permit Application has now been submitted.**

## **Things You Should Know:**

- Please allow 15 business days for your application to be reviewed.
- Pending successful review, you will be notified and a fee will be required. Current fees can be found on our website under By-laws/Consolidated Rates and Fees.
- Fees are payable to The Township of Huron-Kinloss by cash, cheque, debit, or e-transfer.
- Approval will only be sent after payment is made.
- After completion of the approved entrance, the Applicant is required to contact the Director of Public Works for final inspection.

If you have any questions, would like to know the status of your application, or require final inspection please contact John Yungblut, Director of Public Works at:

(519) 395-3735 ext. 130 or email: [jyungblut@huronkinloss.com](mailto:jyungblut@huronkinloss.com).